



Corporate Policy and Performance Board

**Tuesday, 2 June 2015 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

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

Chief Executive

BOARD MEMBERSHIP

Councillor Robert Gilligan (Chairman)	Labour
Councillor Alan Lowe (Vice- Chairman)	Labour
Councillor Mark Dennett	Labour
Councillor Charlotte Gerrard	Labour
Councillor Chris Loftus	Labour
Councillor Angela McInerney	Labour
Councillor Shaun Osborne	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Joe Roberts	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor Kevan Wainwright	Labour

Please contact Gill Ferguson on gill.ferguson@halton.gov.uk or 0151 511 8059 for further information.

The next meeting of the Board is on Tuesday, 1 September 2015

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

Part I

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

REPORT TO: Corporate Services Policy & Performance Board

DATE: 2nd June 2015

REPORTING OFFICER: Strategic Director, Resources

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

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

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

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

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

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

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

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

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

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

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

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

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

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

REPORT TO: Corporate Services Policy and Performance Board
DATE: 2nd June 2015
REPORTING OFFICER: Chief Executive
SUBJECT: Executive Board Minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

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

12th February 2015

RESOURCES PORTFOLIO

EXB123 DISCRETIONARY BUSINESS RATES RELIEF REQUEST

The Board considered a report of the Strategic Director, Policy and Resources and the Strategic Director, Children and Enterprise, on requests for discretionary business rates relief.

The Board was reminded that in April 2013, the Government introduced a Business Rates Retention Scheme (the Scheme). The Scheme offered a financial incentive to Councils to promote economic growth and by offering discretionary rate relief for an initial period to businesses to encourage them to relocate or expand their existing business.

It was reported that a request had been submitted for a proposed development at Manor Park, Runcorn by a company wishing to re-locate from Warrington. Details of the request were set out in the report for Members' consideration.

Members considered that a proposed business rate relief should be granted initially for six months. A further six months of relief would only be awarded if the Company were able to provide evidence of satisfactory progress towards the creation of at least ten new sustainable jobs during the first twelve months of operation from the Manor Park premises.

An additional request for discretionary business rate relief was considered at the meeting, as an urgent item of business. Members were advised that, following an announcement by Tesco Stores to close their premises in Runcorn Shopping Centre, the Post Office facility would have to re-locate within the Centre. Temporary premises had been identified and a request had been received to waive business rates for a six month period. The Post Office was seen as a vital facility for the local community.

Members were advised that the Leader and the Chief Executive, together with the Ward Members, would meet

with Tesco to put the case for the retention of the store.

RESOLVED: That

- 1) 100% discretionary business rate relief be granted for Unit 118, River Walk, Halton Lea, for a period of six months;
- 2) 100% discretionary rate relief be granted "in principle" for Unit 7, Christleton Court, Manor Park, Runcorn, initially for a period of six months, based upon the economic and job creation opportunities outlined in the report and subject to the conditions detailed in paragraph 5.2;
- 3) at the end of the first six month period, if satisfactory progress is evidenced towards the creation of at least ten new sustainable jobs within twelve months, a further six months relief be awarded as set out in paragraph 3.14; and
- 4) the Strategic Director, Policy and Resources, in liaison with the Resources Portfolio holder, be authorised to action the initial six months and subsequent six months discretionary business rates relief in respect of Unit 7, Christleton Court, Manor Park, Runcorn, once the premises have been added to the rating list and subject to the conditions detailed in paragraphs 3.14 and 5.2 of the report.

Strategic Director
– Policy and
Resources

EXB124 TREASURY MANAGEMENT 2014/15 3RD QUARTER:
OCTOBER-DECEMBER

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

The report provided supporting information on the economic background, economic forecast, short term rates, longer term rates, temporary borrowing/investments and new borrowing. It was noted that no debt rescheduling had been undertaken during the quarter.

RESOLVED: That the report be noted.

EXB125 TREASURY MANAGEMENT STRATEGY STATEMENT
2015/16

The Board considered a report of the Operational Director, Finance, proposing the Treasury Management Strategy Statement (TMSS) which incorporated the Annual Investment Strategy (AIS) and the Minimum Revenue Provision (MRP) Strategy for 2015/16.

The TMSS was attached to the report and detailed the expected activities of the Treasury function in the forthcoming financial year (2015/16).

The Local Government Act 2003 required 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 were affordable, prudent and sustainable. The Act therefore required the Council to set out its treasury strategy for borrowing as well as an AIS, which set out the Council’s policies for managing its investments and for giving priority to the security and liquidity of those investments. However, Government guidance stated that authorities could combine the statement and the strategy into one report, and the Council had adopted this approach.

Members noted that the production of a Minimum Revenue Provision Policy Statement was required and a formal statement for approval was contained within the report at paragraph 2.3, with Appendix A detailing MRP in more detail.

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

Operational
Director - Finance

EXB126 2014/15 QUARTER 3 SPENDING

The Board considered a report of the Operational Director, Finance, which summarised the overall revenue and capital spending position as at 31 December 2014.

In overall terms, revenue expenditure was £0.053m below the budget profile, however, this was only a guide to eventual spending. It was noted that spending on employees was £0.434m below the budget profile as at 31 December 2014.

Members were advised that there continued to be budget pressures on some budgeted income targets, including trade waste income and sales revenue from the

Stadium.

With regard to capital spending, it was reported that spending to the 31 December 2014 totalled £20.9m, which was 97% of the planned spending of £21.5m at this stage. However, this represented 60% of the total capital programme of £34.7m (which assumed a 20% slippage between years).

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

RESOLVED: That

- 1) all spending continues to be limited only to the absolutely essential;
- 2) Strategic Directors ensure that overall spending at year-end is within their total operational budget;
- 3) the transfer of the remaining 2014/15 contingency budget to the Children and Families department, as outlined in paragraph 3.7, be approved; and
- 4) Council be recommended to approve the revised capital programme as set out in Appendix 3, attached to the report.

Operational
Director - Finance

EXB127 BUDGET 2015/16

The Board considered a report of the Operational Director, Finance, which outlined a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2015/16.

It was noted that, at the time of writing the report, the Cheshire Police and Crime Commissioner and the Cheshire Fire Authority had not set their budgets and Council Tax precepts. However, final figures would be reported to Council when the information was available.

The Government announced the Final Local Government Finance Settlement figure for 2015/16 on 5

February 2014, which was in line with the Provisional Settlement announced on 18 December 2014.

In terms of consultation, it was noted that the Council used various methods to listen to the views of the public and Members' own experiences through their Ward work was an important part of that process. Budget presentations had taken place at all of the Area Forums and details of the comments made were tabled at the meeting. In addition, individual consultations would take place in respect of specific budget proposals and equality impact assessments would be completed where necessary.

The Board was advised that the Medium Term Financial Strategy, approved on 20 November 2014, had identified a funding gap of around £19m in 2015/16, £13m in 2016/17 and £10m in 2017/18. 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; and
- Deliver improved procurement.

On 10 December 2014, the Council approved initial budget savings of £11.332m for 2015/16, and further proposed savings were shown at Appendix B. The Departmental analysis of the budget was shown in Appendix C and the major reasons for change from the current budget were outlined for Members' information in Appendix D. It was noted that the proposed budget total was £101.188m.

The Board was advised that the proposed budget incorporated the grant figures announced in the Provisional Grant Settlement, and included £440,000 for the New Homes Bonus Grant, payable to local authorities based on the net increase in the number of homes in their area. The grant was payable at this amount for six years.

It was noted that from 1 April 2013, the Local Government funding regime changed significantly with the introduction of the Business Rates Retention Scheme, as outlined in the report.

Further information was provided in respect of the budget outlook, although it was difficult to forecast resources over the following two years given the uncertainties caused

by the current economic climate and the Government's continuing austerity measures and the national election in May 2015. The Medium Term Financial Forecast had been updated and was attached at Appendix E. It was noted that the resultant funding gap over the next two years was forecast to be in the region of £31.9m.

Further information was provided in respect of Halton's Council Tax, Parish Precepts, Capital Programme, the Prudential Code and school budgets.

Members wished to place on record their thanks to all members of the Budget Working Group, Policy and Performance Board Chairs and staff for their hard work in producing this year's budget.

RESOLVED: That Council be recommended to adopt the resolution set out in Appendix A of the report, which included 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.

Operational
Director - Finance

EXB128 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following item of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- 2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information,

members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

RESOURCES PORTFOLIO

EXB129 JOHN BRIGGS HOUSE AND THE POLICE & MAGISTRATES SITES

The Board considered a report of the Strategic Director, Children and Enterprise, on proposals for John Briggs House and the Police and Magistrates Court sites in Widnes.

The report set out details of the proposed occupation of John Briggs House by Cheshire Police and the arrangements for the disposal of the Police Station and Magistrates Court sites, for Members' consideration.

RESOLVED: That

- 1) the disposal of John Briggs House to Cheshire Police and the acquisition of the Police Station and Magistrates Court sites be approved;
- 2) a variation to the Capital Programme of £350,000 be approved, to enable the proposal to proceed;
- 3) the Operational Director, Economy, Enterprise and Property, be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services; and
- 4) Council be recommended to approve the addition to the Capital Programme, of a scheme for the demolition and fencing of the Police and Magistrates Court sites, as set out in paragraph 3.10 of the report.

Strategic Director
- Children and
Enterprise

26th February 2015

RESOURCES PORTFOLIO AND ECONOMIC DEVELOPMENT PORTFOLIO

EXB133 DISCRETIONARY NON-DOMESTIC RATE RELIEF

The Board considered a report of the Strategic Director, Policy and Resources and the Strategic Director, Children and Enterprise, which set out criteria to be applied in the consideration of applications for Discretionary Business Rate Relief.

The Board was advised that the Localism Act 2011 amended the provisions of the Local Government Finance Act 1988, such that Councils may grant Discretionary Business Rates Relief to any business ratepayer in any circumstance. The report set out details of the current arrangements where the Council had granted relief to Registered Charities, Community Amateur Sports Clubs (CASC's), and Not-for profit Organisations for Members' information. It was noted that the Council currently granted relief to organisations for a three year period, and it was recommended that this practice continue to provide organisations with some certainty and to assist with their financial planning.

In respect of applications from organisations who are not Registered Charities, Community Amateur Sports Clubs (CASC's), or Not-for profit Organisations, in order to ensure consistency, it was proposed that the criteria, as set out in the report, should be applied in future when considering requests for rate relief. This was intended to provide a policy framework to assist with the consideration of each application, although it was noted that the Board would still consider each request on its merits.

RESOLVED: That

- 1) Discretionary Business Rate Relief of 15% be granted for those registered charities and CASC organisations currently in receipt of such relief, for the period of three years commencing 1 April 2016;
- 2) Discretionary Business Rate Relief of 90% be granted for the not-for-profit organisations currently in receipt of such relief (except for the two referred to in paragraph 5.3 of the report), for the period of three years commencing on 1 April 2016; and
- 3) the criteria set out in Section 6 of the report, be

Strategic Director
- Policy &
Resources and
Strategic Director
- Children and
Enterprise

approved as a policy framework to assist with considering future applications for Discretionary Business Rate Relief on the grounds of potential economic development and job creation benefits, whilst still considering each application on its own merits.

RESOURCES PORTFOLIO AND PHYSICAL ENVIRONMENT PORTFOLIO

EXB134 DISPOSAL OF FORMER HALTON VILLAGE HALL

The Board considered a report of the Strategic Director, Children and Enterprise and the Strategic Director, Policy and Resources, on the proposed disposal of the former Halton Village Hall, Runcorn.

The Board was informed that the former Halton Village Hall was declared surplus to requirements and would be brought forward for disposal by the Executive Board at its meeting on 23 September 2013. The property had been gifted in 1903 and held in trust by the then Halton Parish Council (which was the area around Halton Village as opposed to the Borough of Halton). Members were then advised that when the Parish Council ceased to exist, the powers passed to the Borough Council.

It was reported that the last tenant vacated the premises in June 2011. The property was in a poor condition and would be in need of a substantial refurbishment before it could be re-occupied. The Board was advised that the provisions of the trust were such that if the Council decided not to use the property for the specific purposes (set out in the report), then the property could be disposed of, with the proceeds used for the purposes of the Trust. This was suggested as including an allocation towards education, recreation or religious purposes within Halton Village.

RESOLVED: That

- 1) the property is no longer convenient for the purposes of the Trust and should be brought forward for disposal;
- 2) the sale proceeds used for the purposes of the Trust, be allocated towards education, recreation or religious purposes within Halton Village. Any funds could be managed through the

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Resources

arrangements for Area Forum grant;

- 3) the Operational Director, Economy, Enterprise and Property and the Operational Director, Legal and Democratic Services, be authorised to distribute the proceeds of sale as directed by the Board; and
- 4) the Operational Director, Economy, Enterprise and Property, be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

12th March 2015

RESOURCES PORTFOLIO

EXB142 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 3 2014 - 15

The Board considered a report of the Strategic Director, Policy and Resources, on progress against key objectives/milestones and performance targets for the third quarter to 31 December 2014.

The Board was advised that the Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate, being aligned to Council priorities or functional areas. The Board noted that such information was key to the Council's performance management arrangements, with the Board having a key role in monitoring performance and strengthening accountability.

It was reported that each report contained an update concerning the implementation of mitigation measures for all high risks contained within each of the Directorate Risk Registers.

RESOLVED: That the report and progress and performance information be noted.

EXB143 PENSIONS DISCRETIONS POLICY

The Board considered a report of the Strategic Director, Policy and Resources, on the Pensions Discretions

Policy (the Policy).

The Board was advised that since approving the current Policy in July 2014, the Appointments Committee had approved changes to the Council's Staffing Protocol, specifically in relation to the ability to augment an employee's pensionable service on early retirement.

It was reported that the new Local Government Pension Scheme introduced changes in the calculations of pensionable service, as detailed in the report.

RESOLVED: That

- 1) the amended Pensions Discretion Statement for 2014/15 be approved and the 2015/16 Statement be adopted; and
- 2) those discretions be exercised by the appropriate Strategic Director, in consultation with the Portfolio holder for Resources and the Operational Director, Finance. (In the case of applications from Strategic Directors/Chief Executive, replace appropriate Strategic Director with Chief Executive/Strategic Director, Policy and Resources respectively).

Strategic Director
- Policy &
Resources

26th March 2015

LEADER'S PORTFOLIO

EXB148 WEBSITE ADVERTISING OPTIONS

The Board considered a report of the Strategic Director, Policy and Resources, on website advertising options.

The Board was advised that the Council Advertising Network (CAN) provided an opportunity for local authorities to have adverts appear on their websites and intranets to generate income. A list of potential advertisers was set out in the report as an example. It was noted that each month, CAN would supply a list of advertisers for approval with the local authority having powers to veto any adverts that appeared. Income would be generated by the number of times the page on the Council's website was viewed, rather than relying on a user clicking on the adverts themselves.

It was reported that a soft market test exercise was undertaken via The Chest to establish whether CAN was the

only organisation which offered this service to local authorities. The only expression of interest received was from CAN.

RESOLVED: That

- 1) advertising on the Council's website and microsites using the Council Advertising Network be approved;
- 2) in accordance with Procurement Standing Order 1.8.3 (e), Procurement Standing Order 4.1 and 4.2 be waived in respect of the website advertising due to the results of the soft market testing carried out as reported; and
- 3) a review of the project take place after 12 months.

Strategic Director
- Policy &
Resources

TRANSPORTATION PORTFOLIO AND RESOURCES PORTFOLIO

EXB158 INVEST TO SAVE PROPOSAL - STREET LIGHTING

The Board considered a report of the Strategic Director, Policy and Resources, on the findings of a Street Lighting Asset review and to seek approval of funding for an Invest to Save proposal.

The Board was advised that Halton currently had 19,000 street lights which operated with traditional high sodium lanterns. These need replacing after 4-5 years which incurred additional costs to the highways budget. It was reported that approximately 2000 lanterns had already been switched to LED's (light emitting diode) units, mainly in residential areas. The key benefits were noted as a reduction in energy costs, increased reliability and longevity and enabling the Council to meet its commitments on sustainable practices and reducing carbon emissions.

The report set out an analysis and assessment of three options for conversion of the Borough's street lighting to LED units, as follows:

- A bulk change of residential lights only;
- A bulk change of main roads and through routes only; and
- A bulk change of both residential and main

roads and through routes.

Members noted that a risk assessment had been undertaken, as detailed in the report. A number of methods of funding the upfront investment costs had also been considered.

RESOLVED: That

- 1) a programme of work to replace the current conventional street lighting with energy saving Light Emitting Diode (LED) Units be approved;
- 2) Council be recommended to include this £4.7m scheme within the 2015/16 Capital Programme, to be funded as outlined in the report;
- 3) the Strategic Director, Policy and Resources in consultation with the Operational Director, Finance, be authorised to determine the most financial advantageous method of financing the Conversion Programme; and
- 4) subject to resolution 3, the Strategic Director, Policy and Resources, in consultation with the Operational Director, Finance, and the relevant Portfolio holders, be authorised to seek prudential borrowing of up to £4.7m to cover the costs of the LED Conversion Programme.

Strategic Director
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Resources

RESOURCES PORTFOLIO

EXB161 REVIEW OF COUNCIL WIDE FEES AND CHARGES

The Board considered a report of the Strategic Director, Policy and Resources, on the proposed fees and charges for 2015/16 for services provided by the Council.

The Board was advised that a review of fees and charges had been carried out as part of the budget preparations for 2015/16. Fees and charges for the Communities Directorate were approved by Executive Board on 26 February 2015, and were attached at Appendix B. It was reported that other fees and charges had been set to ensure that the Council recovered costs incurred as a result of providing the service charged for. Details were contained in Appendix A.

The Board was further advised that the cross- Policy

and Performance Board Topic Group was conducting a more detailed review of fees and charges, and that their work was likely to influence the setting of figures primarily for the 2016/17 budget.

RESOLVED: That the proposed fees and charges for 2015/16, as set out in Appendices A and B, be approved.

Strategic Director
- Policy &
Resources

EXB162 CALENDAR OF MEETINGS 2015/16

The Board received a report of the Strategic Director, Policy and Resources, which set out the proposed Calendar of Meetings for the 2015/16 Municipal Year, which was appended to the report for information.

RESOLVED: That Council be recommended to approve the Calendar of Meetings for the 2015/2016 Municipal Year, as appended to the report.

Strategic Director
- Policy &
Resources

EXB163 ANNUAL REVIEW OF CONSTITUTION 2015

The Board received a report of the Strategic Director, Policy and Resources, which sought the approval of the Council to a number of changes to the Constitution.

Members were advised that the revised version picked up the changes to the Council's working arrangements that had taken place during the year, as well as other changes which were intended to assist the Council to operate more effectively.

The proposals for change had been considered by the Chief Executive and the Executive Board Member for Resources in accordance with Article 16.02. It was reported that, apart from the purely technical changes, the proposed amendments that were considered to be of particular significance were listed as an appendix to the report.

RESOLVED: That Council be recommended to approve the revised Constitution, including the amendments set out in Appendix 1 attached to the report.

Strategic Director
- Policy &
Resources

EXB164 DIRECTORATE PLANS 2015 - 2018

The Board considered a report of the Strategic Director, Policy and Resources, on the adoption of the Directorate Plans for 2015 - 18.

The Board was advised that each Directorate was required to develop a medium term business plan or

Directorate Plan, in parallel with the budget. These would be subject to annual review and refresh. Draft Service Objectives and Performance Indicators and targets had been developed and these would form the basis of the quarterly performance monitoring presented to the Board during the forthcoming year.

It was noted that Elected Members had engaged in the process primarily through the Policy and Performance Boards. It was reported that the plans could only be finalised once budget decisions had been confirmed.

RESOLVED: That

- 1) the Draft Directorate Plans be approved; and
- 2) the Chief Executive be authorised, in consultation with the Leader, to make any final amendments and adjustments that may be required.

Strategic Director
- Policy &
Resources

EXB165 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972
AND THE LOCAL GOVERNMENT (ACCESS TO
INFORMATION) ACT 1985

The Board considered:

- (1) whether Members of the press and public should be from the meeting of the Board during consideration of the following items of business in accordance with Sub-Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- (2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and

paragraph 3 of Schedule 12A of the Local Government Act 1972.

PHYSICAL ENVIRONMENT PORTFOLIO AND RESOURCES PORTFOLIO

EXB166 DISPOSAL OF VARIOUS PARCELS OF LAND FOR RESIDENTIAL DEVELOPMENT - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, which sought approval to dispose of various parcels of land for residential development.

The Board was advised that development on the parcels of land identified as Castlefields, Lakeside; Latham Avenue (Land adjacent to The Grange School); Land at Grangeway; and Land at The Ridgeway were all subject to planning permission. The report contained detailed information on the proposed disposal and development of each location for Members' consideration.

Reason(s) for Decision

To dispose of surplus land at best value and to meet the housing requirements of the Borough. The do nothing option would mean that the sites remained unused for a further period of time, which would result in continued costs to the Council.

Alternative Options Considered and Rejected

Place the land on the open market for sale; in Officers' opinion negotiated transactions offered the best opportunity of influencing the development outcomes to support regeneration and housing policies.

Implementation Date

Transactions were subject to contract and anticipated completion dates were October 2015.

RESOLVED: That

- 1) the disposal of the various sites to the named developers, and on the terms as set out in the report and appendices, be approved subject to planning permission and subject to contract;
- 2) the Operational Director, Economy, Enterprise

Strategic Director
- Children and
Enterprise

and Property, be authorised to arrange for all documentation to be completed to the satisfaction of the operational Director, Legal and Democratic Services; and

- 3) the Operational Director, Economy, Enterprise and Property, be authorised in consultation with the Portfolio holders for Physical Regeneration and for Resources, to agree any appropriate and reasonable variations to the land price which may arise from more detailed ground investigations or Planning.

9th April 2015

RESOURCES PORTFOLIO

EXB168 2015/16 INSURANCE RENEWALS

The Board considered a report of the Strategic Director, Policy and Resources, regarding the renewal of insurance premiums for 2015/16.

The Board was advised that emerging trends within the insurance market were putting pressure on rates, with many insurers looking for increased terms. It was reported that organisations that were prepared to accept a higher level of self-insurance were more attractive to insurers, and benefitted from lower premiums as a result.

It was noted that in recent years, the Council had moved towards taking on a greater level of self insurance in order to obtain cost-effective insurance cover and to minimise the revenue impact of increasing insurance premiums. Details of the increase in the level of excess across a number of insurance classes were contained in the report. Acting under delegated powers, the Operational Director, Finance, had reviewed insurance cover for 2015/16, as set out in paragraph 3.5. These changes had been taken after consultation with the Council's insurance broker, taking into account the Council's capacity to fund uninsured losses through the Insurance Reserve.

It was further reported that the draft Risk Financing and Insurance Strategy, attached at Appendix 1, set out how the Council would ensure that the structure of its insurance programme achieved the optimum balance between self-insurance and externally procured insurance.

Clarification was provided on insurance cover for Academy Schools. Upon transfer to Academy status, the Council would cease to provide such cover.

RESOLVED: That

- 1) the changes in the Council's Insurance Programme regarding the purchase of external insurance for 2015/16 be noted; and
- 2) the Risk Financing and Insurance Strategy presented at Appendix 1, be approved.

Strategic Director
- Policy &
Resources

EXB169 DISCRETIONARY NON DOMESTIC RATE RELIEF

The Board considered a report of the Strategic Director, Policy and Resources, which set out details of three applications for Discretionary Non-Domestic Rate Relief.

The Board was reminded that under the provisions of the Local Government Finance Act 1988, the Council was able to grant discretionary rate relief to any business ratepayer. At its meeting on 26 February 2015, the Board had approved a set of criteria which provided 15% discretionary relief where applications were approved from registered charities or community amateur sports clubs.

Details of the applications were set out in the report for Members' consideration.

RESOLVED: That

- 1) Discretionary Rate Relief be granted to the following organisations at the percentages indicated, for the period 1 April 2015 to 31 March 2019;

Halton Community Partnership Trust –	15%
Halton Disability Partnership –	15%

- 2) That Discretionary Rate Relief is backdated in respect of the following organisations, at the percentage indicated, for the period up to 31 March 2015;

Halton Community Partnership Trust	20%
Halton Disability Partnership	20%

Strategic Director
- Policy &
Resources

- 3) The application for Discretionary Rate Relief from The Cyrenians Ltd, be refused on the grounds of them being a national organisation.

EXB170 ICT & SUPPORT SERVICES CAPITAL PROGRAMME

The Board considered a report of the Strategic Director, Policy and Resources, on the proposals for the ICT and Support Services Capital Programme.

The Board was advised that the long term investment made by the Council in its ICT infrastructure, had played a major part in its drive for greater efficiency. It was noted that this had enabled the Council to reduce its estate, introduce automated processes, facilitate greater use of agile working and enhance its income from Service Level Agreements from third parties, amongst other initiatives. In addition, it was noted that the Administrative Shared Service had successfully launched the Picow Farm Records Management Service, which delivered scanning and a document management services within the Council and to neighbouring authorities. This was also the location for the Council's second data centre, which enhanced the resilience of the Council's business continuity, as well as providing the ability to offer services to others.

The report set out details of the three key programme areas for the 2015/16 ICT Programme. These were noted as being:

- Licensing to support the strategy;
- Server Replacement and Development; and
- Desktop Device Refresh.

RESOLVED: That the details of the ICT and Support Services Capital Programme be noted and approved and the financial spend profile for 2015/16 be supported.

Strategic Director
- Policy &
Resources

REPORT TO: Corporate Services Policy and Performance Board
DATE: 2nd June 2015
REPORTING OFFICER: Chief Executive
SUBJECT: Halton Strategic Partnership Board minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

3.1 None.

4.0 OTHER IMPLICATIONS

4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

HALTON STRATEGIC PARTNERSHIP BOARD

**Minutes of a meeting held on Wednesday, 4 March 2015 at the Karalius Suite,
Halton Stadium, Widnes**

Present:

Board Members:	Councillor R. Polhill	HBC (Chairman)
	N. Atkin	HHT
	S. Banks	Halton Clinical Commissioning Group
	G. Batchelor	DWP
	M. Bushell	Cheshire Fire & Rescue Service
	Councillor D Cargill	Community Safety Portfolio Holder
	B Dutton	Cheshire Police
	J. Duff	Faith Communities
	K Fallon	Bridgewater NHS Trust
	M. Fry	Community Representative
	E. O'Meara	Public Health
	M. Murphy	Riverside College
	D. Parr	HBC
	C. Pollard	Community Representative
	W. Rourke	HBC (Chair of ELS SSP)
	S. Yeoman	Halton & St Helens VCA

Advisors to the Board:	S. Semoff	HBC Policy and Strategy
	L. Derbyshire	HBC

In Attendance:	M. Mustata	(HHT)
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Apologies for Absence:	S. Henshaw and A. Waller (Cheshire Fire & Rescue Service), M. Noone (HBC Chair E&R SSP), A. McIntyre (Childrens Trust), T. Parle (Halton Sports Partnership) and J Rigby (Orminston Bolingbroke Academy)	
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10 CHAIRMAN'S ANNOUNCEMENT

The Chairman of the Board welcomed Superintendent Bill Dutton, Cheshire Police, to the meeting and took the opportunity to thank Chief Superintendent Sarah Boycott for the work she had undertaken during her time with the Board.

The Chairman also reported that it was Kate Fallon's last meeting and also thanked her for her contributions during her time with the Board.

RESOLVED: That the Board place on record a vote of thanks to Sarah Boycott and Kate Fallon for the work undertaken by them during their time with the Board and also gave their best wishes to them for the future.

11 MINUTES OF THE LAST MEETING AND MATTERS ARISING

The Minutes of the meeting held on 10 December 2014, having been printed and circulated were agreed as a correct record.

12 SSP KEY MESSAGES/ISSUES

The key partners each gave a verbal update on their areas in respect of: the Health and Wellbeing Board, Environment, Skills and Learning, Children and Young People (Children's Trust), Environment and Regeneration, Safer Halton, the Housing Partnership and Equalities and Engagement.

In relation to the Health and Wellbeing Board, the following was reported:-

- A conference had taken place in June - speakers from all over the country had attended and it had been well attended by Halton delegates; HHT had arranged a speaker on housing and the impact on welfare reforms and Dave Sweeney and Chris Carley from Halton Voluntary Action had delivered a workshop on social value. Copies of the slides were available on request;
- A campaign would be launched across the Borough in the near future on the new Alcohol Strategy, encouraging women not to drink during pregnancy;
- The Primary Care Strategy was being presented to the Health and Wellbeing Board which included a very good model and all providers had signed up to it;
- The new Suicide Prevention Strategy, which sought to lower the rates of suicide had been published. An Action Plan was attached to the Strategy; and
- The Commissioning of Community Pharmacies had been delegated back to the CCG and pharmaceutical assessments were taking place and consideration given to how they would be operated and organised. It had been recognised that they could have a much greater role over the next three years and could undertake a lot of low level prevention work including offering supervised methodone consumption and the morning after pill. It was reported that it was out to tender and most pharmacies in Halton had expressed an interest.

In relation to ELS, the following was reported:-

- Liverpool City Region (LCR) – ELS had a link to a number of initiatives being presented there and a lot of work had been created from the establishment of the combined authority and the growth plan and growth deal;
- A considerable amount of work was taking place on developing skills for the growth plan. Consideration was being given to how there

could be a more streamlined approach to business support services, both in the local and wider community and working with the Chamber of Commerce;

- A workshop had taken place on 24 October 2014, preparing for the adults agenda – the employment pathway. Key areas had been considered; an action plan for the day had been implemented and leadership had been consolidated. Key considerations had been raising aspirations in young people and families with a focus on helping young people into work in order to make them much more employable in the future. The Action Plan would be presented to the ELS SSP on 16 March 2015, outlining mapping work on how resources would be deployed and how the action plan would be delivered;
- There had been significant delays on the introduction of the new European Programme in the City Region and how this impacted on Halton, influencing particularly youth employment; and
- Future considerations – Business Charter for Social Responsibility and Business Enterprise and Start Ups.

The Board noted the benefits of the Mersey Gateway bridge for businesses in respect of consistency and better journey times. It was agreed that information highlighting the numerous benefits of the Mersey Gateway bridge be circulated to all Members of the Board.

In respect of Children and Young People (Children's Trust), the following was reported:-

- Post 16 – 16-18 , there had been a significant increase in the number of students, including students from out of Borough;
- The Department of Education League tables in January – Riverside College was the top college in the country out of 183 colleges on four of the performance measures. In respect of 'A' level performance, the college was second in the country. A strong partnership had also been formulated with St Peter and Pauls Catholic College regarding Post 16 provision;
- Raising Aspirations – The Social Mobility Fund charitable organisation had delivered a presentation to the 11-19 Partnership; and
- The Skills Funding Agency had announced a 24% cut to adult funding and it had not been widely advertised. Lobbying was taking place as it represented a significant cut for Post 16 providers in the country. The Board noted the significance of the cut.

The Chief Executive gave the Board an update on the Children's Services inspection by Ofsted. He reported that the inspection had concluded that Halton's Children's services was probably the best in the North West. It was reported, that the conclusion highlighted that children were safe and were looked after in Halton. He reported that it was a good result for the Borough and partnerships across the Borough who had responsibilities for protecting children. In respect of CSE, he reported that it was a serious issue and Halton's approach to this issue was good; work had taken place with Cheshire Police and a strategy had been created, with a focus on prevention and early intervention. The Board noted the z cards and that a campaign had been undertaken by Cheshire Police raising awareness of CSE. It was agreed that the campaign be circulated to members of the Board.

In respect of Environment and Regeneration, the following was reported:-

- The SSP were working towards finalising the revised SCS indicators. Discussions at the last meeting had included a facilitation role in bringing together different colleagues who deal with fuel poverty issues (including the reduction of CO2 emissions), trying to understand who had responsibility for what, where it was reported, how partners could work together and possible funding opportunities;
- The SSP had received a presentation about recycling activities carried out within Halton and the financial savings that could be made by working with communities and encouraging more recycling and better waste management. The group had agreed to look at the work that each Partner currently undertook with its workforce and service users, looking for best practice and opportunities for joint working. The presentation and report would be presented to the June meeting of the Board;
- Transport Plan for growth had been passed by the Combined Authority Transport Board and would be released in early April;
- The maintenance on the Silver Jubilee Bridge had been agreed and would ensure that it stayed in a steady state of maintenance;
- Halton Curve was currently having its business case developed and Partners included the Welsh Assembly, Merseytravel, HBC and Cheshire West and Chester;
- Green Belt Consultation – a consultation was ongoing regarding the future use of green belt land in Halton. Information was available from the planning pages of the HBC website; and
- There was additional information on the HBC website on a number of ongoing consultations regarding planning matters and it was reported that Partners may find it useful to visit the site or may wish to contact Mick Noone or Shelah Semoff who could direct them to the relevant information.

In relation to Safer Halton Partnership, the following was reported:-

- Legal Highs – it was reported that it was a very difficult area to address as they were not regulated and there was a lot of activity on the High Street with serious consequences i.e. laughing gas in canisters was legal but could have long lasting health issues and even result in death, particularly if mixed with alcohol. The Safer PPB Working Group were undertaking a review on this matter;
- There had been some very high profile stabbings recently, particularly in Widnes, which represented a different crime trend to what the Borough had previously experienced;
- There had been some very good convictions relating to drugs in which perpetrators had been caught and sentenced to two years in prison. The operation had been undertaken in partnership with Trading Standards;
- The Alcohol Licensing Policy was due for renewal in the summer. The three year policy would now include health relating issues. Training sessions would be available on the new policy for Members of the Regulatory Committee; and
- Work was taking place with the PCC on developing an approach to victim services, including developing a victim services portal. It was highlighted that a request for information that maybe useful to victims would be sought from Partners in the near future.

In respect of the Housing Partnership, the following was reported:-

- The Group was due to meet on Friday 6 March 2015 and discussions would take place on how to relocate asylum seekers; better joining up of environmental maintenance regimes; the better care fund; an update on the Halton Living Well Project; joint work from the Health and Wellbeing Strategy in relation to dementia, falls, prevention and loneliness; and
- It was reported that if any significant issues were raised at the meeting the information would be circulated via Shelah to all Members of the Board.

A discussion took place on the implications of the Right To Buy and how the supply of affordable housing had been reduced because of this option. It was noted that Halton had led a campaign to amend or remove the Right to Buy Policy.

In relation to Equalities, Engagement & Community Cohesion, it was reported that the next meeting would be held on 18 May 2015. At the meeting the group would consider a progress report to SCS on how to encourage

equality; the opportunity to share – critical friends; hate crime and look in more detail at some of the challenges of the bisexual and trans gender community in the Borough

RESOLVED: That the verbal updates be noted.

13 PRESENTATIONS

The Board received a verbal update from David Parr giving feedback on the meeting which had taken place in November 2014 with the voluntary faith and community sector, as agreed at the last meeting of the Board. He reported that there had been a general consensus that the voluntary faith and community sector could be empowered to enable them to add greater value in the future. Consideration had been given to how groups in small geographical areas or in specific types of work could work more effectively across the Borough to benefit the whole community. It had been noted that it would require barriers to be broken down and for public sector organisations to work differently to enable greater benefits moving forward together into the future.

The Board also received a presentation from Sally Yeoman, Chief Executive, Halton & St Helens Voluntary and Community Action which gave details on:-

- Developing a collaborative agreement between local government and local communities, which included an update on the Social Value Procurement Framework for Halton; and
- Highlighted key LCR research into the sector – information regarding the scale and scope of the local sector and initial thoughts concerning the development of an agreement on their new way of working.

The Board had a discussion regarding points raised in the presentation in respect of communication and how information could be shared by the numerous groups within the voluntary sector; the diverse range of skills and ideas from people employed in the voluntary sector and the importance and benefits of everyone agreeing to common/shared goals with clear outcomes.

RESOLVED: That the presentations be received and noted.

Meeting ended at 11.35 am

REPORT TO: Corporate Services Policy and Performance Board
DATE: 2nd June 2015
REPORTING OFFICER: Strategic Director Policy and Resources
PORTFOLIO: Resources
SUBJECT: Member Development Group Notes
WARDS: All

1.0 PURPOSE OF THE REPORT

1.1 To consider the notes of the Member Development Group held on 26 June 2014.

2.0 RECOMMENDATION: That the report be noted.

3.0 SUPPORTING INFORMATION

The notes of the last meeting of the Member Development Group are before Board as stated in the Constitution.

4.0 POLICY IMPLICATIONS – None.

5.0 OTHER IMPLICATIONS – None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton – None.**

6.2 **Employment, Learning and Skills in Halton – None.**

6.3 **A Healthy Halton – None.**

6.4 **A Safer Halton – None.**

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

7.0 RISK ANALYSIS – None.

8.0 EQUALITY AND DIVERSITY ISSUES – None.

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

None.

Member Development Group

*At a meeting of the Member Development Group held on 26th June 2014
at the Municipal Building, Kingsway, Widnes*

Present: Councillors J. Stockton (Chairman), J. Bradshaw, P. Wallace, M. Wharton and G. Zygadlo.

Officers: K Mackenzie, A Miller and Alison Scott.

Apologies for absence: Councillors Gilligan, C Plumpton Walsh, N Plumpton Walsh, Ratcliffe, Wainwright and Wright.

Councillor Wharton chaired the meeting as Councillor Stockton was delayed at another meeting.

MDG1	NOTES OF THE LAST MEETING	
	The notes of the last meeting held on 25 March 2014 were approved as a correct record.	
MDG2	REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS	
	<p>LOD2 – Number of Members with a Member Action Plan (MAP.)</p> <p>The Number of Members with a MAP to date since April 2014 remained unchanged at 54 of 56.</p> <p>It was suggested that the MAP paperwork could be made simpler to complete for those Members who had been elected for over four years. The Group agreed that this was a good idea, and a revised form should be produced.</p>	<p>KM</p> <p>KM/JS</p>
	<p>LOD3 – Percentage of Members attending at least one organised training event in the current financial year.</p> <p>Since April 2014, 69% of Members had attended at least one organised training event. The target was 100% for the year 2014-15.</p>	KM
MDG3	LEARNING AND DEVELOPMENT UPDATE	
	<p>New Member Induction 2014 – One new Member had been elected at the June 2014 local election. Councillor June Roberts attended both days of her Induction, and also attend the Tour of the Borough. Her feedback had been very positive and she had enjoyed the entire process. A guided tour of Sci-Tec Daresbury had been included at the beginning of the Tour, which was new for 2014. Councillor Roberts thanked all officers, Members and staff at Sci-Tec who had been involved in the Induction process, thanking them both for their time and support in making it so enjoyable and worthwhile.</p> <p>New Programme for 2014-15 – Kathryn would work with Alison Scott, Training and Development Officer to put together a programme of both e-learning courses and workshops. It was also important that Members attended their yearly MAP's with Christine and Mark, and this was the opportunity to raise any areas where further support was needed. This</p>	

REPORT TO:	Corporate Policy and Performance Board
DATE:	2nd June 2015
REPORTING OFFICER:	Strategic Director Children and Enterprise
PORTFOLIO:	Physical Environment
SUBJECT:	Markets Update
WARD(S)	Appleton and Mersey

1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to provide an update to Members on occupancy rates and level of arrears at Widnes Indoor Market.

2.0 **RECOMMENDATION: That Members note the contents of the report.**

3.0 **SUPPORTING INFORMATON**

At its meeting in March 2015, the Policy Performance Board requested that a report on Widnes Market Hall be brought to the June meeting of the Board detailing occupancy rates and action that was being taken to address under occupancy and an updated rent arrears figure.

i. Occupancy Rates at Widnes Indoor Market

Although there is a perception that vacancy rates are high at Widnes Indoor Market, the market compares favourably with other market halls. Members are advised that some market halls can appear to be full because they have a policy which allows traders to 'spread' their goods. However, this policy is not supported in Widnes Market Hall, as it is not considered to be sustainable in the longer-term and furthermore, it can be regarded as unfair to traders who pay for additional stalls.

The occupancy rate at Widnes Indoor Market as at 31st March 2015 was 85%. This compares with 84% as at 31st March 2014 and 92% as at 31st March 2013.

Members are advised that the retail environment is very difficult both for town centre retailers as well as market traders. The first two quarters of 2014/15 were difficult with a number of Traders leaving the market, or down-sizing.

This reflects a wider change in the shopping habits of people and reasons for them coming into the Town Centre.

However, since January 2015 there has been a steady number of enquiries received (17) resulting in 12 new traders operating in the market hall. During the period 10 traders left the market, five of which were for 'economic' reasons. Although there are more traders in the market (81) compared with 76 in 2014, some existing traders have downsized, hence the occupancy levels remain static.

A Market Plan is being developed which identifies 9 priority action areas;

Right Traders; Right Products; Right Location; Right Commodity Mix; Right Business

Environment; Right Place; Right Business Model; Right Management.

Regarding occupancy levels specifically, maintaining the right commodity mix is extremely important for the sustainability of a market and it would be inappropriate to accept every request that is received.

Therefore, our focus has been on attracting and encourage a broader range of niche commodities and in particular, those that are in short supply, for example, men's footwear, and additional café/refreshment facilities.

Finally, the markets management team is working with the Communications and Marketing Team and market traders to develop a longer-term events programme, as clearly there is a link between increasing footfall in the market and sustaining and encouraging the number of stalls being used within the market.

ii. Market Arrears

The level and amount of arrears is similar to 12 months ago. However, the split between the amount owed by ex-traders and existing traders has changed. 58% of total debt relates to ex-traders and 42% of total debt relates to existing traders. This compares with 67% (ex-traders) and 33% (existing traders) in the previous year.

There are two main reasons for this change. Firstly, on a positive, regarding ex trader debt, the legal services have adopted a targeted approach, which prioritises higher debts rather than smaller debts.

Secondly, on a negative point, staff shortages (arising from long-term sickness and non-maternity leave cover), have had an impact on the capacity of the team to chase existing traders for non-payment.

The Operational Director for Economy, Enterprise and Property will provide further details at the meeting.

4.0 POLICY IMPLICATIONS

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

5.0 OTHER/FINANCIAL IMPLICATIONS

5.1 Widnes Indoor Market continues to generate a small income for the Council. Although the cumulative levels of arrears remain a cause for concern, overall the amount paid each year by traders is 94.5% of the total billed.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

N/A

6.2 Employment, Learning & Skills in Halton

The markets allow potential entrepreneurs and fledgling businesses the opportunity to set up in a supportive and low risk environment.

6.3 **A Healthy Halton**

N/A

6.4 **A Safer Halton**

N/A

6.5 **Halton's Urban Renewal**

Markets contribute to supporting the respective town centres. It also encourages local residents to 'shop local'.

7.0 **RISK ANALYSIS**

7.1 There is a risk that the Council does not see a return on its investment through increased footfall in the markets and wider town centres and an increase in traders paying rent.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 Access to the markets has improved to ensure that our markets remain accessible for all.

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

There are none within the meaning of the Act.

REPORT TO: Corporate Policy & Performance Board

DATE: 2nd June 2015

REPORTING OFFICER: Strategic Director Policy & Resources

SUBJECT: Annual Report 2014/15

PORTFOLIO: Resources

WARDS: Borough wide

1.0 PURPOSE OF REPORT

To receive the Annual Report of the Corporate Policy and Performance Board for 2014/15, to comment in respect of the same, and to make any changes considered appropriate.

2.0 RECOMMENDED: That the report be approved.

3.0 POLICY IMPLICATIONS

None at this stage

4.0 OTHER IMPLICATIONS

None at this stage

5.0 RISK ANALYSIS

N/A

6.0 EQUALITY AND DIVERSITY ISSUES

N/A

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

Document	Place of inspection	Contact Officer
Overview and Scrutiny Toolkit	2 nd Floor Municipal Building	M. Reaney



CORPORATE PPB ANNUAL REPORT

'The council continues to face a difficult task in dealing with a reduction in government funding of £45million with a further reduction of £33 million to follow I appreciate the endeavours of Council officers and staff in maintaining the quality services we provide to our residents under such difficult circumstances. I am grateful for the help and support I receive from lead officer Mark Reaney and the members support team and the officers who supply the reports to the board so we can be more effective in our scrutiny of the councils operations.

The board will continue to monitor the progress of its topic group recommendations on Corporate complaints and the Discretionary Support scheme and acknowledges the good work done by the staff who implement these schemes.

I would like to thank my Vice Chair Alan Lowe for the support he has given me, and to all of the Members of the Board for the contributions which they have made to the Topic Groups during the past year.'

– Councillor Bob Gilligan, Chair of Corporate Policy & Performance Board

MEMBERSHIP AND RESPONSIBILITIES

During 2014/2015, the Board comprised of eleven councillors – R. Gilligan (Chairman), A Lowe (Vice Chairman), E Cargill, M Dennett, S Hill, C Loftus, A McInerney, N Plumpton Walsh, J Roberts, C Rowe and K Wainwright.

The Board is responsible for scrutinising performance and formulating policy in relation to Resources, HR and Training, ICT, Property, Democratic Services, Legal Services, Communications and Marketing, Stadium, Civic Catering, Procurement, Corporate Complaints and Area Forums. The Board also has responsibility for monitoring the performance of the reporting departments which during the last year have been Legal and Democratic Services including Communications and Marketing, Human Resources, Financial Services, ICT and Support Services, and the Policy and Performance Divisions.

REVIEW OF THE YEAR

The full Board met five times during the year. Set out below are some of the main initiatives upon which it has worked during that time.

CORPORATE COMPLAINTS

At its first meeting of the year in June, the Board was presented with

the findings of a review of the Council's existing Corporate Complaints Handling Procedures which was undertaken as part of its 2013/14 work programme. It was considered appropriate to undertake a review of existing arrangements to ensure that the system remained fit for purpose, was consistent with recognised good practice and reflected best value principles in terms of economy, efficiency and effectiveness.

A thorough review had been undertaken by the Corporate Complaints Topic Group which included a review of existing good practice literature, a bench marking exercise with a number of authorities and a small number of other organisations, and in depth discussions between elected members and officers.

As a result of this work, it was concluded that the existing arrangements had a number of strengths, although there was considered to be some scope to further improve arrangements.

The recommendations from the review were intended to ensure that the collection of information was more consistent and complete, but the procedure was simplified to reduce potential/actual operating costs and avoid matters becoming protracted from a complainant's perspective, and staff dealing with complaints were provided with sufficient support, resources and skills to allow them to deal with complaints effectively.

Members of the Board supported the recommendations and agreed that the Topic Group report be submitted to the Executive Board for consideration.

Executive Board subsequently considered and approved the revised policy.

DISCRETIONARY SUPPORT SCHEME

Also at the June meeting, the Board received a report on the delivery of the Council's Discretionary Support Scheme following its first twelve months of operation and was requested to consider the findings of the Topic Group which had maintained oversight of the scheme over the past twelve months.

The scheme had previously been administered by the Department for Work and Pensions until it was abolished by the Welfare Reform Act 2012. In April 2013 crisis loans for living expenses and community care grants were replaced by a new grants scheme administered by the Council. The Board played a key role in developing the scheme and were asked by the Executive Board to keep the scheme under review. The Board's Topic group had met twice during the previous municipal year.

It had been noted that the Council was keen to develop a scheme which was affordable and sustainable given the significant budget reductions which had and would continue to take place. There was a strong desire from the Council to establish a scheme that supported individuals in crisis situations and those who required support establishing a place to live.

The full Board considered the findings and recommendations of the Topic Group and agreed that the scheme should continue.

A further report was brought to the Board at its meeting in January. This took the form of an update regarding the operation of the scheme. The Topic Group had met again on 24 November 2014 to review progress. The Board noted the progress with the operation of the scheme, and recommended that amendments be made to it to take account of the introduction of universal credit, to clarify the position regarding the number of awards permitted each year and to enable the scheme to assist customers who were in full time education and where they had no alternative support. A further report on the options for the future of the scheme in Halton would be brought forward to a future meeting.

FEES AND CHARGES

In September, Members of the Board received a report proposing the establishment of a Cross Policy and Performance Board Topic Group to examine the potential the Council had to increase income from Fees and Charges, given the current pressures on its budget and its ability to continue to deliver essential services.

The report referred to a piece of work which had already been initiated which benchmarked the Council with similar authorities in relation to the income it was currently generating from Fees and Charges. Given the results of this research and the Council's current financial position, the issue was deemed to be worthy of more detailed examination. The Chairs Group therefore suggested that a Topic Group be set up under the auspices of the Board with cross PPB representation. It was also recommended that Chairs of the Development Control and Regulatory Committees be invited to attend. The findings of the group would be reported back to the Corporate Policy and Performance Board with a view to forming final recommendations to the Executive Board.

MARKETS

A report was submitted in June updating the Board on the management and operation of the borough's markets and setting out future priorities and actions. A summary of progress was provided on the following areas

- Refurbishment work to the public toilets
- Wifi access
- Traders Committee
- Effective competition

Members wished these priorities to be focussed upon in future.

In October, the Board considered a report providing an update on the adoption of a Markets Charging Policy. Changes and improvements had been made during the previous twelve months. Members made a number of suggestions and observations relating to future priorities and actions. It was noted that a review of the market hall rents had been carried out and it was acknowledged that a payment system was required that accurately reflected an equitable distribution of expenditure/costs across the market and distinguished between popular or conversely difficult to let stalls. A review of the way in which the Council charged traders had been undertaken to ensure that rents were consistent, competitive and viable. Also, a Charging Policy had been implemented to ensure that there was a consistent starting point for any future rent reviews.

CODE OF PRACTICE – DATA TRANSPARENCY

In January, the Board was reminded that in September 2011 the Government had published a Code of Recommended Practice for local authorities on Data Transparency. In Autumn 2012, the Government undertook a consultation exercise in which it was suggested that the original code would be substantially revised with its basic requirements becoming mandatory and its scope extended. Following the publication of the Government's response to the consultation the DCLG finalised and published the Local Government Transparency Code. This set out specific data sets that were both required to be published and recommended for publication on a quarterly and annual basis.

After this publication, the Code was further revised by DCLG in October 2014, and it was specified that authorities were required to publish quarterly data by 31 December 2014 and annual data by 2 February 2015. The Code also stated that the requirements had been made mandatory. Although compliance with the Code would not be monitored by the Information Commissioner's Office, the ICO would react to complaints being received from interested parties under existing frameworks. Members were advised on a number of data sets that must be published and were recommended for publication, and specific officer resource implications.

PERFORMANCE ISSUES

During the course of the year, the Board considered in detail the performance of the reporting departments. Issues which were

	<p>overseen by the Board during the year included:</p> <ul style="list-style-type: none">• Accident statistics• Sickness absence• School catering and the operation of the Select Stadium <p>WORK PROGRAMME 2014/15</p> <p>The Board had received reports during the year on the topics which it had identified for examination, namely the final report on the Complaints Topic Group, The Discretionary Support Scheme, and the establishment of a Fees and Charges Topic Group. For the year 2015/16 Members indicated they wished to develop the work of the Discretionary Support Scheme Topic Group, and to focus attention on the Fees and Charges Topic, which was a major piece of work and still in its infancy. It would require significant Member involvement during the year.</p>
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REPORT TO: Corporate Policy and Performance Board

DATE: 2 June 2015

REPORTING OFFICER: Strategic Director Policy and Resources

PORTFOLIO: Resources

SUBJECT: Corporate Accident/Incident Report
1 April 2014 to 31 March 2015

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to inform members of the performance of health and safety management within the Authority from 1 April 2014 to 31 March 2015.

2.0 RECOMMENDATION: That the report be noted.

3.0 SUPPORTING INFORMATION

3.1 The annual report on the performance of health and safety management within the authority for the previous year is attached as Appendix 1 to this report.

3.2 It highlights national and local health and safety information, together with performance gaps and incident trends. Those performance gaps and incident trends then form the basis for the "Recommended Actions" for 2015/16.

3.3 In summary, the report highlights that there have been year by year increases in the number of risk assessments undertaken and health and safety training courses attended. This is encouraging as they play a major role in ensuring safe practices are adopted and adhered to.

3.4 In particular, the report highlights a decrease in the number of significant accidents and violent incidents and shows that the number of days lost as a result of accidents has reduced from 373 last year to 177 this year. Again, another positive trend.

3.5 These results show that being proactive in creating a safer working environment has seen a reduction in incidents and serious injuries.

3.6 However, the number of stress risk assessments undertaken has been very low which, in the current climate, needs addressing and the numbers using the lone working system has not increased.

- 3.7 Actions are being taken in relation to both these issues, which hopefully will result in improved usage throughout the forthcoming year. This will be monitored by Management Team, along with the Trade Unions.

4.0 POLICY IMPLICATIONS

- 4.1 The management of health and safety for employees and others affected by the Council's actions is a legal responsibility required by the Health and Safety Act 1974. Therefore it has implications for all the Council's priorities.

5.0 FINANCIAL IMPLICATIONS

- 5.1 There are no direct financial implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None.

6.2 Employment, Learning and Skills in Halton

None.

6.3 A Healthy Halton

The provision of a safe working environment and reduction in accidents is important, in order to provide a healthy Halton and the efficient and effective delivery of services.

6.4 A Safer Halton

The provision of a safe working environment and reduction in accidents is important, in order to provide a safer Halton and the efficient and effective delivery of services.

6.5 Halton's Urban Renewal

None.

7.0 RISK ANALYSIS

- 7.1 Accidents which lead to lost time have financial implications for the authority, although, these are always secondary to the Council's concern for the wellbeing of its staff and customers.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no direct equality and diversity issues arising from this report.

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

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



**CORPORATE ACCIDENT / INCIDENT REPORT
POLICY AND PERFORMANCE BOARD
1st April 2014 to 31st March 2015**

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INTRODUCTION

1.1 General

The Health and Safety at Work etc Act clearly places responsibility on those who create the risk to manage it. The new HSE Strategy, 'Being Part of the Solution' highlights that members of the board have both collective and individual responsibility for health and safety. As such, the need is for board-level members to champion health and safety and be held accountable for its delivery.

Part of this includes identifying areas for improvement in health and safety management with the intention of improving staff morale, reducing in work-related sickness absence and lowering insurance premiums. In particular having robust health and safety procedures in place provides safeguards against legal action being taken against the Authority.

1.2 Health and Safety Management System

In order to demonstrate how Halton Borough Council as an employer is delivering the HSE Strategy, this report is to provide Management Team with details of health and safety performance in relation to Key Performance Indicators (KPI). Details of KPI's are as follows:

LEAD INDICATORS

Proactive action taken and any outcomes

KPI No.

1. **Number of risk assessments completed on corporate systems**
Rationale – creating a safe working environment
2. **Number of Near Misses**
Rationale – action taken to prevent further similar incidents and before injuries
3. **Percentage of registered staff on the Lone Working Monitoring System who are utilising the system**
Rationale – demonstrating effective management of lone working risks

REACTIVE [Lagging] INDICATORS

Reactive action taken in response to accidents/incidents

4. **Number of Significant¹ and RIDDOR Reportable Accidents²**
Rationale – identify accident/incident trends and actions required to prevent similar occurrences
5. **Number of Violent Incidents**
Rationale – identify incident trends and actions required to prevent similar occurrences

National and Local Information together with performance gaps and incident trends form the basis for the Recommended Actions for 2015/16.

By responding positively to identified trends, the Authority can demonstrate compliance with the recommendations of the Health and Safety Executive's guidance HS(G)65 "Successful Health and Safety Management".

¹ Accidents that either require more than basic first aid, incur time lost or arise from a failure in health and safety management

² Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 1995, including Fatalities, Specified Injuries, Over 7-day Injuries, Reportable Occupational Diseases & Dangerous Occurrences

1.3 Local Information

1.3.1 Specified Injuries (Vibration)

As a result of HSE recommendations regarding the management of vibration, all operatives from Open Space Services were medical examined by an independent medical practitioner. Eleven operatives were diagnosed with the onset of vibration injuries; 8 with Hand Arm Vibration and 3 with Carpal Tunnel Syndrome. In order to assist with their recovery and minimise vibration exposure, they have been placed on restricted duties.

The majority of injuries were historical and were attributed to working in other industries. Also, the HSE was already aware that Open Space Services had implemented a number of control measures and monitoring arrangements to mitigate against vibration exposure.

The matter was reported under RIDDOR to the HSE as a Specified Injury and to date they have not contacted the Authority.

1.3.2 Defibrillators

Last year the Authority installed defibrillators in some Council Buildings. At the Select Stadium two members of staff utilised the defibrillator on a 79 year old man when his heart went into defibrillation and he suffered a cardiac arrest.

As a result of their actions he made a recovery and was recognised by North West Ambulance, who awarded them with Life Savers Awards. At the same time in recognition of the work the Authority had undertaken in the management of defibrillators, North West Ambulance awarded the Authority with a Gold CardiacSmart Award.

1.3.3 Lone Working

In order to enhance Lone Working arrangements, the market has been researched to explore alternative solutions for monitoring lone workers and raising the alarm. These solutions include badges and GPS systems and the companies who offered them also required the use of their monitoring stations. Enquires continue.

Also, a series of meetings have taken place with the NHS in an effort to work in partnership with Lone Working arrangements. The discussions revolved around the sharing of Lone Working systems, in order to defray the costs and, also, the sharing of intelligence, in order to protect the safety of staff. To date they have been unsuccessful (see action 2).

1.3.4 Security Assessment

Based on the current national security threat, the Authority has tested the 'lock down' procedures for the main Council buildings (see action 3D).

Also, the Government has an initiative to carry out security assessments at "crowded places" with a view to deterring and detecting potential threats. This includes including sports venues and, although it was discretionary for the Select Stadium, an assessment was conducted and measures implemented. These included security briefings, staff training and the development of Policies and have been acknowledged by the Police as being proportionate and sensible to the threat. The results of the assessment have been sent to the National Counter Terrorism Office in London for their information.

1.3.5 Stress Management

Recently a Labour Force Survey estimated that 415,000 individuals in Britain believed that they were experiencing work-related stress at a level that was making them ill. It also indicated that self-reported work-related stress, depression or anxiety accounted for an

estimated 11.4 million lost working days, at an estimated cost to society of approximately £4 billion per year.

The Staff Survey for the Authority indicated that stress levels are increasing amongst the workforce. Furthermore previous recommendations from both Internal Audit and also the annual Corporate Health and Safety report highlighted that team Stress Risk Assessments should be carried out annually.

As a consequence the Authority intends to take a more proactive approach and an updated stress risk assessment has been developed by IT. The Intranet based system can now send emails automatically to all staff inviting them to complete the initial survey. When the survey is complete, the respective managers will receive the results aggregated by teams so that they can develop actions plans (see action 1).

1.4 General Information

1.4.1 National Accident Statistics

Nationally there were 133 deaths at work in 2013/14, more than 79,500 injuries were formally reported (through RIDDOR) and over 1.1 million people are estimated to have been made ill.

The latest figures show that those involved in construction, manufacturing and waste and recycling are most at risk. Areas of particular concern include falls from height; work on machinery that is poorly maintained and guarded; and failing to properly manage workplace transport (see actions 3c and 6).

1.4.2 Drug Driving Rules

It is illegal to drive whilst impaired by legal or illegal drugs. From the 2nd March if the police stop someone who they think is impaired through drugs, they can carry out a roadside Field Impairment Test. This now includes testing for prescribed drugs such as diazepam, temazepam morphine, etc. If the test indicates that the driver is unfit to drive they will be arrested and will have a blood test taken at a police station. If these tests show they have taken drugs over the specified limits they could be charged (see action 7).

The new offence will work alongside the existing offence of driving whilst impaired through drink or drugs and the penalties for drug driving are the same as for drink driving, i.e.,

1. A minimum 12-month driving ban
2. A criminal record
3. A fine of up to £5000 or up to 6 months in prison or both

1.4.3 Construction Design and Management Regulations 2015 (CDM)

On the 6th April 2015, the amended Construction Design and Management Regulations were enacted and relates to projects such as the construction and renovation of buildings roads, structures, etc.

The new Regulations recognise the influence and importance of the **Client** as the head of the supply chain and best placed to set standards throughout a project. It removes the CDM co-ordinator role (under CDM 2007) by a **Principal Designer**. This means that the responsibility for coordination of the pre-construction phase, which is crucial to the management of any successful construction project, will rest with an existing member of the design team.

Also, the **competence** of the persons carrying out the roles will be split into its component parts of skills, knowledge, training and experience, and if it relates to organisational capability.

For the Authority, staff will have not only be required to be the Client but also Designer, and in some instances Principal Designer (see action 4).

1.4.4 Social Action, Responsibility and Heroism Act 2015(SARAH)

On the 12th February 2015 the Social Action, Responsibility and Heroism Act was enacted which makes provision as to matters to which a court must have regard in determining a claim in negligence or breach of statutory duty.

The Act comes into effect once a case reaches court and does not affect a claimants right to bring a claim under civil proceedings. When making a decision about liability courts will take into consideration:

- 1) Whether the defendant was acting in the interest of society as a whole or a member of society
- 2) Did the defendant act responsibly, doing what was reasonably practicable and demonstrating a responsible attitude towards protecting the health and safety of others
- 3) To what extent did the defendant put themselves at risk to help the person/s making the claim

Depending on the judge's interpretation, it could potentially lead to cases being rejected, levels of compensation being reduced or having no effect on the outcome. It is anticipated that there will be an inevitable period of uncertainty whilst case law and precedent is established.

1.4.5 Sentencing

A Runcorn kayak manufacturing company has recently been convicted of corporate manslaughter after an experienced maintenance worker was burned to death inside a moulding oven. It was fined £200,000 and the company director, who was found guilty of breaching the Health and Safety at Work Act, was handed a suspended nine month jail sentence and £25,000 fine.

The proposed Sentencing Council's new guidelines, published on 11 November 2014, are currently out for public consultation. The underlying theme is concern that sentences currently being handed down by the higher courts to organizations are inadequate and have focused on the potential large fines, which could be up to £10m. These are to be imposed on large organizations where there is a high degree of culpability.

2. RECOMMENDATIONS

2.1 Recommended Actions for 2015/16

KEY PERFORMANCE INDICATORS

No.	KPI No.	ACTION	RATIONALE	I/C
1	1.	Conduct stress surveys utilising the corporate Stress Risk Assessment system	National and local levels – see 1.3.5 & 3.1.2	Health and Safety Team & IT
2	3.	Review use of Contact Centre Monitoring system by lone workers to ensure that they are fully utilising the system	Use of system and lone working incidents – see 1.3.3, 3.3.1, 4.2.1.1 & 4.2.1.3	Operational Directors/ Divisional Managers
3.	4.	<p>Review and update following risk assessments:</p> <p>Specific areas:</p> <p>a) <u>Property Services</u> – Car parks</p> <p>b) <u>Waste & Environmental Improvement Services</u> – Slips Trips Falls</p> <p>c) <u>Open Space Services</u> – Work at Heights</p> <p>General</p> <p>d) Review security arrangements at Council Buildings</p> <p>e) Develop and deliver Road Safety briefings and training</p> <p>f) Ensure that Environmental & Fire Risk assessments continue to be carried out and there are sufficient resources for the maintenance and servicing of equipment</p>	<p>Accidents – see 4.1.3.1 & 4.1.3.2</p> <p>Accidents – see 4.3.1.5</p> <p>National Accident Statistics – see 1.4.1</p> <p>National Security see – 1.3.4</p> <p>Accidents & Near Misses – see 5.1, 5.2 and 1.4.2</p> <p>General</p>	<p>Operational Directors/ Divisional Managers</p> <p>Health and Safety/Emergency Planning Teams</p> <p>Road Safety</p> <p>Operational Directors/ Divisional Managers</p>

GENERAL ACTIONS

4.	To review and update the CDM Policy and organise briefings for relevant staff	Amended legislation – see 1.4.3	Health and Safety Team
5.	To review and update the Corporate Health and Safety Policy	Biennial Review	Health and Safety Team
6.	Carry out a Health and Safety audit of Waste & Environmental Improvement Services, i.e. Route Risk Assessments	National Accident Statistics – see 1.4.1	Health and Safety Team
7.	To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Carried over from 2012/13 New legislation – see 1.4.2	Divisional Manager HR & Learning and Development

2.2 Update for 2013/14

KEY PERFORMANCE INDICATORS

No.	KPI No.	ACTION	PROGRESS
1	1.	Review the functionality of the corporate Stress Risk Assessment system	Updated system to go 'live'
2	3.	Review use of Contact Centre Monitoring system by lone workers to ensure that they are fully utilising the system	Ongoing action
3.	4.	<p>Review and update following risk assessments: Specific areas</p> <p>a) <u>Open Space Services</u> – Thrown Objects</p> <p>b) <u>School Catering</u> – Manual Handling Objects – i.e. moving canteen furniture</p> <p>c) <u>Independent Living (Reablement)</u> – Environmental Risk Assessments for service users homes</p> <p>d) <u>Open Space Services & Transport Workshop – Vibration</u> implement agreed HSE actions</p> <p>e) <u>Schools</u> – Classroom Risk Assessments</p> <p>General</p> <p>f) Ensure that noise risk assessments are carried out and, if required, review occupational risk assessments in line with results</p> <p>g) Review Work at Heights risk assessments</p> <p>h) Ensure that Environmental & Fire Risk assessments continue to be carried out and there are sufficient resources for the maintenance and servicing of equipment (see 4.1.3.2)</p>	<p>Reduction - 2 incidents</p> <p>Reduction – 1 incident</p> <p>Reduction – 1 incident</p> <p>Actions implemented</p> <p>Bulletin sent</p> <p>Noise Assessments carried out for IT, Waste Management, Transport Workshops & Open Space Services</p> <p>Ongoing audits conducted by Health and Safety team</p> <p>Ongoing</p>

GENERAL ACTIONS

4.	To review and update the Workplace, Asbestos, Legionella and Working at Heights Policies	Policies reviewed and updated
5.	To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Ongoing

3. LEAD INDICATORS

3.1 KPI 1. Number of risk assessments completed on corporate systems

3.1.1 An electronic risk assessment system, based on the Intranet, has been 'live' since September 2011. Total number of assessments completed in the last 3 years are;

Policy & Resources			Children & Enterprise			Communities		
2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
246	248	292	119	180	243	197	319	342

- To date 188 members of staff have been trained in the use of the system and 877 risk assessments entered onto the system, compared with 747 last year (562 previous year)
- This is in part due to a significant increase in the number of Home Working risk assessments;
- In order to enhance competencies an Elearning Risk Assessment training programme was went 'live' on the 1st April 2011 and so far 149 members of staff have been trained. This has been now been superseded by Elearning on Learning Pool;
- This year 9 members of staff have successfully completed the IOSH Managing Safely course and a further 11 the IOSH Working Safely course;
- An Accident Investigation course has been delivered to managers at both Waste and Environmental Management and Open Spaces Services;
- As a result of HSE recommendations, IT has developed a Training Database that identifies training needs, reminds managers when training requires refreshing and provides evidence of training; and
- Although schools do not utilise the system, this year the Health and Safety team has carried out 12 health and safety audits of schools, which covers risk assessments. The average score was 87% and the common occurring score was 92%.

3.1.2 The on-line Stress Risk Assessment went 'live' on the 15th October 2012. According to the database there have been no surveys conducted in 2014/15 (see action 1).

3.1.3 The Authority uses an intranet based system to complete workstation assessments (Cardinus). This year 882 assessments have been completed and 75% of risks assessed are low; compared with 66% last year.

3.2 KPI 2. Number of Near Misses KPI 3.

3.2.1 For a breakdown of near misses see 5.1 below and the number reported in the last 3 years are:

2012/13	2013/14	2014/15
10	15	10

- 6 of the 10 incidents were as a result of the use of vehicles (see action 3e)

3.3 KPI 3. Percentage of registered staff on the Lone Working Monitoring System who are utilising the system

3.3.1 Lone Working – Contact Centre Monitoring update [comparative period December 2014 to March 2015]

	2012/13		2013/14		2014/15	
	Registered Users	No's Using System	Registered Users	No's Using System	Registered Users	No's Using System
Policy & Resources	49	23	66	21	53	25
Children & Enterprise	157	85	186	51	142	32
Communities	123	29	236	104	195	74
TOTAL USERS	329	137	488	176	390	131
% OF USE	41%		28%		33%	

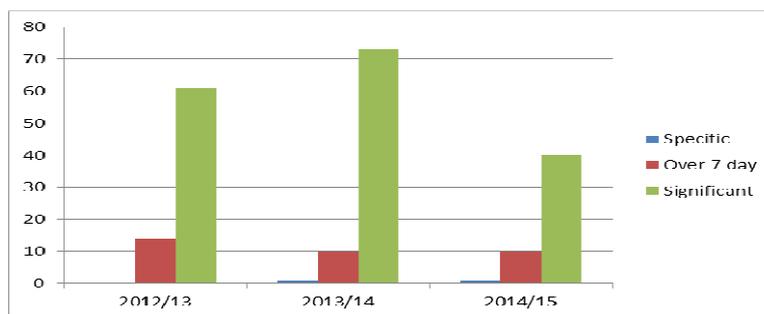
- Over the past two years 'users' who are registered on the system have been updated and anyone who has left the Authority have been removed; and
- Individual reports on use of the system have been sent to respective managers (see action 2)

4. REACTIVE ['Lagging'] INDICATORS

4.1 KPI 4. Number of Significant and RIDDOR Reportable Accidents

4.1.1 The number of accidents that took place last year compared with the last two years are:

Directorate	Specified Injury	> 7-Day	Significant
Policy & Resources	0	2	8
Children and Enterprise	0	1	7
Communities	1	9	25
TOTAL YTD 2014 / 2015	1	10	40
TOTAL YTD 2013 / 2014	1	10	73
TOTAL YTD 2012 / 2013	0	14 (> 3day)	61

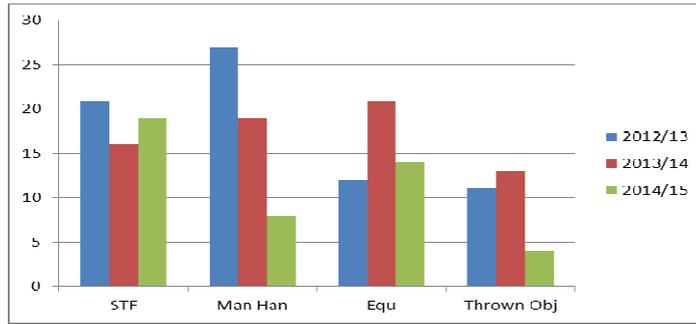


- This highlights a decrease in the number of specific incidents

4.1.2 Accident Categories

- A further breakdown of the categories of incidents are as follows,

Main Categories	Accident		
	12/13	13/14	14/15
1. Slips, trips and falls	21	16	19
2. Manual handling	27	19	8
3. Use of equipment	12	21	14
4. Thrown object	11	13	4

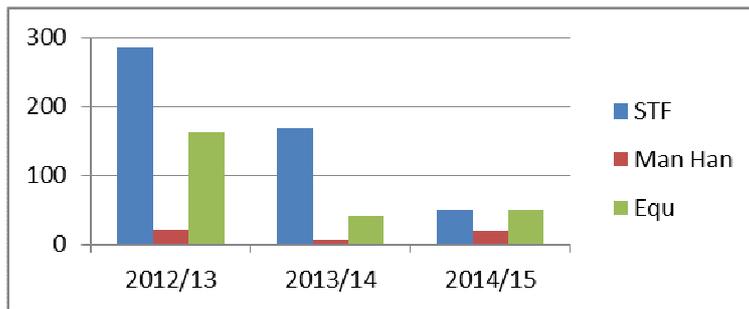


- This highlights a significant reduction in manual handling, use of equipment and thrown object incidents
- The below are days lost

Main Categories

Days Lost

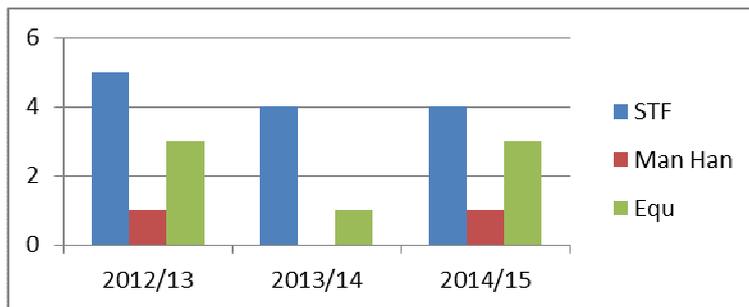
	12/13	13/14	14/15
1. Slips, trips and falls	285	168	50 (-118)
2. Manual handling	21	6	19 (+13)
3. Use of equipment	163	42	50 (+8)



- The total number of individual incidents that resulted in days lost is 40 with accident incidence rates per employee at 8 per 1,000 employees;
- The total days lost are 177 compared with 373 last year and 735 two years ago;
- Road Traffic Collisions accounted for 58 days lost;
- Number of days lost involving teachers is 137. This included two violent incidents that led to 66 days lost and a slip trip and fall with 58 days lost.

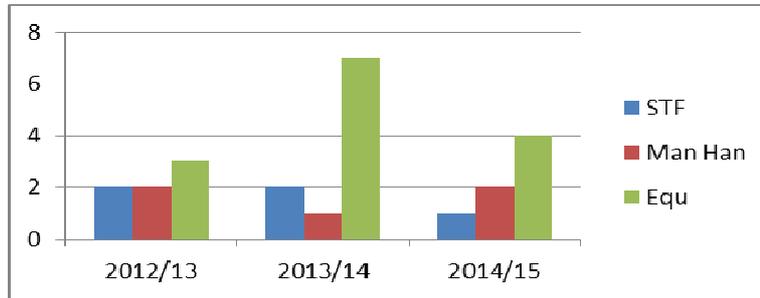
4.1.3 Accident Trends

4.1.3.1 Policy & Resources



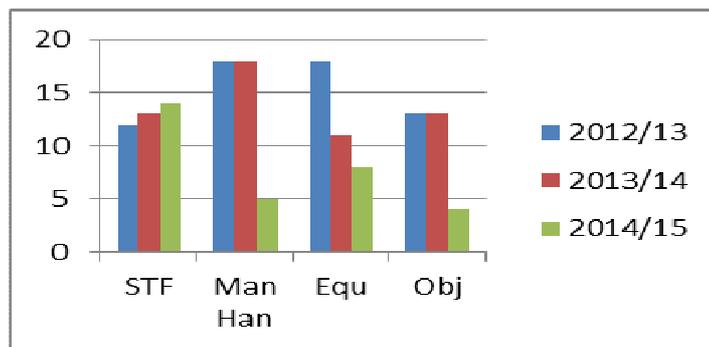
- The most significant involved a member of staff being hit by a vehicle in a HBC car park (see action 3a); and
- The majority of incidents including slips and trips were due to human error, i.e. lapses

4.1.3.2 Children & Enterprise



- Again the most significant involved a member of staff being hit by a vehicle in a HBC car park (see action 3a); and
- Although there has been a reduction in the number of incidents involving equipment, the majority were due to poor housekeeping or human error, i.e. lapses

4.1.3.3 Communities

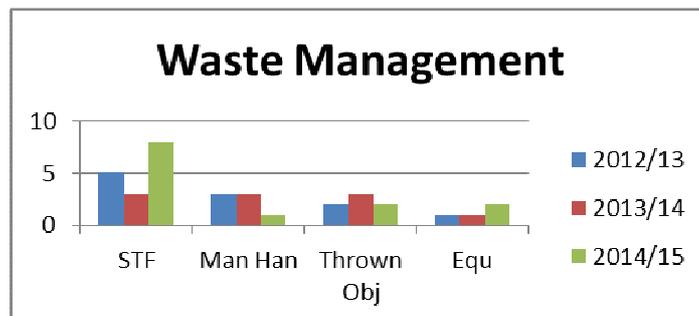


- Accidents within the Communities Directorate reflect the higher risks involving front line operational services:

4.1.3.4 Independent Living

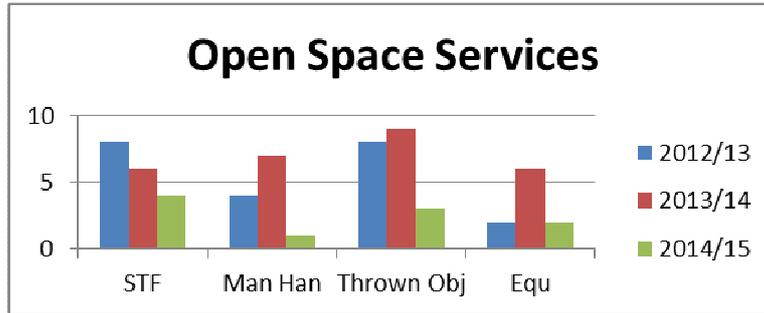
- There has been 1 incident involving manual handling of service users accidents - compared with 3 last year, 7 the previous year and 10 three years ago.

4.1.3.5 Waste & Environmental Improvement Services



- There has been an increase in the number of slips, trips and falls mainly due to human error, i.e. lapses (see action 3b)

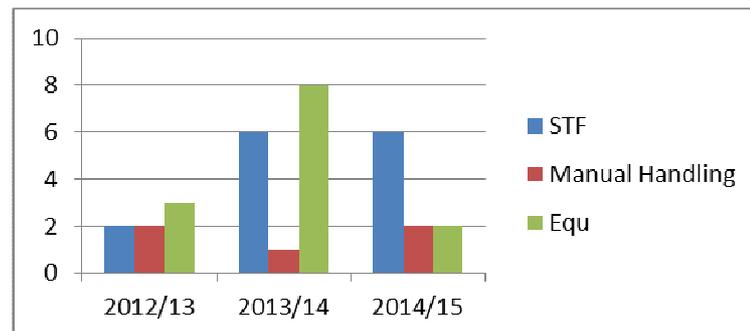
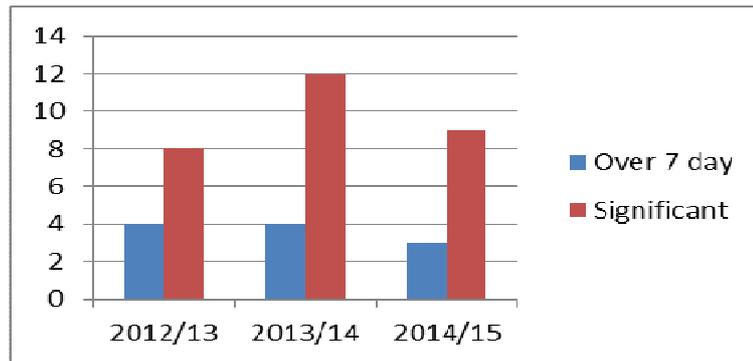
4.1.3.6 Open Space Services



- There has been a decrease in the number of incidents particularly involving manual handling and thrown objects

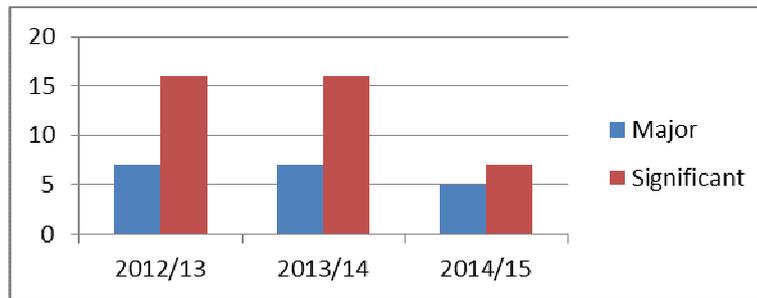
4.1.3.7 Schools

Teachers

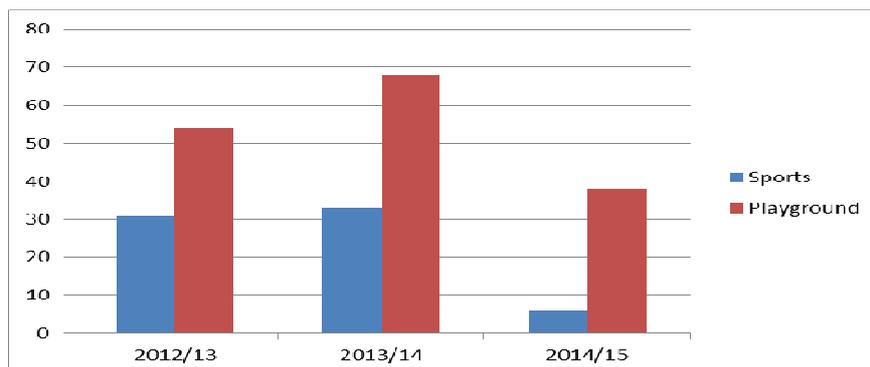


- There has been a reduction in accidents involving use of equipment;
- Majority of incidents (5) involved teachers at Primary schools; and
- Slips and trips accidents were due to poor housekeeping and 'lapses'

Pupils



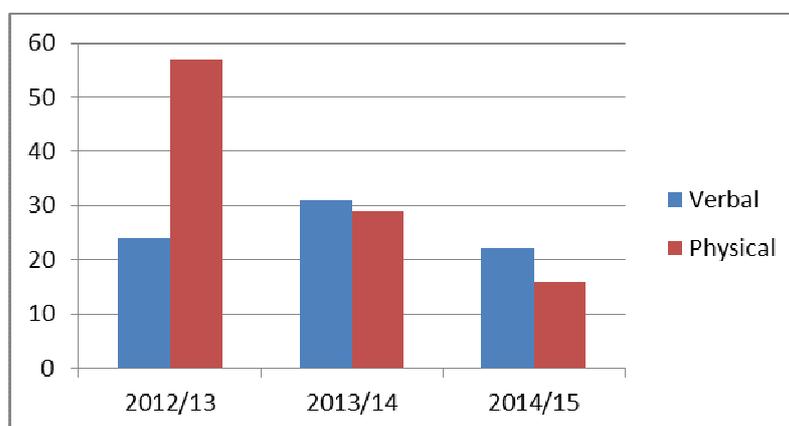
Category	Minor	Significant	Major	Totals
Equipment	1	0	1	2
Sporting	2	1	3	6
Playground	36	2	1	39
Other	12	4	0	16
Total	51	7	5	63



- There has been a significant reduction in incidents involving both sports and playgrounds;
- 4 major injuries took place at Secondary schools whilst 1 took place in a Primary school and involved a playground incident;
- One of the major incidents at a Secondary schools involved a pupil catching her hair in a pillar drill during a DT lesson; and
- A significant incident involved a 6th form pupil inhaling gases during an experiment in a Science lesson. Investigations are ongoing

4.2 KPI 5. Number of Violent Incidents

Directorate	Verbal	Physical
Policy and Resources	10	2
Children and Enterprise	5	6
Communities	7	8
TOTAL 1/4/11 to 31/3/12	22	16
TOTAL 1/4/13 to 31/3/14	31	29
TOTAL 1/4/12 to 31/3/13	24	57



4.2.1 Further Information:

- There has been a 'year by year' decrease in the number of reported violent incidents, particularly physical incidents

4.2.1.1 Communities

- There has been a significant reduction in the number of physical incidents with 19 last year;
- This can be attributed to a reduction of incidents within Supported Housing Network with 2 this year, 12 last year and 42 the previous year; and
- One physical incident took place during home visits (see action 2)

4.2.1.2 Children & Enterprise

- 4 of the physical incidents involve Residential Care staff with 3 last year.

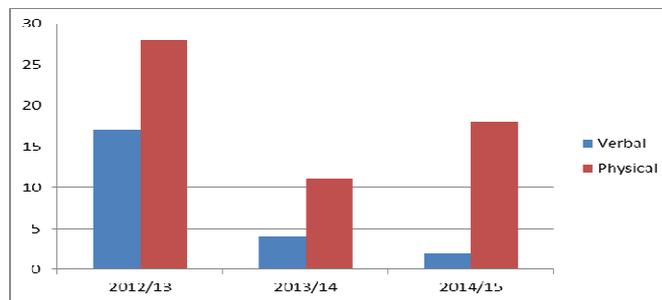
4.2.1.3 Policy & Resources

- The majority of the incidents took place at HDL's involved issues raised by customers around welfare reforms;

- One incident involved a member of staff from Revenue and Benefits who, whilst lone working on a home visit, received a threat to kill him. Police were informed (see action 2)

4.2.1.4 Schools

Schools	Verbal	Physical
TOTAL 1/4/14 to 31/3/15	2	18
TOTAL 1/4/13 to 31/3/14	4	11
TOTAL 1/4/12 to 31/3/13	17	28



- There has been an increase in the number of physical incidents reported;
- 4 physical incidents involved staff at the Pupil Referral Unit;
- The remainder took place at Primary schools on teachers and teaching assistants. These included head butting, biting and spitting;
- A breakdown of staff involved in physical incidents from pupils in the last 3 years is as follows,

Head teachers	Teachers	Teaching Assistants	Midday Assistants	Supply Teachers	Administration
2	12	27	2	2	1

- The Violence in a School Setting Policy and Risk Assessment have been reviewed and updated

REPORT TO: Corporate Policy and Performance Board

DATE: 2nd June 2015

REPORTING OFFICER: Strategic Director Policy & Resources

SUBJECT: Performance Management Reports for Quarter 4 of 2014/15

WARDS: Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and to raise any questions or points of clarification, in respect of performance management for the fourth quarter period to 31st March 2015.
- 1.2 Key priorities for development or improvement in 2013-16 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
- Finance
 - Human Resources & Organisational Development
 - ICT and Administrative Support
 - Legal and Democracy
 - Policy & Performance
 - Property Services
 - Catering, Stadium and Registration Services

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

2.0 RECOMMENDED: That the Policy and Performance Board

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

3.0 SUPPORTING INFORMATION

- 3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and

Performance Board has a key role in monitoring performance and strengthening accountability.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

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

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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

Not applicable

Performance Overview Report - Policy & Resources Directorate

Reporting Period: **Quarter 4 – Period 01st January 2015 to 31st March 2015**

1.0 Introduction

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

2.0 Key Developments

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

Finance

1. The Government announced the 2015/16 final Local Government Finance Settlement on 4th February 2015. There was a minor change to the funding allocation from that announced as part of the provisional settlement. An additional £0.262m was allocated to Halton as part of a £74m package from Government for local welfare provision.
2. The 2015/16 net budget of £101.452m was approved by Council on 4th March 2015. The net budget will be part funded from an increase of 1.9% to Council Tax which will result in a 2015/16 Council Tax requirement of £38.649m. Band D Council Tax levels will be £1,204.01, the fourth lowest in the North-West.
3. The Medium Term Financial Forecast has been updated for 2016/17 and 2017/18. The funding gap for 2016/17 as included in the budget report is £22.179m. The forecast is based on a number of assumptions and will be updated as new information comes to light during the year.
4. Executive Board recently approved the Council's Risk Financing and Insurance Strategy which set out the approach taken to insurance renewals for 2015/16. By taking on a higher level of self-insurance the Council has been able to deliver an insurance premium saving of approximately £100,000.

5. Universal Credit (UC) continues to be rolled out nationally, and in Halton it was extended further to include new claims for families from 2nd March 2015. The Benefits Service has signed a Universal Credit Delivery Partnership Agreement with the DWP for 2015/16. Under the provisions of this agreement the council will undertake the following roles: it will help people claim UC on line at its HDL offices, provide personal budgeting support to UC claimants, and supply the DWP with housing information for UC claims with housing costs.
6. The effects of the implementation of the reform of Council Tax and the Council Tax Reduction Scheme continue to impact on the level of payment, with the increased levels of recovery activity experienced during last year continuing. A review of eligibility for Single Person Discounts has led to approximately £100,000 in discounts being cancelled for 2015/2016.
7. The Contact Centre advisors are the front door to Adult Social Care and they load referrals onto the Social Care system to the appropriate team. It is difficult to assess how much extra work reforms introduced under the Social Care Act will generate, but initially one extra Contact Centre Advisor post has been recruited to handle the increase in work load.
8. As has been expected, the demand for assistance with benefit reconsideration/appeals has started to increase and this is expected to gather pace as welfare reforms continue to impact. The team has found that they have had a very good success rate with new applications for the new Personal Independence Payment (PIP), but this may change as existing Disability Living Allowance (DLA) clients come to have their DLA removed and be assessed for the new benefit. In contrast Employment Support Allowance (ESA) seems to have become harder to successfully claim. The demand for advice, assistance and help with form completion remains high.
9. At the end of the quarter, the Efficiency Review of Library Services was concluding. The mobile library was withdrawn from service on 28th March 2015 and with effect from 11th April 2015, new library opening hours came into place for the borough's four static libraries. A new outreach service is in development for customers unable to use the static libraries. Sustainable revenue savings of £400,000 have been achieved from the review.
10. The Review of the Halton Supported Housing Network will be progressed and initial findings of the review encompassing the utilisation of Agency Workers, Casual Staffing and usage of overtime have been drafted. These are to be presented to Efficiency Programme Board in May 2015.
11. The new Public Contracts Regulations (2015) came into force at the end of February 2015. These supersede the 2006 Regulations and have been designed to enable implementation of a new EU Procurement Directive in the UK as well as changes devised to assist SME's to compete for public sector contracts. Helping SME's to do business with the Council is an area that Halton has focussed upon over recent years and the new regulations do not create any significant need for changes to the Council's processes.
12. The Council recently established contempt of court in committal proceedings regarding a fraudulent insurance claim for an accident on the highway and the claimant was sentenced to a six months custodial sentence. It is anticipated that the resulting publicity will have a positive impact in deterring future claims of this nature.
13. The Council has recently undergone an inspection by BACS and has received accreditation to operate as a BACS Approved Bureau. This will allow the Council the opportunity to generate additional income by undertaking BACS processing for other organisations.

Human Resources and Organisational Learning and Development

14. Following a period of consultation with the trade unions, agreement has been reached on a minor management restructuring proposal in relation to the Efficiency and Human Resources functions. This proposal also includes the deletion of some vacant posts and the movement of some staff and will generate savings in the region of 200K. The new structure will be operational from the 1st July 2015.
15. Following extensive consultation with Trade Unions and the agreement of the Appointments Committee the revised terms for the Staffing Protocol were agreed and published. These include the removal of the enhanced voluntary early retirement scheme following the changes to the Local Government Pension Scheme last April, and revised terms for voluntary redundancy. The revisions were communicated to staff and H.R. Officers have been working with senior managers to consider the requests received so far. The new terms will be available until 31st March 2016 and will then be re-negotiated.
16. The revised Teachers Pension Scheme was successfully implemented with effect from the 1st April 2015. Additionally, the reforms to the NHS Pension scheme were also actioned for those staff who have TUPE'd into the Council and who remain in the NHS scheme.
17. New E-Learning modules have been added to the existing suite of courses to deal with the introduction of the Care Act.
18. Support has been given to Library staff as they have transitioned to their new structure both in terms of induction for new entrants as well as management development training for staff in new roles.

ICT and Administration Support Services

19. The final quarter saw the relationship with Sefton MBC come to fruition with the development of the collaborative Agresso Financial Management system coming live on 01st April. This has taken considerable efforts by all parties concerned and the resulting digital connectivity between the authorities provides further scope for future efficiencies to be made. It will provide a platform on which the delivery of access solutions such as virtual desktop facilities and the CRM based I Want Finance portal can be delivered and enhanced.
20. In addition revenue generating activities have also become operational such as the separate contractual arrangement with Sefton to deliver the processing of all invoice payments by the Records Management Unit based at Runcorn.
21. The Schools SLA process has now begun and negotiations are underway with schools to re-enter into arrangements for the commercial provision of ICT services. The government funded Halton Virtual School platform is now in place and ready for deployment and this has the potential to generate revenue by being offered to other authorities under contractual arrangements.

Legal and Democratic Services

22. Significant work has been undertaken to provide for the forthcoming Election in May and to prepare a revised Constitution for approval by Council in April.
23. The Monitoring Officer's role as Interim Monitoring Officer for Cheshire West & Chester Council has continued successfully. This will conclude in May.

Policy, Planning and Transportation (relevant extracts)

24. The Corporate Plan 2015 – 2018, available [here](#), was approved by Full Council on 4th February and has now been published. It outlines the main vision and themes of the Council, and reaffirms our ambition, developed with our partners through the Sustainable Community Strategy, to make Halton a thriving, prosperous and sustainable borough for all its residents and businesses.
25. Linked to the work already undertaken around the Public Services (Social Value) Act and the Social Value in Health national programme a Social Value Charter for Halton has been developed. The aim is for all partners in Halton to sign up to the Charter and a commitment to working for social value. The work undertaken so far has been discussed by the Cabinet Office and will feature in both the upcoming refresh of Lord Young’s review of the Public Services (Social Value) Act and in a report from the UCL Institute of Health Equity. The next stage of developing social value in Halton will feature training around social value in procurement and commissioning and further dissemination of the policy and framework.
26. The development of a Halton Community Foundation is presently underway which will enable individuals, families, companies, entrepreneurs, and charitable trusts to support Halton’s communities in a cost effective way. The work of the Foundation will take many forms, including funding, volunteering, donating goods and services, sharing expertise and providing in-kind support. The Foundation will have its own account for financial transactions, social investment and charitable grants and once finalised operational arrangements will be reported to Executive Board in June 2015.
27. Following the recent staff survey and action plan has been developed which centres upon the main emergent themes i.e. Career and development opportunities, staff feeling valued, dealing with stress and levels of motivation and morale.
28. The Employee Recognition and Award Scheme 2014 -15 was recently concluded and winners below were presented with certificates and gift vouchers at an Awards Ceremony which took place in March.

Category	Winner
Unsung Hero	Melanie Hall, Safety Steward Supervisor (Communities)
Outstanding Customer Service	Diane Orme, Administrative Assistant (Children & Enterprise)
Rising Stars	Richard French, Quality Assurance Assistant (Communities) Ian Rowlands, ICT & Data Team Leader (Policy & Resources)
Team of the Year	Community Bridge Building Team (Communities)

29. The conclusion of the most recent workforce profile has revealed changes when compared to 2011/12 and these will be considered as a part of the Council’s People Plan. most notably:-
- The proportion of full-time employees has risen slightly from 88% to 91%.
 - Staff with a length of service of 2 – 5 years has reduced from 22% to 12% whilst 26 – 30 years has increased from 2.3% to 5%. All age groups under the age of 54 have reduced with groups aged 55 -64 and those over 65 increasing by 3.6% and 1.4% respectively.

Catering, Stadium and Registration Services

30. A lot of promotion is being undertaken for Stadium Fitness which now has its own email contact and Facebook page, making it easier to measure the effects of the publicity. Despite competition from the local commercial gyms the Ladies Gym is proving a good attraction and an introductory offer to HBC staff produced around 20 new members. New promotional photos have been taken and the website page has been updated.
31. The new Legends Bar is now up and running. Daytime business has been steady and, to a degree, been dependant on activity in the Sports Hall. New promotional photos have also been taken of the bar and there is a new page on the website. A new leaflet featuring Stadium Fitness and Legends Bar is being designed, which can also form part of a new general Stadium Leaflet.
32. The Pink Ball, Mayor's Ball and the Rainbow Ball were held in the marquee. This is the right time to do this to coincide with the start of the Vikings season. New Business Cards and Feedback Forms have been produced for the Stadium Conference business. A Stadium e-newsletter has been set up and we are just waiting for the header graphic from the designers. Additionally the new Halton Suite is proving popular attracting new custom due to the excellent modern layout and accessibility.
33. A brand new digital CCTV system has been installed as the old analogue system was outdated and could not generate the quality images needed to ensure site security.
34. A major Sky initiative was held at the Stadium, the "Sky Try Initiative" was held here in conjunction with RFL and Sky to encourage rugby league at grass roots level.
35. Widnes Vikings season has started – Widnes v Wigan opening game of Super league was televised and watched by a record crowd of over 9,500, on the same day we (in conjunction with Widnes Vikings and the CCG) broke the World Record attempt for the largest participation to a keep fit video received nationwide which received coverage on Sky and BBC and ITV.
36. The Crucial Crew event was once again (10+ years running) held at the Stadium which saw over 2,000 Primary School age children attend the Stadium for lessons on stranger danger, keep safe and basic first aid.
37. This year has probably been the most successful year to date for the School Meals service, meal numbers in primary schools are presently operating at over 87% which is significantly higher than the National average, with Secondary Schools continuing to perform within the top 10 for uptake nationally.
38. Through working closely with our procurement team the food cost per meal has either stayed the same or reduced in the past year, a recent exercise to switch our fruit and veg supplier has resulted in an annual saving of over £80,000 without any loss of quality or service delivery. The service is often used as an exemplar of good practice within the industry.
39. Once again this year, for the sixth year running, the service was assessed by an outside organisation "Hospitality Assured", using the European Model for Business Excellence the service was judged on 10 separate criteria, it has increased its overall score by a further 3% this year and has seen a total increase in six years of over 11%, only a handful of Local Authorities are registered with Hospitality Assured.

40. The Registration Service has been working with the Communities and Environment Marketing Officer to complete the launch of its bespoke website: www.weddingsinhalton.co.uk and to further develop our social media presence via <https://www.facebook.com/haltonregistrationservice>. Another key area of development, has involved working with a Business Analyst from ITC Services to further develop the technical functionality of the Registrars Cash and Stock system, following and inspection by the General Register Office.

3.0 Emerging Issues

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

Financial Management

- a) Work has begun on closing the accounts for 2014/15 and the process is now in place to complete the draft Statement of Accounts prior to it being passed to the Council's external auditor (Grant Thornton) on 30th June 2015. The work of the external auditor will commence on 1st July 2015 and it is expected the Statement of Accounts will be signed off by 30th September 2015.
- b) Support continues to be provided on the financial aspects of the Mersey Gateway project, partnership arrangements on the pooled budget with Halton CCG and the joint venture arrangements with the Science & Technology Facilities Council and Langtree Daresbury Ltd for the development at Sci-Tech Daresbury
- c) The Government will close the Independent Living Fund (ILF) on 30 June 2015. This will result in funding being devolved to the Council to meet the support needs of approximately 50 ILF users. The intention of this reform is to allow the care and support needs of existing ILF users to be met by local authorities in a consistent way through personalised budgets and direct payments. The Council is currently assessing the care and support needs of all the persons affected by this change.
- d) The DWP rollout of the Single Fraud Investigation Service is continuing and Halton's Benefit fraud staff are expected to transfer to the DWP in September 2015. A report has been presented to Management Team regarding the impact this transfer will have on the council.
- e) We are now in the third year since the changes made to the level of unoccupied property discounts and the replacement of Council Tax Benefit with the Council Tax Reduction Scheme in April 2013. The increased amount to be collected has significantly impacted on collection rates. Collection from CTRS claimants, who have limited finances, is likely to be impacted if they still have arrears from previous years as well as a new-year liability.
- f) The new Contact Centre system is in the final period of quality testing and it is anticipated that the system will go live in the summer 2015.
- g) The new scheme for charging for green waste disposal will start in June 2015. It is anticipated that initially there will result in a significant demand, upon both the Contact Centre and Halton Direct Links which will have an unavoidable impact upon waiting times.

- h) Demand for assistance is anticipated to grow further as welfare reforms impact and the team will act to ensure it can meet these challenges effectively. As multiple reforms impact it is essential to keep the team upskilled to meet these challenges and recent specialist Universal Credit training received by the team is part of the commitment to this.

ICT and Administration Support Services

- i) Following a detailed procurement process new replication and digital storage devices and software has been acquired which will form an essential platform for the continued delivery of the ICT strategy concerning 'Storage, Compute and Desktop'. These solutions will help to safeguard the authority's data and make it available in the event that either of the 2 data centres experience technical issues.
- j) This work will be taken forward during quarter 1 as we enter the procurement phase relating to the 'Compute' aspects of the server environment which will control major systems such as E Mail and CareFirst. This should result in a reduction in the most costly aspects of the server environment i.e. physical size and power and cooling requirements.
- k) Later in the 15 – 16 financial year work will commence to procure aspects of the 'Desktop' support environment which will enhance the authority's Cloud facility providing greater resilience and further reduce hardware and software costs.

Legal and Democratic Services

- l) Significant demands are being placed on the Legal Team in terms of supporting major projects, including the Daresbury and Runcorn Town Centre developments.
- m) The Marketing Team will form a crucial part of the drive to recruit foster carers & adopters to address the need in the Borough.

Policy, Planning and Transportation (relevant extracts)

- n) Due to changes in legislation, it is likely that the number of sites requiring off site emergency plans under the Control of Major Accident Hazards (COMAH) will increase, thereby placing additional demands on the service.

4.0 Risk Control Measures

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

Progress concerning the implementation of all Directorate high-risk mitigation measures was reported in Quarter 2.

Risk Registers are currently being reviewed for 2015 – 16 in tandem with the development of next year's Directorate Business Plans.

5.0 High Priority Equality Actions

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

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

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

6.0 Performance Overview

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

Financial Management

Key Objectives / milestones

Ref	Milestones	Q4 Progress
FS 01	Report Medium Term Financial Strategy to Executive Board November 2014 .	
FS 03	Complete the Draft Abstract of Accounts for certification by Chief Financial Officer by 30th June 2014 .	
FS 03	Publish the Abstract of Accounts by 30th September 2014 .	

Supporting Commentary

All milestones were achieved within the planned timeframe.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q4 Actual	Q4 Progress	Direction of travel
FS LI 04	Proportion of Council Tax that was due that was collected.	95.82%	95.00+	95.47		
FS LI 05	The percentage of Business Rates which should have been received during the year that were received.	97.08%	95.00+	97.04		
FS LI 07	Average time for processing new claims (Housing & Council Tax Benefit).	15.18	17	14.42		

Supporting Commentary

The collections of Council Tax and Business Rates have both shown a marginal decrease of 0.35% and 0.045% respectively, although both are above target level, and the processing of claims remains positive.

Human Resources & Organisational Development

Key Objectives / milestones

Ref	Milestones	Q4 Progress
HRLD 01	To further enhance i-Trent system capabilities. March 2015.	
HRLD 02	Promote and take forward the delivery of actions identified within Corporate People's Plan March 2015.	

Supporting Commentary

The I Trent system now facilitates e-payslips and e-P60's are now being developed with on-going learning and development opportunities being provided through post entry training, new courses and e-learning modules.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q4 Actual	Q4 Progress	Direction of travel
HRLD LI 01	The number of working days / shifts lost due to sickness (Corporate).	11.24	8.5	10.44		
HRLD LI 04	% of training delegates attending as proportion of places reserved.	86%	90%	95		
HRLD LI 05 ¹	The percentage of top 5% of earners that are:					
	a) Women	55.47%	50%	55.62		
	b) From BME communities.	2.80%	1.5%	1.85		
	c) With a disability.	0.68%	8.0%	0.71		
HRLD LI 06	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.49	10.0	1.44		
HRLD LI 07	Minority of Ethnic Community staff as a percentage of the total workforce.	1.13	1.0	1.22		

Supporting Commentary

Days lost due to sickness is subject to change as we move through the year, however whilst the target has not been achieved this figure is lower than the same period last year. Training attendance has remained positive.

The top 5% of earners has shown a slight increase across all three area's in comparison to the same period in the previous year and the number of Ethnic Minority staff has risen slightly when compared to 2013 - 14. There has been a slight reduction in employees meeting the DDA but the achievement of the annual target is dependent upon on applicants for vacant positions.

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

ICT Infrastructure**Key Objectives / milestones**

Ref	Milestones	Q4 Progress
ICT 01	SharePoint and Records Management enhancement March 2015.	
ICT 01	Continued Social Care Systems Service Support Programme March 2015.	
ICT 01	Schools Cloud Services developments March 2015.	
ICT 01	Interactive Web Services and further SharePoint Integration March 2015.	
ICT 01	Development of commercial ICT opportunity within desktop, hosting and DR provision March 2015.	
ICT 02	Continued development of document management and distribution services March 2015.	
ICT 04	Conduct & Evaluate point of contact Satisfaction survey for ICT & Support Services March 2015.	

Supporting Commentary

Progress has been largely positive and information relating to Cloud development and commercial opportunities has been included within the key developments and emerging issues section of this report.

The Social Care systems support has been successfully targeted in relation to the Care Financials packages within the Audit aspect of the system and document management services continue to be developed in a way that maximises efficiencies and revenue generating opportunities.

Due to resource constraints the satisfaction survey has not been completed as planned and this has now been rescheduled for quarter 2 of 2015 – 16.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q4 Actual	Q4 Progress	Direction of travel
ICT LI 01	Average availability of the Council's operational servers (%).	99.9	99			
ICT LI 04	% Of all responsive repairs completed within 2 working days.	94	80	86		
ICT LI 08	Average working days from order to completion of a new PC.	5	5	5		

Supporting Commentary

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

Legal & Democracy**Key Objectives / milestones**

Ref	Milestones	Q4 Progress
LD 02	To ensure that all members have been given the opportunity of a having a Member Action Plan (MAP) meeting.	

Supporting Commentary

All Elected Members have been given the opportunity to have a MAP meeting.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q4 Actual	Q4 Progress	Direction of travel
LD LI 04	Average time taken to send out first draft business lease from receipt of complete instructions from Property Services (working days).	20	20	20		
LD LI 05	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1	3	1		

Supporting Commentary

All targets have been achieved and have maintained the same performance as the previous year..

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

Ref	Milestones	Q4 Progress
CE 2	Identify areas for improvement in line with the Business Plan and Marketing Plan January 2015 .	TBA
CE 3	Deliver a promotion and educational campaign (school meals) - September 2014 and January 2015 .	TBA

Supporting Commentary

A number of improvements were made during the year in line with the business plan and these had appositive impact upon operations. Also a number of promotional activities have undertaken with regards to school meals including advertisements in the local press, leaflet drops and parents evenings.

Tasting sessions have been used to raise the awareness of UIFSM and also of the quality of Halton School Catering Service. The Universal Free School Meals have been introduced very smoothly and over 1,500 additional meals are being served on a daily basis compared to this time last year.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q4 Actual	Q4 Progress	Direction of travel
CE LI 1	No. of meals served versus hourly input of labour	10.51	10.00	10.80		
The percentage (%) take up of free school meals to those who are eligible:						
CE LI 8	Primary Schools	85.12%	85%	91.7%		
CE LI 9	Secondary Schools	75.81%	75%	77.1%		
Take up of school lunches (Previously NI 52 a & b):						
CE LI 10	Primary Schools	52.12%	55%	60.76%		
CE LI 11	Secondary Schools	55.22%	55%	54.95%		
Food cost per school meal (pence):						
CE LI 19	Primary Schools	N / A	76p	71p		
CE LI 20	Secondary Schools	N / A	94p	£1.01		

Supporting Commentary

Performance across a range of school meals related measures has been extremely positive and the take up of Free School Meals is very encouraging, particularly as in the current financial climate as parents may face increasing pressures in managing household budgets.

Additionally, and although in the case of secondary schools the target has been marginally missed, food costs continue to be well-managed whilst still providing value for money to parents.

Property Services

Key Objectives / milestones

Ref	Milestones	Q4 Progress
EEP 1	Review accommodation in light of budget decisions by July 2014.	
EEP 1	Identify further property to be considered for sales and implement asset disposals by March 2015.	

Supporting Commentary

Review of office accommodation complete. The ongoing review of assets continues through the Asset Management Working Group and Members asset Review Panel.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q4 Actual	Q4 Progress	Direction of travel
DIS LI 01	Occupancy of HBC industrial units.	85%	85%	89%		
DIS LI 02	Occupancy of Widnes Market Hall.	84%	95%	85%		

Supporting Commentary

Occupancy of our industrial units remains high and the current figure is higher compared to the same period last year. The target has been achieved.

The current economic climate remains challenging and although the target for market occupancy has not been achieved the figure is higher compared to the same period last year.

7.0 Financial Summaries

The Council's 2014/15 year-end accounts are currently being finalised. The year-end position for each Department will therefore be made available via the Intranet by 30th June 2015.

8.0 Explanation of Symbols

Symbols are used in the following manner:

Progress Symbols

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

Direction of Travel Indicator

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