

Public Document Pack



Executive Board

Thursday, 12 February 2015 2.00 p.m.
The Boardroom, Municipal Building

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

Chief Executive

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

PART 1

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1. MINUTES	
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
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*Please contact Angela Scott on 0151 511 8670 or
Angela.scott@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 26 February 2015*

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

Item

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procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO:	Executive Board
DATE:	12 February 2015
REPORTING OFFICER:	Director of Public Health
SUBJECT:	Halton Suicide Prevention Strategy 2015-20
PORTFOLIO:	Health and Wellbeing
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to present the final draft of the Halton Suicide Prevention Strategy 2015-20

RECOMMENDATION: That the Board

- 1) note the contents of the report; and**
- 2) supports the strategy outcomes, objectives, and actions.**

2.0 SUPPORTING INFORMATION

- 2.1 Suicide is a major public health issue, and a major cause of years of life lost. Each suicide in Halton is an individual tragedy and a terrible loss to our local families and communities. The numbers of people who take their own life in Halton each year are low however those ending their own life should be viewed as the tip of an iceberg and locally levels of distress will be much higher.
- 2.2. In times of economic and employment insecurity rates of suicide often increase. This trend has been observed nationally following the 2008 financial crisis when after a decade of falling suicide rates have started to rise. Although it is too early to say whether this national trend is being observed locally it demonstrates the need for continuing vigilance and action and highlights why a new suicide prevention strategy for Halton is required.

Halton Suicide Prevention Strategy 2015-20

- 2.3 Suicide is not inevitable and can be prevented. The Halton Suicide prevention strategy (Appendix A) was written in partnership and sets out evidence-based actions, based upon national policy, research and local insight, to prevent suicide and support those bereaved or affected by suicide in Halton.
- 2.4 This strategy is supported by a detailed action plan outlining actions, responsible leads, timescales and outcomes to be achieved (Appendix B). The plan will be monitored by the Halton Suicide Prevention Partnership, and

outcomes reported to the Safer Halton Partnership, Health and Well Being Board and all other relevant bodies.

- 2.5 The strategy includes background information which sets out the policy context in which the strategy has been developed, considers the factors that influence why a person may take their own life and reviews the evidence on suicide prevention, outlines what we know about suicide in Halton and sets out actions to reduce the risk of suicide in Halton.
- 2.6 The reasons why people may take their own life are complex. The many factors that influence whether someone may feel like taking their own life can be divided into *Risk factors* which increase the likelihood of suicidal behaviour and *Protective factors*: which reduce the likelihood of suicidal behaviour through improving a person's ability to cope with difficult circumstances. The suicide prevention initiatives outlined within this strategy focus on increasing protective factors and reducing risk factors for suicide within Halton.
- 2.7 During the last 5 years in Halton there has been on average 12 suicides per year. Each year an annual suicide audit is undertaken within Halton. Completing the suicide audit improves our understanding of those most at risk of suicide and allows us to target suicide prevention strategies appropriately.

Suicide Prevention Strategy - vision, areas for action outcomes and objectives

- 2.8 **Our vision** is for a community where:
- We understand the root causes of suicide through effective collection and analysis of key information
 - We have created a "listening" culture where it is okay to talk about feelings and emotional wellbeing
 - We pro-actively communicate so that those directly and indirectly impacted by suicide know what support is there for them
 - We provide readily accessible support through services working in partnership with other agencies and organisations
 - We take positive, co-ordinated action to tackle prioritised root cause issues in order to prevent suicides
- 2.9 In order to achieve this vision and based upon national policy, research evidence and local insight 6 areas for action have been identified and agreed. All 6 areas for action have equal priority.
1. Improve the mental health and wellbeing of Halton residents
 2. Promote the early identification and support of people feeling suicidal
 3. Reduce the risk of suicide in known high risk groups
 4. Reduce access to the means of suicide
 5. Provide better information and support to those bereaved or affected by suicide
 6. Support research, data collection and monitoring
- 2.10 Based upon national evidence and local intelligence the groups identified as being at high risk of suicide in Halton include:

- Young and middle aged men (for the period 2011-13 80% of suicide deaths were among men).
- People with mental health problems, including those in the care of mental health services (for the period 2011-13 57% of suicides in Halton were by people who had a known mental health problem. Of these 23% were known to mental health services).
- People with a history of self-harm (27% of people who died by suicide in Halton for the period 2011-13 had a recorded history of self-harm).
- People in contact with the criminal justice system (17% of those who died by suicide in Halton for the period 2011-13 had been in contact with the police in the period prior to their death).
- People who misuse drugs or alcohol (50% of those who died by suicide in Halton for the period 2011-13 were known to have a misusing alcohol or drugs at the time of death).
- Children and young people
- Older adults
- Survivors of abuse and violence including sexual abuse
- Veterans
- People living with long-term physical health conditions
- People who are especially vulnerable due to social and economic circumstances (for example due to debt, housing problems or unemployment)
- Lesbian, gay, bisexual and transgender people

2.11 Key actions to prevent suicides in Halton identified within the strategy include:

- Developing a local multi-agency suicide awareness campaign plan
- Developing a local training plan to deliver suicide awareness training for community members, local community groups and key professionals who interact with known groups at high risk of suicide
- Ensuring those identified as being at risk of suicide can access immediate support
- Continued support of Operation Emblem (a "street triage" service where a police officer and Community Psychiatric Nurse (CPN) attend incidents where concerns for safety are identified).
- Commissioning a postvention service to ensure we have effective local responses to the aftermath of a suicide
- Continuing to undertake an annual suicide audit

2.12 The **Halton Suicide Prevention Partnership** will monitor outcomes related to high level indicators included within the Public Health and NHS Outcomes Framework this includes:

- the suicide rate
- self-harm rates

- excess under 75 mortality in adults with a serious mental illness

2.13 The Halton suicide prevention strategy has been developed by a multi-agency group with representation from both Adult and Children’s Services at the Council, the Police, service providers, the voluntary and community sector and other key partners.

Halton Suicide Prevention Partnership:

HBC - Public Health	HBC – Elected Members
Halton Clinical Commissioning Group	Cheshire Police
HBC – Children’s Commissioners	Cheshire Fire
HBC – Emergency Planning	Halton Housing Trust
Riverside College	Crime Reduction Initiative (CRI)
5 Borough Partnership NHS Foundation Trust	HBC - Early intervention team
HBC – Health Improvement Team	Halton Citizens Advice Bureau
MIND	Age UK
Samaritans	HBC – Adult social care

2.14 The strategy was informed by the outcomes of a public consultation event and has been informed and influenced by both local need and national policy. A formal public consultation is also being undertaken to enable local people to provide feedback and insight to the final version of the strategy and action plan, although both will be kept under regular review to ensure that they are still relevant and meeting the needs of local people.

2.15 The strategy will be presented to the following boards for further input and discussion:

- Safer PPB
- Children’s Trust Board
- Halton Clinical Commissioning Group Executive Board
- CAMHS Board
- HBC Executive Board

3.0 POLICY IMPLICATIONS

3.1 The Strategy will set the context for partnership working to prevent suicides and support those bereaved or affected by suicide in Halton. Suicide prevention is a national, regional and local priority. In 2012 the Government published its all-age suicide prevention strategy *Preventing Suicide in England: A cross-government outcomes strategy to save lives* which has informed the development of our local strategy. Locally the *Halton Health and Wellbeing Strategy 2012- 2015* identified the prevention and early detection of mental health conditions as one of its 5 priority areas for action. Suicide prevention activity is identified as a key action towards this priority.

4.0 OTHER/FINANCIAL IMPLICATIONS

- 4.1 The actions identified within the strategy will be delivered through existing resources identified within each partner's budget. Some service redesign or an innovative approach to service delivery will be required to better meet the needs of local people.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

Children and young people are identified as a high risk group within the strategy. The strategy outlines actions aimed at promoting the mental health and wellbeing of children and young people in Halton, preventing bullying within our local schools, ensuring the early identification and support of children and young people suffering from emotional, behavioural or mental health difficulties, raising awareness of the signs of suicide among staff who work with children and young people in Halton, and ensuring support is available in a time of crisis.

5.2 Employment, Learning and Skills in Halton

Suicide is a major public health issue, and a major cause of years of life lost. The economic impact of suicides is also high in terms of lost earnings and potential. It has been estimated that the average cost of a working age adult in England ending their own is £1.67million.

5.3 A Healthy Halton

This strategy forms a central strand of meeting the commitments to prevent suicide and support those bereaved or affected by suicide locally.

5.4 A Safer Halton

Suicide prevention is an important aspect of promoting community safety. Responding to suicide threats and attempts related to the Silver Jubilee Bridge (the Runcorn and Widnes Bridge) places a considerable burden on the time and resources of partners locally. It is also recognised that the police are often the first responders to a suicide attempt. The strategy outlines actions related to promoting community safety which include the continued support and strengthening of Operation Emblem (a "street triage" service where a police officer and Community Psychiatric Nurse (CPN) attend incidents where concerns for safety are identified), reviewing best practice evidence related to reducing the risk of suicide at the Silver Jubilee Bridge, advising on suicide prevention interventions planned for the new Mersey Gateway Bridge and other large new developments within the Borough.

5.5 Halton's Urban Renewal

As part of the strategy, there is a commitment to reduce access to the means of suicide in the planning of new large developments within the Borough.

6.0 RISK ANALYSIS

The key risk is a failure to reduce the suicides among Halton residents. This risk can be mitigated through the regular review and reporting of progress and the development of appropriate interventions where under-performance may occur.

7.0 EQUALITY AND DIVERSITY ISSUES

The Strategy specifically aims to meet the needs of all residents in Halton to prevent suicides and ensure the adequate support of those bereaved or affected by suicide locally.

8.0 REASON(S) FOR DECISION

The Suicide Prevention Strategy is a statutory document.

9.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

No alternative options considered.

10.0 IMPLEMENTATION DATE

With immediate effect following approval by Executive Board.

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

Document	Place of Inspection	Contact Officer
A) Draft Suicide Prevention Strategy 2015-2020	HBC website	Dr Elspeth Anwar
B) Draft Suicide Prevention Strategy Action Plan, 2015-16	HBC website	Dr Elspeth Anwar

Halton Suicide Prevention Strategy

2015-20

DRAFT



Foreword

Each suicide in Halton is an individual tragedy. In addition each suicide has a devastating ripple effect. Bereavement following a suicide is like no other bereavement, and can have devastating impacts on those who are left behind: families, friends and wider communities.

We know life got harder for many people following the recent financial crisis. Nationally after a decade of falling suicide rates suicide rates following the 2008 financial crisis there has been an increase in the number of people choosing to die by suicide. Although it is too early to say whether this national trend is being observed locally it demonstrates the need for continuing vigilance and action and highlights why a new suicide prevention strategy for Halton is required.

Suicides are not inevitable and can be prevented if the signs are recognised and support provided. This 5 year strategy aims to reduce suicides in Halton by better supporting those most at risk and providing information for those affected by a loved one's suicide.

No one organisation is able to address all the factors to reduce suicide risk and prevent suicides. That is why this strategy has been developed in partnership. The strategy sets out evidence-based actions, based upon national policy, research and local insight, to prevent suicide and support those bereaved or affected by suicide in Halton. The strategy is supported by an action plan which outlines exactly how, by whom and when the agreed actions will be undertaken and the outcomes we hope to achieve. The **Halton Suicide Prevention Partnership** will meet quarterly to monitor the implementation of this strategy.



E O'Meara

Eileen O'Meara, Director of Public Health, Halton Borough Council



I fully endorse this strategy. One death to suicide in Halton is one too many – Each and every suicide is a tragedy which has a devastating effect on families, friends, colleagues and the wider community. This strategy aims to make suicide prevention everyone's business. Contrary to the commonly held belief that suicide is inevitable, this strategy points to the many ways through working together we can make a difference. We firmly believe that suicide can be prevented and will work hard to ensure that people who are feeling suicidal in Halton can get support when they need it, how they need it and where they need it.

Cllr Marie Wright, Halton Borough Council's portfolio holder for Health and Wellbeing

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Introduction

Suicide¹ is a major public health issue, and a major cause of years of life lost. Each suicide in Halton is an individual tragedy and a terrible loss to local families and communities. The economic impact of suicides is also high. It has been estimated that the average cost of a working age adult in England ending their own is £1.67million².

In times of economic and employment insecurity rates of suicide often increase. This trend has been observed nationally following the 2008 financial crisis when after a decade of falling suicide rates suicide rates have risen. Locally suicide rates have also increased during 2011 to 2013 compared to previous years. Although the numbers of people who take their own life in Halton each year are low it is important to recognise those ending their own life are the tip of an iceberg and locally levels of distress and suicide attempts are much higher. The recent increase in the number of suicides locally demonstrates the need for continuing vigilance and action and highlights why a new suicide prevention strategy for Halton is required.

The challenge of suicide prevention

Suicide is not inevitable and can be prevented. Suicide is often the end point of a complex history of risk factors and events and for many people it is the combination of factors which is important rather than one single factor. We know that an inclusive society that avoids marginalising individuals and which supports people at times of personal crisis will help prevent suicides. We also know that evidence-based interventions exist that if implemented can reduce the risk of suicide.

This strategy was written in partnership and sets out evidence-based actions, based upon national policy, research and local insight, to prevent suicide and support those bereaved or affected by suicide in Halton. The strategy is supported by an action plan which outlines exactly how, by whom and when the agreed actions will be undertaken and the outcomes we hope to achieve.

Preventing suicides is a complex and challenging issue, but there are effective solutions for many, if not most of the individual factors which contribute towards the risk of suicide.

Scope of this strategy

We have to be clear about the scope of the strategy - it is specifically about the prevention of suicide and supporting those bereaved or affected by suicide in Halton. We recognise that suicide prevention starts with better mental health for all. Therefore this strategy is integrally linked to the *Halton Mental Health and Wellbeing Commissioning Strategy 2013-18* which aims to promote mental health and wellbeing, ensure the early diagnosis and treatment of people with a mental illness and support their recovery.

¹ Suicide is used in this document to mean a deliberate act that intentionally ends one's life.

² Knapp, M., McDaid, D., & Parsonage, M. (2011). Mental health promotion and mental illness prevention: the economic case. London: Department of Health. Available from: http://eprints.lse.ac.uk/32311/1/Knapp_et_al_MHPP_The_Economic_Case.pdf

Vision

Our vision is for a community where:

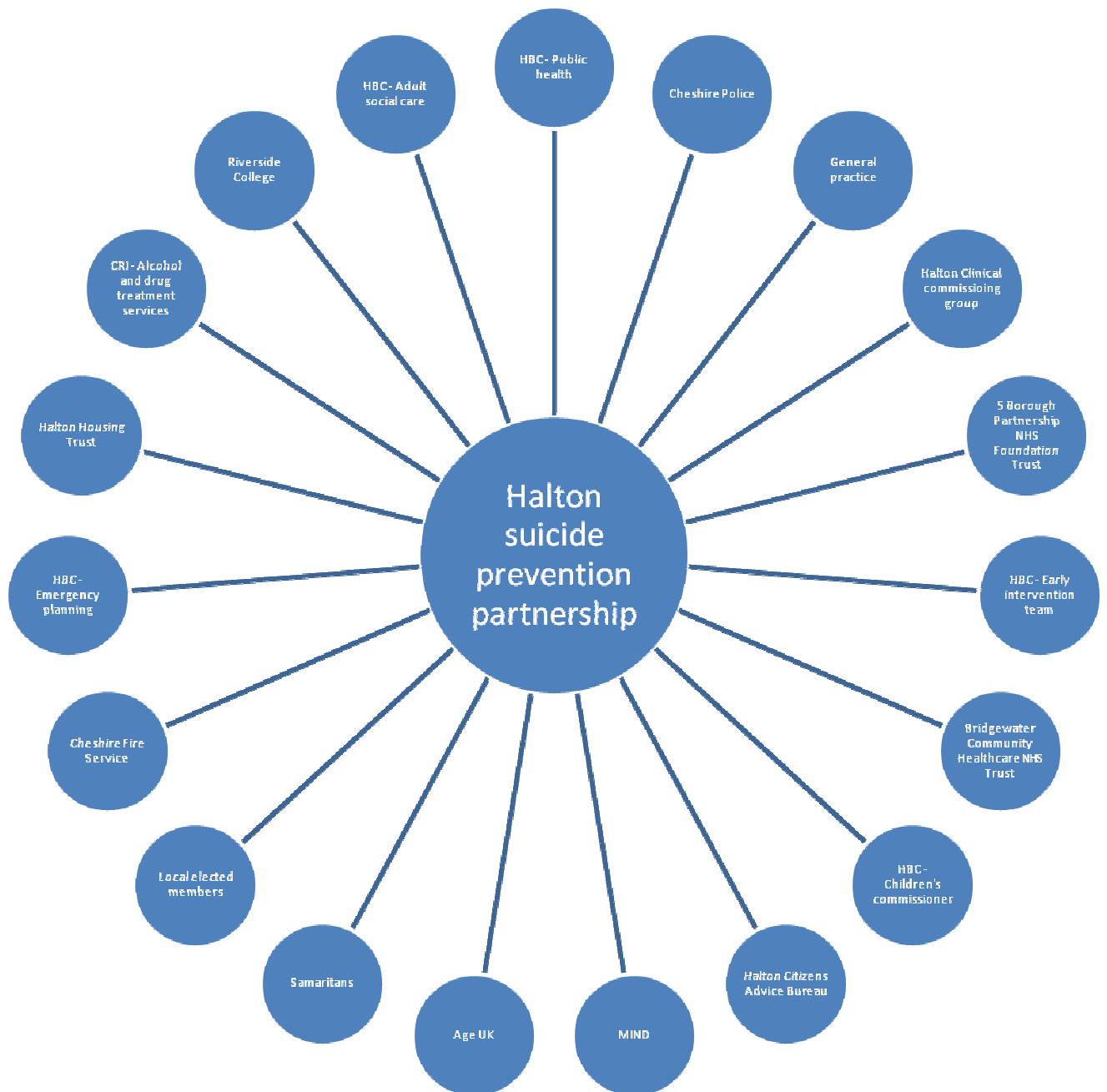
- We understand the root causes of suicide through effective collection and analysis of key information
- We have created a "listening" culture where it is okay to talk about feelings and emotional wellbeing
- We pro-actively communicate so that those directly and indirectly impacted by suicide know what support is there for them
- We provide readily accessible support through services working in partnership with other agencies and organisations
- We take positive, co-ordinated action to tackle prioritised root cause issues in order to prevent suicides

The Strategy Development Process

Halton suicide prevention partnership

No one organisation is able to address all the factors to reduce suicide risk and prevent suicides. Therefore collaborative working is vital for effective suicide prevention. This strategy has been written in collaboration with all partners agreeing the vision and areas for action. The partners involved in drafting this strategy are shown in Figure 1. The **Halton Suicide Prevention Partnership** will meet quarterly to monitor the implementation of this strategy.

Figure 1: Halton suicide prevention partnership



Strategy consultation and engagement

Consultation with key professionals and the public has been vital in developing this strategy. At an early stage a suicide prevention strategy event for professionals with an interest in suicide prevention was held. This event was very well attended. Professionals engaged in meaningful discussions and feedback was received related to:

- Who the high risk groups for suicide are locally
- The actions we should be taking to reduce the risk of suicide among these identified at risk groups
- how we can reduce access to the means of suicide locally
- how we can support those bereaved or affected by suicide locally

This feedback was utilised in the development of the areas for action and action plan.

Consultation with the local community was also undertaken through partners involved in the suicide prevention partnership. A questionnaire was developed and made available both on-line and in paper based format. This allowed feedback to be received from the local community related to preventing suicides and better supporting those bereaved or affected by suicide locally.

The policy context for suicide prevention

Suicide prevention is a national, regional and local priority. The recommendations and actions within this strategy are informed by the national, regional and local policy context, as well as being influenced by local knowledge and insight.

National policy and guidance

In 2012 the Government published its all-age suicide prevention strategy *Preventing Suicide in England: A cross-government outcomes strategy to save lives*³. The new strategy reaffirms the importance of suicide prevention in improving the health and wellbeing of the nation. The strategy outlines effective interventions and resources to support local action. One of the main changes from the previous national strategy is the greater prominence on measures to support families – both those who are worried that a loved one is at risk and those having to cope with aftermath of a suicide.

Preventing Suicide in England has two leading objectives:

- A reduction in the suicide rate in the general population in England
- Better support for those bereaved or affected by suicide

The strategy also outlines six key areas for action to achieve the objectives:

1. Reduce the risk of suicide in key high-risk groups
2. Tailor approaches to improve mental health in specific groups
3. Reduce access to the means of suicide
4. Provide better information and support to those bereaved or affected by suicide
5. Support the media in delivering sensitive approaches to suicide and suicidal behaviour
6. Support research, data collection and monitoring

Suicide prevention starts with better mental health for all. Therefore the Government advises that the new national suicide prevention strategy should be read alongside the *No health without mental health*⁴ and *Healthy Lives, Healthy People*⁵ which both include actions to improve the mental health of the population as a whole which will in turn support a general reduction in suicides.

Regional policy and guidance

At a regional level Halton is part of the Cheshire and Merseyside Suicide Reduction Network. The network was established in 2008, to seek greater co-ordination of responses to, and understanding of, patterns of suicide in the Cheshire and Merseyside region and the development of whole system approaches to reducing suicide. The Network has held a number of summits to share good practice and to consider the key issues we can work on at a regional level and collaboratively to overcome.

³ Preventing Suicide in England: A cross-government outcomes strategy to save lives available from: <http://tinyurl.com/kntvtkw>

⁴ No health without mental health Strategy available from: <http://tinyurl.com/ptpkpsx>

No health without mental health Implementation framework available from: <http://tinyurl.com/cu78rtu>

⁵ Healthy Lives, Healthy People available from: <http://tinyurl.com/ptpkpsx>

The Cheshire and Merseyside Suicide Reduction Network is currently developing a regional suicide prevention strategy. Locally the Halton suicide prevention partnership will contribute towards the development of the regional strategy to ensure alignment with our local strategy.

The regional group has developed a Suicide reduction action plan (S-RAP) based upon the actions outlined within the national strategy. The S-RAP is designed to be a template to be adapted locally and has formed the basis of the action plan developed to support the implementation of this strategy.

Local policy and guidance

Halton Health and Wellbeing Strategy 2012- 2015 identified the prevention and early detection of mental health conditions as one of its 5 priority areas for action. Suicide prevention activity is identified as a key action towards this priority.

In order to improve the mental health and wellbeing of people in Halton a *Mental Health and Wellbeing Commissioning Strategy 2013-18* and delivery plan has been developed. This strategy sets out key objectives and priorities across the life-course to improve mental health in the Borough.

Many of the identified actions within the *Mental Health and Wellbeing Commissioning Strategy* will have a direct impact on reducing the risk of suicides in Halton. We have therefore ensured that this strategy is integrally linked to the *Mental Health and Wellbeing Commissioning Strategy* and delivery plan.

Why do people take their own lives?

The reasons why people may take their own life are very complex. The many factors that influence whether someone may feel like taking their own life can be divided into:

- *Risk factors*: increase the likelihood of suicidal behaviour;
- *Protective factors*: reduce the likelihood of suicidal behaviour through improving a person's ability to cope with difficult circumstances.

Risk and *Protective factors* are often at opposite ends of the same continuum. For example, social isolation (*Risk factor*) and social connectedness (*Protective factor*) are at either extremes of a person's social support network. Examples of risk and protective factors for suicide are outlined in Table 1.

Table 1: Example of risks and protective factors for suicide⁶

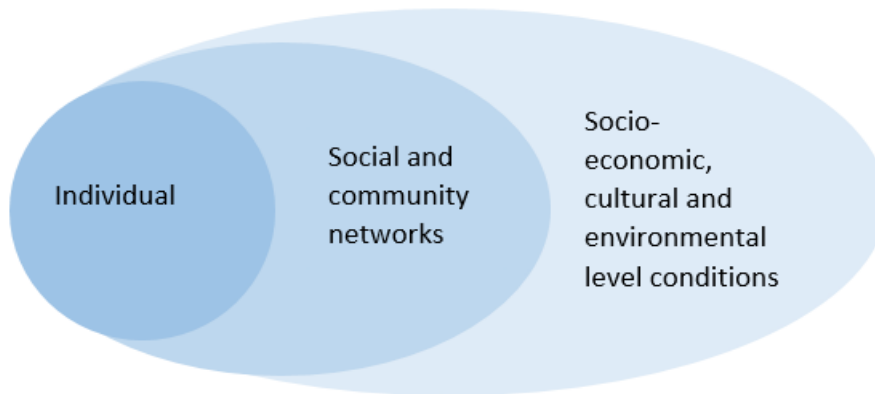
	Risk factors for suicide	Protective factors for suicide
Individual	<ul style="list-style-type: none"> • Gender (especially male gender) • Long-term conditions • Alcohol or substance misuse problem • Low self esteem • Little sense of control over life • Hopelessness • Poor coping skills 	<ul style="list-style-type: none"> • Good mental health • Good physical health • No alcohol or substance misuse problem • Positive sense of self • Sense of control over life • Positive outlook • Good coping skills
Social and community	<ul style="list-style-type: none"> • Social isolation • Family dispute • Separation and loss • Peer rejection • Family history of suicide 	<ul style="list-style-type: none"> • Social connectedness • Good family support • Well supported • Good social relationships • No family history of suicide
Socio-economic, cultural and environmental level	<ul style="list-style-type: none"> • Financial problems/ poverty • Unemployment • Homelessness/ insecure housing • Negative educational experience • Discrimination • Neighbourhood violence and crime 	<ul style="list-style-type: none"> • Financial security • Employment • Safe and secure accommodation • Positive educational experience • Inclusive community • Safe neighbourhood environment

⁶ Living is for everyone (LIFE). Research and Evidence in Suicide Prevention. Available from: <http://www.livingisforeverone.com.au/Research-and-evidence-in-suicide-prevention.html>

Risk and Protective factors can occur at different levels:

- Individual
- Social and community networks
- Socio-economic, cultural and environmental level conditions

Figure 2: Different levels of risk and protective factors for suicide



Risk and protective factors may be modifiable - things we can change; and non-modifiable - things we cannot change. For example, consider preventing suicides in isolated older men. We can be aware that their age and gender make them at higher risk of suicide but these are non-modifiable factors, however we can deliver interventions to reduce their social isolation and in turn reduce their suicide risk (social isolation is a modifiable factor).

Influencing risk and protective factors

People who attempt to take their own life usually have many risk factors and few protective factors. But risk and protective factors don't explain everything about suicide. Most people with multiple risk factors do not attempt to take their own life, and some who do take their lives have few risk factors and many protective factors.

The challenge in planning action to prevent suicide is to understand, and where possible modify, the many factors that influence whether people are likely to be vulnerable to suicide or, conversely, resilient to adverse life events. Both risk and protective factors need to be taken into account.

The suicide prevention initiatives outlined within this strategy focus on increasing protective factors and reducing risk factors for suicide within Halton.

Preventing suicides

Suicide is not inevitable and can be prevented. Suicide can be prevented through the implementation of evidence-based interventions. The WHO recommends a public health approach to suicide prevention, which incorporates universal, selective and indicated interventions⁷, outlined in Table X. Suicide rates are unlikely to decline as long as we confine our prevention efforts only to those who are at immediate risk of attempting suicide. This strategy provides a comprehensive suicide prevention programme which employs a combination of these three approaches.

Table 2: Suicide prevention interventions

Level	Definition	Examples of actions
Universal interventions	Target the general population and cover the population as a whole (irrespective of the degree of risk).	<ul style="list-style-type: none"> • Promoting population levels of mental health and wellbeing • Restricting access to the means of suicide. • Assisting and encouraging the media to follow responsible reporting practices of suicide
Selective interventions	Focus on sub-populations that are known to be at higher risk of suicide	<ul style="list-style-type: none"> • Suicide awareness training for staff who come into contact with known high risk groups
Indicated interventions	Aimed at those who are identified as being vulnerable to suicide or who have attempted suicide.	<ul style="list-style-type: none"> • Provision of support in time of crisis • Ensuring good risk management and continuity of care.

⁷ World Health Organization (2012). Public health action for the prevention of suicide: a framework. Available from: http://www.who.int/mental_health/publications/prevention_suicide_2012/en/



Suicide in Halton

Suicide is often the very end point of a complex history of risk factors and events. To prevent suicides in Halton we need to intervene as early as we can prior to this point. In order to inform the suicide prevention initiatives we have included local information on risk and protective factors as well as data on suicide attempts (where available). This important information will guide local suicide prevention initiatives.

The challenges of suicide statistics

The Under-reporting of suicides

It is commonly acknowledged by professionals in the field of suicide research that official statistics underestimate the 'true' number and rate of suicide. There may be stigma attached to reporting a death as suicide which may lead to under-reporting. In the UK, part of the solution to under-reporting has been to include 'deaths of undetermined intent' within the official statistical category of suicide. This attempts to correct for known under-reporting and is thought to produce a more accurate total (and rate) of suicide in a given year. This approach has been followed within this strategy.

The low numbers of suicides

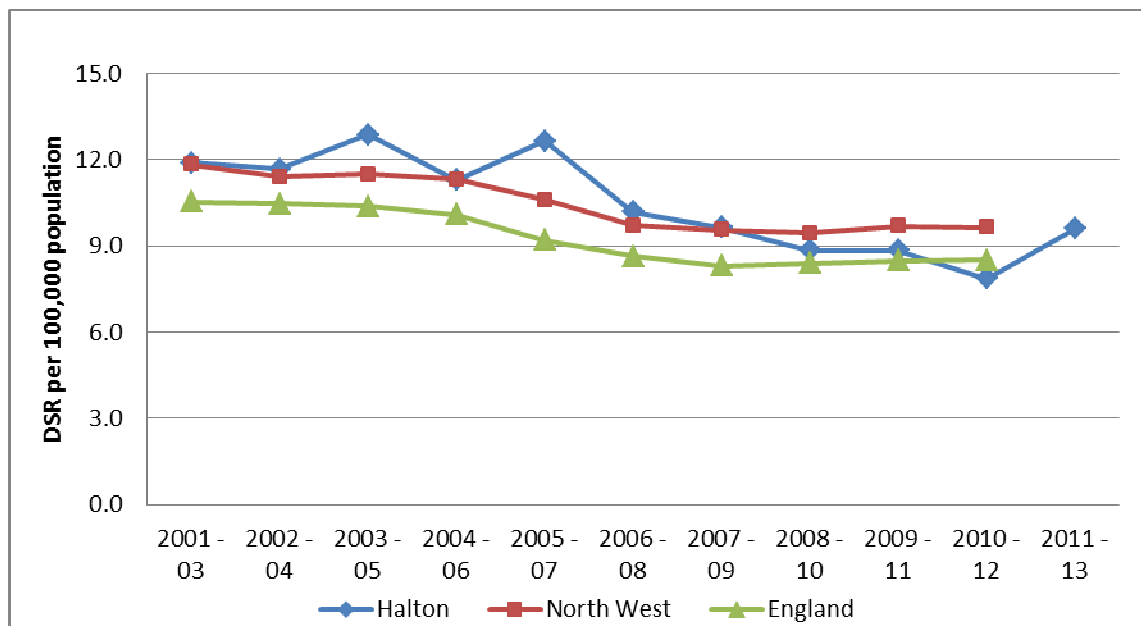
Fortunately the number of people in Halton each year who choose to kill themselves is low. Due to the low numbers of suicides it is important to:

- Use suicide rates per 100,000 people. Using numbers can give a misleading picture when considered alone.
- Not consider increases or decreases for a year at a time in isolation. Three-year rolling averages are generally used for monitoring purposes, in preference to single-year rates, in order to avoid drawing undue attention to year-on-year fluctuations instead of the underlying trend.
- Due to concerns related to the identification of local individuals numbers less than 5 are not presented within this strategy.

Suicide trends in Halton

During the last 5 years in Halton there has been on average 12 suicides per year. As stated due to low numbers it is important not to view a single year's data in isolation. Figure 3 displays three year trends in suicides and undetermined injury in Halton compared to North West and England rates. We can see that since 2005-07 suicide rates in Halton have reduced and in 2010-12 were below both the national and North West rates. Provisional data for 2011-13 suggests an increase in the suicide rate for Halton. We do not yet know how this will compare to national and regional figures which will not be available until early 2015.

Figure 3: Trend in suicides and undetermined injury (All persons, 3 year rolling average) (Please note 2011-13 data is provisional and not available at a regional or national level).

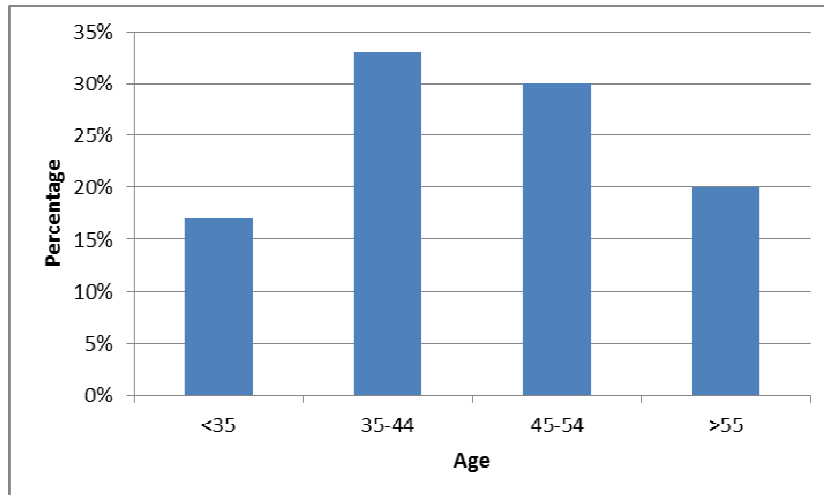


Who dies by suicide in Halton?

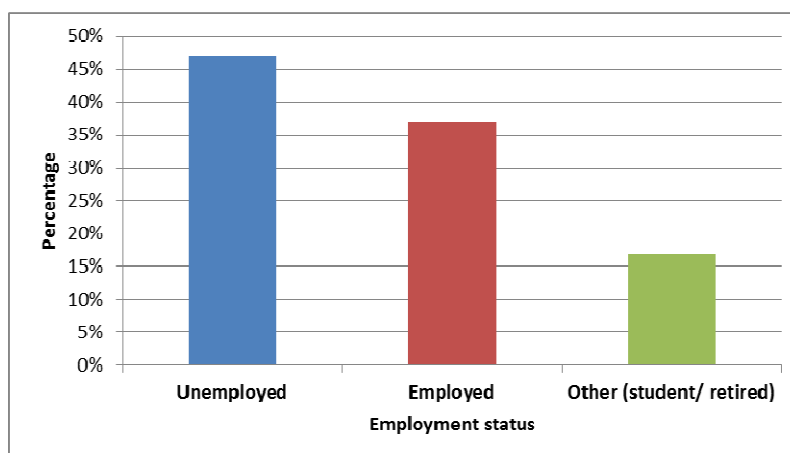
Each year an annual suicide audit is undertaken within Halton. Completing the suicide audit improves our understanding of those most at risk of suicide and allows us to target suicide prevention strategies appropriately.

Key findings related to the suicide audit for the period 2011-13

- More men die by suicide in Halton than women. For the period 2011-13 80% of suicide deaths were among men.
- The number and rates of suicides vary between age groups. In Halton the highest numbers of suicides were observed in the 35-44 and 45-54 year old age group (see figure 4).
- The numbers of suicides among those aged under 18 were below 5 therefore the numbers have been suppressed.

Figure 4: Age distribution of suicides 2011-13

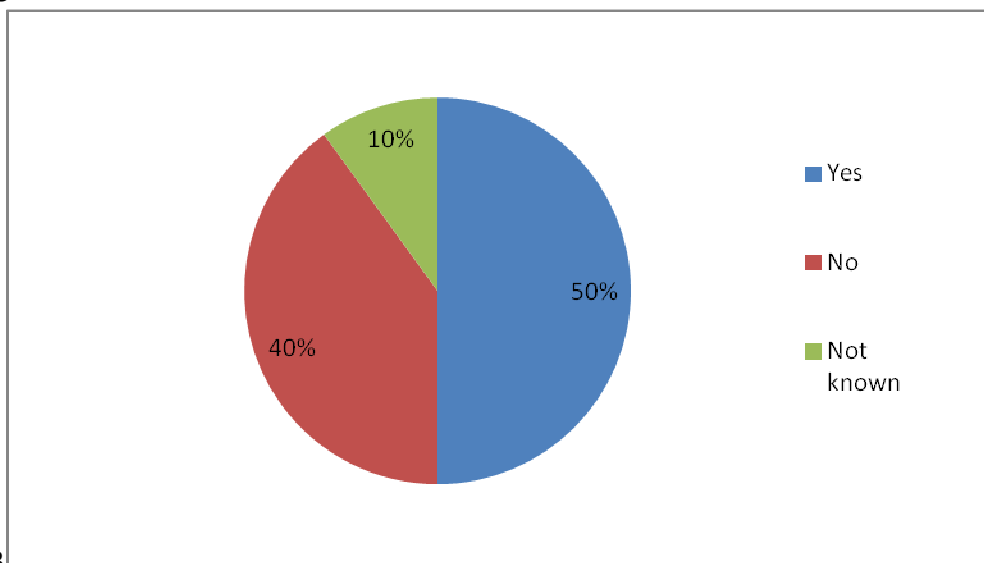
- The most common marital status at time of death was single (46.7% in 2011-13)
- At the time of death most people were living alone (44% in 2011-13).
- The most common employment status among those who died by suicide was unemployed (47% of deaths for the period 2011-13). This association is stronger for men, 71% of those who died by suicide and were unemployed were male in 2011-13. See figure 5.

Figure 5: Employment status at time of death 2011-13

- Most of the suicides for the period 2011-2013 were among by heterosexuals (90%), with no one recorded as being homosexual. For 10% of people their sexual orientation was recorded as being unknown.
- The majority of suicides in period 2011-2013 (67%) were reported to have personal problems leading up to their death. The most commonly reported problems were relationship (40%) and financial problems (17%).
- For the period 2011-13 57% of suicides in Halton were by people who had a known mental health problem. Of these 23% were known to mental health services.
- 27% of people who died by suicide in Halton for the period 2011-13 had a recorded history of self-harm.

- Half of those who died by suicide in 2011-13 were misusing substances (alcohol, illicit drugs), 87% of these suicides were in males. See Figure 6.

Figure 6: Substance misuse around the time of death 2011-



13

- In the last 3 years, 53% of those who died by suicide had some contact with medical professionals in the last 12 months relating to mental health problems.
- 17% of those who had died by suicide in 2011-13 had contact with the police prior to their death, all were male.

How and where do people die by suicide in Halton?

- Hanging was the most common cause of death by suicide in Halton during the period of 2011-13 accounting for 63% of cases. Hanging was the most common method among both men and women.
- The majority of suicides for the period 2011-13 (60%) died at home. There were small numbers at other locations (less than 5 deaths) including the Silver Jubilee Bridge.

Suicide attempts in Halton

Statistics on recorded suicides (official suicides and undetermined deaths) provide a profile of people who have taken their own life, but do not tell the whole story as they do not provide details of the number of people who have attempted suicide but did not die or the number who have experienced suicidal thoughts.

We do not have data locally on the number of suicide attempts or number of people having suicidal thoughts. However, national surveys inform us that 16.7% of people said that they had thought about committing suicide at some point in their life, while 5.6% said that they had attempted suicide⁸. If these national estimates are applied to Halton's population, we find that nearly 17,000

⁸Adult Psychiatric Morbidity in England - 2007, Results of a household survey. Available from: <http://www.hscic.gov.uk/catalogue/PUB02931/adul-psyc-morb-res-hou-sur-eng-2007-rep.pdf>

people local will have ever had suicidal thoughts and over 5,000 people will attempt suicide ever in their lifetime, see Table 3.

Table 3: Estimated prevalence of suicidal thoughts and suicide attempts in Halton

	Percentage (%)	Number
Suicidal thoughts (ever)	16.7	16,836
Suicide attempts (ever)	5.6	5,646

Suicide attempts from the Silver Jubilee Bridge

In the last three years there have been 70 incidents involving the Silver Jubilee Bridge (the Runcorn and Widnes Bridge), of these 63 were threats to jump and 7 were people who jumped from the bridge, see Table 4.

During the financial year 2013/14 police resources recorded 494 hours (or over 20 days) of time expended to deal with individuals threatening to jump from the Silver Jubilee Bridge.

Table 4: Incidents in relation to persons who have jumped or attempted to jump from the Silver Jubilee Bridge (the Runcorn and Widnes Bridge), 2011-14

	Total
Threats to Jump from bridge	63
Jumpers from the bridge	7
Total	70

Local information related to risk factors for suicide

As stated this suicide prevention strategy focuses on increasing protective factors and reducing risk factors for suicide within Halton. In order for us to prioritise actions it is important for us to be aware of the prevalence of risk factors locally:

- Significantly worse than England:
 - Self-harm rates
 - Long-term health problems and disability
 - Substance misuse
 - Personal insolvency
 - Violent crime and violent offences
- Higher than England
 - First time entrants into youth justice system
 - Levels of alcohol-related harm
 - Unemployment (including youth unemployment)
- Lower than England
 - Ethnic minority groups
 - One person households

Areas for action

This strategy articulates the partnership approach to suicide prevention and supporting those bereaved or affected by suicide in Halton. Based upon national policy, research evidence and local insight 6 areas for action have been identified and agreed. All 6 areas for action have equal priority.

1. **Improve the mental health and wellbeing of Halton residents**
2. **Promote the early identification and support of people feeling suicidal**
3. **Reduce the risk of suicide in known high risk groups**
4. **Reduce access to the means of suicide**
5. **Provide better information and support to those bereaved or affected by suicide**
6. **Support research, data collection and monitoring**

Area for action 1: Improve the mental health and wellbeing of Halton residents

A key aim of this strategy is to promote protective factors and reduce the likelihood of suicidal behaviour through improving a person's mental health and wellbeing and their ability to cope with difficult circumstances.

We know:

- Interventions that promote mental health and wellbeing also reduce suicides

This strategy is aligned with Halton's Mental Health and Wellbeing Commissioning Strategy and Delivery Plan. As such this aim will be delivered via Halton's Mental Health and Wellbeing Commissioning Strategy priority area 1 - "Improve the mental health and wellbeing of Halton people through prevention and early detection" which outlines actions to improve mental health and wellbeing across the life course.

In order to improve the mental health and wellbeing of Halton residents we will:

- Support the delivery of Halton's Mental Health and Wellbeing Commissioning Strategy priority area 1 - "Improve the mental health and wellbeing of Halton people through prevention and early detection"

Area for action 2: Promote the early identification and support of people feeling suicidal

Suicide is often the result of a complex range of factors, but it is often just one or two things that can trigger a person to take actions such as making a suicide plan or finding a means to take their own life.

We know:

- Most people who are thinking of taking their own life do not actually want to die but can't see any other way out of their situation.
- The warning signs and tipping points for suicide can be likened to signposts that give early warning of the potential for suicidal behaviour. Knowing the main warning signs for suicide and responding to them quickly and effectively may save someone's life.

In order to ensure the early identification and support of those who feel suicidal we will:



Supporting people at the time of a mental health crisis: Operation Emblem

'Operation Emblem' was set up in December 2013 as an innovative approach to supporting those suffering from a mental health crisis in Halton.

The scheme involves a Community Psychiatric Nurse accompanying a dedicated Cheshire Police Officer on call-outs involving individuals who are exhibiting unusual behaviour linked with mental illness or drug and alcohol dependency.

The Community Psychiatric Nurse is able to immediately access the individual's care plan, if they are known to services, and to contact their Care Co-ordinator to discuss what the best approach is, as well as offering immediate support to the individual. The benefits of these relationships were made clear as so far around 90 per cent of the individuals seen through the pilot were already known to mental health professionals – giving the police additional insight into their needs and support requirements.

Owing to the team's guidance and support - only four people had to be dealt with by way of a Section 136 arrest, representing an 82.5 per cent reduction. On all of these occasions, the individual was admitted onto a mental health ward within a few hours.

Operation emblem has produced benefits for local people and the economy – easing pressure on local Police resources while offering vulnerable people a more supportive way of accessing 5 Boroughs Partnership NHS Foundation Trust's services which promote compassion and recovery.

In one incident, a concern for welfare was issued to Cheshire Police via a family member regarding a gentleman with mental health problems. Prior to his disappearance, the gentleman had voiced suicidal ideation and had consumed large amounts of alcohol. The gentleman was located by the team and given choice about how he could access appropriate help. He refused to attend a clinic/hospital environment but – by taking a shared decision-making approach – the team were able to stage a street triage intervention.

During de-brief with attending officers it was confirmed that had Operation Emblem not been available, Section 136 of the Mental Health Act would have been utilised. Instead the gentleman received a mental health review within 10 minutes of request and was able to return home with follow-up in the community – evidence of a significantly improved patient experience.

Area for action 3: Reduce the risk of suicide in known high risk groups

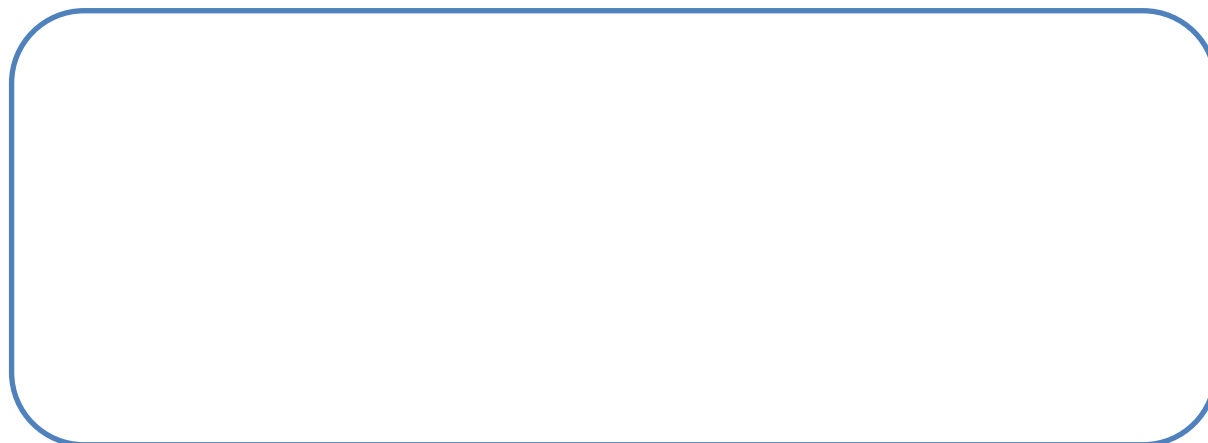
Achieving a reduction in suicide involves reaching more people who may be at risk of taking their own lives. Based upon national evidence and local intelligence the groups identified as being at high risk of suicide in Halton include:

Young and middle aged men

We know:

- More men die by suicide in Halton than women. For the period 2011-13 80% of suicide deaths were among men.
- Most men who die due to suicide in Halton are aged 35-64, however suicide remains a leading cause of death among young men

In order to reduce the risk of suicide in young and middle aged men we will:



People with mental health problems, including those in the care of mental health services

We know:

- For the period 2011-13 57% of suicides in Halton were by people who had a known mental health problem. Of these 23% were known to mental health services.
- Depression (including postnatal depression) is one of the most important risk factors for suicide and undiagnosed or untreated depression can heighten that risk.
- Primary care services have a key role in identifying and treating mental health problems as well as assessing an individual's suicide risk.
- People with severe mental illness are at high risk of suicide, both while on inpatient units and in the community.
- Inpatients and those recently discharged from hospital and those who refuse treatment are at highest risk

In order to reduce the risk of suicide in those with a mental health problem we will:

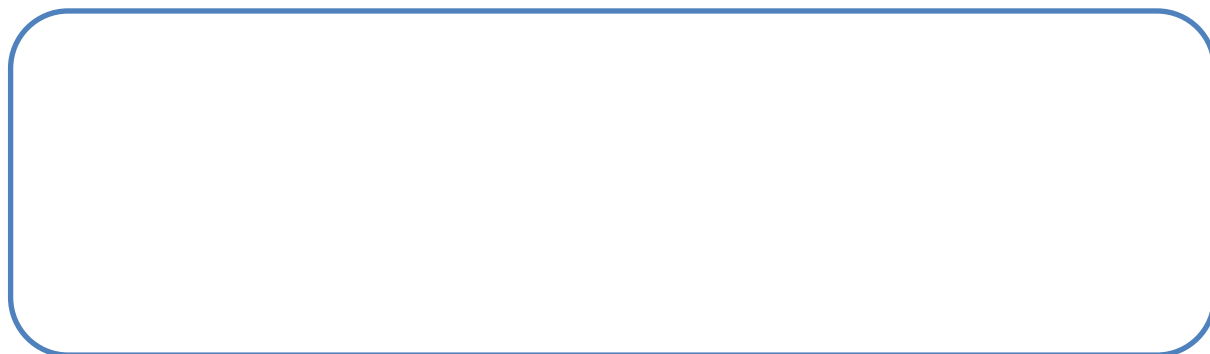
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People with a history of self-harm**We know:**

- 27% of people who died by suicide in Halton for the period 2011-13 had a recorded history of self-harm.

In order to reduce the risk of suicide in those who self-harm we will:**People in contact with the criminal justice system****We know:**

- 17% of those who died by suicide in Halton for the period 2011-13 had been in contact with the police in the period prior to their death

In order to reduce the risk of suicide in those in contact with the criminal justice system we will:**People who misuse drugs or alcohol****We Know:**

- 50% of those who died by suicide in Halton for the period 2011-13 were known to have a misusing alcohol or drugs at the time of death.

In order to reduce the risk of suicide in those who misuse drugs or alcohol we will:

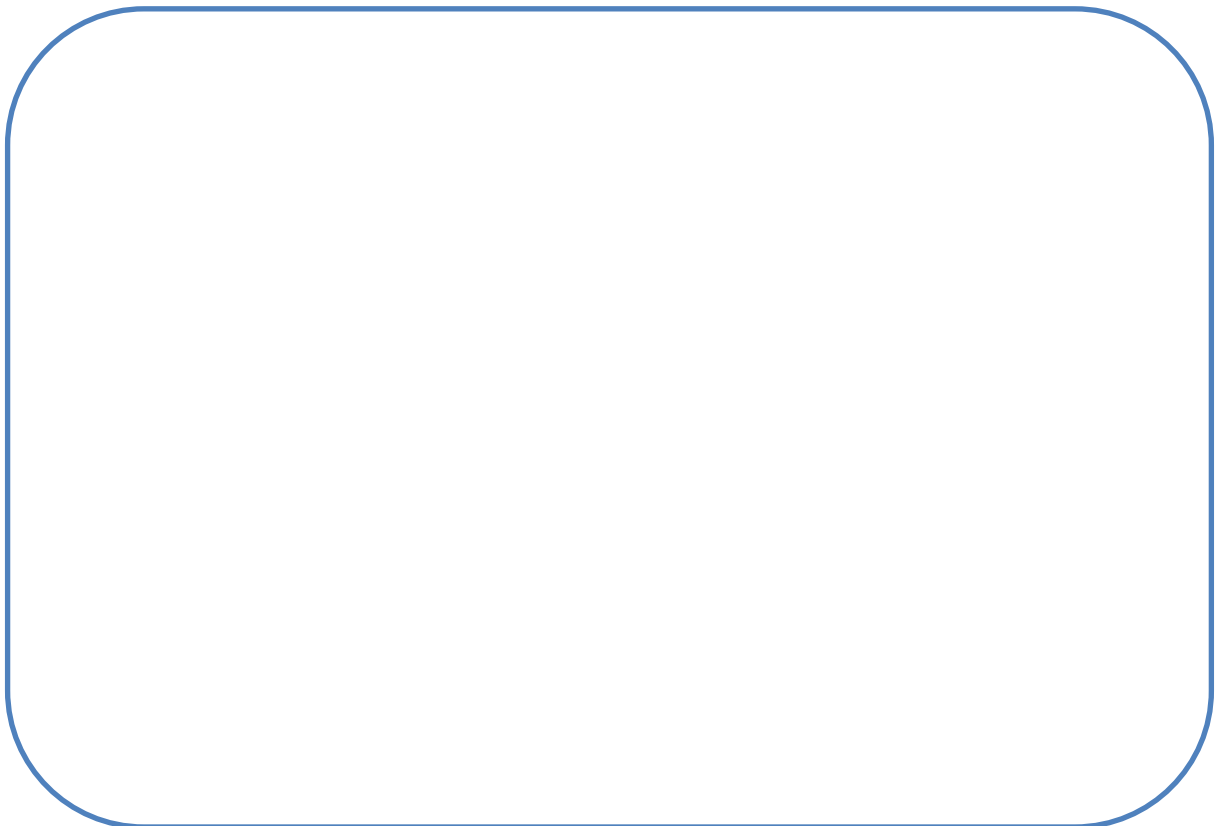


Children and young people

We know:

- Young people are vulnerable to suicidal feelings
- Self-harm is common among young people
- Certain young people are at greater risk of suicide e.g. looked after children, children and young people in the criminal justice system, those with mental health and behavioural problems, those who misuse substances, those who have experienced family breakdown, abuse, neglect

In order to reduce the risk of suicide among children and young people in Halton we will:



Older adults

We know:

- Depression, chronic and painful physical illnesses, disability, bereavement, social isolation and loneliness are more common among older people.

In order to reduce the risk of suicide among older adults in Halton we will:

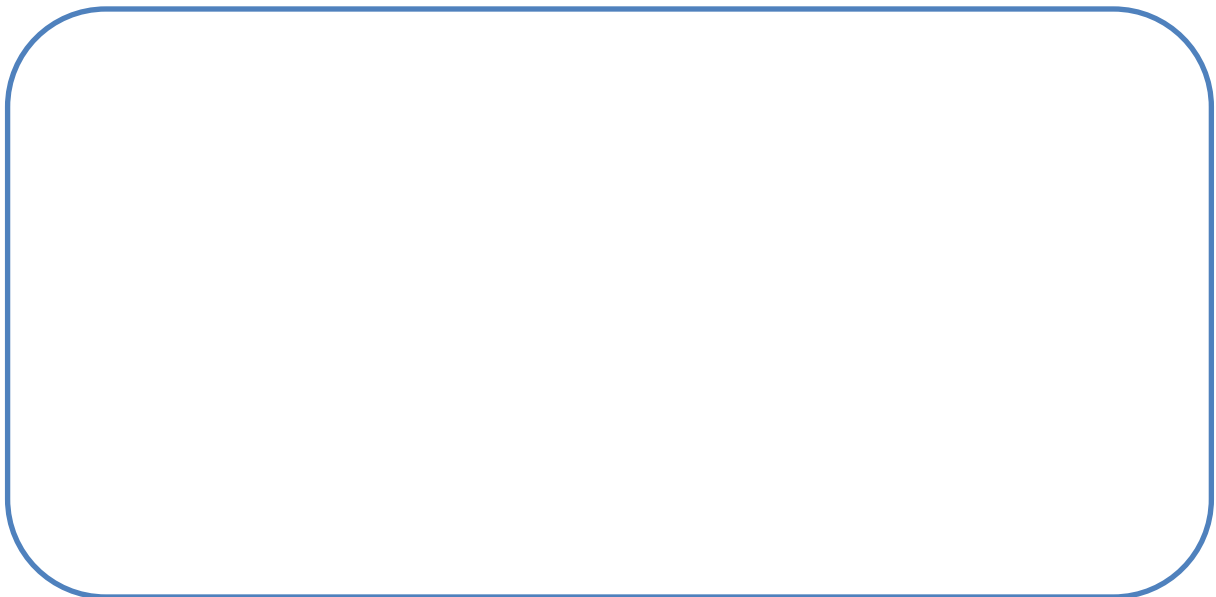


Survivors of abuse and violence including sexual abuse

We know:

- Halton has high levels of domestic abuse and sexual violence
- Violence and abuse can lead to psychosocial problems and an increased suicide risk

In order to reduce the risk of suicide in survivors of abuse and violence including sexual abuse in Halton we will:



Veterans

We know:

- Veterans may suffer from mental health problems due to service.
- There is evidence that risk of suicide is elevated among some veterans

In order to reduce the risk of veterans in Halton we will:

People living with long-term physical health conditions

We know:

- Physical illness is associated with an increased suicide risk.
- People with physical illness are at a higher risk of suffering from depression, which may often go undiagnosed.

In order to reduce the risk of people living with long-term conditions in Halton we will:

People who are especially vulnerable due to social and economic circumstances (for example due to debt, housing problems or unemployment)

We know:

- The UK economy is recovering from the most damaging financial crisis in generations. There have now been a number of studies demonstrating an association between increased unemployment during the recent financial crisis and an increase in suicide rates^{9,10}.

⁹ Barr B, Taylor-Robinson D, Scott-Samuel A, McKee M, Stuckler D. Suicides associated with the 2008-10 economic recession in England: time trend analysis. BMJ 2012

¹⁰ Chang, Stuckler, Yip, Gunnell. Impact of the 2008 global economic crisis on suicide: time trend study in 54 countries, BMJ 2013,

- Locally the most common employment status among those who died by suicide was unemployed (47% of deaths for the period 2011-13). This association is stronger for men, 71% of those who died by suicide and were unemployed were male in 2011-13.
- There is growing evidence that national policies aimed at reducing austerity e.g. the welfare reforms, the housing benefit size criteria (often referred to as the bedroom tax) may have led to an increase in those experiencing financial difficulties. Recent research conducted with Housing Trust employees found an increase in mental health issues and suicidal ideation among housing trust clients¹¹.

In order to reduce the risk of suicide in people who are particularly vulnerable due to social and economic circumstances we will:



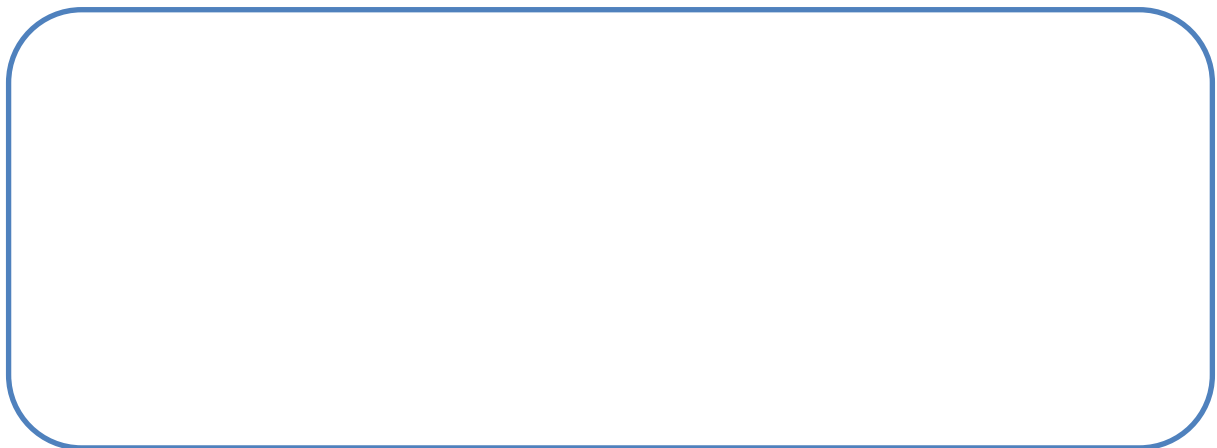
¹¹ Impact of Welfare Reform on Housing Employees. Dec 2013

Lesbian, gay, bisexual and transgender people

We know:

- Lesbian, gay, bisexual and transgender people are at a higher risk of mental illness, suicidal ideation, substance misuse and self-harm.

In order to reduce the risk of suicide among lesbian, gay and transgender people in Halton we will:



Area for action 4: Reduce access to the means of suicide

One of the most effective ways to prevent suicide is to reduce access to high lethality means of suicide. This is because people sometimes commit suicide on impulse, and if the means are not readily available the suicidal impulse may pass.

Most suicides in Halton take place in the home, however we also have a known location where repeat suicide attempts take place – the Silver Jubilee Bridge (Runcorn and Widnes Bridge). In addition work has recently commenced on a new Mersey Gateway Bridge with an opening date of autumn 2017 expected for the new crossing.

In order to reduce the number of suicides and suicide attempts at high-risk locations including the Silver Jubilee Bridge (Runcorn and Widnes Bridge) and the new Mersey Gateway Bridge we will:

In order to reduce hanging and strangulation in psychiatric inpatient and criminal justice settings we will:

In order to reduce the number of suicides and suicide attempts on the rail network we will:

Area for action 5: Provide better information and support to those bereaved or affected by suicide

The national Suicide prevention strategy places a new focus on support for people bereaved or affected by suicide.

We know:

- Families and friends bereaved by suicide are at an increased risk of mental health and emotional problems and may be at higher risk of suicide themselves.
- The media has a responsibility to ensure it reports incidents where an individual has taken their own life in a sensitive manner, so as not to increase distress among relatives and friends of the individual and so as not to promote copycat behaviour among young and vulnerable individuals. can have

In order to provide better information and support to those bereaved or affected by suicide we will:

Developing a postvention service for Halton

Suicide postvention is defined as “the provision of crisis intervention, support and assistance for those affected by a completed suicide”.

Evidence suggests that people who know someone who has died by suicide are at greater risk of attempting or completing suicide. For each individual suicide it has been estimated that a further six people will suffer a severe emotional impact as a result of the death.

Postvention services are essential to ensure that those bereaved by suicide receive effective and timely emotional and practical support. There is currently a gap in this area as there is no local care pathway to support those bereaved or affected by suicide.

Evidence from Northern Ireland and Australia demonstrates that such support measurably improves the health and wellbeing of people bereaved or affected by suicide, potentially reducing the number of future suicides. Also that postvention services are cost-effective as through providing effective support they reduce the economic burden on the health system, employers, communities and society generally due to people bereaved or affected by suicide.

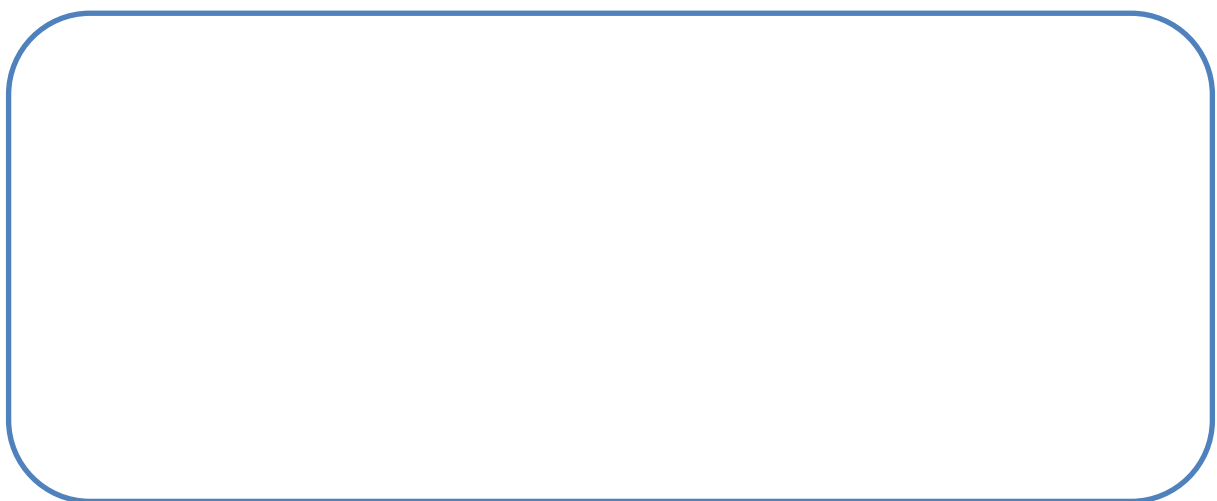
A key action identified within this strategy is the development of a postvention service to ensure we have effective local responses to provide effective and timely support for people bereaved or affected by suicide.

Area for action 6: Support research, data collection and monitoring

We know:

- Reliable, timely and accurate suicide statistics and the analysis of the circumstances surrounding each suicide in Halton can highlight trends, identify key risk factors for suicide and inform future partnership activity.
- Research and evaluation enhance our understanding of what works in suicide prevention locally.
- Mechanisms for monitoring progress are essential for the successful delivery of this strategy and action plan.

In order to support research, data collection and monitoring we will:

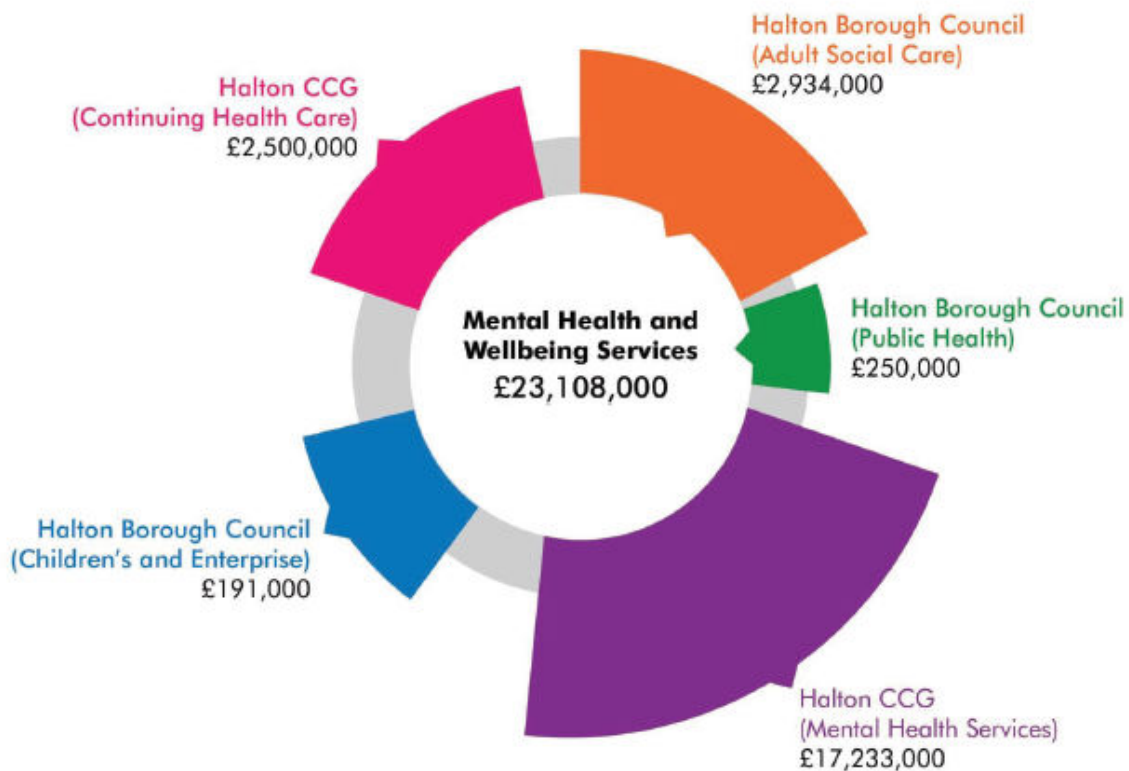


Strategy delivery

Expenditure on suicide prevention

As outlined within this strategy the first step in preventing suicides is to ensure that there are adequate and robust emotional health and wellbeing services available for local people. This includes health promotion and prevention activities as well as safe and effective treatment services with an emphasis on recovery. Halton collectively spends over £23 million on mental health and wellbeing services which can be seen in the diagram below. This spend includes all local suicide prevention activity e.g. suicide prevention training, CALM funding (Campaign against living miserably), 5BP risk assessment and support services etc.

Figure X: Expenditure on Health and wellbeing services in Halton *Source: A Mental Health and Wellbeing Commissioning Strategy for Halton*



Whilst there is not an explicit budget for local suicide prevention activity it is an integral part of all commissioned activity. Commissioners and service providers have committed to ensure that the actions identified within the strategy and action plan will be prioritised within existing resources with the aim of reducing the risk of suicide locally.

Monitoring implementation and outcomes

This strategy sets out evidence-based actions, based upon national policy, research and local insight, to prevent suicide and support those bereaved or affected by suicide in Halton. The strategy is supported by an action plan which outlines exactly how, by whom and when the agreed actions will be undertaken and the outcomes we hope to achieve.

The **Halton Suicide Prevention Partnership** will meet quarterly to monitor the implementation of the action plan and refresh the action plan on an annual basis. Quarterly progress reports will be presented to the Halton Mental Health Oversight Group and the Health and Wellbeing Board.

The *Halton suicide prevention partnership* will monitor outcomes related to high level indicators included within the Public Health and NHS Outcomes Framework this includes:

- the suicide rate
- self-harm rates

- excess under 75 mortality in adults with a serious mental illness

Like Minds For better mental health in Halton

“

My name is David,
I'm 30, from Halton View
and I've felt **suicidal**.

It started slowly in 2004. I found I was getting more irritable at things and I was drinking alcohol everyday. I started to withdraw from friends and family and was spending more and more time on my own. I then lost my job and split up with my girlfriend. At this point I was at my lowest and wanted to end my life. I felt I had nothing to live for. I talked to my mum about feeling like this and she said I needed to get out more and have a hobby. I knew she was right and I knew I needed to get out and make new friends. It took two years to build the confidence to go to college but I gave it a try and that is where I met my current girlfriend; who I enjoy spending time with and having fun with. I have now begun studying substance misuse and mental health and finally feel up for finding work.

”

It's Time to Talk.

If you feel like David talk to
somebody you trust or see your GP.

For David's full story visit
www.haltonlikeminds.co.uk



Halton suicide prevention strategy – Action plan 2015-16

1. Improve the mental health and wellbeing of Halton people						
Objective	Targets/ outcomes		Actions	Timescales	Lead	Comments
Improve the mental health and wellbeing of Halton people through prevention and early detection	Increase of 1% in self-reported wellbeing (feeling worthwhile). Baseline (2012) 17.6%	1	Support the delivery of Halton’s Mental Health and Wellbeing Commissioning Strategy priority area 1 - “Improve the mental health and wellbeing of Halton people through prevention and early detection”	Ongoing	Mental Health Prevention sub group	
2. Promote the early identification and support of people feeling suicidal						
Objective	Targets/ outcomes		Actions	Timescales	Lead	Comments
Reduce the stigma and discrimination associated with mental health and suicide locally	Suicide awareness campaign plan developed and agreed by all agencies	2	Develop a local multi-agency suicide awareness campaign plan	Nov 2015	Health improvement team/ Halton suicide prevention partnership	
		3	Ensure suicide prevention support lines are promoted widely across the borough – CALM, Hopeline- UK, Samaritans, Papyrus, and the local assessment team number.	Nov 2015	Halton suicide prevention partnership	

Increase local awareness of the warning signs of suicide and how to access support	1% of the local population is trained in suicide prevention skills.	4	Deliver suicide awareness training to local community members to enable them to recognise the warning signs of suicide in themselves, their family and friends (LINK TO AREA FOR ACTION 3)	June 2016	Health improvement team	
	Local organisations have trained their staff in suicide alertness and intervention skills.	5	Develop a local suicide awareness training plan for community members, local community groups and key professionals who interact with known high risk groups (LINK TO AREA FOR ACTION 3)	Jan 2016	Health improvement team/ Public Health	
	3 large local workplaces have been supported in developing suicide prevention policies	6	Support local workplaces to develop suicide prevention policies	June 2016	Health improvement team	
Ensure the prompt support of individuals identified to be at risk	Support services are readily accessible	7	Review local pathways to rapid assessment and support from adult and Child and Adolescent Mental Health Services for those identified to be at risk of suicide	Jan 2016	Halton suicide prevention partnership/ 5BP/ CAMHS partnership board	

	Reduction in the number of Section 136 issued in Halton	8	Support and strengthen Operation Emblem	Jan 2016	Halton CCG/ Cheshire Police/ 5BP	
Improve outcomes for people experiencing a mental health crisis	Crisis care concordat declaration and action plan developed	9	Support the development of a local Crisis concordat declaration and action plan	June 2015	Halton CCG/ 5BP	
Provide extra support to those who re-attempt suicide	Repeat attenders are identified and supported using an MDT approach	10	Take a multidisciplinary approach to supporting individuals who repeatedly attempt suicide	Jan 2016	Halton suicide prevention partnership	
3. Reduce the risk of suicide in known high risk groups						
Reduce the risk of suicide in young and middle aged men	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who work with this group	11	Ensure key front-line professionals and local groups who interact with young and middle aged men undertake suicide awareness training – (LINK TO ACTION 4 + 5)	June 2016	Health improvement team	
		12	Deliver community outreach programmes that promote suicide awareness messages at traditional male settings e.g. in partnership with the Widnes Vikings, at local sports clubs and in local pubs.	June 2016	Health improvement team/ CALM	

Reduce the risk of suicide in people with mental health problems	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who work with this group	13	Deliver suicide awareness training to GPs – explore potential of using BMA e-learning package- (LINK TO ACTION 5)	June 2016	Health improvement team	
		14	Promote the early identification and treatment of depression (LINK TO Halton’s Mental Health and Wellbeing Commissioning Strategy)	June 2016	Adult & Older peoples MH Delivery Group	
		15	Ensure the identification and support of women with a possible mental disorder during pregnancy or the postnatal period	June 2016	Midwifery/ Health Visitors	
	Local mental health services benchmarked against best practice	16	Assess local mental health services against best practice using the National Confidential Inquiry into suicide and homicide by people with mental illness self-assessment toolkit - http://www.bbmh.manchester.ac.uk/cmhr/research/centreforsuicideprevention/nci/toolkits	Jan 2016	5BP	

		17	Support the implementation of the 5BP Suicide Reduction Strategy	Jan 2016	5BP/ Halton suicide prevention partnership	
Reduce the risk of suicide in People with a history of self-harm	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who work with this group	18	Train key professionals to identify self-harm behaviour, recognise that people who self-harm are a high risk group for suicide and refer appropriately	June 2016	Health Improvement Team	
		19	Support the implementation of NICE clinical practice guidelines on self-harm	June 2016	Halton CCG/ Public Health	
		20	Support the development of a local peer support group for those who self-harm		Health Improvement Team	
Reduce the risk of suicide in People in contact with the criminal justice system	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who	21	Deliver suicide awareness training to key professionals who interact with those in contact with the criminal justice system (LINK TO ACTION 5)	June 2016	Health improvement team	

	work with this group					
Reduce the risk of suicide in who misuse drugs or alcohol	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who work with this group	22	Deliver suicide awareness training to key professionals who interact with those who misuse drugs or alcohol (LINK TO ACTION 5)	June 2016	Health improvement team	
Reduce the risk of suicide in children and young people	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who work with this group	23	Deliver suicide awareness training to key professionals and support groups who interact with children and young people (especially vulnerable children and young people) –(LINK TO ACTION 4 + 5)	June 2016	Health improvement team	
		24	Develop school and college-based approaches to promote suicide awareness among staff, pupils and parents to recognise the warning signs of suicide and increase knowledge of referral routes into specialist support	June 2016	Health Improvement Team/ School nurses	
	All local school and colleges have bullying prevention initiatives	25	Implement school and college-based bullying prevention initiatives (to include tackling cyber bullying and	Jan 2016	Health Improvement Team	

			reducing homophobic bullying)			
	New Tier 2 CAMHS service commissioned	26	Deliver community outreach programmes that promote suicide awareness messages among young people	Jan 2016	HBC Children's commissioner	
		27	Ensure the early support of children and young people with emotional, behavioural or mental health difficulties through a new tier 2 CAMHS service and a specific service for looked after children (LAC)	Jan 2016	CAMHS partnership board	
Reduce the risk of suicide among older adults	Raised awareness of increased risk of suicide and pathways to support among staff and voluntary groups working with older people	28	Deliver suicide awareness training to key professionals and voluntary groups who support older people (LINK TO ACTION 4 + 5)	June 2016	Health Improvement Team	
		29	Promote the early identification and treatment of depression among older adults (LINK TO ACTION)	June 2016	Adult & Older peoples MH Delivery Group	
		30	Support the implementation of the Halton loneliness strategy	Jan 2016	Loneliness strategy group	

Reduce the risk of suicide in Survivors of abuse and violence including sexual abuse	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who work with this group	31	Deliver suicide awareness training to key professionals and local support groups who interact with survivors of abuse and violence (LINK TO ACTION 4 + 5)	June 2016	Health improvement team	
		32	Improve identification and appropriate referral to support services of those experiencing domestic violence – link to domestic abuse strategy	June 2016	Domestic abuse strategy implementation group	
		33	Ensure the early identification and assessment of vulnerable children	Ongoing	Halton safeguarding children’s Board	
Reduce the risk of suicide in veterans	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who work with this group	34	Deliver suicide awareness training to key professionals and local support groups who interact with veterans (LINK TO ACTION 4 +5)	June 2016	Health improvement team	
Reduce the risk of suicide in People living with long-term physical health	Long-term conditions programme piloted	35	Support the development of a local long-term conditions patient programme to ensure patients feel	Jan 2016	Public Health	

conditions			more confident in managing their condition and take an active part in their care			
Reduce the risk of suicide in People who are especially vulnerable due to social and economic circumstances (for example due to debt, housing problems or unemployment)	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who work with this group	36	Deliver suicide awareness training to key professionals who interact with People who are especially vulnerable due to social and economic circumstances (LINK TO ACTION 5)	June 2016	Health improvement team	
		37	Develop referral pathways between services that support people who may be vulnerable due to social/ economic circumstances (financial advice and debt support services, housing trusts, employment support agencies) and mental health services	Jan 2016	Halton Suicide Prevention partnership	
Reduce the risk of suicide in lesbian, gay, bisexual and transgender people	Raised awareness of increased risk of suicide and pathways to support among key front line professionals who	38	Deliver suicide awareness training to key professionals and local support groups who interact with lesbian, gay, bisexual and transgender people – (LINK TO ACTION 4 + 5)	June 2016	Health Improvement Team	

	work with this group	39	Implement school and college-based bullying prevention initiatives to reduce homophobic bullying – (LINK TO ACTION 21)	Jan 2016	Halton anti-bullying partnership group	
Area for action 4: Reduce access to the means of suicide						
Reduce the number of suicides and suicide attempts at high-risk locations including the Silver Jubilee Bridge (Runcorn and Widnes Bridge) and the new Mersey Gateway Bridge	Best practice evidence reviewed	40	Maintain best practice related to reducing the risk of suicide at the Silver Jubilee Bridge (installation of physical barriers, placement of signs and telephones, camera)	June 2016	HBC Emergency Planning team/ Cheshire Police	
		41	Advise on suicide prevention interventions planned for the new Mersey Gateway Bridge to ensure the new bridge is as safe as possible	June 2016	HBC Emergency Planning team/ Cheshire Police	
		42	Work with local authority planning departments and developers to consider safety when designing new buildings/ structures to reduce suicide opportunities	Ongoing	Cheshire Police (architectural liaison officer)	
Reduce hanging and strangulation in psychiatric inpatient and criminal justice settings	Evidence of regular ward assessments	43	Ensure regular assessment of ward areas to identify and remove potential risks e.g. ligature ligatures and ligature points, access to medications, access to windows and high risk areas – LINK	Ongoing	5BP	

			TO ACTION 12)			
		44	Ensure safer environment for at risk prisoners e.g. safer cells and provide care for at-risk prisoners	Ongoing	Cheshire Police	
Reduce the number of suicides and suicide attempts on the rail network		45	Ensure staff working on the rail network are trained to recognise the warning signs of suicide and help individuals access appropriate support	June 2016	Regional suicide prevention network	
Area for action 5: Provide better information and support to those bereaved or affected by suicide						
Provide better information and support to those bereaved or affected by suicide	Postvention service commissioned	46	Commission a postvention service to ensure we have effective local responses to the aftermath of a suicide	June 2016	Public Health	
	Peer support group successfully running in Halton	47	Support a local peer support group for those bereaved or affected by suicide	June 2016	Health Improvement Team	
	Updated media	48	Promote the responsible reporting and portrayal of suicide and suicidal behaviour in the media – updated	June 2016	Health Improvement Team / Regional	

	reporting guidelines produced and distributed to local media outlets		guidelines for media produced		suicide prevention network	
Area for action 6: Support research, data collection and monitoring						
Monitor local suicide trends	Annual audit conducted and shared with key partners	49	Produce an annual data report to ensure that local data relevant to suicide prevention activity is collected, shared between partners and used to monitor suicide trends, progress and inform local activity.	June 2015	Public Health	
		50	Continue to undertake an annual local suicide audit based upon coroners records	June 2015	Public Health	
Evaluate local suicide prevention activities	Evaluation of local suicide prevention activities undertaken to inform future practice	51	Develop mechanisms to evaluate local suicide prevention activities and training in order to inform future practice	June 2016	Public Health	
Review regional and local evidence of best practice	Halton plays an active role in the regional Cheshire and Merseyside Suicide	52	Maintain an active role in the regional Cheshire and Merseyside Suicide Reduction Network	Ongoing	Public Health/ Halton suicide prevention partnership	

	Reduction Network	53	Assess the suitability of effective regional and national suicide prevention interventions for local implementation	Ongoing	Public Health/ Halton suicide prevention partnership	
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REPORT TO:	Executive Board
DATE:	12 February 2015
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Health & Wellbeing
SUBJECT:	Healthwatch Independent Complaints Advocacy
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek approval for the joint commissioning of the Healthwatch Independent Complaints Advocacy service with Liverpool City Council, and to agree to the waiving of standing orders to facilitate this arrangement.

2.0 **RECOMMENDATION: That the Board approves the use of Procurement Standing Order 1.3.2c to allow for the joint commissioning of the Healthwatch Independent Complaints Advocacy service with Liverpool City Council, and confirm that the Standing Orders of Liverpool City Council will apply.**

3.0 SUPPORTING INFORMATION

3.1 The 9 Merseyside and Cheshire Local Authorities currently have a contract with the Carers Federation Ltd to provide statutory Healthwatch Advocacy service. The contract started on 1st April 2013 and is to run to end March 2015. To date this service has been well delivered.

3.2 Broadly the contract is to provide advocacy to help support people through the NHS complaints process. There are two levels of advocacy support being offered;

- Level 1; individuals contacting the service are explained the NHS complaints process and procedures, and are encouraged to undertake the early stages themselves through the provision of a self-help pack
- Level 2; where individuals require face to face support to attend meetings to resolve complaints.

3.3 The service is staffed with experienced advocates and given the cross boundary care pathways, both commissioners and local

Healthwatch organisations can gain a more complete understanding of issues in the larger hospital trusts which of themselves serve a larger population than just one local authority area. The sub regional model for the service is seen as best practice.

- 3.4 However, the current service model is not seen as delivering value for money. Discussions with the Carers Federation Ltd, have resulted in a revised model to deliver this service. In essence a call centre, based within the Merseyside & Cheshire area, which would manage both level 1 and level 2 advocacy. Each authority would make a financial contribution to the call centre for level 1 activity based on their relative population size. Level 2 advocacy would be paid for by each individual authority on an activity/hourly rate basis.
- 3.5 An alternative model would be to add this statutory responsibility to the local Healthwatch contract, or a local advocacy service. However, it is the view of the Merseyside & Cheshire group that local Healthwatch groups lack the necessary skills for this work and that it would also cause difficulties with local hospitals that would need to advise of multiple Independent Complaints Advocacy services. In addition this alternative model is not seen as 'best practice'.
- 3.6 Liverpool local authority is leading on the tender and procurement of this service. A service specification has been drafted and is being consulted on with the participating authorities. The anticipated date for tender presentations is the 4th February 2015.
- 3.7 The contract will run from 1st April 2015 to 31st March 2018 with an option to extend for a further 2 years.
- 3.8 The Operational Director (Legal & Democratic Services) has approved the proposed joint commissioning arrangements with Liverpool City Council as per Standing Orders 1.3.2a

4.0 **POLICY IMPLICATIONS**

- 4.1 The provision of independent advocacy is a legal requirement for the Secretary of State for Health under section 248(1) of the National Health Service Act 2006.
- 4.2 Responsibility for commissioning an NHS complaints advocacy service (formerly Independent Complaints Advocacy Service -ICAS) transferred from Department of Health (DH) to local authorities in April 2013.
- 4.3 Advocacy in the context of the service is about providing support to people in England who want to make a complaint about the NHS (including a complaint to the Parliamentary and Health Service Ombudsman). Support ranges from provision of self-help

information, through to the assignment of dedicated advocates to assist individuals with letter writing, form filling and attendance at meetings.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 The current contract value was calculated on the population levels of each participating authority. In year 1 Halton's cost was £21,767, and in year 2 it was £20,200 giving a total of £41,967

5.2 Halton's financial contribution under the proposed model would be calculated as follows;

- Level 1; population level (5.06%) as a proportion of the overall call centre cost of £100k, giving a cost of £5,060
- Level 2; predicted number of hours of level 2 activity (64 hours) multiplied by cost per hour (£25), giving a cost of £1,600

5.3 Therefore the predicted total cost under the proposed model would be £6,660. This represents a potential saving over 2 years of £28,647. However, it may be prudent to allocate a budget that allows for possible growth in level 2 activity.

5.4 The cost of £25 per hour includes staff, training, travel and management costs and is the minimal rate for a sustainable service.

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

6.1 **Children & Young People in Halton**

As outlined under section 6.3

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

None identified.

6.3 **A Healthy Halton**

Healthwatch Independent Complaints Advocacy (HWICA) is a client-centred service that empowers anyone who wishes to resolve a complaint about healthcare commissioned and/or provided by the NHS in England. HWICA supports clients in the community or living within secure settings whose healthcare is commissioned and/or provided by the NHS. HWICA will also support clients with a grievance related to any aspect of healthcare that falls under the jurisdiction of the Health Service Ombudsman, such as complaints about poor treatment or service provided through the NHS in England.

6.4 **A Safer Halton**

None identified.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 The current contract with the Carers Federation Ltd to provide this service is due to end on 31st March 2015.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 The Provider is contractually obliged to have in place appropriate policies, procedures, and systems in place to ensure its compliance with equalities and anti-discrimination law, including the Equality Act 2010.

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

None.

REPORT TO: Executive Board

DATE: 12th February 2015

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO: Environmental Sustainability

SUBJECT: Household Waste & Recycling Collection Policy

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To provide Members with a draft updated Household Waste Recycling and Collection Policy document for comment and endorsement.

2.0 RECOMMENDATION: That:

- 1) **The Executive Board receive and comment upon the report;**
- 2) **The Executive Board approve the adoption of the updated Household Waste & Recycling Collection Policy attached as Appendix 1.**

3.0 BACKGROUND INFORMATION

3.1 At their meeting of 28th January 2015, Members of the Environment and Urban Renewal Policy and Performance Board received a report on the Council's Household Waste Collection Policies. Members were presented with a draft updated Policy document that had been developed following a review of the current Policy document by the Waste Management Working Party. Members were asked to comment upon and endorse the draft updated Policy. Members of the Board subsequently resolved that a report be presented to the Executive Board recommending the adoption of the draft Household Waste & Recycling Collection Policy, a copy of which is attached as Appendix 1.

4.0 SUPPORTING INFORMATION

4.1 The draft updated Policy does not introduce any new policies or collection regimes. It has been reviewed to ensure that it reflects current service provision, policies or other decisions of the Council and brings up to date the previous policy to reflect innovations which

have already been introduced. It reflects current practice and seeks to clarify points of ambiguity in the existing policy as well as recording minor changes in practice. All significant changes which have already been introduced by the Council since 2011 were the subject of public consultation and involvement.

- 4.2 The Council's policies are underpinned by the provisions of waste legislation, and in particular, the Environmental Protection Act 1990. They have been developed drawing upon best practice and common approaches adopted by local authorities across the country and take into account the significant financial pressures faced by the Council. The policies seek to ensure that the Council continues to deliver its statutory waste related functions in the most cost effective and efficient manner that encourage waste prevention, an increase in recycling levels and a reduction in the amount of waste that requires costly treatment or disposal.
- 4.3 As stated above, the attached document contains no new policies or collection regimes; however, within the document there are areas of service delivery, activity or policy that have been subject to updating or clarification from the previous version. Members' attention is drawn to areas as detailed in paragraphs 4.4 to 4.9 below.

Alternate Bin Collection Scheme

- 4.4 The current Policy document does not reflect a decision of Halton's Full Council in 2011 to move towards alternate weekly bin collections of residual waste and recyclables, where appropriate. This decision to introduce an Alternate Bin Collection (ABC) scheme followed public consultation with members of the Halton 2000 Citizens panel. Since 2011, the ABC scheme has been introduced to areas across the borough on a phased basis with approximately 50% of properties now receiving this service. Plans are currently being finalised for the borough-wide roll-out of the ABC service to all suitable properties.
- 4.5 The updated Policy document clarifies that it is the Policy of the Council that the 'Standard Service' provided to residents will be an alternate weekly collection of household waste using wheeled bins; collecting residual waste one week, and recycling the next. Full details of the waste and recycling collection services to be delivered to those properties that are not suitable for receiving the Council's 'Standard Service' provision, which includes a combination of bag, box or small wheeled bin collections, are set out in the Policy document.
- 4.6 The Council's ABC policy places a restriction on the amount of residual waste that will be collected from households on a fortnightly basis. In consistently applying waste level restrictions arising from this policy, the amount of waste collected from households not on

the ABC system, who will receive a weekly collection of residual waste, will be limited to a level equivalent to that collected on a fortnightly basis from 'ABC households'.

Co-Mingled Collection of Recyclable Materials

- 4.7 From 1st January 2015, every Waste Collection Authority must, when making arrangements for the collection of waste paper, metal, plastic or glass, ensure that those arrangements are by way of separate collection. Co-mingling of waste (i.e. putting a range of recyclables all together into one bin or box as per the Council's policy) will be permissible after 2015 where it does provide high quality recyclates or where separate collection is not practicable.
- 4.8 The Council will be required to provide evidence to support its current or proposed collections systems in order to comply with the relevant legislation and this will be the subject of a separate report to be presented to the Executive Board.

Enforcement

- 4.9 If the Council is to be successful in keeping down the costs of dealing with household waste and ensuring that there is no detrimental impact upon local residents or their neighbourhoods arising from the collection of waste, it will require residents to manage their waste in a responsible manner and comply with the Council's policies and procedures. The Council's approach will always be to offer advice, support and guidance as the first and preferred way to ensure householders compliance; however, where this approach has failed to result in such compliance, the Council will use its powers of enforcement.
- 4.10 The draft updated Policy document includes information about the Council's powers of enforcement in relation to the waste and recycling collection services. The use of regulatory powers is not strictly relevant to this draft policy but its inclusion makes the draft policy a more useful and informative document for the public.

Charging for Services

- 4.11 The policy document provides details of waste collection and disposal services for which a charge may be made. Charging for services allows the Council the opportunity to off-set its costs of service delivery; the charge for the collection of bulky household items being an example of where the Council has utilised such legislation. Charging traders for the receipt and disposal of commercial waste, for example at Household Waste Centres, is also an option open to waste authorities. The document clarifies that it is the policy of the Council to explore options for applying charges for waste services allowable under legislation.

Recommendation

4.12 The updated Policy document sets out how the Council seeks to ensure that it will continue to provide high quality, cost effective services that are applied fairly and consistently to all households.

4.13 Members are asked to approve the adoption of the attached draft updated Policy which, in addition to setting out clear and robust waste collection policies, also provides information to residents on the level of service that they can expect to receive from the Council.

5.0 **POLICY IMPLICATIONS**

5.1 There are no new policy implications as a result of this report.

6.0 **FINANCIAL IMPLICATIONS**

6.1 There are no new financial implications for the Council arising from this report.

6.2 The Council's policies will help to keep down the costs of providing household waste collection, recycling and treatment/disposal services.

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

7.1 **Children & Young People in Halton**

None identified.

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

None identified.

7.3 **A Healthy Halton**

No direct impact, but the Council's Policies will continue to contribute towards improving the environment and the appearance of the borough and shall have an overall beneficial affect on well-being.

7.4 **A Safer Halton**

The Council is committed to dealing with environmental nuisance. The policies contained with the attached document will continue to contribute towards improving environmental standards and reducing environmental crime. This will have a positive impact upon the Safer Halton Priority, and contribute towards the 'Cleaner, Greener, Safer' agenda.

7.5 **Halton's Urban Renewal**

No direct impact, but overall environmental benefits will make the borough a more attractive location for investment.

8.0 **RISK ANALYSIS**

8.1 The updated Household Waste Recycling & Collection Policy document sets out clearly the services to be delivered by the Council as well as the actions required by householders in relation those services. The key risk in failing to maintain and publish an up to date Policy document is that residents may not fully understand the level of service to be provided to them and what responsibilities they have. This could lead to high levels of non-compliance with the Council's waste policies, a reduction in the effectiveness of the Council's services, increased costs, customer complaints and poor satisfaction levels amongst residents.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 The Council's Policies are not intended to have either a positive or negative impact upon equality and diversity or apply differently to any particular group. The Waste and Environmental Improvement Division will continue to invite and seek feedback on its waste collection services and policies and will respond to any suggestion of differential impact.

10.0 **REASON(S) FOR DECISION**

10.1 It is important that the Council's Household Waste and Recycling Collection Policies remain fit for purpose in order to support the Council in meeting its waste related and objectives, and to ensure that services continue to be delivered as efficiently and effectively as possible.

11.0 **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

11.1 The Council has a wide range of options available in relation to its waste collection policies and service standards. The options available were considered by Members of the Waste Management Working Party who were tasked by the Environment & Urban Renewal Policy and Performance Board to review the Council's policies and service standards relating to the collection of household waste. The work carried out by the Working Party included research into the approaches adopted by other local authorities and took into account local circumstances within Halton.

12.0 **IMPLEMENTATION DATE**

12.1 12th February 2015.

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

Document	Place of Inspection	Contact Officer
Executive Board Report 17 th March 2011 – Household Waste Collection Policy	Municipal Building	Strategic Director, Communities
Environment & Urban Renewal Policy and Performance Board Report 28 th January 2015 – Household Waste & Recycling Collection Policy	Municipal Building	Strategic Director, Communities



Halton Borough Council

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Household Waste & Recycling Collection Policy

February 2015

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APPENDICES

- Appendix 1 - Accepted Materials in Designated Receptacles
- Appendix 2 - Customer Service Assurances
- Appendix 3 - Relevant Legislation

1. Introduction

Halton Borough Council is committed to delivering high quality, value for money waste services that take account of local circumstances across the borough.

The Council has developed a series of waste policies to ensure that, in fulfilling its Statutory Obligations as Waste Collection and Disposal Authority, it provides waste and recycling services that operate in a safe and cost effective way and that encourage waste minimisation and recycling.

This document sets out the Council's waste and recycling policies and procedures as they relate to the Council's waste collection functions to ensure that they are clearly defined, so as to avoid any uncertainty for residents, Elected Members or Officers of the Council. The Council's waste disposal functions are not the subject of this policy. Section 25 has been included to deal with Household Waste Recycling Centres ("HWRCs"). This may seem to be incongruous in a policy dealing with the Council's collection of waste but it is appropriate to be included for two reasons. First, it deals with themes which are common to the main body of this policy and secondly, the waste deposited in HWRCs form part of the total waste stream collected by the Council.

The document also sets out actions required of householders and the standards and levels of service that residents can expect to receive from the Council.

This policy document is an update of a previous document that was approved by the Council's Executive Board in March 2011.

This policy is not a strategic policy but is consistent with the Council's Sustainable Community Strategy and Corporate Plan. This policy is not designed to introduce a new collection regime but to bring up to date the previous policy to reflect innovations which have already been introduced by the Council. It will therefore reflect current practice and be a more useful reference document. In addition, the opportunity has been taken to clarify points of ambiguity in the existing policy as well as record minor changes in practice. All significant changes which have already been introduced by the Council since 2011 were the subject of public consultation and involvement.

Whilst this document sets out the Council's policies and guidance it must be recognised that there may be exceptional circumstances where these policies may need to be applied at the discretion of senior Council Officers in consultation with relevant Elected Members.

2. Standard Service Provision

It is the Policy of the Council that the Standard Service provided to residents will be an alternate weekly collection of household waste using wheeled bins; collecting residual waste one week, and recycling the next.

Each household provided the Standard Service will receive;

- The fortnightly collection of one standard sized 240 litre black/grey wheeled bin that is to be used to store/collect the residual waste (non-recyclable waste) that households generate, and that cannot be recycled or composted through the Council's kerbside recycling schemes or at its Household Waste Recycling Centres.
- The fortnightly collection of one standard sized 240 litre blue wheeled bin which is to be used to store/collect a range of dry recyclable materials as set out in Appendix 1. (See also Section 5)

3. Exemptions from the Standard Service

The different physical make up of areas and design of some residential properties in Halton means that there is a need to find arrangements that best fit local circumstances whilst working within the general principles of the Council's Policy. This means that in applying its Policy, the Council may determine different collection arrangements for different areas. Properties that will be exempt from the Standard Service, together with the alternative service type to be provided, are set out below;

i) Properties not suitable for the provision of wheeled bins

Some properties in Halton are not suitable for the provision of a wheeled bin collection service. Reasons for this could include, but are not limited to, the fact that;

- There is insufficient storage space within the confines of the property to accommodate wheeled bins
- The property is accessed via steep inclines or steps
- The wheeled bins would have to be wheeled through the property to the collection point
- There is such a considerable distance to the collection point
- There is no suitable collection point for wheeled bins

Households that are not suitable for wheeled bins will receive the following service provision;

- A weekly collection of 3 sacks of residual waste.
- A fortnightly collection of a 44 litre blue recycling box, which is to be used to store/collect a range of dry recyclable materials as set out in Appendix 1. (See also Section 5)

The Council shall limit the number of sacks collected from properties that do not have wheeled bins to 3 sacks per household per week. This is considered equivalent to the amount of waste collected on a weekly basis from properties that are provided with wheeled bins. This provision is already in effect and simply reflects the Standard Service provision applicable to wheeled bins described above.

ii) Mixed Wheeled Bin/Sack Collection Areas

There are some areas of the borough where there is a combination of properties that are suitable for wheeled bins and others that are not. In these areas households that are suitable for wheeled bins will receive;

- The weekly collection of one small sized¹ black/grey wheeled bin that is to be used to store/collect the residual waste (non-recyclable waste) that households generate, and that cannot be recycled or composted through the Council's kerbside recycling schemes or at its Household Waste Recycling Centres. This innovation is already in place but has the advantage for a number of households to be able to switch from sack collections to wheeled bin collection.
- The fortnightly collection of one standard sized 240 litre blue wheeled bin which is to be used to store/collect a range of dry recyclable materials as set out in Appendix 1. (See also Section 5)

iii) Multi Occupancy Dwellings

Multiple-occupancy properties, such as flats or apartments, will be provided with containers that are suitable to the particular property design. In all cases, properties will have access to containers for residual waste and containers for the storage/collection of a range of dry recyclable materials as set out in Appendix 1. (See also Section 5)

Containers can vary in size, but will usually be 1100 litre bins however, in determining the type and number of waste receptacles to be provided, the Council will assess the servicing of these properties on an individual basis taking into following matters such as, but not limited to:

- The number and type of property
- Waste and recycling container storage capacity
- Frequency of collections to be made

All multiple occupancy properties shall receive the same frequency of residual waste and recycling collections as the single occupancy properties within the immediate vicinity to properties.

Notes:

¹Small sized wheeled bins shall have half of the capacity of a standard sized wheeled bin.

iv) Rural Properties and those served by Private Access Roads

There are locations within Halton where the use of a large refuse collection vehicle offers an increased health and safety risk for both the collection crews and other road users. Such areas include un-adopted roads, tracks or private access roads where the condition, surface and alignment of the highway are un-suitable for the vehicles used for the collection of the waste and recycling. Furthermore, due to their location, it may not be cost-effective to carry out collections at some rural properties using large refuse collection vehicles.

To ensure that these identified properties still receive the same level of service, the Council will either use a smaller waste collection vehicle to collect residual waste and recycling materials or designate a collection point for waste receptacles; which will normally be where the end of the private road serving the affected properties meets the public highway.

For such properties, waste must be containerised in the receptacles determined by the Council, which may vary from property to property, and be placed out for collection at the designated collection point by 07.00am on the scheduled day. The frequency of collections will be dependent upon the size and type of receptacles at each property.

Where the Council deems it is safe to drive large refuse collection vehicles on private or unadopted roads, but is concerned of potential damage being caused to the road surface as a result, the Council will consider the use of such vehicles but only if written authority from all responsible land owners/residents is received indemnifying the Council from any claim for damages in taking the collection vehicle on the said road

4. Garden Waste Collection Service

In addition to the kerbside waste and recycling collections services as set out in Sections 2 and 3 above, suitable properties² within the borough may also be provided with a standard sized 240 litre Green coloured wheeled bin, which is to be used to store/collect garden waste materials that households generate.

The compostable materials that can be placed into green wheeled bins are set out in Appendix 1.

Due to seasonal growth this service does not normally operate during the winter months.

Notes:

² Suitable properties shall be determined by the Council on a case by case basis. Examples of unsuitable properties may include terraced housing and flats etc.

1. Collection of Recyclable Materials

The service for the storage/collection of a range of dry recyclable materials described in Sections 2 and 3 of this policy takes into account the Waste (England and Wales) Regulations 2011 (issued under the revised EU Waste Framework Directive 2008) as amended by the Waste (England and Wales) (Amendment) Regulations 2012. Under the amended 2011 Regulations, from 1st January 2015, every Waste Collection Authority must, when making arrangements for the collection of waste paper, metal, plastic or glass, ensure that those arrangements are by way of separate collection. The requirement to separately collect applies when:

- It is necessary to ensure that waste undergoes recovery operations, and to facilitate or improve recovery; and
- It is technically, environmentally and economically practicable (“TEEP”)

The new duties also mean that all reasonable steps must be wherever this is necessary to produce high quality recyclates.

Co-mingling of waste (i.e. putting recyclables all together into one bin or box as per the Council’s current policy) will be permissible after 2015 where it does provide high quality recyclates or where separate collection is not practicable.

The Council will have regard to these requirements in producing evidence to support current or proposed collections systems in order to comply with the relevant legislation.

6. Collection Points and Collection Times

Wheeled Bins

The collection point for wheeled bins is generally from the curtilage of a resident’s property. In the case of traditional terraced properties, the collection point for wheeled bins is normally the ‘throat’ to the entry serving the properties. For more modern type terraces, or those properties remote from an adopted highway, the Council will determine a designated collection point (e.g. an adjacent parking area).

The required procedure for the collection of wheeled bins is as follows;

- Residents should place their wheeled bin out for collection at their normal/designated collection point by 07.00am on the collection day, but no earlier than 7:00pm on the evening prior to collection.
- Where the collection point is not at the curtilage of a property, whilst awaiting collection, bins must not be placed in a position likely to cause an obstruction to public footpaths or highways.

- Residents must remove their wheeled bin from the collection point and return it to within the boundary of their property as soon as possible after it has been emptied. At the very latest, bins must be removed from the collection point by the end of the day that collection has taken place.

In all cases, it is residents' responsibility to place and return bins to and from their designated collection point. (The Council offers an 'assisted collection' service to residents who are considered unable to manoeuvre a wheeled bin by reason of age or infirmity – Details of this service set out in Section 15).

In some cases the Council may require receptacles to be placed on a highway for collection. This requires the consent of the Highway Authority, which has been received. The Council has also determined that wheeled bins are the occupiers' responsibility whilst within the curtilage of their dwelling and that they become the Councils' responsibility only when placed on the highway or other designated collection point away from the curtilage of a property, but only at times and places specified by the Council. These responsibilities shall only extend to such matters as loss or damage to the receptacle, and not to damage or other matters caused as a result of the receptacle being on the highway. This represents a fair apportionment of risk in the unlikely event of loss or damage occurring. See more on the topic of charging in Section 8 below.

Under no circumstances should residents leave their wheeled bins outside the boundary of their property between collections as they have a detrimental impact on the visual appearance of the local neighbourhood and can cause a risk to the local community in terms of obstruction and anti-social behaviour.

The Council will endeavour to contact the keeper of a bin left out for long periods, in order to ensure that the resident takes steps to comply with Council's requirement that bins must be stored on their property between collection times. This may be followed by appropriate enforcement action if requests are not complied with (see Section 12). Action may also include the removal of the bin, and a subsequent charge may be made for its return to the appropriate property. Where the keeper of a bin cannot be identified, the Council may remove any bins which appear to be abandoned. If a responsible resident or keeper of the bin is later identified, a charge may be made for the return of the bin to their property.

Residual Waste Sacks

Where a property is served by a sack collection service for residual waste, Council operatives will remove sacks from a resident's property. This will normally be from the bin cupboard but in some cases may be from an alternative point within the confines of the property (e.g. Porch way).

Residents must ensure that Council operatives have access to their sacks of waste by 07.00am on their scheduled day of collection.

Residents must not place sacks out for collection on the highway or any other point outside of the confines of their property as this can lead to environmental problems. Placing sacks out on the highway or at any other point outside of the confines of their property will not only be in contravention of the Council's Policy, it can be classed as fly-tipping and enforcement action could be taken against those responsible for doing so.

Recycling Boxes

Where a property is served by a box collection service for recyclable materials, Council operatives will collect boxes from a resident's property.

Residents should leave their boxes at the curtilage of their property by 07.00am on their scheduled day of collection.

6. Excess Waste / Side Waste

Residual Wheeled Bin Collection

The Council operates a 'no side waste' policy and will not remove waste presented for collection alongside, or on top of, residual wheeled bins. It is likely that households producing side waste on a regular basis are not separating out their recyclable materials or have inadequate recycling bin provision for the number of people residing at their address. (The Council encourages residents to recycle as much as they can and will allow residents to have additional recycling receptacles to ensure individual households have sufficient capacity to meet their requirements)

The 'no side waste' policy is intended to:

- Improve the environmental quality of an area by reducing litter escaping from loose sacks;
- Encourage waste minimisation habits amongst householders;
- Encourage residents to use the recycling services and facilities provided by the Council;
- Reduce the risk of injury to waste collection crews, as manual handling of loose waste will be minimised.

Residents should not present bins that are so overloaded that pushing it causes waste to fall out or presents a health and safety risk to operatives. Adopting this approach will deter abuse of the 'no side' waste policy where a resident piles waste on top of their bin.

Recycling and Garden Waste Collections

To maximise the level of recycling materials collected, the Council will occasionally remove additional recycling and garden waste material placed next to the blue or green bins respectively. Additional waste for recycling and composting should be appropriately contained - e.g. contained in a cardboard box. Glass bottles and jars should only be placed in the bin and not alongside it. In the case of green waste, additional materials should be placed in a sack which will be emptied and either returned to the resident by placing under the bin lid or disposed of separately to prevent contamination.

If additional waste for recycling is regularly placed at the side of bins by a resident, the Council will review collections at that property and offer additional recycling/garden waste bins so that the materials can be properly contained.

With regards to recycling box collections, there is no limit to the number of boxes that a resident may present for collection and residents may request additional boxes relevant to their individual household need and circumstance.

8. Provision of New and Replacement Bins

Under Section 46 of the Environmental Protection Act 1990 the Council can specify the type and size of container that a resident must present their waste in. The Council may also levy a charge to the resident for the provision of the waste receptacle.

It is the policy of the Council that a charge is made for the delivery of new or replacement wheeled bins. The Council's charging policy is designed to encourage residents to take more responsibility for their bins and thereby reduce the number of losses and thefts by:

- Reducing the number of bins being left out on the street outside of the normal day of waste collection.
- Encouraging residents to make bins identifiable to their household through street name / house number markings.

Bins will continue to be provided for free in the following circumstances:

- (i) Where a bin has been recorded by Council operatives as being lost or damaged during the collection process;
- (ii) Where the Council introduces a new collection system to an existing property that requires a change in receptacle use.

Where a resident's bin is damaged as a result of the collection process, the Council will arrange for the bin to be repaired or replaced free of charge and a card will be posted to the relevant property to advise the householder accordingly.

The circumstances for charging for new/replacement bins are as follows:

- (i) Where a bin is reported lost or stolen;
- (ii) Where a bin is reported as vandalised/damaged (*except those which have been damaged by the Council during collection*);
- (iii) Where a bin is required for new properties or for new occupants of existing properties.
- (iv) Where an additional wheeled bin has been requested and its delivery has been approved by the Council.

In exceptional circumstances, where a charge would impose a significant hardship on a household, the Strategic Director – Communities, after consultation with the Chair of the Environment & Urban Renewal Policy and Performance Board, is authorised to waive the charge for a new or replacement residual waste wheeled bin.

Where a new or replacement bin is provided by the Council, the householder will be charged an amount relative to the costs incurred by the Council in providing the bin. Charges for bins will publicised by the Council and will be reviewed annually.

For the purposes of clarity, all wheeled bins provided to householders remain the property of the Council and must be left at the property should residents vacate. Although residents pay for the provision of wheeled bins they do not buy them.

Residents are entrusted to keep and maintain their allocated waste receptacles in a safe and clean condition and are encouraged to neatly label their bin so that it can be identified with their address. Whilst bins remain the property of Halton Borough Council, they are within the custody and control of the property occupier.

A householder does not have to acquire a replacement / new bin from the Council. Residents can make arrangements to purchase a bin from an outside supplier provided the replacement bin(s) are of the same size, colour and specification as those bins supplied by the Council for the use in which they are intended. The householder must have written approval from the Council that a bin that it intends to purchase is to the standard and specification required by the Council. Unsuitable bins may cause injury to staff and/or damage to the collection vehicle and the council will not empty bins which do not comply with our specification or safety requirements. Any such bin bought from an outside supplier is the property of the person who bought it.

Responsible Landlords or Management Development Companies shall be charged for the provision of new or replacements bins for multi-occupancy dwellings and shall also be responsible for the maintenance of bins at such properties.

9. Additional Bin Capacity Requirements

The Council will normally limit the amount of waste collected from households to the volumes as set out in Sections 2 and 3 of this policy. However, the Council recognises that some households may produce more residual waste than can be contained within the wheeled bin provided or the number of sacks that it will collect, despite taking an active part in the Councils' recycling service as required under this policy. Where this is the case the Council will consider providing additional residual waste capacity (ie an additional bin or the collection of additional sacks) following assessment of an individual household's needs and circumstances by Council Officers.

In the case of requests for additional waste capacity/collection, the Council will work with the household to make sure that every reasonable effort to divert recyclables out of the residual waste stream has been made, and that extra non-recyclable waste is being generated on a regular basis.

Some residents may have residual waste capacity issues because they are not recycling or not recycling everything they could. Those residents who contact the Council to say they cannot fit all their waste in their waste wheeled bin or number of sacks provided will be offered the following advice or guidance -

Stage 1 Discuss their concerns with the Council Customer Service advisors or Waste Management Officers

Stage 2 Officer to visit them and discuss their waste and recycling problems

Stage 3 Information to help them to sort their waste for recycling

If as a result of the above process the residual waste still exceeds the volume of their waste bin or number of sacks to be collected, as an exception, an additional bin may be provided or additional sacks may be permitted to be presented for collection. This will be subject to an annual review to ensure the correct capacity is provided for the resident's up to date requirements.

In order to be considered for an additional bin or additional sack capacity, households will have to have been through the above stages, demonstrate that recycling services are being fully utilised at the property and meet one of the following two criteria shown below:

- There are 6 or more people in permanent residence at the property
- There are large quantities of non-hazardous medical waste generated on the property

Regardless of the above criteria, the final decision on providing additional residual waste capacity shall be at the discretion of Council officers carrying out assessments.

Where a resident who does not meet the required criteria is discovered to have either a larger or additional residual waste bin, these will be removed by the Council.

10. Contaminated Contents in Bins

Contamination occurs when material is wrongly placed into a receptacle. In the main, this is when non-recyclable materials are placed in the receptacles provided for recycling and composting, although it also includes the placing of unacceptable materials in black residual waste bins.

If there is too much contamination in recycling bins/boxes it could jeopardise the whole load collected by the recycling vehicle that day, which may ultimately mean that recyclable materials are sent for disposal.

The lists of materials which are acceptable in each receptacle are listed in [Appendix 1](#). Non acceptable materials are also listed though this is not an exhaustive list. Detailed information of accepted items can be found by visiting the Council website or by contacting the Council.

The Council has the right to determine how refuse and recycling materials are presented for collection and to refuse to collect refuse and recycling materials improperly presented and as such, if bins/boxes are found to be contaminated, they will be subject to either:

- Safe removal of offending items and the bin/box being emptied, or
- The bin/box being left un-emptied

Where a bin/box has not been emptied, householders will be notified by way of a sticker placed on the bin by the collection crew or a leaflet. The sticker/leaflet will advise of the reasons why the bin/box has not been emptied and how to rectify the situation.

In such circumstances it is the householder's responsibility to remove items from bins/boxes that have caused contamination and to deal with those items appropriately. For clarity, a bin/box not emptied as a result of contamination is not classified as a missed collection. Once the items have been removed the householder should present the bin/box for emptying on the next scheduled collection day.

Where there are repeated instances of contamination, a Council officer will visit the property and speak with the householders. Continued instances of contamination may lead to enforcement action being taken against the householder (see Section 12).

11. Overfilled Wheeled Bins

When a bin is presented for collection with contents that make it too heavy, unsafe or difficult to manoeuvre and position safely onto the vehicle lift, it will be left un-emptied. When a bin is found to be too heavy, the householder will be notified by way of a sticker on the bin or by a visit from a Council Officer. They will be asked to remove offending materials, properly dispose of them and to notify the Council when complete. Collection services will resume on the next scheduled collection date.

The most likely reason for a black wheeled bin being too heavy is that it contains heavy materials that are not permitted in black bins, such as building material(s), wood or bulky items. The residual waste items that that can be placed into black wheeled bins are set out in [Appendix 1](#).

The most likely reason for a green wheeled bin being too heavy is that it contains soil. Soil is not accepted at our composting facility and should be taken directly to one of the Council's Household Waste Recycling Centres at either Johnsons Lane in Widnes or Picow Farm Road in Runcorn.

The most likely reason for a blue wheeled bin being too heavy is that it contains unacceptable non-recyclable materials or if it has been overloaded with an unusual amount of heavy materials, for example following a clear out of magazines and catalogues resulting in excessive weight. Residents are advised to fill bins sensibly, by spreading the load over several collections if necessary.

12. Enforcement

The Council recognises the importance of ensuring that members of Halton's community must know and understand what is expected of them with regards to its waste and recycling services and its approach to ensuring that householders comply with its waste policies and procedures is that education and engagement will always come before any formal enforcement actions.

However, it is the policy of the Council to use its powers of enforcement where its attempts to engage with individuals have failed to ensure compliance with its requirements. Where necessary, enforcement action, including the issuing of Fixed Penalty Notices, may be used to deal with matters such as, but not limited to;

- Improper use of designated receptacles
- Placing additional waste out for collection
- Failing to return receptacle to properties after collection

Enforcement Powers

Section 46 of the Environmental Protection Act 1990 provides powers to local authorities to deal with household waste. Under Section 46(4) of the Act, the Council has specific powers to stipulate:

- The size and type of waste and recycling receptacles
- Where receptacle(s) must be placed for the purpose of emptying
- The items which may or may not be placed within the receptacle(s).

Before considering taking formal enforcement action against a householder, the Council will adopt a phased approach to securing compliance with its policies as set out below;

a) **Stage One**

Householders who are identified as failing to act in accordance with the Council's policies and procedures will be advised of the details of their non-compliance as well as what action/behaviour the Council requires of them. This could be provided in the form of stickers placed bins, an advisory letter or leaflet delivered to the property, and/or a visit from a Council officer.

Dependent upon the nature of the policy/procedural breach, the frequency and the severity of the problems that are created as a result, a householder could be subject to 'Stage 1' actions after one single occurrence of non-compliance.

b) **Stage Two**

Having received advice on policy/procedural matters in accordance with Stage 1, any further breach will result in householders receiving a written warning from the Council, which will set out what action/behaviour the Council requires of the particular householder(s) and the consequences of continued non-compliance.

c) **Stage Three**

A further breach of policy/procedural requirements following a written warning will result in a formal notice being served to the householder, under Section 46 of the Environmental Protection Act 1990, allowing a Fixed Penalty Notice (FPN) to be issued on the next occasion of non-compliance.

13. Charging for Services

The Controlled Waste (England and Wales) Regulations 2012 allow the Council to charge for the collection or disposal of certain types of household waste. It is the policy of the Council to explore options for applying charges for waste services allowable under legislation. This area is separate from the issue of charging for wheeled bins which is dealt with at Section 8 above. Details of household waste for which collection and disposal charges can be applied can be found at;

<http://www.legislation.gov.uk/ukxi/2012/811/schedule/1/paragraph/4/made>

Also, see Sections 23 and 24 below for further details of some examples of where the 2012 Regulations can apply.

14. Missed Collections

Information on waste and recycling collections is available from the Council website, the Council's Halton Direct Link shops or by phoning the Contact Centre. . Despite the best efforts of the Council to avoid service failures it may occasionally be the case that a collection is missed due to operational problems such as inclement weather or other unavailable disruptions to service. Where collections are missed through such circumstances the Council will endeavour to arrange for the collection crew to return to collect waste on the next working day. If this is not possible then collection will take place on the next scheduled collection day.

In the case of missed residual waste collections and where collection cannot be re-made until the following week, then a reasonable amount of waste safely contained in sacks will be collected from the side of the bin during the next scheduled collection.

In the case of missed recycling collections, where collection cannot be re-made until the following fortnight, households may place out for collection additional materials that are boxed (or bagged) appropriately, safely and neatly and these will be collected from the side of the bin during the next scheduled collection.

We will only return for missed collections in the following circumstances;

- The bin was placed out at the designated collection point, or sacks were available for collection, by 7.00am on the day of collection
- In the case of assisted collections there was access to the bin
- A crew report has not been received regarding why the collection did not take place ie, bin too heavy to move safely, contaminated contents.
- There has been no obstruction to the receptacle

Where waste has been presented in accordance with the Council's policy but a collection has been missed to an individual property and the resident informs the Council by no later than noon on the day of the missed collection, the Council will return that day. Where the Council is informed after noon, the collection will be made by noon the following working day.

A missed collection must be reported within 24 hours of the normal day of collection. Any missed collections reported after this time will not be collected until the next scheduled collection day unless there are exceptional circumstances.

15. Assisted Collections

Where a resident is unable to move their bin(s) to the designated collection point for their property for collection, due to age, infirmity or ill health etc, they can request the Council provide an assisted collection service. Under such a service, the property details will be entered on the collection crew's round schedule and the crew will then collect the bin from the premises, empty it and return it to the property.

Assisted collections are available to an individual with a disability or mobility problem where no other able bodied person living in the same property, or no neighbour or family member, is able to take the bins to the normal collection point

This service will be reviewed from time to time to ensure that households still qualify for this assistance.

16. Access for Collection Vehicles

Residents are asked to leave reasonable vehicular access for Refuse and Recycling Collection vehicles in order that collections are not missed. Where the Council is experiencing difficulty making collections, crew members will leave stickers on bins advising residents of the difficulties and asking for their assistance.

Where Council collection crews have attempted to gain access to a road/area on a number of occasions but were unable to do so for reasons such as parked cars, roadworks, building works, road closures etc it may be necessary to make alternative arrangements for the collection of the waste. This may include suspending collections until the next scheduled collection day and the delivery of sacks to affected properties to enable households to have sufficient capacity to last.

Developers are required to contact the Council with regards to access for refuse collection vehicles and the design of refuse/recycling receptacle storage areas. Further details are contained in the Council's Supplementary Planning Document – Design of New Residential Developments.

17. Litter Issues arising from Waste Collections

The Council's collection crews will leave an area as clean as possible after collections have taken place. All crews are equipped to deal with spillages that occur during, or as a result of, waste and recycling collections. Any issues that crews cannot deal with directly will be cleared with the support of the Council's cleaning teams by the end of the day that collection has taken place.

18. Bulky Household Waste Collection

The Council provides a separate collection of bulky household waste items. A standard charge per collection will be made and the scale of charges for the collection of bulky items will be publicised by the Council and reviewed annually.

The maximum limit collected applies to all items. For example, and for the avoidance of doubt, a 3 piece suite i.e. a sofa and 2 chairs, is defined as 3 separate items. A mattress, a bed base and a head board is also defined as 3 separate items. The following conditions apply to the bulky household waste collection service;

1. Only those items specified for collection when the request is made to the Council will be collected;
2. Payment of the relevant charge must be made prior to the collection;
3. Payments are to be made via the Council's Halton Direct Link shops or Contact Centre. Payment can be made by Credit / Debit Card, cheque or cash.
4. Items will be collected from a resident's property and must not be placed on the highway. In respect of collections from terraced properties, and only if the items cannot be stored within a resident's property or the Council could not gain access to the property, items can be placed at the rear of a resident's property but no earlier than 18.00 hours on the day before the specified date of collection.
5. Where a householder requires assistance due to ill-health, age or infirmity, collections can take place from inside the householder's property. This is only where it is safe to do so and if the householder agrees to allow access. There may be a requirement for the resident to sign an indemnity form for any damage that may occur during collection.
6. If a collection is not made on the day specified due to unforeseen operational circumstances, a member of Council's Waste Team will contact the resident and rearrange the collection. The rearranged collection will be made within 2 working days.

7. Cancellation of a Bulky Household Waste collection request must be made no later than 2 working days prior to the agreed collection date. Where a cancellation has been made within less than 2 working days before a collection is due, a resident may still be charged.
8. In the event that a resident does not present their Bulky Waste items presented for collection on the agreed collection date a refund will not be made. A card will be posted by the collection crew to confirm that a visit was made but the items were not available for collection.
9. Where a collection is rearranged due to a resident not presenting the items on the specified date a further charge will be applicable.
10. Where a cancellation is made as a result of the Council's failure to collect on the agreed day, a full refund will be made.

To encourage the re-use of unwanted bulky items the Council will, where available, provide residents with details of organisations who may be able to collect/receive items as an alternative to the chargeable collection service provided by the Council.

19. Bank Holidays and Other Disruptions to Services

Waste collection services will normally operate to a scheduled collection days. However, the Council may re-schedule collections to allow for Bank Holidays or other disruptions to normal service. Information in respect of any planned changes will be published on the Council's website and by other means which may include social media sites and local press. Information can also be accessed via the Council's "on the move" smartphone app.

20. Inclement Weather

In the event of inclement weather (e.g. snow or ice) the Council's Principal Waste Officer will assess whether it is safe to attempt to carry out the waste and recycling collections. Only if the outcome of the assessment is that it is safe to do so, the Officer will authorise the commencement of collections. Whilst on site, Waste and Recycling Collection Driver/Chargehands have the discretion to abandon collections if they consider that road or footway conditions are dangerous.

In the event that bins are not collected due to inclement weather, the Council will attempt to make collections the following day. If collections cannot be made the following day, they will be carried out on the next scheduled collection day. Reasonable amounts of side waste presented on the next collection date after a disruption in service will be collected. The definition of "reasonable" is the normal amount of waste or recyclable materials produced in the time period that the bin was missed.

During periods where inclement weather causes disruption to waste and recycling collection services, priority will be given to collecting waste from properties not served by wheeled bins.

During periods of inclement weather the Council's waste and recycling collection plans/schedules will be communicated through the local media and will be available on the Council's web site. Information will also be available through Council's Halton Direct Link shops and Contact Centre.

21. Equality of Access to Services

All residents are provided with the full services available for their specific property location and circumstances. Special requests and arrangements will be considered by the Council to ensure equal access to services.

22. Transient, Seasonal, Student or Hard to Reach Populations

Services will be delivered to the above groups of people by the Council as and when necessary and will take account of their particular circumstances.

23. Clinical and Hazardous household waste

The Council does not carry out routine collections of hazardous household wastes. However, the Council may make arrangements, if requested, for the collection and appropriate disposal of certain hazardous wastes, (i.e. solvent based paints, solvents and garden chemicals) through the use of licensed waste operators. The Council would recharge householders for all costs associated with providing this service.

The majority of "clinical" waste generated from domestic premises may be classed as offensive waste, e.g. incontinence pads. These can be safely disposed of in the residual (black) bin, provided the waste is double wrapped in plastic. Where bin capacity is a problem, an additional bin may be provided by the Council following assessment of the resident's needs.

For higher-risk clinical wastes (e.g. sharps and infected waste) that have arisen due to medical treatment in the home, residents should seek disposal advice from their local Health visitor or Primary Care Trust.

Other Hazardous wastes include paint and cement based asbestos. These waste types are not normally collected but can be delivered by a householder to a Household Waste Recycling Centre by special arrangement through an appointments system. (See Section 25 on Household Waste Recycling Centres for further information)

24. Educational Establishments, Charities and Places of Worship

Subject to the The Controlled Waste (England and Wales) Regulations 2012 educational establishments and charitable organisations are classed as properties for which a charge for collection (and in certain cases for disposal) can be made.

These properties may be treated similarly to domestic properties and may be offered both residual waste and recycling collections through the provision of the most suitable receptacles for the particular property, following assessment of requirements.

Educational establishments, and premises used mainly for public meetings, however, produce "chargeable household waste". The Council at its discretion may charge for collecting waste from these premises as legislation allows.

For places of worship, waste (residual and mixed recyclables) can be collected free-of-charge if they are exempted from local non-domestic rating under the Local Government Finance Act 1988.

This covers most churches, and other places of worship. However, collection charges may apply for certain types of waste; for example, bulky items, and waste from a church hall used wholly or mainly for public meetings and/or available for hire. The Council may charge for collecting waste from these premises as legislation allows. To avoid collection charges, any non-chargeable waste must therefore be kept separate from chargeable waste.

25. Household waste Recycling Centres (HWRC's)

Household Waste Recycling Centres (HWRC's) are provided for Halton residents to deliver and recycle a range of wastes that generally cannot be placed in wheeled bins. The Council's HWRC Sites are located at:

Picow Farm Road
Runcorn
Cheshire
WA7 4UB

Johnsons Lane
Widnes
Cheshire
WA8 OSJ

Sites will be closed on Christmas Day, Boxing Day and New Year's Day. The Council has the right to determine and amend the times at which residents have access to such facilities. Therefore, opening times at the Centres may be subject to change and should be checked by contacting the Council.

Depositing waste at or near to the sites on these days, or at any other times when the centres are closed, is an offence and enforcement action will be taken against any individual caught doing so.

Hazardous Household Waste:

Some specific types of waste require special arrangements through an appointments system before they can be deposited at the HWRC's;

1. Paint

Due to the nature of the paint and the fact that it is a liquid waste means that different storage and collection arrangements are put in place. Most household paints are classed as hazardous household waste. Tins of household paint can be delivered by appointment on a specified day each week up to certain limits.

Separate procedures for acceptance of paint are available, which may be subject to change. General advice includes the following:

- Tins must be sealed and suitable for storage at the sites in order to prevent leaks (paint trays or open containers full of paint will not be accepted).
- Unmarked containers will not be accepted.
- Residents will report to site staff on arrival.
- The storage and handling on sites will meet the waste acceptance procedures in line with licences or permits.

2. Household Cement Type Asbestos

At the Council's discretion, reasonably small quantities of cement type asbestos sheeting (or similar products such as rainwater down-spouts) from small scale DIY activities can be delivered free of charge to Johnson's Lane HWRC only. Following a request, a site visit will be made to each resident requesting this service and an asbestos disposal permit will be issued for use on a specific day.

Up to 20 standard sheets (or equivalent) is the limit placed on the amount of asbestos that can be delivered which must be double wrapped and sealed in polythene sheeting or double bagged if pieces are broken.

Residents must deliver the waste themselves and this service is not available to traders or those carrying out work at a property. Asbestos cannot be deposited on behalf of a resident by a contractor as this is classed as commercial waste.

HWRC Permit Scheme

In accordance with the requirements of the Environmental Protection Act 1990, the Council has a statutory duty to provide places where residents in its area may deposit their own household. Sites are, however, provided for household waste only and therefore trade waste is not permitted.

In September 2010, the Council's Executive Board approved the implementation of a Vehicle Permit Scheme for the two Household Waste Recycling Centres (HWRCs) in Halton to deter and prevent the depositing of Commercial or Industrial waste (trade waste) deposited at the Centres. Under the scheme, NO commercial-type vehicles can use the Centres without a permit. The following vehicles come under the Permit Scheme:

- A van
- An estate/hatchback/4x4/car with rear seats permanently removed and/or blanked out side/rear windows
- Any 'flatback' or 'pickup vehicle'
- A trailer between 2 and 3 metres long

Access is not allowed to the HWRC's by:

- Vehicles above 3.5 tonne gross weight
- Vehicles with trailers greater than 3 metres long

A Permit is not required for a car or a car with a trailer that is less than 2 metres long.

There are two types of permit – Annual and Temporary:

- The ANNUAL PERMIT is required for delivering recyclable items of household waste, such as garden waste, dry recyclables, batteries and oil etc. These Permits are valid for an unlimited number of visits to a Recycling Centre over a 12 month period.
- The TEMPORARY PERMIT is required for delivery of bulky household waste such as furniture, rubble, scrap, televisions, white goods and wood. For a resident who owns their own vehicle, the Council can issue all 12 Temporary Permits at once. For hired (or borrowed) vehicles, only single use permits can be issued. On expiry, the site staff will retain the permits. Householders can reapply for further permits after 12 months if they require new ones.

Permits are free and applications can be made to Halton Borough Council, initially by phone, or in person at one of the Direct Link shops. Permits must be collected from a Direct Link shops following applications. Several forms of identification are required to collect permits, including proof of vehicle ownership and residency in Halton.

Appendix 1

Accepted Materials in Designated Receptacles

	ACCEPTED MATERIALS	PROHIBITED MATERIALS
BLUE WHEELED BIN	<ul style="list-style-type: none"> ✓ Glass bottles and jars – <i>please keep lids separate</i> ✓ Metal and tin food and drinks cans ✓ Plastic bottles e.g. milk, water, soft drinks, shampoo, conditioner, detergent and washing up liquid ✓ Paper Bags ✓ Biscuit/sweet tins ✓ Paper ✓ Cardboard ✓ Newspapers ✓ Magazines ✓ Brochures ✓ Junk mail ✓ Cardboard boxes ✓ Cardboard food packaging ✓ Cereal boxes ✓ Egg Cartons ✓ Toilet & kitchen roll tubes ✓ Catalogues & directories ✓ Greetings cards ✓ Yellow Pages ✓ Envelopes (windowless) ✓ Books (paper back and hard back) ✓ Wrapping paper (not foil or plastic types) <p><i>Please ensure all bottles, cans or jars are empty of any remaining contents and liquid.</i></p>	<ul style="list-style-type: none"> ⊗ Plastics bags and plastic wrapping/film ⊗ Used beverage cartons, e.g. juice cartons, Tetra Paks ⊗ Margarine tubs ⊗ Yoghurt pots ⊗ Plastic food trays ⊗ Polystyrene ⊗ Cat food pouches ⊗ Rubber ⊗ Any other metals including frying pans, car parts, padlocks, bike parts - please dispose of these at your local HWRC ⊗ Textiles – <i>please take to HWRCs, charity shops or donate to others.</i> ⊗ Window glass and ceramics ⊗ Paint tins/tubs ⊗ Wallpaper ⊗ Facial tissues ⊗ Hand Towels ⊗ Plastic bags and plastic wrapping/film

	ACCEPTED MATERIALS	PROHIBITED MATERIALS
BLACK/GREY WHEELED BIN	<ul style="list-style-type: none"> ✓ Non-recyclable rubbish ✓ Disposable nappies ✓ Cooked food waste ✓ Plastic bags ✓ Mixed rigid/flexible plastic like yoghurt pots, microwave meal trays and margarine tubs ✓ Polystyrene packaging 	<ul style="list-style-type: none"> ⊗ Any material that can be recycled ⊗ Hot ashes ⊗ Hazardous waste e.g. engine oil, fuel, paints ⊗ Commercial waste ⊗ Rubble/bricks ⊗ Garden Waste or soil ⊗ Asbestos ⊗ Small electrical items (eg Toasters)
GREEN WHEELED BIN	<ul style="list-style-type: none"> ✓ Grass cuttings ✓ Hedge clippings ✓ Twigs, bark, leaves ✓ Straw and shavings - <i>without any animal litter/faeces</i> ✓ Flowers and plants ✓ Small branches ✓ Fallen fruit ✓ Straw/hay ✓ Christmas Trees (that have been chopped into twig size pieces) 	<ul style="list-style-type: none"> ⊗ Household rubbish ⊗ Food/kitchen waste ⊗ Cardboard/paper ⊗ Plastic bags, tubs or flower pots ⊗ Logs, thick branches ⊗ Soil ⊗ Rubble

Appendix 2

CUSTOMER SERVICE ASSURANCES

Our pledges to you.....

- We will provide you with high quality and efficient waste and recycling collection services
- We will advise you of your designated day for waste and recycling collections and inform you in advance of any planned changes
- On occasions of extreme inclement weather we will keep you up to date with information on the Council's web site and through the local media.
- We will provide you with recycling receptacles to ensure you have sufficient recycling capacity to meet your individual requirements
- We will assess/audit those who cannot accommodate their residual waste in the standard containers.
- We will provide free of charge replacement bins and boxes damaged by either Council staff or vehicles during the collection.
- We will provide an assisted collection for those residents who are physically unable to place containers out for collection and who have no one else to do so
- We will ensure that our web pages are up to date with current information on all of our waste collections services.
- Customer Service Advisors will be available to provide information on your collection services either by telephone or in person at the Council's Direct Link shops.
- We will return bins and recycling boxes to the point from which they were collected.
- We will ensure that any spillages encountered during collections are cleared up.
- We will make sure that all reported missed collections to individual properties are collected by 5.00pm the same day if notified before 12 noon, and by 12 noon on the next working day if notified after 12 noon.
- We will monitor and check that our collection teams and officers deliver these standards.
- We will promote and advertise our Customer Service Assurances and continue to seek feedback from you on the services and standards we provide to you.

What we would ask of you.....

- Please reduce, reuse and recycle as much as possible and make use of all the recycling services provided to you.
- Please ensure that all waste is placed within the correct receptacles provided.
- Please only place the waste stream associated with the individual bins or boxes into those containers as follows:
 - ✓ Residual waste in the black coloured wheeled bin or refuse sack
 - ✓ Garden waste in the green coloured wheeled bin
 - ✓ Paper, glass bottles and jars, metal tins and cans, cardboard and plastic bottles in the blue coloured wheeled bin or recycling box.
- Please put your bin or box out by 7.00am on your normal collection day at your normal collection point and no earlier than 7.00pm on the day before collection. Do not cause obstruction or inconvenience for other members of the public.
- Please return your bin or box to your property as soon as practical after emptying and no later than the end of the day that collection has taken place.
- Please make your refuse sacks available for collection by 7.00am on your normal collection day and do not place your sacks out for collection outside of the confines of your property.
- Please do not park your vehicle in a manner that is likely to cause access difficulties for the refuse vehicles on collection days
- Please be patient with us during times when collections are disrupted due to periods of severe inclement weather.
- For residents served by a sack collection service, please safely wrap any sharp objects and label your refuse sack so injury is not caused to operatives.
- Please make use of the Council's Household Waste Recycling Centres for items that cannot be recycled through the recycling services delivered directly to your property. Full details of the locations, times of opening and materials that can be deposited at the Centres are available from the Council.
- Please let us know if our services or standards fall below those that we have pledged to deliver.
- Your views are important so please let us know if you have any comments on any aspects of our services. Please contact us;
 - ✓ By phoning our Contact Centre on 0303 333 4300
 - ✓ By email on recycling@halton.gov.uk
 - ✓ Through our web site at www.halton.gov.uk
 - ✓ In person by visiting one of our Direct Link shops (*Shop locations and opening times can be found on our web site or by telephone*)
 - ✓ In writing to; Halton Borough Council
Waste and Environmental Improvement Division
Town Hall
Heath Road
Runcorn
WA7 5TD

Appendix 3

RELEVANT LEGISLATION

The following list is not exhaustive and relevant legislation/regulations may change or be replaced. Where necessary, the Council's Policies will be reviewed and amended to take account of the requirements of new or amended legislation.

Environmental Protection Act 1990

Clean Neighbourhoods and Environment Act 2005

The Controlled Waste (England and Wales) Regulations 2012

Waste Minimisation Act 1998

The Household Waste Duty of Care Regulations 2005 - *SI 2005 No 2900*

The Hazardous Waste (England and Wales) Regulations 2005, and

Hazardous Waste (England and Wales) (Amendment) Regulations 2009

Waste (England and Wales) Regulations 2011(implementing the revised EU Waste Framework Directive (2008)

Waste (England and Wales) (Amendment) Regulations 2012 (amending the 2011 Regulations)

REPORT TO: Executive Board

DATE: 12 February 2015

REPORTING OFFICER: Strategic Director Policy and Resources
Strategic Director Children and Enterprise

PORTFOLIO: Resources

SUBJECT: Discretionary Business Rates Relief Request -
Unit 7, Christleton Court, Manor Park, Runcorn

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to inform the Board of a proposed development at Manor Park, Runcorn where a company is proposing to invest in the site and is requesting that the Council grant discretionary business rates relief.

2.0 RECOMMENDATION: That

- 1) **The Board considers whether it wishes to grant “in principle” 100% discretionary business rate relief for Unit 7, Manor Park, Runcorn for twelve months, based upon the economic and job creation opportunities outlined in the report and subject to the conditions detailed in paragraph 7.1; and**
- 2) **Subject to recommendation 1 above, the Operational Director, Finance, in liaison with the Resources Portfolio Holder, be authorised to action the discretionary business rates relief once the premises have been added to the rating list and the Company have commenced operations from them.**

3.0 SUPPORTING INFORMATION

3.1 Members will be aware that in April 2013 the Government introduced a Business Rates Retention Scheme. Under this Scheme the Council retains 49% of the business rates income it collects up to a baseline level and also 49% of any growth in business rates income above that baseline.

3.2 The Scheme therefore offers councils a financial incentive to promote economic growth. Councils can increase their business rates revenue in the longer term, by offering discretionary rate relief for an initial period to encourage businesses to either relocate to the

area, or encourage them to expand their existing business. The Council has historically considered applications for discretionary business rates relief on a case by case basis and where there are exceptional reasons for doing this.

- 3.3 KRSS Ltd are considering moving premises to Manor Park, Runcorn. The Company currently resides in a 9,000 square foot facility at Gemini Business Park, Warrington and is looking to move to a 15,000 square foot facility at Manor Park.
- 3.4 KRSS Ltd is a sales and service company associated with laboratory instruments used in the analytical chemistry and biomedical markets. Their main customers are hospitals, universities. Government Departments research institutions, pharmaceutical, food and environmental companies.
- 3.5 The Company currently employs 23 staff and expects to recruit a further 10 staff during 2015/16 as a result of its expansion plans at Manor Park.
- 3.6 The Company has submitted a request asking that the Council consider granting discretionary rate relief, to assist with their relocation and expansion plans.

4.0 POLICY IMPLICATIONS

- 4.1 The owners of the Manor Park premises were successful in having the premises removed from the business rates list by the Valuation Office Agency (VOA) whilst the premises have been vacant. As the property is not currently within the rating list it is not possible to award discretionary business rate relief at this stage. However, the Board could provide an "in principle" decision. This would be subject to KRSS Ltd completing the move to the Manor Park premises and the VOA including the premises in the rating list once more.

5.0 FINANCIAL IMPLICATIONS

- 5.1 When the property was previously in the business rates list the annual business rates totalled £29,402. If discretionary business rates relief were granted, the cost of such relief to the Council would be £14,406 (49%) per annum.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 The Council has historically considered requests for discretionary business rates relief on a case by case basis and where there are exceptional reasons for doing this. The proposal from KRSS Ltd is regarded as an exceptional case, given the nature of the potential investment being made and the number of new jobs which the Company propose to recruit as a result. The Board is, therefore,

asked to consider whether it wishes to grant discretionary business rate relief “in principle” for this scheme.

7.0 RISK ANALYSIS

7.1 To ensure that the Council would receive a reasonable return from granting discretionary business rates relief, the following criteria would be applied to this scheme:

- The Company will occupy a commercial building of more than 15,000 sq.ft;
- The Company will create at least 10 new sustainable jobs within twelve months of commencing operations from the Manor Park premises;
- All planning consents and other permissions will need to be in place;
- The Company will confirm that the business rates relief is State Aid compliant.

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

8.1 There are none under the meaning of the Act.

AGENDA ITEM NO:

REPORT TO: Executive Board

DATE: 12th February 2015

REPORTING OFFICER: Operational Director – Finance

PORTFOLIO: Resources

TITLE: Treasury Management 2014/15
3rd Quarter: October-December

WARDS: All Wards

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to update the Board about activities undertaken on the money market as required by the Treasury Management Policy.

2.0 RECOMMENDED: That the report be noted**3.0 SUPPORTING INFORMATION**

3.1 Supporting information below has been provided by Capita Asset Services, the Council's treasury management advisors

3.1.1 During the quarter ended 31st December:

- Indicators pointed to another quarter of strong GDP growth
- Further robust increases in household spending;
- Jobs growth and real wages picked up;
- CPI inflation fell to 1%;
- The ECB was still struggling to stimulate demand in the euro-zone.

3.1.2 After strong UK GDP growth in 2013 at an annual rate 2.7%, and then in 2014 0.7% in Q1, 0.9% in Q2 2014, Q3 has seen growth fall back to 0.7% in the quarter and to an annual rate of 2.6%. It therefore appears that growth has eased since the surge in the first half of 2014 leading to a downward revision of forecasts for 2015 and 2016, albeit that growth will still remain strong by UK standards.

3.1.3 For this recovery to become more balanced and sustainable in the longer term, the recovery needs to move away from dependence on consumer expenditure and the housing market to exporting, and particularly of manufactured goods, both of which need to substantially improve on their

recent lacklustre performance. This overall strong growth has resulted in unemployment falling much faster than expected.

- 3.1.4 The MPC is now focusing on how quickly slack in the economy is being used up. It is also particularly concerned that the squeeze on the disposable incomes of consumers should be reversed by wage inflation rising back significantly above the level of inflation in order to ensure that the recovery will be sustainable. There also needs to be a major improvement in labour productivity, which has languished at dismal levels since 2008, to support increases in pay rates.
- 3.1.5 Unemployment is expected to keep on its downward trend and this is likely to eventually feed through into a return to significant increases in wage growth at some point during the next three years. However, just how much those future increases in pay rates will counteract the depressive effect of increases in Bank Rate on consumer confidence, the rate of growth in consumer expenditure and the buoyancy of the housing market, are areas that will need to be kept under regular review.
- 3.1.6 Also encouraging has been the sharp fall in inflation (CPI), reaching 1.0% in November, the lowest rate since September 2002. Forward indications are that inflation is likely to remain around or under 1% for the best part of a year. The return to strong growth has helped lower forecasts for the increase in Government debt over the last year but monthly public sector deficit figures during 2014 have disappointed until November. The Autumn Statement, therefore, had to revise the speed with which the deficit is forecast to be eliminated.
- 3.1.7 The U.S. Federal Reserve ended its monthly asset purchases in October 2014. GDP growth rates (annualised) for Q2 and Q3 of 4.6% and 5.0% have been stunning and hold great promise for strong growth going forward. It is therefore confidently predicted that the first increase in the Fed. rate will occur by the middle of 2015.
- 3.1.8 The Eurozone is facing an increasing threat from deflation. In November the inflation rate fell to 0.3%. However, this is an average for all EZ countries and includes some countries with negative rates of inflation. Accordingly, the ECB did take some rather limited action in June and September to loosen monetary policy in order to promote growth and is currently expected to embark on quantitative easing early in 2015 to counter this threat of deflation and to stimulate growth.

3.2 Interest Rate Forecast

The following forecast has been provided by Capita Asset Services::

	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
Bank rate	0.50%	0.50%	0.50%	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%	1.50%	1.75%	1.75%	2.00%
5yr PWLB rate	2.20%	2.20%	2.30%	2.50%	2.60%	2.80%	2.90%	3.00%	3.20%	3.30%	3.40%	3.50%	3.60%
10yr PWLB rate	2.80%	2.80%	3.00%	3.20%	3.30%	3.50%	3.60%	3.70%	3.80%	3.90%	4.00%	4.10%	4.20%
25yr PWLB rate	3.40%	3.50%	3.70%	3.80%	4.00%	4.20%	4.30%	4.40%	4.50%	4.60%	4.70%	4.70%	4.80%
50yr PWLB rate	3.40%	3.50%	3.70%	3.80%	4.00%	4.20%	4.30%	4.40%	4.50%	4.60%	4.70%	4.70%	4.80%

3.2.1 Capita Asset Services undertook a review of its interest rate forecasts on 5 January 2015 after a proliferation of fears in financial markets around the plunge in the price of oil had caused a flight from equities into bonds and from exposure to the debt and equities of emerging market oil producing countries to safe havens in western countries.

3.2.2 These flows were compounded by further fears that Greece could be heading towards an exit from the Euro after the general election on January 25 and financial flows generated by the increasing likelihood that the ECB would soon be starting on full blown quantitative easing (QE) purchase of Eurozone government debt. In addition, there has been a sharp increase in confidence that the US will start increasing the Fed. rate by the middle of 2015 due to the stunning surge in GDP growth in quarters 2 and 3 of 2014. This indicated that the US is now headed towards making a full recovery from the financial crisis of 2008.

3.2.3 The result of the combination of the above factors is that we have seen bond yields plunging to phenomenally low levels, especially in long term yields. These falls are unsustainable in the longer term but just how quickly these falls will unwind is hard to predict. In addition, positive or negative developments on the world political scene could have a major impact in either keeping yields low or prompting them to recover back up again. We also have a UK general election coming up in May 2015; it is very hard to predict what its likely result will be and the consequent impact on the UK economy, and how financial markets will react to those developments.

3.2.4 This latest forecast includes a move in the timing of the first increase in Bank Rate from quarter 2 of 2015 to quarter 4 of 2015 as a result of the sharp fall in inflation due to the fall in the price of oil and the cooling of the rate of GDP growth in the UK, albeit, that growth will remain strong by UK standards, but not as strong as was previously forecast. The Governor of the Bank of England, Mark Carney, has repeatedly stated that increases in Bank Rate will be slow and gradual.

3.2.5 The MPC is concerned about the impact of increases on many heavily indebted consumers, especially when average disposable income is only currently increasing marginally as a result of wage inflation now running slightly above the depressed rate of CPI inflation, though some consumers will not have seen that benefit come through for them. In addition, whatever party or coalition wins power in the next general election, will be faced with having to implement further major cuts in expenditure and / or increases in taxation in order to eradicate the annual public sector net borrowing deficit.

3.3 Short Term Borrowing Rates

The bank base rate remained at 0.50% throughout the quarter.

	Start	Oct		Nov		Dec	
		Mid	End	Mid	End	Mid	End
	%	%	%	%	%	%	%
Call Money (Market)	0.47	0.47	0.47	0.47	0.47	0.47	0.45
1 Month (Market)	0.51	0.51	0.51	0.51	0.50	0.50	0.50
3 Month (Market)	0.56	0.56	0.55	0.56	0.55	0.56	0.56

3.4 Longer Term Borrowing Rates

	Start	Oct		Nov		Dec	
		Mid	End	Mid	End	Mid	End
	%	%	%	%	%	%	%
1 Year (Market)	1.06	1.00	1.01	0.98	0.97	0.98	0.98
10 Year (PWLB)	3.29	2.98	3.12	2.96	2.58	2.72	2.64
25 Year (PWLB)	3.86	3.64	3.77	3.64	3.45	3.37	3.30

Market rates are based on LIBOR rates published at the middle and end of each month. PWLB rates are for new loans based on principal repayable at maturity.

3.5 Borrowing and Investments

3.5.1 Turnover during period

	No of deals	Turnover £m
Short Term Borrowing	-	-
Short Term Investments	5	30

3.5.2 Position at Month End

	Oct £m	Nov £m	Dec £m
Total Borrowing	183	183	183
Total Investments	188	188	183
Call Account Balance	23	21	20

3.5.3 Investment Benchmarking – Quarter 3 Only

Benchmark	Benchmark Return %	Performance %	Investment Interest Earned £000
7 day	0.36	0.45	60
1 month	0.38	0.00	-
3 month	0.43	0.47	23
6 month	0.56	0.61	101
12 month	0.87	0.83	211
Total			395

This shows that the Council has over achieved the benchmark interest rate return for most investment periods during quarter 3. Due to the Council's strict treasury management guidelines only Counterparties with a very high credit score can be used for 12 months investments, therefore the actual return for 12 months is marginally lower than the benchmark return.

3.5.4 Budget Monitoring

Net Interest at 31st December 2014				
	Budget Year to Date £000	Actual Year to Date £000	Variance (o/spend) £000	Actual inc M Gateway £000
Investment	(308)	(471)	163	(706)
Borrowing	1,698	1,234	464	2,022
Total	1,390	763	627	1,316

The net investment and borrowing position is below the budget to date at the end of quarter 3. It should be noted however that the investment position is very volatile, as is dependent upon interest rates payable by our counterparties.

As the borrowing and investments in relation to the Mersey Gateway scheme are to be funded from future toll revenue and will have no effect upon the Council's revenue budget, they have been excluded from the budget monitoring figures above.

3.6 New Long Term Borrowing

No new loans have been taken in this quarter.

3.7 Policy Guidelines

The Treasury Management Strategy Statement (TMSS) for 2014/15, which includes the Annual Investment Strategy, was approved by the Council on 5th March 2014 with an updated Annual Investment Strategy being approved by the Council on 16th July 2014. It sets out the Council's investment priorities as being:

- Security of capital;
- Liquidity; and
- Yield

The Council will also aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate and the heightened credit concerns it is considered appropriate to keep investments short term with a maximum duration of 12 months in accordance with Sector's credit rating methodology.

To enable the Council to take advantage of low interest rates given by the PWLB, a Special Council meeting was held on 15th September 2014 to increase the Operational Boundary and Authorised Limit for 2014/15. This enabled the Council to borrow the funds for its contribution towards the Mersey Gateway project.

3.8 Treasury Management Indicators

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators are included in the approved Treasury Management Strategy Statement.

4.0 DEBT RESCHEDULING

4.1 No debt rescheduling was undertaken during the quarter.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

6.0 RISK ANALYSIS

6.1 The main risks with Treasury Management are security of investment and volatility of return. To combat this, the Authority operates within a clearly defined Treasury Management Policy and annual borrowing and investment strategy, which sets out the control framework

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 There are no issues under this heading.

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: Executive Board

DATE: 12 February 2015

REPORTING OFFICER: Operational Director – Finance

PORTFOLIO: Resources

TITLE: Treasury Management Strategy Statement 2015/16

WARDS: Borough-wide

1.0 PURPOSE OF REPORT

1.1 To consider the Treasury Management Strategy Statement which incorporates the Annual Investment Strategy (AIS) and the Minimum Revenue Provision (MRP) Strategy for 2015/16.

2.0 RECOMMENDATION: That Council be recommended to adopt the policies, strategies, statements, prudential and treasury indicators outlined in the report.

3.0 SUPPORTING INFORMATION

3.1 This Treasury Management Strategy Statement (TMSS) details the expected activities of the treasury function in the forthcoming financial year (2015/16). Its production and submission to Council is a requirement of the CIPFA Code of Practice on Treasury Management.

3.2 The Local Government Act 2003 requires the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.

3.3 The Act requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy; this sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

3.4 Government guidance notes state that Authorities can combine the Treasury Strategy Statement and Annual Investment Strategy into one report. The Council has adopted this approach and the Annual Investment Strategy is therefore included as section 4.

3.5 The Council is also required to produce a Minimum Revenue Provision (MRP) Policy Statement. There is a formal statement for approval detailed in paragraph 2.3 with Appendix A detailing MRP in more detail.

4.0 POLICY IMPLICATIONS

4.1 The successful delivery of the strategy will assist the Council in meeting its budget commitments.

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

7.0 RISK ANALYSIS

7.1 The Authority operates its treasury management activity within the approved code of practice and supporting documents. The aim at all times is to operate in an environment where risk is clearly identified and managed. This strategy sets out clear objectives within these guidelines.

7.2 Regular monitoring is undertaken during the year and reported on a quarterly basis to the Executive Board.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

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

Document	Place of Inspection	Contact Officer
Working Papers	Financial Management	Matt Guest
CIPFA TM Code	Kingsway House	
CIPFA Prudential Code		

HALTON BOROUGH COUNCIL
TREASURY MANAGEMENT STRATEGY
STATEMENT

2015/16

Financial Management Division
Finance Department
January 2015

TREASURY MANAGEMENT STRATEGY STATEMENT 2015/16

1 INTRODUCTION

1.1 Background

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

CIPFA defines treasury management as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

1.2 Reporting requirements

The Council is required to receive and approve the following reports each year, which incorporate a variety of policies, estimates and actuals.

Prudential and treasury indicators and treasury strategy (this report) - which covers:

- The capital plans (including prudential indicators)
- A minimum revenue provision (MRP) policy - how residual capital expenditure is charged to revenue over time
- The treasury management strategy – how the investment and borrowing are organised, including treasury indicators
- An investment strategy – the parameters of how investments are to be managed

A mid-year treasury management report (Quarter 2) – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, the Executive Board receives Quarter 1 and Quarter 3 reports.

An annual treasury report (Quarter 4) – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

1.3 Treasury Management Strategy for 2015/16

The strategy for 2015/16 covers two main areas:

Capital issues

- the capital plans and the prudential indicators
- the minimum revenue provision (MRP) policy

Treasury Management Issues

- The current treasury position
- Treasury indicators which limit the treasury risk and activities of the Council
- Prospects for interest rates
- The borrowing strategy
- Policy on borrowing in advance of need
- Debt rescheduling
- The investment strategy
- Creditworthiness policy
- Policy on use of external service providers

These elements cover the requirement of the Local Government Act 2003, the CIPFA Prudential Code, CLG MRP Guidance, the CIPFA Treasury Management Code and CLG Investment Guidance.

1.4 Training

Training is provided periodically for Members, to assist with undertaking their responsibilities with regard to treasury management. Similarly the training needs of treasury management officers are reviewed periodically and addressed as necessary.

1.5 Treasury management consultants

The Council uses Capita Asset Services, Treasury solutions as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

2 THE CAPITAL PRUDENTIAL INDICATORS 2015/16 – 2017/18

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

2.1 Capital Expenditure

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle.

The table below summarises how these plans are being financed by capital or revenue resources, any shortfall of resources results in the need to borrow.

	2013/14 Actual £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000
Capital Expenditure:					
Children & Enterprise	14,163	15,055	12,084	1,510	350
Policy & Resources	22,936	22,147	22,292	83,711	39,601
Communities	1,371	6,064	5,826	706	645
	38,470	43,266	40,202	85,927	40,596
Financed By:					
Capital receipts	(2,431)	(8,577)	(3,781)	(2,143)	(1,919)
Capital grants	(26,590)	(26,211)	(12,877)	(7,525)	(2,833)
Revenue	(914)	(1,874)	(140)	-	-
Net financing need for the year	8,535	6,604	23,404	76,259	35,844

The above financing need excludes other long term liabilities such as PFI and leasing arrangements which already include borrowing instruments.

2.2 The Council's borrowing need – The Capital Financing Requirement

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with the life of each asset.

The CFR includes any other long term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council

is not required to separately borrow for these schemes. An estimate of £100k has been used for finance leases in future years.

	2013/14 Actual £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000
Capital Financing Requirement	78,487	106,807	110,161	130,369	203,066
Movement in CFR due to:					
Net financing need for the year	8,535	6,604	23,404	76,259	35,844
PFI / Finance Leases	25,076	100	100	100	100
Less MRP	(5,291)	(3,350)	(3,296)	(3,662)	(3,414)
Increase / (Decrease) in CFR	28,320	3,354	20,208	72,697	32,530

2.3 Minimum revenue provision (MRP) statement

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge called the Minimum Revenue Provision (MRP).

CLG regulations have been issued which require the full Council to approve an MRP Statement in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision. These options are further explained in Appendix A

The Council is recommended to approve the following MRP Statement.

For capital expenditure incurred before 1 April 2008 the MRP policy will be to follow Option 1 (regulatory method) and provide for an approximate 4% reduction in the borrowing need (CFR) each year.

For all unsupported borrowing since 1 April 2008, the MRP policy will be Option 3 (Asset Life Method) and is based on the estimated life of the assets. This will usually be charged using the equal instalment method, but the annuity method may also be used.

The MRP relating to PFI schemes and finance leases will be based on the annual lease payment, and will have no direct impact on the Council's revenue budget.

2.4 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances.

2.5 Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing net of investment income) against the net revenue stream.

Ratio of Finance Costs to Net Revenue Stream	2013/14 Actual £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000
Council's Net Budget	115,114	108,243	101,188	95,000	90,000
Finance Costs					
Net Interest Costs	954	1,008	1,152	1,028	587
Minimum Revenue Provision	2,269	2,201	2,306	2,843	2,776
	3,223	3,209	3,458	3,871	3,363
	2.8%	3.0%	3.4%	4.1%	3.7%

Interest costs relating to the Mersey Gateway project and have been excluded from the above estimates as these will not be a cost on the Council's revenue budget. Interest costs and MRP relating to PFI and finance leases have also been excluded for this reason.

2.6 Incremental impact of capital investment decisions on council tax

This indicator identifies the revenue costs associated with proposed changes to the three year capital programme recommended in this report compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period. For this table it has been assumed that the tax base will remain the same for the following three years.

Incremental Impact of capital investment decisions on band D Council Tax	2013/14 Actual £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000
Net cost of additional borrowing	353	661	541	72	38
Council Tax Base	31,189	31,400	31,400	31,400	31,400
Impact on Band D (£)	11.31	21.05	17.21	2.29	1.19

3 BORROWING

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity. This will involve both

the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

3.1 Current portfolio position

The Council's treasury portfolio position at 31 March 2014, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

	2013/14	2014/15	2015/16	2016/17	2017/18
External Debt	Actual	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000
Borrowing					
Debt at 1 April	80,474	70,000	183,000	153,000	143,000
Expected Change in Debt	(10,474)	113,000	(30,000)	(10,000)	20,000
Debt at 31 March	70,000	183,000	153,000	143,000	163,000
Other long-term liabilities					
Debt at 1 April	1,228	23,282	22,518	21,713	20,879
Expected Change in Debt	22,054	(764)	(805)	(834)	(853)
Debt at 31 March	23,282	22,518	21,713	20,879	20,026
Total External Debt at 31 March	93,282	205,518	174,713	163,879	183,026
Capital Financing Requirement	106,807	110,161	130,369	203,066	235,596
Under / (over) borrowing	13,525	(95,357)	(44,344)	39,187	52,570

Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2015/16 and the following two financial years.

This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The table above shows that the Council are expecting to be in an overborrowed position for 2014/15 and 2015/16. This is relating to the borrowing in advance of need that was done in respect to the Mersey Gateway project. Further detail is given in 3.5.

3.2 Treasury Indicators: limits to borrowing activity

The operational boundary

This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt.

	2014/15	2015/16	2016/17	2017/18
	Estimate	Estimate	Estimate	Estimate
Operational boundary	£000	£000	£000	£000
Debt	233,100	233,100	233,100	233,100
Other Long Term Liabilities	19,500	22,213	21,379	20,526
Total	252,600	255,313	254,479	253,626
Estimated Headroom	47,082	80,600	90,600	70,600

The boundary is significantly higher than the CFR until 2017/18. This is due to borrowing in advance of need for the Mersey Gateway.

The authorised limit for external debt

A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

	2014/15	2015/16	2016/17	2017/18
	Estimate	Estimate	Estimate	Estimate
Authorised limit	£000	£000	£000	£000
Debt	250,000	250,000	250,000	250,000
Other Long Term Liabilities	20,000	20,000	20,000	20,000
Total	270,000	270,000	270,000	270,000
Estimated Headroom	64,482	95,287	106,121	86,974

3.3 Prospects for Interest Rates

The Council has appointed Capita Asset Services as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table and commentary is the view of Capital Asset Services:

Quarter Average	Bank Rate %	PWLB Borrowing Rates % (including certainty rate adjustment)		
		5 year	25 year	50 year
Mar-15	0.50	2.2	3.4	3.4
Jun-15	0.50	2.2	3.5	3.5
Sep-15	0.50	2.3	3.7	3.7
Dec-15	0.75	2.5	3.8	3.8
Mar-16	0.75	2.6	4.0	4.0
Jun-16	1.00	2.8	4.2	4.2
Sep-16	1.00	2.9	4.3	4.3
Dec-16	1.25	3.0	4.4	4.4
Mar-17	1.25	3.2	4.5	4.5
Jun-17	1.50	3.3	4.6	4.6
Sep-17	1.75	3.4	4.7	4.7
Dec-17	1.75	3.5	4.7	4.7
Mar-18	2.00	3.6	4.8	4.8

Until 2013, the economic recovery in the UK since 2008 had been the worst and slowest recovery in recent history. However, growth has rebounded during 2013 and especially during 2014, to surpass all expectations, propelled by recovery in consumer spending and the housing market. Forward surveys are also currently very positive in indicating that growth prospects are strong for 2015, particularly in the services and construction sectors. However, growth in the manufacturing sector and in exports has weakened during 2014 due to poor growth in the Eurozone.

There does need to be a significant rebalancing of the economy away from consumer spending to manufacturing, business investment and exporting in order for this initial stage in the recovery to become more firmly established. One drag on the economy is that wage inflation has been lower than CPI inflation so eroding disposable income and living standards, although income tax cuts have ameliorated this to some extent. This therefore means that labour productivity must improve significantly for this situation to be corrected by warranting increases in pay rates. In addition, the encouraging rate at which unemployment has been falling must eventually feed through into pressure for wage increases, though current views on the amount of hidden slack in the labour market probably means that this is unlikely to happen in the near future.

The US, the main world economy, faces similar debt problems to the UK, but thanks to reasonable growth, cuts in government expenditure and tax rises, the annual government deficit has been halved from its peak without appearing to do too much damage to growth.

The current economic outlook and structure of market interest rates and government debt yields have several key treasury management implications:

- As for the Eurozone, concerns in respect of a major crisis subsided considerably in 2013. However, the downturn in growth and inflation during the second half of 2014, and worries over the Ukraine situation, Middle East and Ebola, have led to a resurgence of those concerns as risks increase that it could be heading into deflation and a triple dip recession since 2008. Sovereign debt difficulties have not gone away and major concerns could return in respect of individual countries that do not dynamically address fundamental issues of low growth, international uncompetitiveness and the need for overdue reforms of the economy (as Ireland has done). It is, therefore, possible over the next few years that levels of government debt to GDP ratios could continue to rise to levels that could result in a loss of investor confidence in the financial viability of such countries. Counterparty risks therefore remain elevated. This continues to suggest the use of higher quality counterparties for shorter time periods;
- Investment returns are likely to remain relatively low during 2015/16 and beyond;
- Borrowing interest rates have been volatile during 2014 as alternating bouts of good and bad news have promoted optimism, and then pessimism, in financial markets. During July to October 2014, a building accumulation of negative news has led to an overall trend of falling rates. The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times, when authorities will not be able to avoid new borrowing to finance new capital expenditure and/or to refinance maturing debt
- There will remain a cost of carry to any new borrowing which causes an increase in investments as this will incur a revenue loss between borrowing costs and investment returns.

3.4 Borrowing Strategy

Apart from the borrowing relating to the Mersey Gateway (discussed in 3.5) the Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is relatively high.

Against this background and the risks within the economic forecast, caution will be adopted with the 2015/16 treasury operations. The Operational Director - Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- If it was felt that there was a significant risk of a sharp fall in long and short term rates (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- If it was felt that there was a significant risk of a much sharper rise in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in the anticipated rate to US tapering of asset purchases, or in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates are still lower than they will be in the next few years.

3.4 Treasury management limits on activity

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

Upper Limit for Interest Rate Exposure	2015/16	2016/17	2017/18
	%	%	%
Fixed Rate	100	100	100
Variable Rate	30	30	30

Maturity Structure of Fixed Rate Borrowing	2015/16	
	Lower	Higher
Under 12 months	0%	40%
12 months to 24 months	0%	40%
24 months to 5 years	0%	40%
5 years to 10 years	0%	40%
10 years and above	0%	100%

3.5 Policy on borrowing in advance of need

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Due to very favourable interest rates available from the PWLB, the Council have borrowed £113m during 2014/15 to fund the Mersey Gateway Project. These funds will not be needed until the 2016/17 and puts the Council in an 'over-borrowed' position until then.

The funds borrowed have been invested in line with the Council's Investment Strategy and the net cost of this borrowing (interest payable net of investment income) has been analysed separately to the Council's other Treasury Costs. As the cost of this borrowing (interest and MRP) will be funded from the future revenue raised by the Mersey Gateway, this will have no effect on the Council's revenue budget and has therefore been excluded from the costs shown in the prudential indicators shown in Section 2.

3.6 Debt Rescheduling

As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and/or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

4 ANNUAL INVESTMENT STRATEGY

4.1 Investment Policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, then yield.

In accordance with the above guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk.

Continuing regulatory changes in the banking sector are designed to see greater stability, lower risk and the removal of expectations of Government financial support should an institution fail. This withdrawal of implied sovereign support is anticipated to have an effect on ratings applied to institutions. This will result in the key ratings used to monitor counterparties being the Short Term and Long Term ratings only. Viability, Financial Strength and Support Ratings previously applied will effectively become redundant. This change does not reflect deterioration in the credit environment but rather a change of method in response to regulatory changes.

As with previous practice, ratings will not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

Investment instruments identified for use in the financial year are listed below and are split between 'specified' and 'non-specified' investment categories. These will be used in line with the Creditworthiness Policy, and Counterparty List detailed in 4.2 and 4.4 below:

Specified investments

These are sterling denominated with maturities up to a maximum of 1 year and include the following:

- Debt Management Agency Deposit Facility
- UK Government Gilts
- Bonds issued by an institution guaranteed by the UK Government
- Term Deposits – UK Government
- Term Deposits – Other LAs
- Term Deposits - Banks and Building Societies
- Certificates of deposit with banks and building societies

Non-specified investments

These are Investments that do not meet the specified investment criteria. A variety of investment instruments will be used, subject to the credit quality of the institution:

- Term deposits – UK Government (maturities over 1 year)
- Term deposits – Other LAs (maturities over 1 year)
- Term deposits – Banks and Building Societies (maturities over 1 year)
- Certificates of deposit with banks and building societies (maturities over 1 year)
- Money Market Funds (rated AAA)
- Property Funds

At the time of investing, no more than 30% of the Council's portfolio will be held in non-specified investments

4.2 Creditworthiness Policy

This Council applies the creditworthiness service provided by Capita Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit ratings agencies
- CDS spreads to give early warning of likely changes in credit ratings
- Sovereign ratings to select counterparties from only the most creditworthy counties

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to

determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow 5 years
- Purple 2 years
- Blue 1 year (only applies to nationalised and part nationalised UK Banks)

- Orange 1 year
- Red 6 months
- Green 100 days
- No Colour May not be used

Typically the minimum credit ratings criteria the Council use will be a Short Term rating (Fitch or equivalent) of F1 and a Long Term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored whenever new lending takes place. The Council is alerted to changes to ratings of all three agencies through its use of Capita's creditworthiness service.

- If a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- In addition the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on sovereign support for banks and the credit ratings of that supporting government.

4.3 Country Limits

Other than the United Kingdom, the Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AAA from Fitch or equivalent.

4.4 Counterparty Limits for 2015/16

The Council has set the following counterparty limits for 2015/16, and will invest in line with the creditworthiness policy detailed in 4.2.

	Maximum Limit per institution £m
UK Government	40
Nationalised and Part Nationalised Banks with a minimum rating of A	40
UK Banks/Building Societies with:	
- Minimum rating of AAA	30
- Minimum rating of AA	25
- Minimum rating of A	20
- Minimum rating of BBB	10
Foreign Banks in countries with a sovereign rating of AAA and:	
- Minimum rating of AAA	20
- Minimum rating of AA	10
- Minimum rating of A	5
Money Market Funds	
- Minimum rating of AAA	20
Local Authorities	40
Note: No more than 25% of the total portfolio will be placed with one institution, except where balances are held for cash-flow purposes	

Due to the high level of investments the Council holds in relation to the Mersey Gateway project, the Counterparty limits have been increased for 15/16 to ensure the Council is able to obtain the best rates available. These levels will be reviewed once the final Mersey Gateway payments have been made.

4.4 Investment strategy

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

Bank Rate is forecast to remain unchanged at 0.5% before starting to rise from quarter 4 of 2015. Bank Rate forecasts for financial year ends (March) are:

- 2015/16 0.75%
- 2016/17 1.25%
- 2017/18 2.00%

There are downside risks to these forecasts (i.e. start of increases in Bank Rate occurs later) if economic growth weakens. However, should the pace of growth quicken, there could be an upside risk.

Investment treasury indicator and limit – Total principal funds invested for greater than 365 days

These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

Maximum principal sums invested > 365 days	2015/16 £000	2016/17 £000	2017/18 £000
Principal sums > 365 days	30	20	20

Please note that the indicator suggested in the treasury code is principal sums over 364 days. This has been changed to include investments of 365 days, as investments of 1 year are classed as short-term and specified investments.

4.5 End of year investment report

At the end of the financial year, the Council will report on its investment activities as part of its Annual Treasury Report

Minimum Revenue Provision

Capital expenditure is generally expenditure on assets which have a life expectancy of more than one year e.g. buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred therefore such expenditure is spread over several years in order to try to match the years over which such assets benefit the local community through their useful life. The manner of spreading these costs is through an annual Minimum Revenue Provision, which was previously determined under Regulation, and will in future be determined under Guidance.

Statutory duty

Statutory Instrument 2008 no. 414 s4 lays down that:

- “A local authority shall determine for the current financial year an amount of minimum revenue provision that it considers to be prudent.”
- The above is a substitution for the previous requirement to comply with regulation 28 in S.I. 2003 no. 3146 (as amended).
- There is no requirement to charge MRP where the Capital Financing Requirement is nil or negative at the end of the preceding financial year.
- The share of Housing Revenue Account CFR is not subject to an MRP charge.

Government Guidance

Along with the above duty, the Government issued guidance which came into force on 31st March 2008 which requires that a Statement on the Council’s policy for its annual MRP should be submitted to the full Council for approval before the start of the financial year to which the provision will relate.

The Council is legally obliged to “have regard” to the guidance, which is intended to enable a more flexible approach to assessing the amount of annual provision than was required under the previous statutory requirements. The guidance offers four main options under which MRP could be made, with an overriding recommendation that the Council should make prudent provision to redeem its debt liability over a period which is reasonably commensurate with that over which the capital expenditure is estimated to provide benefits. The requirement to ‘have regard’ to the guidance therefore means that: -

1. although four main options are recommended in the guidance, there is no intention to be prescriptive by making these the only methods of charge under which a local authority may consider its MRP to be prudent.
2. it is the responsibility of each authority to decide upon the most appropriate method of making a prudent provision, after having had regard to the guidance.

Option 1: Regulatory Method

Under the previous MRP regulations, MRP was set at a uniform rate of 4% of the adjusted CFR (i.e. adjusted for “Adjustment A”) on a reducing balance method (which in effect meant that MRP charges would stretch into infinity). This historic approach must continue for all capital expenditure incurred in years before the start of this new approach. It may also be used for new capital expenditure up to the amount which is deemed to be supported through the SCE annual allocation.

Option 2: Capital Financing Requirement Method

This is a variation on option 1 which is based upon a charge of 4% of the aggregate CFR without any adjustment for Adjustment A, or certain other factors which were brought into account under the previous statutory MRP calculation. The CFR is the measure of an authority’s outstanding debt liability as depicted by their balance sheet.

Option 3: Asset Life Method

This method may be applied to most new capital expenditure, including where desired that which may alternatively continue to be treated under options 1 or 2.

Under this option, it is intended that MRP should be spread over the estimated useful life of either an asset created, or other purpose of the expenditure. There are two useful advantages of this option: -

- longer life assets e.g. freehold land can be charged over a longer period than would arise under options 1 and 2
- no MRP charges need to be made until the financial year after that in which an item of capital expenditure is fully incurred and, in the case of a new asset, comes into service use (this is often referred to as being an ‘MRP holiday’). This is not available under options 1 and 2

There are two methods of calculating charges under option 3: -

- a. equal instalment method – equal annual instalments
- b. annuity method – annual payments gradually increase during the life of the asset

Option 4: Depreciation Method

Under this option, MRP charges are to be linked to the useful life of each type of asset using the standard accounting rules for depreciation (but with some exceptions) i.e. this is a more complex approach than option 3.

The same conditions apply regarding the date of completion of the new expenditure as apply under option 3.

Date of implementation

The previous statutory MRP requirements ceased to have effect after the 2006/07 financial year. Transitional arrangements included within the guidance no longer apply for the MRP charge for 2009/10 onwards. Therefore, options 1 and 2 should only be used for Supported Capital Expenditure (SCE). Authorities are however reminded that the DCLG document remains as guidance and authorities may consider alternative individual MRP

approaches, as long as they are consistent with the statutory duty to make a prudent revenue provision.

Strategy Adopted for 2015/16 and future years

In order to determine its MRP for 2015/16 and taking into consideration the available options the Council has applied the following strategy:

- For all capital expenditure incurred before 2009/10 and for all capital expenditure funded via supported borrowing MRP to be calculated using Option 1 – The Regulatory Method.
- For all capital expenditure incurred from 2009/10 financed by prudential borrowing MRP to be calculated using Option 3 the Asset Life Method, with the MRP Holiday option being utilised for assets yet to come into service use
- For Mersey Gateway expenditure the options above will not be used. The MRP Holiday option will be utilised until the Council receives toll income to repay outstanding capital expenditure. MRP payments will then be matched with income received.
- Expenditure funded through the Regional Growth Fund is currently utilising the MRP holiday option. If the conditions are not met, MRP will be payable using the Asset Life Method.
- For credit arrangements such as on balance sheet leasing arrangements (finance leases) MRP charge to be equal to the principal element of the annual rental.
- For on balance sheet PFI contracts MRP charge to be equal to the principal element of the annual rental.

REPORT TO: Executive Board

DATE: 12 February 2015

REPORTING OFFICER: Operational Director – Finance

PORTFOLIO: Resources

SUBJECT: 2014/15 Quarter 3 Spending

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To report the Council's overall revenue and capital spending position as at 31st December 2014.

2.0 RECOMMENDED: That

- (i) all spending continues to be limited only to the absolutely essential;**
- (ii) Strategic Directors ensure overall spending at year-end is within their total operational budget;**
- (iii) the transfer of the remaining 2014/15 contingency budget to the Children & Families Department as outlined in paragraph 3.7, be approved;**
- (iv) Council approve the revised capital programme as set out in Appendix 3.**

3.0 SUPPORTING INFORMATION

Revenue Spending

- 3.1 Appendix 1 presents a summary of spending against the revenue budget up to 31st December 2014, along with individual statements for each Department. In overall terms revenue expenditure is £0.053m below the budget profile. However the budget profile is only a guide to eventual spending, experience shows that spending usually accelerates during the final quarter of the financial year.
- 3.2 Total spending on employees is £0.434m below the budget profile as at 31st December 2014. This takes into account back pay and one off payments as part of the recently agreed two year pay deal. Across the three directorates there are a number of posts which have remained vacant during the year which has contributed towards the lower than planned spending. In December 2014 as part of the first phase of savings for 2015/16 a number of these posts were approved by Council to be

deleted from the 2015/16 budget. Staff turnover targets in one or two Departments are not currently being met and therefore spending is currently above budget in these areas. Other vacant posts have and will continue to be filled during the current financial year, but it is expected at outturn that overall spending on employees will be below budget.

- 3.3 Expenditure on general supplies and services is £0.442m under budget against a budget profile of £7.5m at 31st December 2014, equating to 5.8% of available budget for the three quarters to date. The reduction in spend is across all areas and can be attributed to the policy on ensuring spend is limited to what is essential. As part of the approved saving measures for 2015/16, a cut of 8% will be applied to all supplies and services budgets.
- 3.4 Within the Children & Families Department, expenditure relating to Out of Borough Residential Placements continues to be significantly over the profiled budget to date. There can be emergency placements and some long term placements ending earlier or continuing longer than originally anticipated, making this a very unpredictable budget. Although every effort is made to utilise in house services, this is not always possible, so at present, there is a high demand for long term, out of Borough placements, which are at a higher cost than in house placements.
- 3.5 Within the same Department costs for in-house adoption are also substantially higher than the budget to date due to special guardianship payments increasing over the past year.
- 3.6 In addition, spending on employees is significantly above budget, due primarily to the use of agency social workers given the difficulties with recruiting social workers.
- 3.7 All of the above areas are having a considerable financial impact and there are no signs that the speed of spending within these areas is slowing. It is currently forecast that the Children & Families Department will be overspent by £4m at year-end. It is therefore proposed to allocate the remaining £0.713m of contingency funds for 2014/15 to the Children & Families Department, in order to help mitigate the budget and service pressures which the Department is dealing with. After allowing for this contingency allocation, the Department's budget will still be overspent by approximately £3.3m at year-end.
- 3.8 An action plan is currently being formulated with various options to try and reduce the budget burden within the Children & Families Department for the current and future years. This includes continuous focus on high cost residential placements ensuring value for money is achieved through better commissioning of placements.
- 3.9 There continues to be budget pressures on some budgeted income targets, including trade waste income and sales revenue from the Stadium.

- 3.10 The Council has taken advantage of current low interest rates for capital borrowing, which results in interest payments to date being below what was forecast at the start of the year. In addition the revised Investment Strategy has given the Council a wider scope to invest funds which has meant the interest generated on investments is above the income target for the year to date. These are therefore helping to offset the overspends within the Children & Families Department budget.
- 3.11 The collection rate for Council Tax for the quarter is 83.62%, which is slightly higher (0.21%) than at this stage last year, and continues to be above the average collection rate for neighbouring councils. The forecast retained element of business rates is behind with what was set as the Council's business rate baseline for the year. The reduction in the net yield for the year to date is due to a large number of VOA appeals which have gone against the Council which has resulted in in back payments relating to previous years having to be paid.
- 3.12 The overall variance to date of £0.053m against a budget profile of £71.282m is very marginal and therefore Directorates should continue to limit all spending to the absolutely essential to ensure that each Directorate's spending at year-end is within its total operational budget. Financial Management division will continue to monitor budgets closely during the final three months of the year to ensure spending for the year does remain within the approved budget.

Capital Spending

- 3.13 The capital programme has been revised to reflect a number of changes in spending profiles and funding as schemes have developed. These are reflected in the capital programme presented in Appendix 3. The schemes which have been revised within the programme are as follows;
- i Widnes Recreation Site
 - ii Warrington Road Traveller Site
 - iii Norton Priory
 - iv Former Fairfield Site – Demolition / Highways / Cemetery
 - v Mersey Gateway Land Acquisitions
 - vi Mersey Gateway Interest during Construction
 - vii IT Rolling Programme
 - viii School Capital Repairs
 - ix Lunts Heath Primary School
 - x Universal Infant School Meals
 - xi Education Programme (General)
 - xii Stadium Minor Works
- 3.14 Capital spending at 31st December 2014 totalled £20.9m, which is 97% of the planned spending of £21.5m at this stage. This represents 60% of the total Capital Programme of £34.7m (which assumes a 20% slippage between years).

Balance Sheet

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

4.0 POLICY AND OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

6.0 RISK ANALYSIS

- 6.1 There are a number of financial risks within the budget. However, the Council has internal controls and processes in place to ensure that spending remains in line with budget.
- 6.2 In preparing the 2014/15 budget, a register of significant financial risks was prepared which has been updated as at 31st December 2014.

EQUALITY AND DIVERSITY ISSUES

- 7.1 None.

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

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

APPENDIX 1

Summary of Revenue Spending to 31st December 2014

Directorate / Department	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
Children and Families Services	19,101	14,414	16,937	(2,523)
Children's Organisation and Provision	12,810	4,825	4,550	275
Learning and Achievement	2,623	1,962	1,675	287
Economy, Enterprise & Property	3,781	720	674	46
Children & Enterprise	38,315	21,921	23,836	(1,915)
Human Resources	44	-97	-181	84
Policy, Planning & Transportation	16,380	6,639	6,569	70
Legal & Democratic Services	578	350	190	160
Finance	4,750	2,194	1,801	393
ICT & Support Services	99	-1,259	-1,260	1
Public Health & Public Protection	1,462	2,555	2,488	67
Policy & Resources	23,313	10,382	9,607	775
Commissioning & Complex Care	12,954	8,073	8,021	52
Community & Environment	26,361	16,879	16,974	(95)
Prevention & Assessment	24,249	12,462	12,360	102
Communities	63,564	37,414	37,355	59
Corporate & Democracy	-16,949	-2,242	-3,376	1,134
	108,243	67,475	67,422	53

CHILDREN & ENTERPRISE DIRECTORATE

Children & Families Services
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	8,393	6,669	7,003	(334)
Premises	375	257	208	49
Supplies & Services	1,347	827	762	65
Transport	33	28	26	2
Commissioned Services	342	174	173	1
Agency Related Expenditure	258	248	444	(196)
Residential Placements	1,969	1,093	2,826	(1,733)
Out of Borough Adoption	80	72	96	(24)
Out of Borough Fostering	414	401	651	(250)
In house Foster Carer Placements	1,721	1,372	1,493	(121)
In house Adoption	552	482	1,101	(619)
Care Leavers	316	237	290	(53)
Family Support	125	107	137	(30)
Contingency	713	713	0	713
Capital Financing	6	0	0	0
Total Expenditure	16,644	12,680	15,210	(2,530)
<u>Income</u>				
Fees & Charges	-113	-88	-97	9
Adoption Placements	-43	0	0	0
Transfer to / from Reserves	-216	-216	-216	0
Dedicated Schools Grant	-76	0	0	0
Reimbursements & Other Income	-334	-311	-309	(2)
Adoption Reform Grant	-90	-90	-90	0
Total Income	-872	-705	-712	7
NET OPERATIONAL BUDGET	15,772	11,975	14,498	(2,523)
<u>Recharges</u>				
Premises Support Costs	349	262	262	0
Transport Support Costs	72	48	48	0
Central Support Service Costs	2,864	2,129	2,129	0
Asset Rental Support Costs	44	0	0	0
Total Recharges	3,329	2,439	2,439	0
Net Expenditure	19,101	14,414	16,937	(2,523)

**Children's Organisation & Provision
Revenue Spending as at 31st December 2014**

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	3,762	2,584	2,512	72
Premises	611	200	198	2
Supplies & Services	2,809	1,317	1,158	159
Transport	5	4	4	0
School Transport	916	620	610	10
Commissioned Services	2,772	1,559	1,547	12
Agency Related Expenditure	1,475	1,348	1,348	0
Nursery Education Payments	2,570	2,570	2,570	0
Schools Contingency	170	170	170	0
Special Education Needs Contingency	975	975	975	0
Early Years Contingency	1	0	0	0
Total Expenditure	16,066	11,347	11,092	255
<u>Income</u>				
Fees & Charges	-380	-105	-103	-2
Rent	-55	-13	-13	0
HBC Support Costs	-79	-79	-79	0
Transfer to / from Reserves	-1,042	-1,042	-1,042	0
Dedicated Schools Grant	-6,898	-5,174	-5,174	0
Reimbursements & Other Income	-845	-699	-718	19
Schools SLA Income	-202	-196	-199	3
Total Income	-9,501	-7,308	-7,328	20
Net Operational Budget	6,565	4,039	3,764	275
<u>Recharges</u>				
Premises Support Costs	181	136	136	0
Transport Support Costs	288	144	144	0
Central Support Service Costs	836	506	506	0
Asset Rental Support Costs	4,940	0	0	0
Total Recharges	6,245	786	786	0
Net Expenditure	12,810	4,825	4,550	275

**Learning and Achievement
Revenue Spending as at 31st December 2014**

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	3,410	2,384	2,269	115
Premises	9	0	0	0
Supplies & Services	701	429	350	79
Agency Related Expenditure	33	15	0	15
Independent School Fees	1,541	1,512	1,512	0
Inter Authority Recoupment	752	44	44	0
Speech Therapy	120	68	0	68
Capital Financing	2	0	0	0
Total Expenditure	6,568	4,452	4,175	277
<u>Income</u>				
Fees & Charges	-157	-130	-139	9
Transfer to / from Reserves	-76	-76	-76	0
Dedicated Schools Grant	-3,708	-2,781	-2,781	0
Government Grant Income	-176	-63	-63	0
Reimbursements & Other Income	-110	-82	-78	-4
Inter Authority Income	-578	-1	-1	0
Schools SLA Income	-39	-29	-34	5
Total Income	-4,844	-3,162	-3,172	10
NET OPERATIONAL BUDGET	1,724	1,290	1,003	287
<u>Recharges</u>				
Premises Support Costs	157	117	117	0
Transport Support Costs	15	11	11	0
Central Support Service Costs	727	544	544	0
Asset Rental Support Costs	0	0	0	0
Total Recharges	899	672	672	0
Net Expenditure	2,623	1,962	1,675	287

Economy, Enterprise & Property
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	4,376	3,162	3,220	(58)
Repairs & Maintenance	2,730	1,941	1,944	(3)
Premises	49	42	43	(1)
Energy & Water Costs	614	394	368	26
NNDR	613	604	590	14
Rents	458	390	391	(1)
Marketing Programme	36	21	17	4
Promotions	62	34	33	1
Supplies & Services	1,469	735	701	34
Agency Related Expenditure	76	42	43	(1)
Grants to Non Voluntary Organisations	148	148	148	0
Other Expenditure	0	0	0	0
Total Expenditure	10,631	7,513	7,498	15
<u>Income</u>				
Fees & Charges	-544	-379	-388	9
Rent - Markets	-759	-563	-561	(2)
Rent - Industrial Estates	-691	-516	-525	9
Rent - Commercial	-563	-366	-364	(2)
Transfer to / from Reserves	-660	-588	-568	0
Government Grant - Income	-1,959	-1,277	-1,277	0
Reimbursements & Other Income	-90	-116	-122	6
Recharges to Capital	-297	-92	-92	0
Schools SLA Income	-553	-562	-573	11
Total Income	-6,116	-4,439	-4,470	31
NET OPERATIONAL BUDGET	4,515	3,074	3,028	46
<u>Recharges</u>				
Premises Support Costs	1,409	1,065	1,065	0
Transport Support Costs	30	17	17	0
Central Support Service Costs	1,970	1,483	1,483	0
Asset Rental Support Costs	2,414	0	0	0
Repairs & Maint. Rech. Income	-2,448	-1,836	-1,836	0
Accommodation Rech. Income	-2,652	-1,990	-1,990	0
Central Supp. Service Rech. Income	-1,457	-1,093	-1,093	0
Total Recharges	-734	-2,354	-2,354	0
Net Expenditure	3,781	720	674	46

POLICY & RESOURCES DIRECTORATE

Human Resources

Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	1,544	1,163	1,163	0
Employee Training	133	90	58	32
Supplies & Services	111	83	77	6
Total Expenditure	1,788	1,336	1,298	38
<u>Income</u>				
Fees & Charges	-73	-70	-116	46
School SLA's	-437	-437	-437	0
Total Income	-510	-507	-553	46
Net Operational Expenditure	1,278	829	745	84
<u>Recharges</u>				
Premises Support	65	49	49	0
Transport Recharges	11	8	8	0
Central Support Recharges	302	226	226	0
Support Recharges Income	-1,612	-1,209	-1,209	0
Net Total Recharges	-1,234	-926	-926	0
Net Departmental Total	44	-97	-181	84

Policy, Planning & Transportation
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	4,810	3,636	3,661	(25)
Other Premises	200	67	65	2
Hired & Contracted Services	433	289	283	6
Supplies & Services	314	203	206	(3)
Street Lighting	1,914	1,091	1,081	10
Highways Maintenance	2,383	2,049	2,038	11
Bridges	96	48	38	10
Fleet Transport	1,385	891	889	2
Lease Car Contracts	516	467	467	0
Bus Support – Halton Hopper Tickets	177	177	177	0
Bus Support	541	367	367	0
Out of Borough Transport	51	24	24	0
Contribution to Reserves	163	163	163	0
Finance Charges	406	238	238	0
Grants to Voluntary Organisations	68	68	68	0
NRA Levy	58	44	44	0
Total Expenditure	13,515	9,822	9,809	13
<u>Income</u>				
Sales	-253	-235	-267	32
Planning Fees	-506	-421	-435	14
Building Control Fees	-186	-155	-153	(2)
Other Fees & Charges	-1,008	-340	-349	9
Rents	-8	0	0	0
Grants & Reimbursements	-523	-373	-373	0
Efficiency Savings	-60	0	0	0
School SLAs	-39	-39	-43	4
Recharge to Capital	-312	0	0	0
Total Income	-2,895	-1,563	-1,620	57
Net Controllable Expenditure	10,620	8,259	8,189	70
<u>Recharges</u>				
Premises Support	534	424	424	0
Transport Recharges	596	500	500	0
Asset Charges	7,946	0	0	0
Central Support Recharges	2,385	1,786	1,786	0
Departmental Support Recharges Income	-432	-324	-324	0
Support Recharges Income – Transport	-2,884	-2,321	-2,321	0
Support Recharges Income – Non Transport	-2,385	-1,685	-1,685	0
Net Total Recharges	5,760	-1,620	-1,620	0
Net Departmental Total	16,380	6,639	6,569	70

Legal & Democratic Services
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	1,940	1,491	1,360	131
Supplies & Services	371	253	238	15
Civic Catering & Functions	29	13	13	0
Mayoral Allowances	21	13	13	0
Legal Expenses	220	99	99	0
Total Expenditure	2,581	1,869	1,723	146
<u>Income</u>				
Land Charges	-99	-74	-69	(5)
License Income	-251	-188	-182	(6)
Schools SLA's	-49	-49	-60	11
Other Income	-73	-67	-81	14
Transfers from Reserves	-10	0	0	0
Total Income	-482	-378	-392	14
Net Operational Expenditure	2,099	1,491	1,331	160
<u>Recharges</u>				
Premises Support	91	68	68	0
Transport Recharges	18	13	13	0
Central Support Recharges	481	361	361	0
Support Recharges Income	-2,111	-1,583	-1,583	0
Net Total Recharges	-1,521	-1,141	-1,141	0
Net Departmental Total	578	350	190	160

Finance

Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	7,315	5,533	5,204	329
Supplies & Services	470	323	325	(2)
Other Premises	82	74	64	10
Agency Related	1	0	0	0
Insurances	1,436	1,064	1,058	6
Concessionary Travel	2,247	1,505	1,505	0
Rent Allowances	55,000	41,012	41,012	0
Non HRA Rebates	66	56	56	0
Discretionary Housing Payments	444	444	444	0
Local Welfare Payments	558	80	80	0
Transfers to Reserves	555	300	300	0
Total Expenditure	68,174	50,391	50,048	343
<u>Income</u>				
Fees & Charges	-302	-222	-229	7
SLA to Schools	-770	-770	-730	(40)
NNDR Administration Grant	-169	0	0	0
Hsg Ben Administration Grant	-1,094	-875	-875	0
Rent Allowances	-54,410	-41,511	-41,511	0
Non HRA Rent Rebates	-66	-53	-53	0
Discretionary Housing Payments Grant	-387	-387	-387	0
Local Welfare Grant	-775	-582	-582	0
Reimbursements & Other Grants	-669	-627	-633	6
Liability Orders	-373	-359	-436	77
Transfer from Reserves	-681	0	0	0
Total Income	-59,696	-45,386	-45,436	50
Net Controllable Expenditure	8,478	5,005	4,612	393
<u>Recharges</u>				
Premises	432	324	324	0
Transport	36	27	27	0
Asset Charges	19	0	0	0
Central Support Services	3,291	2,468	2,468	0
Support Services Income	-7,506	-5,630	-5,630	0
Net Total Recharges	-3,728	-2,811	-2,811	0
Net Department Total	4,750	2,194	1,801	393

ICT & Support Services
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	5,512	4,078	4,076	2
Supplies & Services	454	256	260	(4)
Computer Repairs & Software	649	557	556	1
Communications Costs	333	285	285	0
Other Premises	36	25	24	1
Capital Financing	336	252	251	1
Transfer to Reserves	480	0	0	0
Total Expenditure	7,800	5,453	5,452	1
<u>Income</u>				
Fees & Charges	-577	-292	-292	0
Transfers from Reserves	-37	-37	-37	0
SLA to Schools	-535	-535	-535	0
Total Income	-1,149	-864	-864	0
Net Controllable Expenditure	6,651	4,589	4,588	1
<u>Recharges</u>				
Premises	521	391	391	0
Transport	17	13	13	0
Asset Charges	1,246	0	0	0
Central Support Services	1,035	776	776	0
Support Service Income	-9,371	-7,028	-7,028	0
Net Total Recharges	-6,552	-5,848	-5,848	0
Net Department Total	99	-1,259	-1,260	1

Public Health & Public Protection
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	2,331	1,559	1,494	65
Supplies & Services	223	107	98	9
Other Agency	20	20	17	3
Contracts & SLA's	5,003	3,239	3,237	2
Transport	5	1	0	1
Transfer to Reserves	707	0	0	0
Total Expenditure	8,289	4,926	4,846	80
<u>Income</u>				
Other Fees & Charges	-59	-45	-39	(6)
Sales Income	-26	-25	-18	(7)
Reimbursements & Grant Income	-3	0	0	0
Government Grant	-8,749	-4,374	-4,374	0
Transfer from Reserves	-200	0	0	0
Total Income	-9,037	-4,444	-4,431	(13)
Net Operational Expenditure	-748	482	415	67
<u>Recharges</u>				
Premises Support	50	37	38	(1)
Central Support Services	2,135	2,018	2,020	(2)
Transport Recharges	25	18	15	3
Net Total Recharges	2,210	2,073	2,073	0
Net Department Total	1,462	2,555	2,488	67

COMMUNITIES DIRECTORATE

Commissioning & Complex Care
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	7,434	5,356	5,278	78
Premises	304	206	202	4
Supplies & Services	1,922	1,494	1,499	(5)
Carers Breaks	423	353	353	0
Transport	200	153	153	0
Contracts & SLAs	160	100	91	9
Payments To Providers	3,816	2,216	2,216	0
Emergency Duty Team	103	26	18	8
Other Agency Costs	795	484	488	(4)
Total Expenditure	15,157	10,388	10,298	90
<u>Income</u>				
Sales & Rents Income	-284	-242	-277	35
Fees & Charges	-173	-148	-112	(36)
CCG Contribution To Service	-840	-553	-526	(27)
Reimbursements & Grant Income	-662	-497	-487	(10)
Transfer From Reserves	-948	-948	-948	0
Total Income	-2,907	-2,388	-2,350	(38)
Net Operational Expenditure	12,250	8,000	7,948	52
<u>Recharges</u>				
Premises Support	192	151	151	0
Transport	436	274	274	0
Central Support Services	1,685	1,245	1,245	0
Asset Charges	76	0	0	0
Internal Recharge Income	-1,685	-1,597	-1,597	0
Net Total Recharges	704	73	73	0
Net Departmental Total	12,954	8,073	8,021	52

Community & Environment
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	12,496	9,178	9,202	(24)
Other Premises	1,418	925	861	64
Supplies & Services	1,665	1,154	1,104	50
Book Fund	192	158	156	2
Promotional	9	13	9	4
Other Hired Services	1,259	887	877	10
Food Provisions	681	493	482	11
School Meals Food	1,914	1,225	1,195	30
Transport	55	41	18	23
Other Agency Costs	652	43	33	10
Waste Disposal Contracts	5,012	2,782	2,817	(35)
Leisure Management Contract	1,467	991	1,059	(68)
Grants To Voluntary Organisations	333	265	260	5
Grant To Norton Priory	222	222	224	(2)
Rolling Projects	154	0	0	0
Capital Financing	13	0	0	0
Total Spending	27,542	18,377	18,297	80
<u>Income</u>				
Sales Income	-2,197	-1,552	-1,444	(108)
School Meals Sales	-2,049	-1,234	-1,274	40
Fees & Charges Income	-2,743	-1,948	-1,845	(103)
Rents Income	-187	-195	-203	8
Government Grant Income	-35	-16	-16	0
Reimbursements & Other Grant Income	-516	-346	-359	13
Schools SLA Income	-82	-81	-85	4
Internal Fees Income	-121	-72	-79	7
School Meals Other Income	-2,935	-397	-460	63
Meals On Wheels	-192	-138	-129	(9)
Catering Fees	-225	-125	-69	(56)
Capital Salaries	-53	-29	-27	(2)
Transfers From Reserves	-285	-285	-285	0
Total Income	-11,620	-6,418	-6,275	(143)
Net Controllable Expenditure	15,922	11,959	12,022	(63)
<u>Recharges</u>				
Premises Support	2,048	1,547	1,548	(1)
Transport Recharges	2,393	1,349	1,379	(30)
Departmental Support Services	9	0	0	0
Central Support Services	3,149	2,381	2,382	(1)
Asset Charges	3,197	0	0	0
HBC Support Costs Income	-357	-357	-357	0
Net Total Recharges	10,439	4,920	4,952	(32)
Net Departmental Total	26,361	16,879	16,974	(95)

**Prevention & Assessment
Revenue Spending as at 31st December 2014**

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	6,510	4,735	4,644	91
Other Premises	63	31	27	4
Supplies & Services	935	245	247	(2)
Aids & Adaptations	113	90	109	(19)
Transport	8	6	9	(3)
Food Provision	28	20	22	(2)
Other Agency	23	16	15	1
Transfer to Reserves	962	77	77	0
Contribution to Complex Care Pool	17,971	9,330	9,326	4
Total Expenditure	26,613	14,550	14,476	74
<u>Income</u>				
Other Fees & Charges	-232	-155	-174	19
Reimbursements & Grant Income	-898	-112	-122	10
Transfer from Reserves	-2,485	-2,485	-2,485	0
Capital Salaries	-39	0	0	0
Government Grant Income	-155	-137	-137	0
CCG Contribution to Service	-597	-504	-507	3
Total Income	-4,406	-3,393	-3,425	32
Net Operational Expenditure	22,207	11,157	11,051	106
<u>Recharges</u>				
Premises Support	221	166	166	0
Asset Charges	210	0	0	0
Central Support Services	1,980	1,412	1,412	0
Internal Recharge Income	-419	-307	-307	0
Transport Recharges	50	34	38	(4)
Net Total Recharges	2,042	1,305	1,309	(4)
Net Departmental Total	24,249	12,462	12,360	102

Corporate & Democracy
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employee Related	381	301	309	(8)
Efficiency / Procurement Savings	-330	0	0	0
Interest Payments	3,129	1,698	1,234	464
Members Allowances	768	576	571	5
Supplies & Services	293	169	128	41
Contingency	0	0	0	0
Precepts & Levies	176	176	183	(7)
Capital Financing	2,307	0	0	0
Transfers to Reserves	1,292	175	175	0
Bank Charges	79	59	49	10
Audit Fees	167	106	98	8
Total Expenditure	8,262	3,260	2,747	513
<u>Income</u>				
External Interest	-410	-308	-471	163
Investment Fees	-111	-67	-71	4
Government Grants	-4,762	-3,540	-3,821	281
Fees & Charges	-68	-51	-49	(2)
Reimbursements & Other Grants	-828	-19	-194	175
Transfers from Reserves	-730	-175	-175	0
Total Income	-6,909	-4,160	-4,781	621
Net Controllable Expenditure	1,353	-900	-2,034	1,134
<u>Recharges</u>				
Premises	9	5	5	0
Transport	4	3	3	0
Asset Charges	89	0	0	0
Central Support Services	2,227	1,670	1,670	0
Support Services Income	-20,631	-336	-336	0
Net Total Recharges	-18,302	-1,342	-1,342	0
Net Departmental Total	-16,949	-2,242	-3,376	1,134

Mersey Gateway
Revenue Spending as at 31st December 2014

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Other Premises	72	54	54	0
Hired & Contracted Services	362	1,153	945	208
MGCB Ltd	820	917	748	169
Finance Charges	148	148	148	0
Total Expenditure	1,402	2,272	1,895	377
<u>Income</u>				
Grants & Reimbursements	-1,402	-987	-790	(197)
Recharge to Capital	0	-1,285	-1,105	(180)
Contribution from Reserves				
Total Income	-1,402	-2,272	-1,895	(377)
Net Controllable Expenditure	0	0	0	0
Net Departmental Total	0	0	0	0

APPENDIX 2

**Complex Care Pooled Budget
Revenue Spending as at 31st December 2014**

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

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Intermediate Care Services	3,691	2,245	2,234	11
End of Life	192	171	171	0
CHC Assessment Team	255	255	255	0
Sub Acute	1,788	1,311	1,302	9
Joint Equipment Store	532	312	320	(8)
Intermediate Care Beds	596	403	400	3
Adult Care:				
Residential & Nursing Care	20,198	13,022	12,972	50
Domiciliary & Supported Living	9,910	7,726	7,686	40
Direct Payments	3,293	2,745	2,950	(205)
Day Care	457	309	297	12
Total Expenditure	40,912	28,499	28,587	(88)
Income				
Residential & Nursing Income	-4,920	-3,939	-4,017	78
Community Care Income	-1,552	-999	-1,021	22
Direct Payments Income	-189	-150	-142	(8)
Other Income	-485	-485	-485	0
CCG Contribution to Pool	-12,784	-12,841	-12,841	0
Reablement & Section 256 Income	-3,011	-755	-755	0
Total Income	-22,941	-19,169	-19,261	92
Net Divisional Expenditure	17,971	9,330	9,326	4

Capital Expenditure to 31st December 2014

Directorate/Department	Actual Expenditure to Date £'000	2014/15 Cumulative Capital Allocation		Capital Allocation 2015/16 £'000	Capital Allocation 2016/17 £'000
		Quarter 3 £'000	Quarter 4 £'000		
Children & Enterprise Directorate					
Schools Related					
Asset Management Data	5	5	10	0	0
Fire Compartmentation	2	2	39	0	0
Capital Repairs	795	795	1,191	0	0
Asbestos Management	20	20	25	0	0
Schools Access Initiative	63	63	100	0	0
Education Programme (General)	68	68	88	0	0
Inglefield	2	2	50	0	0
Basic Need Projects	0	0	983	892	936
School Modernisation Projects	407	407	683	0	0
Universal Infant School Meals	229	229	259	0	0
Lunts Heath Primary School	31	31	36	0	0
Beechwood Primary School	92	92	93	0	0
St Bedes Junior School	0	0	36	0	0
Halebank	8	8	20	0	0
Ashley School	351	351	369	0	0
Early Education for 2 Year Olds	163	163	334	0	0

Directorate/Department	Actual Expenditure to Date £'000	2014/15 Cumulative Capital Allocation		Capital Allocation 2015/16 £'000	Capital Allocation 2016/17 £'000
		Quarter 3 £'000	Quarter 4 £'000		
Economy, Enterprise & Property					
Castlefields Regeneration	174	174	925	0	0
3MG	1,578	1,578	2,909	0	0
Widnes Waterfront	0	0	1,000	0	0
Johnsons Lane Infrastructure	15	15	466	0	0
Decontamination of Land	0	0	6	0	0
SciTech Daresbury – Power Infrastructure	1377	1,377	1,915	0	0
SciTech Daresbury - Transport	0	0	177	0	0
SciTech Daresbury – Tech Space	0	0	0	8,630	0
Queens Arms	11	20	23	0	0
Former Crosville Site	0	0	518	0	0
Moor Lane Demolition	11	11	150	0	0
Moor Lane Property Purchase	161	160	160	0	0
Former Fairfield Site - Demolition	2	2	2	0	0
Former Fairfield Site – Contingency	49	49	51	27	0
Former Fairfield Site – Highways	0	0	155	605	106
Former Fairfield Site – Cemetery	0	0	20	900	50
Former Fairfield Site –Primary School	0	0	0	380	118
Travellers Site Warrington Road	30	30	1,658	0	0
Widnes Town Centre Initiative	22	22	60	0	0
Lowerhouse Lane Depot - Upgrade	401	410	444	0	0
Disability Discrimination Act	38	38	150	300	300
John Briggs House / Police Station	0	0	0	350	0
Total Children & Enterprise	6,105	6,122	15,105	12,084	1,510

Directorate/Department	Actual Expenditure to Date £'000	2014/15 Cumulative Capital Allocation		Capital Allocation 2015/16 £'000	Capital Allocation 2016/17 £'000
		Quarter 3 £'000	Quarter 4 £'000		
Policy & Resources Directorate					
ICT & Support Services					
ICT Rolling Programme	699	700	2,100	1,100	1,100
Policy, Planning & Transportation					
Local Highway Maintenance Block Funding				2,228	2,043
Local Transport Plan					
Bridge & Highway Maintenance	1,186	1,300	2,761	0	0
Integrated Transport & Network Management	152	200	1,020	0	0
Street Lighting – Structural Maintenance	83	100	200	200	200
Surface Water Management	22	25	195	0	0
Local Pinch Point Fund Programme – Daresbury Expressway	1,161	1,200	2,253	0	0
Mersey Gateway					
Land Acquisitions	5,422	5,422	6,386	10,125	1,461
Development Costs	2,330	2,330	3,289	2,843	2,858
Loan Interest during Construction	0	0	1,980	3,587	3,988
Construction Costs	0	0	0	0	70,000
Other					
Risk Management	39	50	120	120	120

Directorate/Department	Actual Expenditure to Date £'000	2014/15 Cumulative Capital Allocation		Capital Allocation 2015/16 £'000	Capital Allocation 2016/17 £'000
		Quarter 3 £'000	Quarter 4 £'000		
Mid-Mersey Sustainable Transport	7	10	399	0	0
Fleet Replacements	862	900	1,121	2,089	1,940
Brookvale Biomass Boiler	289	322	322	0	0
Total Policy & Resources	12,252	12,559	22,146	22,292	83,710

Directorate/Department	Actual Expenditure to Date £'000	2014/15 Cumulative Capital Allocation		Capital Allocation 2015/16 £'000	Capital Allocation 2016/17 £'000
		Quarter 3 £'000	Quarter 4 £'000		
Communities Directorate					
Community & Environment					
Stadium Minor Works	77	75	80	30	30
Widnes Recreation Site	1,125	1,258	2,792	0	0
Children's Playground Equipment	4	15	79	65	65
Landfill Tax Credit Schemes	17	17	340	340	340
Upton Improvements	49	47	63	0	0
Crow Wood Park	0	0	13	0	0
Runcorn Hill Park	316	311	311	250	0
Open Spaces Schemes	138	142	189	0	0
Runcorn Cemetery Extension	0	0	9	0	0
Widnes Crematorium Cremators	264	297	396	0	0
Litter Bins	0	0	20	20	20
Norton Priory	12	12	339	3,290	151
Norton Priory – Biomass Boiler	0	0	0	140	0
Prevention & Assessment					
Grants for Disabled Facilities	247	375	500	787	0
Energy Promotion	6	6	12	0	0
Joint Funding RSL Adaptations	133	150	200	0	0
Stair lifts (Adaptations Initiative)	180	188	250	0	0

Directorate/Department	Actual Expenditure to Date £'000	2014/15 Cumulative Capital Allocation		Capital Allocation 2015/16 £'000	Capital Allocation 2016/17 £'000
		Quarter 3 £'000	Quarter 4 £'000		
Commissioning & Complex Care					
ALD Bungalows	0	0	100	200	100
Lifeline Telecare Upgrade	0	0	100	0	0
Grangeway Court	0	0	0	347	0
Halton Carers Centre Refurbishment	16	16	50	0	0
Section 256 Grant	0	0	55	0	0
Community Capacity Grant	0	0	166	0	0
Social Care Capital Grant	0	0	0	356	0
Total Communities Directorate	2,584	2,909	6,064	5,825	706
TOTAL CAPITAL PROGRAMME	20,941	21,590	43,315	40,201	85,926
Slippage (20%) *			-8,663	-8,040	-3,185
				8,663	8,040
TOTAL			34,652	40,824	90,781

*Slippage for 2016/17 is calculated after excluding Mersey Gateway Construction costs.

REPORT TO: Executive Board

DATE: 12 February 2015

REPORTING OFFICER: Operational Director – Finance

SUBJECT: Budget 2015/16

PORTFOLIO: Resources

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To recommend to Council the budget, capital programme and council tax for 2015/16.
- 1.2 The Police and Crime Commissioner and the Cheshire Fire Authority are not expected to set their precept until after the meeting of Executive Board. Therefore a number of figures contained within the report and resolution cannot yet be finalised and these are indicated by question marks. Once known these figures will be incorporated into the report and resolution to Council showing the Total Council Tax.

2.0 RECOMMENDATION: That Council be recommended to adopt the resolution set out in Appendix A, which includes setting the budget at £101.188m, the Council Tax requirement of £38.649m (before Parish, Police and Fire precepts) and the Band D Council Tax for Halton of £1,204.01.

3.0 SUPPORTING INFORMATION

Medium Term Financial Strategy

- 3.1 The Executive Board approved the Medium Term Financial Strategy (MTFS) at its meeting on 20th November 2014. In summary, funding gaps of around £19m in 2015/16, £13m in 2016/17 and £10m in 2017/18 were identified. The Strategy had the following objectives:
- Deliver a balanced and sustainable budget
 - Prioritise spending towards the Council's five priority areas
 - Avoid excessive Council Tax rises
 - Achieve significant cashable efficiency gains
 - Protect essential front line services
 - Deliver improved procurement

Budget Consultation

- 3.2 The Council uses various consultation methods to listen to the views of the public and Members own experience through their Ward work is an important part of that process. The Council also undertakes Budget Presentations at its seven Area Forums giving local people the opportunity to feed their views into the process. As those meetings were taking place when this report was being drafted any views offered by the Area Forums will be reported to the Executive Board at the meeting.
- 3.3 Individual consultations are taking place in respect of specific budget proposals and equality impact assessments will be completed where necessary.

Review of the 2014/15 Budget

- 3.4 The Executive Board receives regular reports summarising spending in the current year against the budget. The latest report indicates that spending will be within budget for the year. It is anticipated that balances at 31st March 2015 will be around £8.6m, broadly as planned when the budget was set last year.

2015/16 Budget

- 3.5 On 10th December 2014 Council approved initial budget savings for 2015/16 of £11.332m and further proposed savings are shown in Appendix B.
- 3.7 The proposed budget totals £101.188m. The departmental analysis of the budget is shown in Appendix C and the major reasons for change from the current budget are shown in Appendix D.
- 3.8 The proposed budget incorporates the grant figures announced in the Provisional Grant Settlement. It includes £440,000 for the New Homes Bonus grant, which is payable to local authorities based upon the net increase in the number of homes in their area. This grant is payable at this amount for 6 years.
- 3.9 It is considered prudent for the budget to include a general contingency of £1m. This should be sufficient to cover the potential for price changes, increases in demand led budgets, as well as a general contingency for uncertain and unknown items.
- 3.10 The Local Government Act 2003 places a requirement on the Chief Financial Officer to report on the robustness of the estimates included in the budget and the adequacy of the reserves for which the budget provides. In my view the budget setting process and the information provided should be sufficient to allow the Council to come to an informed view regarding the 2015/16 budget, capital programme and

council tax. Balances and reserves should provide sufficient resilience to meet the financial consequences of any unforeseen events.

Local Government Finance Settlement

- 3.11 The Government announced on 5th February 2015 the Final Local Government Finance Settlement for 2015/16, which was in line with the Provisional Settlement announced on 18th December 2014.
- 3.12 From 1st April 2013 the Local Government funding regime changed significantly with the introduction of the Business Rates Retention Scheme. Under the Scheme 49% of any increase in business rates generated within the Borough above a baseline level, is retained. The Council also receives a Top-Up grant, as it previously received more funding than the business rates it collected and paid over to Government. In addition, the Council receives Revenue Support grant.
- 3.13 For 2015/16 Halton's total Government grant funding (Settlement Funding Allocation) will be £60.767m. This is made up of £25.319m Baseline Funding, £7.449m Top-Up grant and £27.999m Revenue Support grant. In total the Settlement Funding Allocation has reduced by £11.15m or 15.5% from the 2014/15 adjusted level.
- 3.14 The Government have once again offered Councils a Council Tax Freeze grant equivalent to a 1% increase in council tax. The grant will be paid for 2015/16 and thereafter will be included within baseline funding from 2016/17 onwards.
- 3.15 As far as the non domestic premises are concerned, the rate is fixed centrally by the Government. For 2015/16 the rate has been set at 49.3p in the pound, an increase of 2% and 48.0p in the pound for small businesses, also an increase of 2%.

Budget Outlook

- 3.16 It is very difficult to forecast resources over the following two years, given the uncertainties caused by the current economic climate, the Government's continuing austerity measures and the national election in May 2015. Nevertheless, the Medium Term Financial Forecast has been updated and the latest forecast is shown in Appendix E.
- 3.17 The resultant funding gap over the next two years (2016-18) is forecast to be in the region of £31.9m. The approach to finding these savings will be the continuation of the budget strategy of:
- Progressing the Efficiency Programme.
 - Reviewing the portfolio of land and assets, including the use of buildings, in accordance with the Accommodation Strategy.
 - Better procurement.
 - Reviewing terms and conditions of staff (subject to negotiation).

- Offering staff voluntary early retirement and voluntary redundancy under the terms of the Staffing Protocol.
- Reducing the cost of services either by reducing spend or increasing income.
- Partnership working, collaboration and sharing of services with other councils and other organisations.
- Stopping some lower priority services.

3.18 The budget strategy is predicated on the Government continuing to withdraw considerable amounts of grant from the Council. To help offset this loss, support will be given to our partners and the voluntary sector to lever-in monies into the Borough.

Halton's Council Tax

- 3.19 The Government no longer operate council tax capping powers, but instead there is a requirement for councils to hold a local referendum if they propose to increase council tax by more than a percentage threshold prescribed by the Government.
- 3.20 The Government have confirmed the availability of a council tax freeze grant, as outlined in paragraph 3.14 above, and have set the council tax referendum threshold at 2%.
- 3.21 The tax base (Band D equivalent) for the Borough has been set by Council at 32,100.
- 3.22 The combined effect of the budget, Government grant support and the council tax base gives a Band D council tax for Halton of £1,204.01, an increase of 1.9% over the current year. This is equivalent to £23.15 per week.

Parish Precepts

- 3.23 The Parish Councils have set their precepts for the year as shown below, with the resultant additional Council Tax for a Band D property in these areas being as follows:

	Precept	Precept Increase		Additional Council Tax	Basic Council Tax
	£	£	%	£	£
Hale	16,000	600	3.9	24.65	1,228.66
Daresbury	4,000	525	15.1	26.14	1,230.15
Moore	4,416	116	2.7	13.80	1,217.81
Preston Brook	8,500	500	6.3	26.23	1,230.24
Halebank	13,625	-195	-1.4	27.92	1,231.93
Sandymoor	15,566	-34	-0.2	16.42	1,220.43

Average Council Tax

- 3.24 In addition, it is also necessary to calculate the average Council Tax for the area as a whole. This is the figure required by Government and used for comparative purposes. For a Band D property the figure is £1,205.94, an increase of £22.45 per annum.

Police Precept

- 3.25 The Cheshire Police and Crime Commissioner has set the precept on the Council at £?.???m which is £???.?? for a Band D property, an increase of £?.?? or ?.?%. The figures for each Band are shown in Recommendation 5 in Appendix A.

Fire Precept

- 3.26 The Cheshire Fire Authority has set the precept on the Council at £?.???m which is £???.?? for a Band D property, an increase of £?.?? or ?.?%. The figures for each Band are shown in Recommendation 6 in Appendix A.

Total Council Tax

- 3.27 Combining all these figures will give the Total Council Tax for 2015/16 and these are shown in Recommendation 7 in Appendix A. The total Band D Council Tax (before Parish precepts) is £?,???.?? an increase of £?.?? or ?.?%. The increases in Parish precepts means the increase in Hale is 2.9%, in Daresbury is 12.9%, in Moore is 1.4% and in Preston Brook is 4.6%. Halebank's Band D Council Tax has reduced by 0.2% and Sandymoor has remained the same.
- 3.28 It is expected that Halton's Total Council Tax will continue to be amongst the lowest in the North West. Given that nearly half of all properties in the Borough are in Band A, and also 85% of properties are in Bands A-C, most households will pay less than the "headline" figure. In addition, many households will receive reduced Council Tax bills through discounts, and these adjustments will be shown on their bills.
- 3.29 A complex set of resolutions, shown in Appendix A, needs to be agreed to ensure that the Budget and Council Tax level are set in a way which fully complies with legislation, incorporating changes required under the Localism Act 2012.

Capital Programme

3.30 The following table brings together the existing capital programme spend and shows how the capital programme will be funded.

	2015/16	2016/17	2017/18
	£000	£000	£000
<u>Spending</u>			
Scheme estimates	40,201	85,926	40,596
Slippage between years (after excluding MG costs)	+ 8,653	+ 8,040	+ 3,185
	- 8,040	- 3,185	- 1,619
	<u>40,814</u>	<u>90,781</u>	<u>42,162</u>
<u>Funding</u>			
Borrowing and Leasing	18,308	77,718	35,540
Grants and External Funds	15,544	8,595	3,771
Direct Revenue Finance	487	28	0
Invest to Save	1,735	1,970	887
Capital Receipts	4,740	2,470	1,964
	<u>40,814</u>	<u>90,781</u>	<u>42,162</u>

3.31 The committed Capital Programme is shown in Appendix F. In addition, new capital spending will come forward as required to Executive Board from relevant Directorates as a result of Government allocations. These allocations are currently funded by capital grant. The Capital Programme reflects the funding to be provided by the Council during this period towards the Mersey Gateway project, which will be financed from toll revenues.

3.32 As the Capital Programme is fully committed, there are no funds available for new capital starts unless external funding is available or further savings are identified to cover financing costs.

Prudential Code

3.33 The Local Government Act 2003 introduced the Prudential Code which provides a framework for the self-regulation of capital expenditure. The key objectives of the Code are to ensure that the Council's:

- capital expenditure plans are affordable;
- external borrowing is within prudent and sustainable levels;
- treasury management decisions are taken in accordance with good professional practice; and
- is accountable by providing a clear and transparent framework.

- 3.34 To demonstrate that councils have fulfilled these objectives, the Prudential Code sets out a number of indicators which must be used. These are included in the Treasury Management Strategy report elsewhere on the Agenda. The prudential indicators are monitored throughout the year and reported as part of the Treasury Management quarterly monitoring reports to the Executive Board.

School Budgets

- 3.35 Schools are fully funded by Government Grants, primarily the Dedicated Schools Grant (DSG) which is mainly used to fund the Individual School Budgets. DSG is now allocated in three notional blocks – Schools Block, Early Years Block and High Needs Block. The funding is allocated to schools by way of a formula in accordance with the revised funding arrangements introduced in April 2013 and updated for April 2015, which is primarily based on pupil numbers.
- 3.36 The Government have announced Unit of Funding allocations split between blocks. For Halton the per pupil Unit of Funding for the Schools Block is £4,850.02, for the Early Years Block is £3,363.39. The High Needs Block is no longer funded on a per pupil unit basis but on a total figure of £14,458,452. Schools will be informed of their funding allocation for Schools Block funding by 28th February 2015 in accordance with the Financial Scheme. Early Years and High Needs funding will be notified to relevant schools during March 2015. The minimum funding guarantee has been set so that the maximum reduction for schools is 1.5% with a cash floor reduction of ?% for each council.
- 3.37 The Pupil Premium has been set at £1,320 per Primary pupil who are or have been eligible for Free School Meals in the last six years. For Secondary pupils this is set at £935 per pupil. Children who have been adopted from care and children who leave care under a special guardianship order or residence order will be funded at £1,900 per pupil. Eligibility for the Service Children premium will be funded at £300 per pupil. No information has been provided yet with regard to Looked After Children. The Pupil Premium will be added to school budgets on top of the minimum funding guarantee.
- 3.38 The allocation of DSG funding to schools for 2015/16 will be via the schools funding formula, which has been approved by the Schools Forum following consultation with schools and the Department for Education.

4.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The budget will support the Council in achieving the aims and objectives set out in the Community Strategy for Halton and the Council's Corporate Plan and has been prepared in consideration of

the priorities listed below.

4.1 Children and Young People in Halton

4.2 Employment, Learning and Skills in Halton

4.3 A Healthy Halton

4.4 A Safer Halton

4.5 Halton's Urban Renewal

5.0 RISK ANALYSIS

5.1 The budget is prepared in accordance with detailed guidance and timetable to ensure the statutory requirements are met and a balanced budget is prepared that aligns resources with corporate objectives.

5.2 A number of key factors have been identified in the budget and a detailed risk register has been prepared. These will be closely monitored throughout the year and the contingency and Reserves and Balances strategy should help mitigate the risk.

6.0 EQUALITY AND DIVERSITY ISSUES

6.1 Equality Impact Assessments will be undertaken in relation to the individual savings proposals as required.

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

Document	Place of Inspection	Contact Officer
Local Government Finance Report (England) 2014/15	Financial Management Kingsway House	Steve Baker

APPENDIX A

**DRAFT RESOLUTION FOR SUBMISSION TO THE COUNCIL
AT ITS MEETING ON 4th MARCH 2015**

RECOMMENDATION: that the Council adopt the following resolution:

1. The policies outlined in this paper be adopted, including the Budget for 2015/16, the savings set out in Appendix B and the Capital Programme set out in Appendix F.
2. That it be noted that at the meeting on 10th December 2014 the Council agreed the following:
 - (a) The Council Tax Base 2015/16 for the whole Council area is 32,100 (item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the Act) and
 - (b) For dwellings in those parts of its area to which a Parish precept relates, be set out as follows:

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

being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which special items relate.

3. Calculate that the Council Tax requirement for the Council's own purposes for 2015/16 (excluding Parish precepts) is £38,648,721.
4. In accordance with the relevant provisions of the Local Government Finance Act 1992 (Sections 31 to 36), the following amounts be now calculated by the Council for the year 2015/16 and agreed as follows:
 - (a) £314,910,738 – being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the said Act, taking into account all precepts issued to it by Parish Councils.

- (b) £276,262,017– being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £38,710,828 – being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31A(4) of the Act).
- (d) £1,205.94– being the amount at 3(c) above (item R), all divided by item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) £62,107– being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act, each individual Parish precept being:

	£
Hale	16,000
Daresbury	4,000
Moore	4,416
Preston Brook	8,500
Halebank	13,625
Sandymoor	15,566

- (f) £1,204.01 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by item T (2(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- (g) Part of the Council's Area

	£
Hale	1,228.66
Daresbury	1,230.15
Moore	1,217.81
Preston Brook	1,230.24
Halebank	1,231.93
Sandymoor	1,220.43

being the amounts given by adding to the amounts at 3(e) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in

each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings of its area to which one or more special items relate.

(h) Part of the Council's Area

Band	Hale	Daresbury	Moore	Preston Brook	Halebank	Sandymoor	All other Parts of the Council's Area
	£	£	£	£	£	£	£
A	819.11	820.10	811.87	820.16	821.29	813.62	802.67
B	955.62	956.78	947.19	956.85	958.17	949.22	936.45
C	1,092.14	1,093.47	1,082.50	1,093.55	1,095.05	1,084.83	1,070.23
D	1,228.66	1,230.15	1,217.81	1,230.24	1,231.93	1,220.43	1,204.01
E	1,501.70	1,503.52	1,488.43	1,503.63	1,505.69	1,491.64	1,471.57
F	1,774.73	1,776.88	1,759.06	1,777.01	1,779.45	1,762.84	1,739.13
G	2,047.77	2,050.25	2,029.68	2,050.40	2,053.22	2,034.05	2,006.68
H	2,457.32	2,460.30	2,435.62	2,460.48	2,463.86	2,440.86	2,408.02

being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular band divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

5. It is further noted that for the year 2015/16 the Cheshire Police and Crime Commissioner has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

being satisfied that:

- (a) The total amount yielded by its Council Taxes for the said financial year will be sufficient, so far as is practicable, to provide for items mentioned at 4(a) to (c) above; and, to the extent that they are not, to be provided for by any other means.
 - (b) Those amounts which relate to a part only of its area will secure, so far as is practicable, that the precept or portion of a precept relating to such part will be provided for only by the amount yielded by such of its Council Taxes as relate to that part.
8. The Operational Director Finance be authorised at any time during the financial year 2015/16 to borrow on behalf of the Council by way of gross bank overdraft such sums as he shall deem necessary for the purposes of this paragraph, but not such that in any event the said overdraft at any time exceeds £10m (£0.5m net) as the Council may temporarily require.

APPENDIX B**SAVINGS PROPOSALS
COMMUNITIES DIRECTORATE**

Service Area	2015/16 £'000	2016/17 £'000
Community & Environment/Waste Management – Introduce a charge of £30 per annum (£25 pa online) for green waste collection (based upon an estimated 30% uptake)	340	-
Community & Environment/School Meals – Add a further 10p per meal to the charge for paid school meals taking the total increase for 2015/16 to 20p per meal.	100	-
Community & Environment/Open Spaces - Charge each Bowling Club for their use of the bowling greens, as a contribution towards maintenance costs.	20	-
Strategic Director – Income from Sefton MBC to reimburse 50% of the costs of the Strategic Director	70	-70
Commissioning & Complex Needs – Re-procurement of the Housing Floating Support Service into a combined contract, achieving a reduction in overall costs	40	-
Commissioning & Complex Needs – Cease the contract for Supported Housing Services for homeless young people provide at Orchard House, with the opening of the Albert Road Hostel	150	-
Commissioning & Complex Needs – Cease the contract with St Helens Accommodation Project (SHAP) for the provision of Service User Involvement	36	12
Waste Management – Cease to operate the current recycling rewards scheme and replace with an in-house developed scheme	50	-
Leisure & Recreation Services – Generate additional external income for Sports Development, from various sources including grants, sponsorship and charging	20	-
Open Spaces – Streetscene – generation of additional external income from the following:		
• Charging businesses for street cleansing	25	-

adjacent to their premises (where land is not owned by the Council)		
• Halton Hornets taking responsibility for management of the Wilmere Lane sports facilities	25	-
Commissioning & Complex Care/Housing Strategy – Implementation of a revised service delivery model for the Grangeway Court Homeless accommodation	72	-
Prevention & Assessment – Carry forward against the Supporting People budget to provide a one-off saving in 2015/16	500	-500
Community & Environment – Restructure of Community Centres	25	-
Community & Environment – Secondment relating to the Community Safety Service	18	-18
Communities – Carry forward to provide a one-off saving for 2015/16	200	-200
	1,691	-776
Approved by Council 10th December 2014	2,060	-851
TOTAL COMMUNITIES DIRECTORATE	3,751	-1,627

**SAVINGS PROPOSALS
CHILDREN & ENTERPRISE DIRECTORATE**

Service Area	2015/16 £'000	2016/17 £'000
Learning & Achievement – Attendance and Behaviour Service – generation of income from selling non-statutory services to schools	110	-
Children’s Organisation & Provision Dept/Policy, Provision & Performance Div – Technical Support Team – generation of income from providing additional training to schools and other settings	13	-
Children’s Organisation & Provision Dept/14-19 Division – Development of shared management arrangements with Cheshire West & Chester Council regarding 14-19 Services and deletion of vacant post from the 14-19 Division	15	-
	20	-20
Children’s Organisation & Provision Dept/14/19 Division – Reduction in budget for the provision of Information Advice and Guidance – through reducing the funding available for commissioning coaches and mentors	19	-
Children’s Organisation & Provision Dept/Policy, Provision & Performance Div – Costs of the Learning Outside the Classroom contract to be funded by the Schools Forum for one year initially	35	-35
Children’s Organisation & Provision Dept – Reduction in the commissioned / professional services budget	29	-
Children’s Organisation & Provision Dept/Integrated Youth Services – Reduction to the Youth Service budget through combining universal and targeted services and developing a new more targeted service specification	200	-
	441	-55
Approved by Council 10th December 2014	1,050	1,500
TOTAL CHILDREN & ENTERPRISE DIRECTORATE	1,491	1,445

**SAVINGS PROPOSALS
POLICY AND RESOURCES DIRECTORATE**

Service Area	2015/16 £'000	2016/17 £'000
ICT and Support Services Department – Additional income generated from provision of ICT services to external organisations	200	-
Policy Planning & Transportation Department / Street Lighting – Reduction in Street Lighting energy contract through annual retendering	68	-
Finance Dept / Financial Management Division – Reduction in external audit fees through improved procurement by the Audit Commission	20	-
Finance Dept / Financial Management Division / Concessionary Travel – Reduction in the concessionary fares reimbursement rate agreed with bus operators, without any impact for service users.	120	-
Finance Dept / Audit & Operational Finance Div – Voluntary reduction in hours of a Purchase to Pay Officer facilitated as part of a restructuring within the Team	4	-
Policy Planning & Transportation Department / Highways & Transportation – Secondment relating to the post of Divisional Manager, Bridge & Highway Maintenance	75	-75
ICT and Support Services Department – Management of various budgets in order to carry forward a one-off saving for 2015/16	150	-150
Legal & Democratic Services Dept / Communications Design and Marketing – Deletion of a vacant Internal Communications Officer post (HBC6) and a vacant Press Officer post (HBC6)	60	-
Finance Dept / Revenues, Benefits & Customer Svcs Division / Housing Benefits – Release of provision for housing benefit overpayment recoveries	230	-
	<hr/> 927	<hr/> -225
Approved by Council 10th December 2014	1,662	-602
TOTAL POLICY AND RESOURCES DIRECTORATE	<hr/> 2,589 <hr/>	<hr/> -827 <hr/>

**SAVINGS PROPOSALS
COUNCILWIDE ITEMS**

Service Area	2015/16 £'000	2016/17 £'000
Staff Terms and Conditions – Continuation for one year of 4 days unpaid leave for all staff	750	-750
Staff Terms and Conditions – Reduction in car mileage rates to the HMRC approved level	50	-
	<hr/> 800	<hr/> -750
Approved by Council on 10th December 2014	6,560	-5,440
TOTAL COUNCILWIDE ITEMS	<hr/> 7,360	<hr/> -6,190
GRAND TOTAL	<hr/> 15,191	<hr/> -7,199

APPENDIX C

DEPARTMENTAL BASE BUDGETS

£000

Children and Enterprise Directorate

Children and Families Services	19,440
Children's Organisation and Provision	13,209
Learning and Achievement	2,665
Economy, Enterprise and Property	3,955
	<hr/>
	39,269

Communities Directorate

Commissioning and Complex Needs	14,058
Prevention and Assessment	27,269
Community and Environment	26,770
	<hr/>
	68,097

Policy and Resources Directorate

Finance	3,964
Policy, Planning and Transportation	16,774
ICT and Support Services	252
Legal and Democratic Services	624
Human Resources	198
Public Health	1,486
	<hr/>
	23,298

Departmental Base Budgets**130,664**

Corporate and Democracy

-14,285**Base Budget****116,379**

Less Savings

-15,191**Total Budget**

101,188

APPENDIX D

2015/16 BUDGET – REASONS FOR CHANGE

	£000
2014/15 Approved Budget	108,243
Add back One-Off savings	5,224
	<hr/> 113,467
<u>Policy Decisions</u>	
Capital Programme	-61
<u>Inflation</u>	
Pay	918
Prices	1,150
Income	- 394
<u>Other</u>	
Increments	299
Contingency	1,000
Base Budget	<hr/> 116,379
Less Savings	- 15,191
Total Budget	<hr/> 101,188 <hr/>

APPENDIX E

MEDIUM TERM FINANCIAL FORECAST

	2016/17 £000	2017/18 £000
Spending		
Previous Year's Budget	101,188	93,339
Add back one-off savings	8,099	0
<u>Policy Decisions</u>		
Capital Programme	201	-307
<u>Inflation</u>		
Pay	699	712
Prices	1,421	1,472
Income	-425	-434
<u>Other</u>		
Superannuation	250	250
Increments etc	400	400
Contingency	1,000	1,500
Single Tier State Pension	1,300	0
Pension Early Retirement Costs Dropping Out	-927	0
Transition from Children's to Adult Social Care	250	0
Deprivation of Liberty Safeguards	500	0
Introduction of the Care Act	900	200
Discretionary Social Scheme Funding Ceasing	775	0
New Homes Bonus Grant Dropping Out	0	347
	<hr/>	<hr/>
Budget Forecast	115,631	97,479
<hr/>		
Resources		
Previous Years Resources:		
Start-Up Funding	60,768	54,691
Council Tax	38,648	38,648
Reduction in Start- Up Funding	-6,077	-5,469
	<hr/>	<hr/>
	93,339	87,870
<hr/>		
Funding Gap	22,292	9,609
	<hr/>	<hr/>

APPENDIX F

COMMITTED CAPITAL PROGRAMME 2015-18

SCHEME	2015/16 £000	2016/17 £000	2017/18 £000
Basic Need Projects	892	936	
Widnes Cemetery	1,912	274	50
SciTech – Daresbury	8,630		
Disabled Access	300	300	300
John Briggs House / Police Station	350		
Children and Enterprise Directorate	12,084	1,510	350
IT Rolling Programme	1,100	1,100	1,100
Highways Capital Maintenance	2,228	2,043	1,981
Street Lighting	200	200	200
Fleet Replacements	2,089	1,940	624
Risk Management	120	120	120
Mersey Gateway Land Acquisition	10,125	1,461	567
Mersey Gateway Development Costs	2,843	2,858	2,153
Mersey Gateway Construction Costs		70,000	32,500
Mersey Gateway Loan Interest	3,587	3,989	356
Policy and Resources Directorate	22,292	83,711	39,601
Stadium Minor Works	30	30	30
Norton Priory	3,290	150	190
Norton Priory – Biomass Boiler	140		
Children’s Playground Equipment	65	65	65
Landfill Tax Credit Schemes	340	340	340
Runcorn Hill Park	250		
Litter Bins	20	20	20
Disabled Facilities	787		
ALD Bungalows	200	100	
Grangeway Court	347		
Better Care Fund	356		
Communities Directorate	5,825	705	645
Total	40,201	85,926	40,596
Slippage between years *	+ 8,653	+ 8,040	+ 3,185
	- 8,040	- 3,185	- 1,619
GRAND TOTAL	40,814	90,781	42,162

*Slippage for 2016/17 & 2017/18 is calculated after excluding Mersey Gateway Construction Costs

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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