

## **CORPORATE POLICY AND PERFORMANCE BOARD**

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 2 June 2015  
in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Gilligan (Chairman), A. Lowe (Vice-Chairman), Dennett, C. Gerrard, C. Loftus, A. McInerney, N. Plumpton Walsh, Joe Roberts and Wainwright

Apologies for Absence: Councillor Rowe

Absence declared on Council business: Councillor Osborne

Officers present: M. Reaney, I. Leivesley, G. Ferguson, T. Dean and W Rourke

Also in attendance: None

### **ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD**

*Action*

CS1 MINUTES

The Minutes from the meeting held on 3<sup>rd</sup> March 2015 were taken as read and signed as a correct record.

CS2 PUBLIC QUESTION TIME

The Board was advised that no public questions had been received.

CS3 EXECUTIVE BOARD MINUTES

The Board was presented with the Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board since the last meeting of the Board.

With regard to Minute EXB134 the Board discussed the arrangements regarding the disposal of the former Halton Village Hall and clarification was provided on the allocation of the proceeds of the sale.

Under Minute EXB168 it was agreed that additional information on the various risks for each level of insurance and activity would be circulated to Members of the Board.

RESOLVED: That the minutes be noted.

CS4 SSP MINUTES

The Minutes relating to the Corporate Services Portfolio which had been considered by the Halton Strategic Partnership were presented to the Board for information.

Arising from the discussion, the Board noted that future governance arrangements for the Halton Strategic Partnership were being considered and an update report would be brought to the next meeting of the Board.

Under Minute 12 it was agreed that:

- on behalf of the Board, Riverside College be congratulated on their achievement in the Department of Education League tables in January; and
- an update on the Halton Curve be forwarded to Councillor N. Plumpton Walsh.

RESOLVED: That the Minutes be noted.

CS5 MEMBER DEVELOPMENT GROUP MINUTES

The Board considered the minutes of the Member Development Group meeting held on 26<sup>th</sup> June 2014.

RESOLVED: That the Board note the minutes.

CS6 MARKETS UPDATE

The Board considered a report which provided an update on occupancy rates and level of arrears at Widnes Indoor Market.

With regard to occupancy rates, although there was a perception vacancy rates were high at the Market, it compared favourably with other market halls. The occupancy rate at the Market at 31<sup>st</sup> March 2015 was 85%. This compared with 84% as at 31<sup>st</sup> March 2014 and 92% as at 31<sup>st</sup> March 2013.

It was reported that since January 2015 there had been:

- 12 new traders operating in the market hall;
- 10 traders had left, five of which were for economic reasons;

- more traders in the market, 81, compared with 76 in 2014, although some existing traders had downsized.

In addition, it was noted that a Market Plan was being developed and the markets management team was working with the Communications and Marketing Team and market traders to develop a longer term events programme

In respect of Market arrears, the level and amount was similar to 12 months previous. However the split between the amount owed by ex-traders had changed. 58% of total debt related to ex-traders and 42% of total debt related to existing traders. This compared to 67% ex-traders debt and 33% existing traders debt in the previous year.

Members welcomed the information and debated issues raised in the presentation by officers. The following points were noted:

- the importance of a balanced approach to maintaining the Market and recovering debt;
- the National Association of British Markets had several initiatives to support new traders and there were also Market specialists who could provide support;
- traders did not feel they were receiving the appropriate level of support in terms of promotion;
- traders should be directed to agencies to assist them if they are having difficulties paying their rent;
- where appropriate, action should be taken against those unauthorised traders in Widnes Town Centre and car boot sales.

RESOLVED: That the Board:

1. note the contents of the report; and
2. an update report be brought to the Board in six months.

## CS7 ANNUAL REPORT

The Board considered a copy of the Annual Report from the Chair of the Corporate Services Board, 2014/15. The Board met five times during the year and the report set out the work carried out and the recommendations throughout the Municipal Year April 2014 to March 2015.

RESOLVED: That the Annual Report be noted.

CS8 CORPORATE ACCIDENT/INCIDENT REPORT 1 APRIL 2014 TO 31 MARCH 2015

The Board was provided with a report from the Strategic Director, Policy and Resources, which presented details of corporate accident statistics with associated trends, from 1 April 2014 to 31<sup>st</sup> March 2015.

Officers commented that the report highlighted that there had been a year by year increase in the number of risk assessments undertaken and health and safety training courses attended. It also highlighted a decrease in the number of significant accidents and violent incidents and showed that the number of days lost as a result of accidents had reduced from 373 last year to 177 this year.

However, the number of stress risk assessments undertaken had been very low which, in the current climate, needed addressing and the numbers using the lone working system had not increased. Actions were being taken to address both these issues.

RESOLVED: That the report be noted.

CS9 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 4 OF 2014/15

The Board received a report from the Strategic Director, Policy and Resources, which presented the Performance Monitoring Reports for Quarter 4 of 2014/15.

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period:

- Finance;
- Human Resources and Organisational Development;
- ICT and Administrative Support;
- Legal and Democracy;
- Policy and Performance;
- Property Services; and
- Catering, Stadium and Registration Services.

Arising from the reports it was commented that:

- clarification be provided to Members on the actual number of staff over 65 which had increased by 1.4%;

- as a result of a recent change in legislation there were new COMAH sites in the Borough. Details of these sites and fees charged for preparing COMAH plans be forwarded to Members; and
- it was noted that the days lost due to sickness target had not been achieved, although had reduced.

RESOLVED: That the fourth quarter performance monitoring reports be received and noted.

*Meeting ended at 8.25 p.m.*