

Public Document Pack



Corporate Policy and Performance Board

Tuesday, 1 September 2015 6.30 p.m.
Civic Suite, Town Hall, Runcorn

A handwritten signature in black ink, appearing to read '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, 20 October 2015

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

Part I

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

REPORT TO: Corporate Policy & Performance Board

DATE: 1 September 2015

REPORTING OFFICER: Strategic Director, Policy and 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 Policy and Performance Board
DATE: 1 September 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 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 Services Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 4 JUNE 2015

RESOURCES PORTFOLIO

EXB7 DIRECTORATE OVERVIEW REPORTS

The Board considered a report of the Strategic Director, Policy and Resources, on progress against key objectives/milestones and performance targets for the fourth quarter year-end to 31 March 2015.

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.

EXECUTIVE BOARD MEETING HELD ON 2 JULY 2015

LEADER'S PORTFOLIO

EXB12 HALTON FOUNDATION (RUNCORN AND WIDNES COMMUNITY FUND)

The Board considered a report of the Strategic Director, Policy and Resources, on progress made on the development of a Community Foundation for Halton.

The Board was advised that the Halton Foundation would link individuals, businesses and organisations with their community to facilitate philanthropy across the Borough. It was reported that the Steering Group had

articulated a Vision and a Mission, as detailed in the report. It was further reported that the Foundation's focus would comprise four main elements:-

- Halton Gives;
- Halton Supports;
- Halton Cares; and
- Halton Shares

and would operate across Runcorn and Widnes to enable individuals, families, companies, entrepreneurs and charitable trusts to support Halton's communities in a cost effective way.

RESOLVED: That

- 1) the establishment of the Halton Foundation – Runcorn and Widnes Community Fund be endorsed;
- 2) the Council having an ongoing advisory role in the Halton Foundation as a founding partner be agreed;
- 3) the Leader be authorised to nominate an Elected Member to represent Halton Borough Council on any decision making Boards; and
- 4) subject to trustee approval, it be agreed that charitable funds named in the report and currently administered by the Council, be administered in future by the Community Foundation for Lancashire and Merseyside as part of the Halton Foundation.

Strategic Director
- Policy &
Resources

RESOURCES PORTFOLIO

EXB17 2014/15 FINANCIAL OUTTURN

The Board considered a report of the Operational Director, Finance, on the final revenue and capital spending position for 2014/15.

The Board was advised that the final accounts for 2014/15 were near completion; the revenue spending position for each Department, which would be subject to external audit, was attached to the report at Appendix 1.

It was reported that budget savings for 2015/16 were

implemented over two tranches, the first of which consisted of savings of £11.5m, and approved by Council in December 2014. As a result of some of these savings being implemented early, it provided part-year budget savings in 2014/15.

The report provided details on the key variances (which were in addition to the overall net underspend) in the following services:

- Children and Families;
- Children's Organisation and Provision Department;
- Community and Environment;
- Prevention and Assessment;
- Finance;
- Legal and Democratic Services;
- Policy, Planning and Transportation; and
- Corporate and Democracy.

Members were advised that the Council's Reserves and Balances had been reviewed in accordance with the Reserves and Balances Strategy. The Council's General Reserve stood at £8,823,662. It was noted that Council had approved £3m of the General Reserve to be used to balance the budget for 2015/16. In the current economic climate and the financial challenges facing the Council, it was considered that the General Reserve at £5.8m, was considered to be at a reasonable and prudent level, given the scale of the Council's business.

With regard to Capital Spending, details of spending against the 2014/15 capital programme, were attached at Appendix 2. It was noted that spending was £11.0m below the revised capital programme of £43.1m, which represented 75% delivery of the revised capital programme. Members were advised that there had been slippage on several large projects, listed in the report, which would incur expenditure into 2015/16.

RESOLVED: That

- 1) the report be noted; and
- 2) the information within the report be taken into account when reviewing the medium term forecast and savings proposals for future years.

Operational
Director - Finance

The Board considered a report of the Operational Director, Finance, on the 2015/16 to 2017/18 Capital Programme.

An updated Capital Programme had been approved by Council on 4 March 2015. The Board was advised that since then, other reports covering planned capital expenditure for 2015/16 and future years had been presented and that there had been slippage reported to capital projects for 2014/15 and rolled forward to 2015/16.

It was reported that the Capital Programme was subject to regular review with monitoring reports presented on a quarterly basis. Table 1 presented information on the planned Capital Programme for 2015/16 onwards, based on current information for approved schemes. Table 2 summarised how the Capital Programme would be funded.

RESOLVED: That Council be recommended to

- 1) approve the updated Capital Programme for 2015/18, including forecast spend and funding as set out in Table 1 and Table 2; and
- 2) the Strategic Director, Policy and Resources, in consultation with the Portfolio holder for Transportation, be delegated authority to agree a detailed implementation programme of Highways and Transportation schemes to be delivered in 2015/16.

Operational
Director - Finance

EXB19 TREASURY MANAGEMENT 2014/15 QUARTER ENDING
31 MARCH 2015

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

- 1) the report be noted; and

- 2) information included be taken into account when approving Treasury Management Strategies in future years.

EXB20 DISABLED GO - ACCESSIBILITY AND EQUALITY SERVICES

The Board considered a report of the Chief Executive, on Disabled Go – Accessibility and Equality Services.

The Board was advised that the Disabled Go Service was the UK's leading provider of accessibility and equality services. The Service covered all types of venue and sought to give users information for them to make an informed choice about accessibility rather than make a decision for them.

It was reported that Disabled Go currently worked with more than 250 public and private sector organisations on its unique Access Guide Service. This strongly linked to Equality Act obligations, and helped disabled people to tackle the barriers faced by them to access venues and services and build resilience and independence.

In developing an Access Service for Halton, it was reported that the Council would seek to work with local partners initially, such as the Clinical Commissioning Group, the Chamber of Commerce, Halton Disability Partnership, the local SEND and the Voluntary, Faith and Community sector.

RESOLVED: That

- 1) in light of the exceptional circumstances set out in the report, Procurement Standing Orders 4.1 to 4.2 be waived in order for the Council to enter into a contract with Disabled Go for the provision of an Access Service in Halton; and
- 2) the Chief Executive, in conjunction with the Portfolio holder for Resources, be authorised to negotiate terms and enter into a contract for Access Services in Halton with Disabled Go.

Chief Executive

REPORT TO: Corporate Policy and Performance Board

DATE: 1 September 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.
- 1.2 The Board is asked to note that these minutes are yet to be agreed as a true and accurate record.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

HALTON STRATEGIC PARTNERSHIP BOARD

**Minutes of a meeting held on Wednesday, 10 June 2015 at the Karalius Suite,
Halton Stadium, Widnes**

Present:

Board Members:

Councillor R. Polhill	HBC (Chairman)
C. Alonso	Community Representative
N. Atkins	HHT
S. Banks	Halton CCG
P. Cain	Halton Chamber of Commerce
Councillor D Cargill	Community Safety Portfolio Holder
J. Duff	Faith Communities
B. Dutton	Cheshire Police
S. Henshaw	Cheshire Fire & Rescue Service
D. Houghton	Children's Trust
M. Murphy	Riverside College
E. O'Meara	Director of Public Health
T. Parle	Halton Sports Partnership
W. Rourke	HBC (Chair of ELS SSP)
C. Scales	Bridgwater NHS Trust
D. Sweeney	Halton CCG
S. Yeoman	Halton & St Helens VCA

Advisors to the Boards

R. Rout	HBC
S. Semoff	HBC Policy and Strategy
L. Derbyshire	HBC

In Attendance:

N. Renison	HBC
L. Driscoll	HBC
L. Thompson	NHS HALTON CCG OBSERVER
E. Roberts Smith	HBC
N. Goodwin	HBC

Apologies for Absence: M. Fry (Community Representative), A. McIntyre (Children's Trust), M. Noone (HBC Chair E&R SSP) and D. Parr (CX HBC).

2 MINUTES OF THE LAST MEETING AND MATTERS ARISING

The Minutes of the meeting held on 4 March 2015, having been printed and circulated were agreed as a correct record.

3 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:-

- The Health and Wellbeing Board (HWBB) had held a development day on The One Halton Programme. The One Halton Programme was an overarching framework to deliver a collective mandate for joint action across Halton against a jointly agreed set of strategic priorities. With a focus on primary, secondary and tertiary prevention, it created a holistic way of working in which all local organisation, both statutory and non-statutory, co-ordinate their approach and services to managing the health and well-being needs of local people;
- There had been a new health summary for Halton from the Department of Health which had wider implications;
- Child Poverty had slightly reduced in the Borough. However, the number of statutory homelessness and violent crime had reduced slightly;
- Long term unemployment had reduced by 4 % but this could be due to the change in the way it was measured;
- Smoking Prevalence - Halton was now at the National Average at 18.4% which was having a positive impact on heart and cancer rates; and
- The next HWBB would look at priorities in the Borough; accelerate work that was progressing well and cease things that were not working in order to meet the financial challenges and the increased demand on services.

In conclusion, the Board discussed the excellent progress that had been made on the Health agenda in Halton to date and recognised that it was as a result of excellent partnership work.

In relation to ELS, the following was reported:-

- Two bids had been submitted on behalf of Partners; The European Social Fund The Ways to Work (WtoW) Programme (Approximately £1m ESF) and the Business Support ERDF (Approximately £500k);
- The Halton Business Awards were now well established and highly regarded as part of the business scene in Halton. It was organised annually by Halton Chamber of Commerce in association with Halton Borough Council and were a hugely positive statement of support for the local economy and aimed to recognise and reward excellence in business. The Awards process had culminated in a glittering gala dinner and awards presentation held on Friday 24 April 2015. Each of the Awards were highly sought after. The numbers of applications

from businesses and the number of guests at the gala dinner had both increased significantly over the last three years and 270 had attended this year an increase on 240 last year;

- Mersey Gateway Project: Working Groups and SLA's – The Board noted the employment and skills update;
- Information on road closures/progress was available on the www.merseygateway.co.uk/down-your-street/ website and it was reported that this could be circulated to Members of the Board on request;
- A Halton Work Skills & Enterprise Event was taking place on 26 June 2015, at the Select Stadium, Widnes, at 9.30 am – 14.15 pm. All schools were being invited to attend and display stands from HEP Members were welcomed;
- Children in Care: Care Leavers EET – Education, Employment and Training was currently at 65%; 9 young people were classed as NEET Care Leaver Apprentice Scheme, 4 apprentice placements had been paid for and delivered by Children's Social Care;
- Volition Project – This was a 10 week programme based at Liverpool Cathedral and enabled a wide variety of opportunities for volunteer placements;
- Princes Trust – Business Start Up Support for Halton Residents – involved a 4 day intensive course. Funding had been reviewed/discussed for business start-up loans of £500-£7,500 which was repayable over three years or seven years for the higher amount;
- Get Started Programme – Work had taken place with employers to provide short courses that developed young people's skills in specific sectors and supported them into jobs; and
- A4e – Business Start Up Support for Halton residents – support was available to under 19's who were unemployed.

The Board discussed the 24% cut in the Adult Learning Funding and the significant impact it would have on adults in the Borough.

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

- There had been a presentation on One Halton from the CCG regarding the transformation programme;
- The Child and Family Poverty – Closing the Gap – A proposal had been taken forward with the Director of Public Health to form a newly

combined group. If approved by all relevant bodies, it would sit under the HWBB to ensure full representation from Adult and Children's Services;

- Ofsted Single Inspection Framework – Halton had been subjected to a rigorous inspection involving 11 Inspectors. Halton had received three 'good' judgements and two that required improvement, giving an overall grading of 'requires improvement'. The final report was published on 3 February 2015 which noted a number of key strengths and areas for development. The key elements from the Action Plan were highlighted and noted. All priority actions would also be cascaded out to all Partner Organisations to ensure the changes took place. Gerald Meehan had met with an Inspector from Ofsted regarding the Action Plan and at the next meeting, the Council must demonstrate that their comments had been addressed;
- SEND Reforms Update – SEND high needs had re-tendered on all short break services in Halton to give more short breaks for more young people whilst reducing costs. Successful providers had been Halton Play Council. Core Assets and Halton Speak Out;
- Children & Young People's Plan Annual Review 2015 – It had been agreed and was available on the Children's Trust website;
- The Board had received a presentation on the National Child Measurement Programme (NCMP) Outcomes; and
- A Halton Young Carers Strategy had been developed.

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

- The SSP meeting in March had been postponed until May 2015;
- A visit to the Bridge had been organised for 24 June 2015;
- LCR – There had been four cycling and walking schemes approved. Two would be completed this year (A56 to Junction 11 on the motorway) and Ditton Roundabout to 3MG then on to the Jaguar Plant;
- The Local Sustainable Transport Plan had come to an end and had been very successful. The 200 bus service would continue as funds had been identified;
- At the last SSP meeting they had received a presentation from Isabelle Mason regarding air quality in the Borough. It was suggested that this be presented to a future Board meeting; and
- The SSP had also received a presentation from Wesley Rourke on Daresbury; the history and the current joint venture approach.

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

- Alcohol Harm - Enforcement Actions - An Action Plan had been issued regarding The Royal, Runcorn following an underage drinking incident;
- Formal Premises Closure Orders – A three month suspension had been issued (Carlos Pizza, Runcorn) for employment of illegal workers. The appeal had resulted in a requirement for the premises to close at 11pm;
- Pub Watch – both schemes were actively participating;
- Halton Alcohol Enquiry – A presentation had been given and questions answered on licencing enforcement. An event had been held on 4 June and the recommendations had been based on the residents feedback;
- More prevention activity had taken place which had been delivered through Public Health in Education settings;
- Crime and Anti-Social Behaviour had improved significantly on the same quarter last year and was the lowest for five years;
- There had been one unauthorised encampment which had represented a small disruption;
- ASB and Victim and Witness Support Services – 35 individuals were receiving support and 21 clients support cases had been closed;
- Domestic Abuse – There had been an increase in the number of domestic abuse incidents reported in the Borough. This was viewed as a positive as it represented better reporting and more accurate data;
- Substance Misuse – Halton had an effective engagement rate of 97.6% for problem drug users;
- Legal Highs – A CRI workshop had been delivered. The Board discussed the challenges of Legal Highs and the number of fatalities and incidents that had been reported as a result of their use. The Board noted that they were widely available on the internet and in shops and new ones were being produced every month. It was reported that the Council had banned legal highs in all Council venues and areas and that the Safer Policy and Performance Board had established a Topic Group to consider ways of dealing with this issue.

The Board noted the excellent work that had been undertaken by Cheshire Police in respect of anti-social behaviour and burglary in Halton.

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

- The Housing Associations had met in May 2015 to look at the opportunities of the Mersey Gateway Project and how to link communities into these opportunities;
- Universal Credit – HHT had started to see the impact of Universal credit and discussions had taken place on how this would impact on the Borough along with the reduction in the benefit cap;
- Better Care Fund – Front Line Housing Staff had received force prevention and dementia training and how to engage with customers in their homes in order to ensure people take up services that they require;
- There had been a general review of Housing Group works as only three landlords regularly contributed;
- A discussion had taken place on the extension of the right to buy scheme and it had been identified a 5:1 ratio on a new build after a house had been sold under the scheme. It had been noted that replacement was not a reality and there would be a rapid depletion of quality affordable rentable housing in the Borough;
- HHT were one of ten piloting a new regulation. A report would be presented to the Board at a future meeting; and
- The impact of the 'Bedroom Tax' was discussed and it was noted that larger properties in some areas of the Borough were hard to let and some families were moving into smaller properties.

In relation to Equalities, Engagement & Community Cohesion, it was reported:-

- The group had met on 18 May 2015 and the main issue had been regarding challenging the information provided in the SSP Progress Reports concerning how and what engagement activities Partners said they were doing. There was no evidence that this was happening and the Group had agreed to update the Engagement Toolkit which was available on the Partnership website;
- The group had received an interesting presentation regarding the survey that the Youth Cabinet had undertaken regarding Homophobic Language in Schools. Results were yet to be finalised and shared, but starting to show that teachers felt that they needed more support in how they challenged the language used. The Youth

Cabinet were working with LGBT NW to develop some training resources;

- The Stand Up 2 Racism project had developed some excellent training resources for staff, and the principles could be shared across the protected characteristics. Once the survey results were ready, a further report would be brought back to the Board;
- Hate crime reporting was increasing, which was actually a positive step forward as it demonstrated an increase in the confidence to report. In the first quarter of this calendar year, for Northern BCU (Warrington and Halton) there had been 5 Disability, 6 Homophobic, 52 Race and 14 other (Religion and Transgender). It was reported that approximately 35% of reported incidents led to a criminal conviction. Cheshire Police were also working, with Partners, towards an event in October aimed specifically at schools and increasing awareness of what constituted a hate crime and what should be done about it; and
- HBC and Halton's Youth Cabinet were involved with planning an LGBT Hate Crime Conference on the 30 July in Liverpool, which had been sponsored by Merseyside's PCC and the Crown Prosecution Service which covered both Merseyside and Cheshire.

RESOLVED: That the verbal update reports be noted.

4 DIGITAL ECONOMY AND INCLUSION STRATEGY

The Board considered a report and presentation which explored the opportunity of developing a shared and complementary approach by partners towards digital economy and inclusion in Halton.

The Board was advised that in July 2014, the digital skills charity, Go-ON UK (the successor to Race Online) with support from a number of public, business and third sector partners launched a 6 month campaign in North West England. Go-ON identified that 1 million adults in the North West (1 in 5) lacked basic online skills such as how to send and receive an email, use a search engine and complete online forms. Additionally Go-ON identified that 38% of small businesses and charities also lacked an effective online presence.

The Board was further advised that to coincide with the Go-ON campaign, the Council had undertaken a review of its own approach to the digital skills agenda.

It was reported that the Council had established an internal 'Digital Economy and Inclusion Virtual Team' to further develop, coordinate and deliver the Council's contribution to the digital skills agenda in Halton. The structure together with its drivers and its governance was set out in Appendix A to the report. In addition, it was reported that to better understand the 'digital offer' a

mapping exercise had been undertaken of existing Council provision and facilities which was set out in Appendix B to the report.

Partners were requested to acknowledge the shift to a digital society; agree a co-ordinated cross-sector approach to digital economy and inclusion in Halton; to inform a 'digital safety net' infrastructure mapping exercise via a Partner Asset Review and adopt the Go ON Digital Charter. The discussed and supported the Council's approach to digital economy and inclusion in Halton.

RESOLVED: That

- (1) The shift to a digital society, accelerated by central Government's digital by default agenda, presents both challenges and opportunities to local public service delivery and our customers be acknowledged;
- (2) A co-ordinated cross-sector approach to digital economy and inclusion in Halton is progressed through the Employment, Learning and Skills Partnership Board be agreed;
- (3) Through the Partner Asset Review, partners inform a 'digital safety net' infrastructure mapping exercise; and
- (4) The Go ON Digital Charter be adopted.

5 PRESENTATION

The Board received a presentation from Dave Sweeney, Elaine Roberts-Smith and Lisa Driscoll which gave details on Social Value and Procurement Framework.

The Board was advised of the following:-

- The Public Services (Social Value) Act 2012;
- The Health and Social Value Programme (HSVP) and its objectives;
- The successful journey so far;
- How social value would be embedded in procurement practices and achieved through procurement opportunities;
- The Social Value Procurement Framework to date and how it was measured;
- Social value outside of procurement; and
- The next steps which would ensure a clear standardised procurement process.

The Board had a discussion regarding points raised in the presentation and supported the Social Value and Procurement Framework. It was noted that Halton were the national lead in this area and the excellent work that had been undertaken to date.

RESOLVED: That the presentations be received and noted.

Meeting ended at 11.50 am

REPORT TO: Corporate Policy and Performance Board
DATE: 1 September 2015
REPORTING OFFICER: Strategic Director, Policy and Resources
PORTFOLIO: Resources
SUBJECT: Member Development Group Notes
WARDS: N/a

1.0 PURPOSE OF THE REPORT

1.1 To consider the notes of the Member Development Group held on 15 January and 26 March 2015.

2.0 RECOMMENDATION: That the report be noted.

3.0 SUPPORTING INFORMATION

The notes of the last two meetings of the Member Development Group are before CSPPB 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 15th January 2015
at the Municipal Building, Kingsway, Widnes*

Present: Councillors J. Stockton (Chairman), J. Bradshaw, C. Plumpton Walsh, N. Plumpton Walsh, M. Ratcliffe, M. Wharton and G. Zygadlo.

Officers: K Mackenzie, A Miller and Alison Scott.

Apologies for absence: Councillors Gilligan, Wainwright, Wallace and Wright.

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

MDG7	NOTES OF THE LAST MEETING	
	The notes of the last meeting held on 26 June 2014 were approved as a correct record.	
MDG8	REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS	
	LOD2 – Number of Members with a Member Action Plan (MAP.) The Number of Members with a MAP to date since April 2014 remained unchanged at 54 of 56. It was reported that the MAP paperwork had now been made simpler to complete for those Members who had been elected for over four years. A revised form had been produced, and the feedback from Members attending their MAP's was that they welcomed the more streamlined version.	KM KM/ JS
	LOD3 – Percentage of Members attending at least one organised training event in the current financial year. Since April 2014, 84% of Members had attended at least one organised training event. The target was 100% for the year 2014-15.	KM
MDG9	LEARNING AND DEVELOPMENT UPDATE	
	Programme for 2014-15 Alison Scott, Training and Development Officer had compiled a programme of both e-learning courses and workshops. So far, the uptake of e-learning courses had been low. It was suggested that the course programme be circulated again to all Members as a reminder of what was currently on offer to them. A workshop could be arranged if necessary for Members who required additional support, to guide Members through some of the modules on offer to them. 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 could be individual one to one training or support for a group of Members.	AS/ KM KM

	<p>Alan Miller had arranged a drop in session for Members, where they could raise any issues they had regarding the use of their I-pads. The session had been well attended, and Alan would arrange a similar drop in session in March/April.</p> <p>Kathryn had arranged a Local Government Finance Workshop for Thursday 5 March at 5.30pm in Widnes.</p> <p>A Mentoring Workshop would be arranged for Monday 16 March, for those Members and officers wishing to be considered as new Member Mentors, and who had not previously received training.</p> <p>Kathryn had arranged the Member Training Awards, to be held at 5pm prior to Council on Wednesday 4 March 2015. This would be a joint presentation with several officers who would be presented with Employee Recognition Awards.</p> <p>Kathryn and Councillor Stockton had attended the North West Employers North West Charter for Elected Member Development Celebration event at Bolton Wanderers Stadium.</p> <p>The new Members Induction would be held in May 2015, on Wednesday 13 and Thursday 14 May. This would be arranged in the same way to the Induction held in May 2014, with the inclusion of Sci-Tec in Daresbury. There would also be a Mock Council meeting held in the Council Chamber, for newly elected Members. And any other Members wishing to join the workshop before the first meeting of Council.</p>	<p>AM/ KM</p> <p>KM</p> <p>KM/ AS</p> <p>KM</p> <p>KM/ JS</p>
MDG10	MEMBERS' VIRTUAL DESKTOP UPDATE	
	<p>Alan Miller informed the Group that he would migrate all Members from Citrix to the new virtual desktop over the next few weeks. This would need to be done on an individual basis. Members could e-mail Alan to book an appointment to see him in the Members' Room. The new desktop would eventually be available for us on I-Pads, although some additional security measures would need to be added before this took place.</p> <p>A Member asked if the problem with some Members being unable to access their "Part 2" agenda items had now been resolved. Alan replied that he believed it had, and that all Members who had experienced problems had contacted him.</p>	AM
MDG 11	ANY OTHER BUSINESS/MEMBER SUPPORT ISSUES	
	No other issues to report.	
MDG 12	DATE OF THE NEXT MEETING	
	<p>RESOLVED: The next meeting will be held at 4.30pm in the Willow Room, 1st Floor, Municipal Building Widnes on Thursday 26 March. The Group will then meet in July, September, January and March 2016 (dates and times to be arranged.)</p>	KM /JS
	The meeting closed at 5.00pm	

Member Development Group

*At a meeting of the Member Development Group held on 26th March 2015
at the Municipal Building, Kingsway, Widnes*

Present: Councillors J. Stockton (Chairman), B. Gilligan, M. Wharton and G. Zygadlo.

Officers: K Mackenzie, and A Miller.

Apologies for absence: Councillors J. Bradshaw, C. Plumpton Walsh, N. Plumpton Walsh, M. Ratcliffe, Wainwright, Wallace and Wright.

MDG13	NOTES OF THE LAST MEETING	
	The notes of the last meeting held on 15 January 2015 were approved as a correct record.	
MDG14	REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS	
	LOD2 – Number of Members with a Member Action Plan (MAP.)	
	The Number of Members with a MAP to date since April 2014 remained unchanged at 54 of 56. MAPs would be arranged with Members following the local election in May.	KM
	LOD3 – Percentage of Members attending at least one organised training event in the current financial year.	
	Since April 2014, 98% of Members had attended at least one organised training event (55 of 56 Members.) The target was 100% for the year 2014-15.	KM
MDG15	LEARNING AND DEVELOPMENT UPDATE	
	Members were informed that a Mentoring Workshop would be arranged to be held before the local election in May.	KM
	The Local Government Finance Workshop would also be rearranged for after the election in May.	KM
	The Induction Programme for new Members would be held for any newly elected Members to the Council, to be held in the week following the local election on 12 and 13 May. A Tour of the Borough, and a Mock Council workshop would also be arranged for new Members who required it.	KM
	The Chairman of the Group and Kathryn had attended a North West Employers Member Development Network on 24 February at North West Employers in Manchester. Part of the discussion at the meeting was supporting the Digital Champions' role of elected Members, and how this should be progressed locally. The Group recognised that this was a key issue for the future and the way in which the public would be engaged. This issue was being addressed corporately by the Executive Board.	

MDG16	<p>MEMBERS' IT UPDATE</p> <p>Alan Miller informed Members of the group that most of the IT terminals in the Members' rooms in Widnes and Runcorn had been upgraded to a Windows 7 desktop. Alan also explained that he would shortly be leaving the Authority as he had been successful at securing a promotion with another company.</p> <p>Members of the Group present congratulated Alan and thanked him for the amount of time he had spent with Members' assisting them with all aspects of IT over the last few years.</p> <p>Members asked Alan if his replacement would be based in the Municipal Building. Alan replied that this was unlikely as the role was shared with other HBC bases.</p>	JG
MDG 17	<p>ANY OTHER BUSINESS/MEMBER SUPPORT ISSUES</p> <p>No other issues to report.</p>	
MDG 18	<p>DATE OF THE NEXT MEETING</p> <p>RESOLVED: The next meeting will be held at 4.30pm in the Willow Room, 1st Floor, Municipal Building Widnes on Thursday 25 June. The Group will then meet in September, January and March 2016 (dates and times to be arranged.)</p>	KM /JS
	The meeting closed at 5.00pm	

REPORT TO:	Corporate Policy and Performance Board
DATE:	1 September 2015
REPORTING OFFICER:	Strategic Director Policy and Resources
PORTFOLIO:	Resources
SUBJECT:	Topic Group Updates
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to update the Board on the progress of the work of the two Topic Groups formed by the Board, namely
- The Discretionary Support Scheme Topic Group; and
 - the Fees and Charges Topic Group.

2.0 RECOMMENDATION: That the Board notes the progress being made and the next steps to be taken by each of the Topic Groups.

3.0 BACKGROUND

- 3.1 The Board had previously formed two Topic Groups to carry out overview and review of two particular areas of activity.

3.2 The Discretionary Support Scheme (DSS) Topic Group

This Topic Group was formed at the beginning of 2013 to oversee and guide the development of the Council's Discretionary Support Scheme. The Scheme came into existence on 1 April 2013 and has been revised and fine-tuned since that time, through guidance provided by this Topic Group. The scheme has been supported by Government grant and, whilst technically this grant is still there in the list of grants provided by the Government, the Council's main grant has been reduced by that amount. So, in effect, a grant to the amount of that provided for this purpose has been cut. Owing to the careful use of the grant previously awarded, the Council has developed a 'reserve' which it could use to provide a scheme for a couple of years but when that has run out it will need to find an alternative way to fund the scheme or cease it.

- 3.3 It is suggested that the Topic Group meets again soon to review this issue, which is also connected with the future approach of the Government to Discretionary Housing Payments. Having reviewed the options available to the Council the Group would then formally report

back to this Board and, where appropriate, make recommendations to the Executive Board about the future of the scheme.

3.4 Fees and Charges Topic Group

3.5 The Board established the 'Fees and Charges' Topic Group during the last Municipal Year. The Topic Group includes membership from each of the other Policy and Performance Boards and the Development and Licensing Committees. Its purpose was to examine, in detail, the opportunities the Council has to increase its income from fees and charges, given the current financial pressures the Council finds itself in.

3.6 The Topic Group is making good progress and has reviewed opportunities in the Communities Dept and the Policy, Planning and Transportation Dept. It is likely to require two or three more meetings before bringing its conclusions and recommendations to this Board. It is fair to say, following the first two meetings of the Topic Group, that increasing income significantly from fees and charges will be difficult.

4.0 POLICY IMPLICATIONS

4.1 Any significant change to the Council's policy in the operation of the DSS would require this Board to make recommendations to the Executive Board.

4.2 Similarly, changes to fees and charges or the introduction of new fees and charges would need to be approved by Council as part of the Budget process.

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Increased fees and charges would assist the Council in continuing to deliver on its priorities, given reductions in Government grant and the increasing demand on some of its services.

7.0 RISK ANALYSIS

7.1 There are no direct risks associated with this report.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no equality and diversity issues associated with this report.

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

9.1 None.

REPORT TO: Corporate Policy and Performance Board

DATE: 1 September 2015

REPORTING OFFICER: Strategic Director Policy & Resources

SUBJECT: Performance Management Reports for Quarter 1 of 2015/16

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 first quarter period to 30th June 2015.
- 1.2 Key priorities for development or improvement in 2015-16 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 made against 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 first quarter performance management report;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Board.**

3.0 SUPPORTING INFORMATION

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

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

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

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

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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

Not applicable.

Corporate Policy and Performance Board– Priority Based Monitoring Report

Reporting Period: **Quarter 1 – Period 01st April 2015 to 30th June 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 first quarter of 2015/16 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2. Key priorities for development or improvement in 2015-18 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, Policy, Performance and Efficiency
 - ICT Infrastructure
 - Legal and Democracy
 - 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

- The final accounts process for 2014/15 has been underway during the quarter. The draft Statement of Accounts was signed off by the Chief Finance Officer on Tuesday 30 June and passed to Grant Thornton UK LLP on the same day for them to start the audit of the accounts. Findings of the audit will be reported to the Business Efficiency Board on 23 September 2015.
- The 2014/15 outturn was reported to the Executive Board on 2 July 2015. Net expenditure for the year was £0.2m under the approved budget of £108.2m. Capital spending for the year was £32.1m, which represented 75% delivery of the revised capital programme budget. There was slippage during the year to some of the larger capital projects which has been rolled forward to the current financial year.
- It is mandatory for all local authority maintained schools to complete the Schools Financial Value Standard (SFVS) and submit it to the local authority by 31 March each year. The SFVS comprises a series of questions to enable governing bodies and management committees to satisfy themselves of the robustness of the controls in place at their schools.

- All the schools in Halton submitted the returns for 2014/15 to Internal Audit. The self-assessments provide the Council with assurance over the standard of financial management in schools. The information provided also helps to inform Internal Audit's planning process and its programme of school audits.
- The Council has recently signed up to a service operated by CIFAS (the UK's Fraud Prevention Service) that will add a layer of protection from financial crime for 230 individuals for whom the Council acts as corporate appointee or deputy. The service provides extra checks on any financial applications made in the individual's name, either to confirm that the application is genuine or to stop attempts to defraud the individual.
- The Council recently established contempt of court in committal proceedings regarding a fraudulent insurance claim. The judge held that the contents of the claimant's particulars of claim and witness statement were false and concluded that the claimant's false account was intended to interfere with the course of justice. The claimant was sentenced to six months in prison and the case has attracted considerable publicity in the national media.
- The Council has recently undergone an inspection by BACS and has received accreditation to operate as a BACS Approved Bureau (Commercial Bureau). This will allow the Council the opportunity to generate additional income by undertaking BACS processing for other organisations in a similar way to those arrangements that are already in place for the Mersey Gateway Crossings Board.
- The Single Fraud Investigation Service rollout is now gathering momentum, and on 7th July 2015 the Department for Work and Pensions (DWP) are holding a migration and service provision workshop at Halton. At this workshop the DWP will be informing us of the tasks we need to complete up to 01st September 2015 when staff will transfer to SFIS. In addition DWP will be outlining our role following September 2015 in terms of providing them with ongoing information for their investigations.
- The effects of the implementation of Council Tax reform continues to have an impact and the increased levels of recovery activity experienced last year continue.
- Changes to both Adult Social Care and the introduction of the charges for garden waste collection have had a considerable impact upon Customer Services and the Contact Centre.
- Publicity for the Garden Waste scheme started in early May and the scheme commenced on 1st June 2015. In the first 2 months of the scheme being publicised there was a significant increase in Waste Management enquiries in both the One Stop Shops and the Contact Centre. One Stop Shop and online queries generated 2519 Waste Management enquiries in May and June 2015, an increase of 362% compared to the same two months last year. Contact Centre advisors handled 3828 enquiries in total which was an increase of 84% from the previous year. 13,700 green waste subscriptions had been sold by the end of June, generating income of £352,310, without any increase in staff resources.
- Final Testing of the new Contact Centre system took place during the quarter. The system is now working well and training of the advisors will be rolled out during quarter 2 with a target go-live date of 31st August 2015. Once the new system is in place it is intended to develop a Web Chat facility, which will offer customers an alternative method of contacting the Council and should help to reduce current waiting times for the Contact Centre

Human Resources, Policy, Performance and Efficiency

- On 1st July 2015, a number of services come together into a new division under single manager. The Policy, People, Performance & Efficiency Division now encompasses the HR, Payroll and Learning & Development functions, along with the corporate Policy & Strategy team, the corporate Performance & Improvement team, and the Efficiency Programme Office. This change has enabled sustainable revenue savings as a result of streamlining the management structure, along with an opportunity to exploit synergies between the service areas and generate more effective cross-discipline working.
- Improved HR processes have been developed, with new electronic processes to request changes to the staffing establishment, and to advertise posts, having been tested during the reporting period and confirmed for implementation on 1st August 2015. This will reduce bureaucracy and use of paper documentation whilst at the same time increase accuracy, response times, and the audit trail.
- During the period Learning and Development activity has seen the commencement of the ILM Coaching programme commence and 10 delegates successfully completing the ILM Level 3 in Leadership and Management. Various courses have also been delivered including Conflict Resolution training being delivered to Ormiston Bolingbroke Academy and Team Building Sessions to the Complex Care Team (Adult Social Care) as well as support to newly appointed Library Managers.
- During the reporting period, the Review of Library Services was completed, with a new structure implemented on 13th April 2015. The new service model and structure has become well established at an early stage, with sustainable revenue savings of £400,000 having been achieved as a result.

ICT and Administration Support Services

- Work continues in relation to the provision of shared services with a neighbouring Authority and the provision of a Records Management facility and the installation of some minor local procedural requirements to the Agresso system.
- Following a minor management restructure of the department the Administration Service and the Business Analysis Teams have been brought together to secure further financial savings.
- The Council has successfully complied with ICT security audit requirements for a further 12 months.

Legal and Democratic Services

- The parliamentary elections were conducted successfully in May and the revised Council Constitution was approved in April this year.
- Significant work has been carried out in the promotion of the foster care service. The marketing activity related to this service has for a number of years been provided by an external consultant. This arrangement has now ceased with the Communications, Design and Marketing team now responsible for the development and implementation of a marketing strategy for the recruitment and retention of foster carers.
- The first activity has been in relation to Foster Care Fortnight, where the theme of 'planting a seed of an idea' was used to encourage discussions about becoming a foster carer. Promotions over the fortnight took place in local shopping centres, at Rivendell Garden Centre and in Silver Blades, Widnes. There was also a pro-active social media campaign. The campaign delivered 391 visits to the site over the fortnight (this total is 3x the average monthly number of visitors to the site). Social media reached 166,284 users.

Catering, Stadium and Registration Services

➤ The Stadium

- The Rugby Football League have chosen The Stadium as the venue to host the Kingston Press Finals which will see three finals held here on October 4.
- A new tenant, Apollo Bet have moved into Box 1
- A recent Thai Night held in The Marquee had over 400 attendees
- Management have forged a close link with Conway Council with reference to holding a Pop Concert at The Stadium
- Numerous parties and weddings
- A new CCTV system has been introduced at The Stadium

➤ Widnes Town FC fixtures will be announced shortly, with approx. 20 home games between August 2015 & April 2016 (our quiet period).

➤ Civic Catering

The catering on whole has been steady some good evening functions The Marquee suite 2nd May we hosted the Rotary club dinner for 500 people.

Match day catering has been really good the New Halton Suite has been a great success with the Match day carvery proving very popular. I think we can build on this as we have had really positive comments.

Municipal Building coffee shop

We have introduced slimming world recipes, more salads and Jacket potatoes' Vegetarian and gluten free Sandwiches as requested by the customers.

The Brindley coffee shop

This café is always busy, probably the busiest it has ever been, the coffee shop is full during the day and then in the evening they have started doing pre show meals for the cast, we are looking to roll this out to customers before the show/events.

Halton Lea café Bar

We have a lot of repeat customers who are visiting the library, this library is probably the busiest, we have increased business here by offering the service to the Police and local Solicitors who pre-order food and drinks on a regular basis.

Runcorn Town Hall

Has a lot of meeting with the CCG a high profile building that' requires a person there for meetings but the tea room is quiet mainly due to staff not wanting to come over from the offices, we are looking to introduce a trolley service initially for two days a week.

Victoria Park coffee shop

This time of the year is always good, most Sundays we have a band that perform on the band stand which have proved to be very popular, we now have the "Saturday Run" every Saturday that has attracted very large numbers of both serious and fun runners. The Mini Fun Fair will be arriving in the park in the next few weeks.

Naughton Fields

A new venture we have taking on after been approached by Halton Housing Trust. We operate the Bistro were we do a selection of meals, afternoon tea, and most popular a roast dinner on a Sunday which is very popular. We are looking into a high tea to run alongside the bingo nights with a food offer such as fish and chip supper or hot pot supper.

➤ School Meals

School meals price

The school meals price increased to £2.40 on the 1st April 2015 it was expected that there could be a significant reduction in the numbers of meals served, however, the decrease in numbers having meals is difficult to assess as numbers generally reduce due in the Summer term as the pupils prefer to bring a packed lunch

Salad Bar Option

A salad bar is daily available in all primaries to try and increase the consumption of fruit and vegetables

High school staffing restructure

Negotiations are continuing to take place with HR, Unions and catering staff to arrange an increase in permanent hours

This increase in hours is required due to the increased volumes of sales in the high schools

Universal Infant Free School Meals (UIFSM)

The new UIFSM have been very well received, Halton has one of the highest uptakes across the Country with a higher than anticipated uptake of 88%.

➤ Registration Service

The Registration Service has achieved several developments during quarter 1, which include:

- Selling over 60% of the Exhibitor space for the February 2016 Wedding Fayre. Exceeding both Regional and National Targets for timely Registrations.
- Implementing the changes to Marriage and Civil Partnership preliminaries following the 2014 Immigration Act.
- Delivering a training course on the Human Fertilisation and Embryology Act as part of our commitment to the Merseyside Registration Training Group.
- Additionally bespoke training has been provided to Medical Directors and Students at Halton Haven Hospice; relating to the completion of Medical Cause of Death Certificates.
- Attending a briefing by HM Coroner for Cheshire - on the Coroners and Justice Act and the Deprivation of Liberty safe Guarding Orders under the Mental Capacity Act.
- Reviewing the requirements for the correct and lawful completion of Medical Cause of Death Certificates and have communicated this to each Medical Practice within the Borough.
- Updating the Halton Bereavement Guide which is now also available as an e-book on our website.
- The four Registrars have been enrolled on the Registrar Generals National Qualification and are making good progress.

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 is underway to update the Medium Term Financial Strategy. The Budget Working Group reconvened during the quarter to consider how the forecast budget gap for 2016/17 will be met. Directorates are being asked, with support from the Financial Management Division, to identifying budget savings proposals which will be considered by Members during the second quarter.
- b. The Chancellor announced his Summer budget on 8 July 2015, which included confirmation that the Public Health grant allocations for 2015/16 would be reduced by £200m. It is not yet know how the reductions will be applied to individual councils although the Department of Health will issue a consultation to gain views on the options available.
- c. The Chancellor also announced there would be a slight change of pace to public spending cuts over the medium term. Local government funding reductions of £20bn in total would be phased over three, rather than two years from 2016/17 to 2018/19. The detailed implications of this reduction in government grant allocation for individual councils will not be known until the outcome of the Comprehensive Spending Review is announced in the Autumn 2015.
- d. Three unsuccessful attempts have been made by fraudsters to obtain payments of over £137,000 by using counterfeit Halton Borough Council cheques. All three incidents have been reported to the Council's bank and to Action Fraud for further investigation.
- e. A project will commence shortly to implement the Income Manager module of the Agresso system. The module will provide the Council with improved online payments functionality and deliver revenue savings through lower support and maintenance costs. It is anticipated that the system will go live before the end of the 2015/16 financial year.
- f. 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 (CTRS) 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 new-year liability.
- g. The demands upon the Welfare Rights Team are expected to increase further as welfare reform both escalates and continues to impact. Whilst the core values and priorities of the team will remain unchanged, the methods of service delivery are to be examined to meet the growing demands for assistance. The priorities attached to the key activities within the teams expertise are to be re-examined. It will be essential in the forthcoming period to keep the team upskilled to meet the challenges presented by the impact of multiple reforms

Human Resources, Policy, Performance and Efficiency

- h. The announcement in the government's Emergency Budget around the planned introduction of the 'National Living Wage' will provide the whole team with a number of considerations. The Division is extracting and assembling data to enable a number of scenarios to be produced for consideration.

- i. The first year of the revised Local Government Pension Scheme has now passed. The Division is working with Cheshire Pension Fund to ensure that all appropriate system interfaces are in place to process employee enquiries in the most efficient and effective way, and to enable the calculation of benefits under multiple schemes.
- j. A Stress Risk Management survey has been undertaken based on the Health & Safety Executive (HSE) Management Standards. This is to ensure that any risks from work related stress are being effectively managed and controlled. as a result of the survey a review of existing training is being undertaken to ensure that it provides effective support to managers and staff.

ICT and Administration Support Services

- k. The next stage of the Council's ICT Cloud based strategy will look at the Desktop solution that is currently in place which utilises laptop devices for all users. A process to install low cost yet high performance terminal devices to non-mobile users will begin and this will help to reduce the cost base further.
- l. Further work will be undertaken to deploy the most effective solution for mobile users and the use of the virtual desktop will be stepped up as we move forward in the current financial year. The closure of a hardware tender in July will allow this development to move forward quickly in line with project objectives.

Legal and Democratic Services

- m. With considerable legal support having already been given to the Daresbury project, it is anticipated that the team will continue to be heavily involved in the coming months. This applies equally to the Runcorn Town Centre Development.

Property Services

- n. Rationalisation of our corporate accommodation has continued over the period. Works have been carried out at Kingsway House in order to create additional workstations at 2nd floor level. The Police are nearing completion of the John Briggs House refurbishment in order to turn this into their new Police Station; they are due to vacate the old Police Station w/c 20th July. We were due to commence with the demolition of the existing buildings immediately on vacation however an application has been submitted to Historic England to have the Magistrates Court listed as such until the outcome of that has been determined everything is on hold.

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 high-risk mitigation measures will be monitored in Quarter 2.

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 relevant to the remit of the Board:

Financial Management

Key Objectives / milestones

Ref	Milestones	Q1 Progress
FS 01	Report Medium Term Financial Strategy to Executive Board, November 2015 .	
FS 03	Complete the Draft Statement of Accounts for certification by Chief Financial Officer by 30th June 2015 .	
FS 03	Publish the Statement of Accounts by 30th September 2015 .	

Supporting Commentary

On target to report the Medium Term Financial Strategy to Executive Board in November 2015. The 2014-15 Statement of Accounts was certified as planned and this has been shared with the Council's external Auditor and the Audit of the Statement of Accounts has commenced

Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
FS LI 04	Proportion of Council Tax that was due that was collected.	95.47%	94.75%+	28.63%		
FS LI 05	The percentage of Business Rates which should have	97.04%	95.00%+	28.90%		

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
	been received during the year that were received.					
FS LI 07	Average time for processing new claims (Housing & Council Tax Benefit).	14.42	20	18.99		

Supporting Commentary

Both Council Tax and Business Rates collection are slightly down when compared to the same time last year by 0.02% and 0.87% respectively.

Processing times have increased by 5.55 days compared with same point last year but still well within target. This is due to a high volume of work resulting from ATLAS.

Human Resources & Organisational Development

Key Objectives / milestones

Ref	Milestones	Q1 Progress
HRLD 01	On-going enhancements to i-Trent system capabilities March 2016	
HRLD 02	Promote and take forward the delivery of actions identified within Corporate People Plan March 2016 .	

Supporting Commentary

Developments to the i-Trent system will link into service improvement projects to be drawn up and implemented following creation of the new Policy, People, Performance, & Efficiency Division.

On-going learning and development continues to be provided for employees with new courses, post entry training courses and E-Learning modules being offered.

Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
HRLD LI 01	The number of working days / shifts lost due to sickness (Corporate).	10.44	10	2.33		
HRLD LI 04	% of training delegates attending as proportion of places reserved.	99	90	89		

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
HRLD LI 05 ¹	The percentage of top 5% of earners that are:					
	a) Women	55.62	50	54.71		
	b) From BME communities.	1.85	1.5	1.80		
	c) With a disability.	0.71	8.0	0.73		
HRLD LI 06	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.44	10.0	1.26		
HRLD LI 07	Minority of Ethnic Community staff as a percentage of the total workforce.	1.22	1.0	1.23		

Supporting Commentary

Sickness absence is subject to change as it is cumulative throughout the year. Quarter 1 outturn shows a reduction over same period in 2014/15 (2.78 days).

Remaining measures are showing some minor variation when compared to the same period last year as would be expected.

ICT Infrastructure

Key Objectives / milestones

Ref	Milestones	Q1 Progress
ICT 01	Continued Enhancement of the virtualization platform to enhanced or new technologies, March 2016 .	
ICT 01	Further development of Cloud Services Platform, March 2016 .	
ICT 01	SharePoint and Records Management enhancements March 2016 .	
ICT 01	Continued Social Care Systems Service Support Programme March 2016 .	
ICT 01	OC and Desktop OS Replacement Programme March 2016 .	
ICT 01	Continued Lync Enhancement Programme March 2016 .	

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

ICT 01	Interactive Web Services Enhancement and further SharePoint Integration March 2016.	
ICT 01	Further development of commercial ICT opportunity within desktop, hosting and DR provision March 2016.	
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

With one exception all objectives are progressing as planned.

With the plan to develop not only the corporate server farms through the procurement of new hardware technologies and the opportunity to now rollout Virtual Desktop facilities to all users the programme of work to develop the Halton Cloud Facility has taken a major step forward. With the Project to finish March 2016.

SharePoint undertook a major upgrade to the latest version of the software solution just over a month ago – this seamless upgrade will allow changes to the user interface simplifying access and improving the facilities available. This will be an ongoing project with updates reviewed throughout the year.

Lync 2013 is currently under review and deployed across a number of trial users, the license implication and the associated costs are currently under review and updates will take place as part of this report. Deployment is envisaged to take place in line with the delivery of the full corporate Virtual desktop deployment.

The deployment of the Agresso Income Manager Module within HBC is now underway, this will enable the delivery of enhanced web based payment modules and further enhancements to the facilities currently available.

The department continues to develop this opportunity, through provision to schools, partners and commercial clients with some success. The enhancements to the Records Management Facility and the Virtual Desktop environment will only enhance this opportunity.

The records Management Unit is constantly developing its facilities – the delivery of the e-Retrieve solution based upon SharePoint has been developed in-house to enable the facility to offer online document retrieval and requests for physical data sets.

Due to other pressures and resource availability the satisfaction survey was not completed and will be scheduled for Q4 2015/16. Together with the development of the new desktop facilities it was thought this review would be better placed to be issued following this major deployment and change.

Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI 1	Average availability of the Council's operational servers (%).	99	99	99		

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI 4	% Of all responsive repairs completed within 2 working days.	86	80	83		
ICT LI 8	Average working days from order to completion of a new PC.	5	10	9		

Supporting Commentary

An issue with the authorities existing centralised storage at the start of July caused downtime with the corporate facilities, this was quickly rectified within 7 hours but only 3 business hours causing some minor disruption to Agresso, SharePoint and the Intranet – arrangements are in place to monitor this issue until the data associated can be moved over to the new VPLEX facility towards the end of July. As always we endeavour to maximise the ROI on all equipment in place and it is timely that the new facility is now only a matter of weeks away before it is fully operational.

Legal & Democracy

Key Objectives / milestones

Ref	Milestones	Q1 Progress
LD 02	To ensure that all members have been given the opportunity of a having a MAP meeting.	

Supporting Commentary

MAP meetings are continually taking place throughout the calendar year.

Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
LD LI 04	Average Time taken to issue prosecutions from receipt of full instructions (working days).	10	10	7		
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

Indicators are currently on target and levels of performance are being maintained.

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

Ref	Milestones	Q1 Progress
CE 2	Identify areas for improvement in line with the Business Plan and Marketing Plan (this will drive the development of milestones for 2016/17). January 2016	
CE 3	Deliver a promotion and educational campaign (AOF 1) September 2015 and January 2016	

Supporting CommentaryCE 2

All relevant areas have/are scrutinised and adjustments made as required.

CE 3

A full promotional campaign, including Parent leaflets, school visits and a full media campaign have been organised for September.

Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 1	No. of meals served versus hourly input of labour (Previously SH1).	10.80	10.00	10.06		
The percentage (%) take up of free school meals to those who are eligible:						
CE LI 6	Primary Schools					
CE LI 7	Secondary Schools	77.1%	75%	82.1%		
Take up of school lunches (Previously NI 52 a & b):						
CE LI 8	Primary Schools	60.8%	65%	59.2%		
CE LI 9	Secondary Schools	54.95%	57%	56.2%		
Food cost per school meal (pence):						
CE LI 14	Primary Schools	71p	78p	74p		

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 15	Secondary Schools	£1.01	95p	97p		

Supporting Commentary

CE LI 1

This figure is very encouraging at this time of year, it is anticipated that the annual target will be exceeded.

CE LI 6 & 7

The new Universal Free School Meal initiative has helped increase the overall uptake figure.

CE LI 8

Although this figure is slightly down on previous it is anticipated that the annual target will be exceeded.

CE LI 9

There has been a slight increase since the last report, it is hoped this improvement will continue.

CE LI 14 & 15

Food cost figures are encouraging, the new Chalkers contract has helped in reducing the cost.

Property Services

Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q1 Actual	Q1 Progress	Direction of travel
CED060	Occupancy of HBC industrial Units	89%	90%	90%		
CED061	Occupancy of Widnes Market Hall	85%	95%	82%		

Supporting Commentary

CED060

Occupancy levels remain high with 100% occupancy at Oldgate and Marshgate Industrial Estates

CED061

Compared to last year The number of applications to start trading has declined. Five new traders have started trading but ten traders have left. Many of these have only traded for a month or two. Three businesses have changed ownership and it is hoped this will ensure their long-term sustainability. The economic recession continues to affect retailers along with competition from supermarkets, out-of-town shopping centres and online shopping.

7.0 Financial Summaries

FINANCE DEPARTMENT

Revenue Budget as at 30th June 2015

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	7,349	1,781	1,659	122
Supplies & Services	515	242	241	1
Other Premises	86	60	60	0
Insurances	1,614	859	853	6
Concessionary Travel	2,127	532	532	0
Rent Allowances	56,000	11,892	11,892	0
Non HRA Rebates	66	14	14	0
Discretionary Housing Payments	387	72	72	0
Local Welfare Payments	150	21	21	0
Total Expenditure	68,294	15,473	15,344	129
<u>Income</u>				
Fees & Charges	-318	-28	-36	8
SLA to Schools	-798	-798	-747	(51)
NNDR Administration Grant	-166	0	0	0
Hsg Ben Administration Grant	-782	-195	-195	0
Council Tax Admin Grant	-208	-208	-207	(1)
Rent Allowances	-55,600	-13,900	-13,895	(5)
Clerical Error Recoveries	-398	-133	-133	0
Non HRA Rent Rebates	-66	-18	-18	0
Discretionary Housing Payments Grant	-387	-115	-115	0
Reimbursements & Other Grants	-185	-36	-171	135
Liability Orders	-421	-243	-243	0
Transfer from Reserves	-745	0	0	0
Total Income	-60,074	-15,674	-15,760	86
Net Controllable Expenditure	8,220	-201	-416	215
<u>Recharges</u>				
Premises	399	100	100	0
Transport	24	6	6	0
Asset Charges	19	0	0	0
Central Support Services	3,546	886	886	0
Support Services Income	-7,540	-1,885	-1,885	0
Net Total Recharges	-3,552	-893	-893	0
Net Department Total	4,668	-1,094	-1,309	215

Comments on the above figures:

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

With regards to expenditure, employee costs are below the budget profile due to vacant posts that exist within the Revenues and Benefits Division and the Procurement Division. Revenues and Benefits has recently undergone a restructure and a number of Revenues and Benefits officer posts are currently being recruited to, in order to support the ongoing Benefits Reform programme. Other vacant posts within the Finance Department will act as contributions towards the Department meeting the 2015/16 staff turnover savings target.

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

Reimbursements & Other Grant Income is in excess of the budget profile due to the receipt of a number of one-off Revenues and Benefits new burden grants.

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

HUMAN RESOURCES DEPARTMENT

Revenue Budget as at 30th June 2015

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<i>Expenditure</i>				
Employees	1,572	368	370	(2)
Employee Training	133	9	9	0
Supplies & Services	118	25	26	(1)
Total Expenditure	1,823	402	405	(3)
<i>Income</i>				
Fees & Charges	-43	-43	-65	22
School SLA's	-406	-383	-383	0
Total Income	-449	-426	-448	22
Net Operational Expenditure	1,374	-24	-43	19
<u>Recharges</u>				
Premises Support	61	15	15	0
Transport Recharges	5	1	1	0
Central Support Recharges	531	133	133	0
Support Recharges Income	-1,971	-493	-493	0
Net Total Recharges	-1,374	-344	-344	0
Net Departmental Total	0	-368	-387	19

Comments on the above figures:

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

With regards to income Fees and Charges income is above the budget due to an increase in income from academy schools and other external organisations for the provision of HR and payroll services.

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

ICT AND SUPPORT SERVICES DEPARTMENT

Revenue Budget as at 30th June 2015

	Annual Budget	Budget to Date	Actual to Date	Variance to Date (Overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	5,846	1,448	1,275	173
Supplies & Services	682	106	89	17
Computer Repairs & Software	651	232	232	0
Communications Costs	332	52	52	0
Other Premises	23	14	14	0
Capital Financing	352	105	101	4
Transfers to Reserves	65	0	0	0
Total Expenditure	7,951	1,957	1,763	194
<u>Income</u>				
Fees & Charges	-895	-94	-94	0
Reimbursements & Other Grants	-144	0	0	0
Transfers from Reserves	-150	0	0	0
SLA to Schools	-536	-417	-417	0
Total Income	-1,725	-511	-511	0
Net Controllable Expenditure	6,226	1,446	1,252	194
<u>Recharges</u>				
Premises	397	99	99	0
Transport	27	7	7	0
Asset Charges	1,161	0	0	0
Central Support Services	1,121	280	280	0
Support Service Income	-8,932	-2,233	-2,233	0
Net Total Recharges	-6,226	-1,847	-1,847	0
Net Department Total	0	-401	-595	194

Comments on the above figures

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

With regards to expenditure, employee related expenditure is lower than the budget profile due to staff turnover and vacancies that exist within the Admin Division. Some posts are in the process of being filled and some will be put forward as saving proposals in balancing the Council wide budget for 2016/17.

Supplies and services spend is slightly lower than the budget profile which is a result of tighter controls now being in operation in respect of the purchasing of stationery, office equipment and

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

Capital Projects as at 30th June 2015

Capital Expenditure	2015/16 Capital Allocation £'000	Allocation to Date £'000	Actual Spend to Date £,000	Total Allocation Remaining £'000
IT Rolling Programme	1,718	100	117	1,601
Net Expenditure	1,718	100	117	1,601

Comments on the above figures.

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

LEGAL & DEMOCRATIC SERVICES DEPARTMENT

Revenue Budget as at 30th June 2015

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<i>Expenditure</i>				
Employees	1,906	427	429	(2)
Supplies & Services	337	106	93	13
Civic Catering & Functions	27	1	1	0
Mayoral Allowances	22	22	22	0
Legal Expenses	310	129	128	1
Total Expenditure	2,602	685	673	12
<i>Income</i>				
Land Charges	-101	-25	-22	(3)
License Income	-251	-42	-42	0
Schools SLA's	-55	-55	-70	15
Government Grants	-34	-34	-34	0
Other Income	-28	-1	-1	0
Transfers from Reserves	-150	-54	-51	(3)
Total Income	-619	-211	-220	9
Net Operational Expenditure	1,983	474	453	21
<u>Recharges</u>				
Premises Support	132	33	33	0
Transport Recharges	26	7	7	0
Central Support Recharges	425	106	106	0
Support Recharges Income	-2,054	-513	-513	0
Net Total Recharges	-1,471	-367	-367	0
Net Departmental Total	512	107	86	21

Comments on the above figures:

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

With regards to expenditure supplies & services is lower than the budget profile due to reduced spend on legal books and publications as a result of a move to using on-line resources. Also, the external contract for website design has not been renewed as this work will now be undertaken in-house. The resulting savings will be put forward as saving proposals in balancing the Council wide budget for 2016/17.

With regards to income, buy-back of the Legal Services SLA has exceeded the income target, more schools have bought back the service than forecast.

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

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 30 June 2015

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	12,018	3,022	3,039	(17)
Other Premises	1,182	479	471	8
Supplies & Services	1,565	374	347	27
Book Fund	142	35	35	0
Hired & Contracted Services	1,151	225	239	(14)
Food Provisions	652	163	162	1
School Meals Food	2,077	389	382	7
Transport	54	9	5	4
Other Agency Costs	674	169	142	27
Waste Disposal Contracts	5,160	525	536	(11)
Leisure Management Contract	1,496	260	280	(20)
Grants To Voluntary Organisations	322	137	131	6
Grant To Norton Priory	222	115	117	(2)
Rolling Projects	20	21	21	0
Capital Financing	9	2	0	2
Total Spending	26,744	5,925	5,907	18
<u>Income</u>				
Sales Income	-2,259	-607	-563	(44)
School Meals Sales	-2,180	-349	-357	8
Fees & Charges Income	-3,235	-1,029	-1,000	(29)
Rents Income	-235	-48	-63	15
Government Grant Income	-1,186	-8	-8	0
Reimbursements & Other Grant Income	-516	-96	-100	4
Schools SLA Income	-79	-79	-83	4
Internal Fees Income	-120	-25	-30	5
School Meals Other Income	-2,270	-1,373	-1,375	2
Meals On Wheels	-196	-49	-37	(12)
Catering Fees	-225	-39	-15	(24)
Capital Salaries	-53	-13	-13	0
Transfers From Reserves	-32	0	0	0
Total Income	-12,586	-3,715	-3,644	(71)
Net Controllable Expenditure	14,158	2,210	2,263	(53)
<u>Recharges</u>				
Premises Support	1,947	522	522	0
Transport Recharges	2,390	165	164	1
Departmental Support Services	9	0	0	0
Central Support Services	3,146	845	845	0
Asset Charges	3,005	0	0	0
HBC Support Costs Income	-382	-382	-382	0
Net Total Recharges	10,115	1,150	1,149	1
Net Departmental Total	24,273	3,360	3,412	(52)

Comments on the above figures

The net budget is £52,000 over budget profile at the end of the first quarter of the 2015/16 financial year.

Employee expenditure is subject to savings this year which have yet to take effect so the position is slightly worse than anticipated at this stage of the year. The use of agency staff across the department has fallen significantly since the introduction of the apprenticeship schemes and vacant posts being filled.

Other Agency costs are £27,000 under budget mainly due to underspending on the Area Forums for projects not yet started.

The Leisure Contract is now in its final year and will end in January 2016, the contract price exceeds budget and will overspend this year.

Expenditure on Waste contracts is currently over budget to date and will remain a pressure throughout the year. This budget will be closely monitored to ensure expenditure is brought back in line.

Sales income, Fees & Charges and Internal Catering Fees across the Department will significantly struggle to achieve income targets for the year. Last year income for these specific areas underachieved by over £322,000, although this was partially offset by other income streams. Sales targets have increased this year and as a result income budgets will be closely monitored and if necessary income targets will be realigned where possible. Income relating to the collection of green waste, approved as a saving item for 2015/16 is on target with the budget for the year.

Capital Projects as at 30th June 2015

	2015-16 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
Stadium Minor Works	30	20	18	12
Stadium 3G Equipment	12	0	0	12
Widnes Recreation Site	741	530	524	217
Norton Priory	3,426	100	82	3,344
Norton Priory Biomass Boiler	140	0	0	140
Children's Playground Equipment	138	60	53	85
Upton Improvements	13	0	0	13
Crow Wood Play Area	13	0	0	13
Runcorn Hill Park	250	200	199	51
Runcorn Cemetery Extension	9	0	0	9
Cremators Widnes Crematorium	109	109	151	(42)
Open Spaces Schemes	18	15	15	3
Playground Third Party Funding	340	0	0	340
Litter Bins	20	0	0	20
Total	5,259	1,034	1,042	4,217

Comments on the above figures

Most capital projects are on line to spend their allocations in year with the exception of the Norton Priory schemes which will run into next year.

The Widnes Recreation project has now completed with remaining invoices anticipated in quarter two. Total spend should be within the allocation.

The allocation for Playground Third Party Funding represents funding carried forward from previous years to provide match funding for external grants. Any residual funding will be carried forward at year-end.

ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT

Summary Financial Position as at 30th June 2015

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	4,242	1,073	1,099	(26)
Repairs & Maintenance	2,485	399	398	1
Premises	41	36	36	0
Energy & Water Costs	599	95	98	(3)
NNDR	544	504	501	3
Rents	446	120	120	0
Marketing Programme	23	3	3	0
Promotions	9	4	4	0
Supplies & Services	1,726	290	285	5
Agency Related Expenditure	42	2	3	(1)
Grants to Non Voluntary Organisations	323	301	301	0
Surplus Property Assets	-685	-75	0	(75)
Revenue Contrib'n to / from Reserves	35	35	35	0
Total Expenditure	9,830	2,787	2,883	(96)
<u>Income</u>				
Fees & Charges	-654	-268	-274	6
Rent - Markets	-766	-164	-166	2
Rent - Industrial Estates	-605	-120	-123	3
Rent - Investment Properties	-627	-111	-119	8
Transfer to / from Reserves	-518	-518	-518	0
Government Grant – Income	-1,827	-537	-537	0
Reimbursements & Other Income	-46	-32	-36	4
Recharges to Capital	-227	-3	-3	0
Schools SLA Income	-510	-437	-434	(3)
Total Income	-5,780	-2,190	-2,210	20
NET OPERATIONAL BUDGET	4,050	597	673	(76)
Premises Support Costs	1,924	508	508	0
Transport Support Costs	32	5	5	0
Central Support Service Costs	2,049	542	542	0
Asset Rental Support Costs	2,543	0	0	0
Repairs & Maint. Rech. Income	-2,558	-640	-640	0
Accommodation Rech. Income	-2,763	-691	-691	0
Central Supp. Service Rech. Income	-2,061	-515	-515	0
Total Recharges	-834	-791	-791	0
Net Expenditure	3,216	-194	-118	(76)

Comments on the above figures

Spend against the employee budget is higher than the profiled budget as at quarter 1. This relates to the staff turnover savings target which has not been achieved due to low turnover of staff within the Department.

Premises costs have remained constant during Quarter 1. Property Services will continue to utilise council accommodation wherever possible and outsource accommodation space to external agencies to generate additional income, at the same time as aiming to continue to keep expenditure to a minimum.

It is anticipated that the Surplus Property Assets savings target will not be fully achieved by year-end. An action plan has been developed and is being implemented in conjunction with the Members Asset Review Panel, to assist with achieving the savings target at the earliest opportunity.

NNDR budgets are under budget, as most of the Investment Properties are fully occupied (HBC not being liable for many empty rates at present).

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

It is projected Investment Properties and Industrial Estates rental income will remain constant during the year and envisaging minimal change in the occupancy rates.

Market rental income is slightly above budget at the end of Quarter 1. Both market hall and open market income has remained stable during the first quarter of the year.

Work will continue with Managers to deal with any in-year budget pressures. In overall terms it is anticipated that net expenditure will be over budget by year-end. In the main this is due to the savings target against surplus property assets. However work is being undertaken to minimise this where possible.

ECONOMY ENTERPRISE & PROPERTY CAPITAL PROJECTS

Summary Financial Position as at 30th June 2015

	2015/16 Capital Allocation £'000	Allocation To Date £000's	Expenditure to Date £'000	Variance to Date (overspend) £'000
Castlefields Regeneration	635	19	19	0
3MG	3,493	121	121	0
Widnes Waterfront	1,000	0	0	0
Johnsons Lane Infrastructure	450	0	0	0
Decontamination of Land	6	0	0	0
Sci Tech Daresbury	10,965	5	5	0
Former Crossville Depot	518	25	25	0
Fairfield Primary School	380	0	0	0
Fairfield High Site - Contingency	64	9	9	0
Peel House Lane Cemetery	1,017	1	1	0
Peel House Lane Roundabout & Cemetery Access	53	2	2	0
John Briggs House	350	0	0	0
Travellers Site - Warrington Road	1,286	604	604	0
Widnes Town Centre Initiative	21	0	0	0
Lower House Lane Depot – Upgrade	38	4	4	0
Equality Act Improvement Works	250	10	10	0
Grand Total	20,526	800	800	0

Comments on the above figures

The timing of spend for Castlefields Regeneration scheme is unknown as the main expenditure item relates to a compulsory purchase order claim (which is likely to be referred to Lands Tribunal).

The bulk of the capital allocation for 3MG will be used to fund the construction of rail sidings which will commence in quarter 2.

Widnes Waterfront and Bayer project will only commence once the developer has an end user in place so timing of spend is hard to predict at this moment in time. Decontamination of Land allocation will fund final contract retention payment.

Sci Tech Daresbury spend will relate to purchase of Tech Space building which is expected to be towards the end of the financial year.

In regards to Peel house Lane scheme, Officers are meeting up on a on a regular basis to progress the works and also financial profile remains estimated subject to the results of the tender. Johnsons Lane road construction has been completed up to its wearing course and currently work is being carried out to secure the remaining sites from unauthorised use.

8.0 Explanation of Symbols

Symbols are used in the following manner:

Progress Symbols

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

Direction of Travel Indicator

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