

Public Document Pack



Executive Board

Thursday, 15 June 2017 2.00 p.m.
The Boardroom, Municipal Building

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

Chief Executive

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

PART 1

Item	Page No
1. MINUTES	
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
3. HEALTH AND WELLBEING PORTFOLIO	
(A) ADULT SOCIAL CARE ADDITIONAL FUNDING	1 - 4
(B) WIDNES VIKINGS - JOINT COMMISSIONING PROPOSAL	5 - 7

*Please contact Angela Scott on 0151 511 8670 or
Angela.scott@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 20 July 2017*

Item	Page No
4. TRANSPORTATION PORTFOLIO	
(A) JOINT INTELLIGENT TRANSPORT SYSTEMS CONTRACT FOR THE LIVERPOOL CITY REGION	8 - 11
(B) PASSENGER TRANSPORT CONTRACT TENDERS	12 - 15
(C) TENDER FOR THE PROVISION OF COMMERCIAL VEHICLE AND PLANT SPARES & COMPONENTS AND REQUEST TO WAIVE STANDING ORDERS	16 - 18
5. ENVIRONMENTAL SERVICES PORTFOLIO	
(A) LOCAL DEVELOPMENT SCHEME - UPDATE	19 - 38
6. RESOURCES PORTFOLIO	
(A) 2017/18 TO 2019/20 CAPITAL PROGRAMME	39 - 49
(B) TREASURY MANAGEMENT ANNUAL REPORT 2016-17	50 - 57
(C) 2016/17 FINANCIAL OUTTURN	58 - 82
(D) DISCRETIONARY NON DOMESTIC RATE RELIEF ACTIVE NATION UK	83 - 86
(E) DISCRETIONARY BUSINESS RATES RELIEF REQUEST - CONTACT GROUP	87 - 90
(F) DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 4 2016 - 17	91 - 142
7. COMMUNITY AND SPORT PORTFOLIO	
(A) EXTENSION OF BRINDLEY CAFE	143 - 147

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

PART II

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

9. PHYSICAL ENVIRONMENT PORTFOLIO

(A) DEVELOPMENT AT EGERTON STREET, RUNCORN

148 - 164

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:	Executive Board
DATE:	15 June 2017
REPORTING OFFICER:	Strategic Director, People
PORTFOLIO:	Health & Wellbeing
SUBJECT:	Adult Social Care Additional Funding
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 To inform Executive Board of the allocation of additional funding for Adult Social Care.

2.0 **RECOMMENDATION: That Executive Board agree to the recommendations as detailed in section 4.0.**

3.0 **SUPPORTING INFORMATION**

3.1 In the spring budget the chancellor announced an additional £2 billion of new funding for councils in England over the next three years to spend on adult social care services. This will be broken down as £1 billion to be provided in 2017-18 with £674m in 2018-19 and £337m in 2019-20.

3.2 This has been recognised by the Directors of Adult Social Services as an important step towards closing the gap in Government funding for Adult Social Care, whilst we are waiting for the Green paper on future sustainability of the sector.

3.3 This additional funding is to be spent on adult social care and used for the purposes of meeting adult social care needs, reducing the pressures on the NHS- including supporting more people to be discharged from hospital when they are ready- and stabilising the social care provider market.

3.4 A small number of grant conditions have been applied, to ensure that the money is spent on adult social care services and supports improved performance at the health and social care interface.

3.5 The grant will be pooled into the Better Care Fund pooled budget, once agreement has been reached at the HWBB we will be in a position to allocate and spend funding immediately.

3.6 There is an expectation that allocation of this funding will result in a reduction in Delayed Transfers Of Care, a series of metrics will be

developed by the DH and DCLG to assess improvements in patient flow across the NHS and social care interface.

3.7 From May 2017, CQC will be undertaking targeted reviews in a small number of areas, for those areas identified as having the greatest challenge, to ensure rapid improvement.

3.8 Local Authorities and CCGs have a joint responsibility to implement each of the best practices set out in the High Impact Change Model for reducing delayed transfers of care, including agreements on the implementation of a trusted assessor model. However, it is clear in the guidance that councils are best placed to determine what is needed to maintain a diverse and sustainable market locally and ensure the funding reaches the social care frontline swiftly.

3.9 “Distinctive, Valued and Personal” – Why Social Care Matters: The next five years, has recently been published by the Association of Directors of Adult Social Services. This document highlights the vision for adult services and how future funding should be directed to ensure the system is sustainable and supports individuals with care and support needs in the right place at the right time.

3.10 A number of pressure have been identified within our local system, as a direct result of reductions in available funding, including:

- Ability to manage increases in demand
- Domiciliary Care capacity and model of provision
- Care Homes- sustainability/risks from closures/model of provision
- Transfers of care from hospital- speed and availability of care
- Capacity and availability of Reablement packages.

4.0 **RECOMMENDATIONS:**

		Funding 2017-18	Outcomes
1	Reablement first approach on discharge from hospital- this should be an invest to save by reducing the reliance and availability of long term domiciliary care	£600k	*Improvement in a person's independence and quality of life *Reduction in the number of people delayed in hospital
2	Invest in transforming domiciliary care project	£400k	*Improvement in a person's independence and

			quality of life *Reduction in the number of people delayed in hospital
3	Development of improved technology offer/telecare/proactive response	£600k	*Improvement in a person's independence and quality of life
4	Further development of preventative options, including SSL	£400k	*Improvement in a person's independence and quality of life
5	Develop a social care trusted assessor model	£50k	*Improvement on delayed transfers of care
6	Improve information provision within the hospital to support discharge choices/pathways	£50k	*Improved discharge pathways
7	Work with care home providers to develop an alternative commissioning/delivery model	£900k	* Training package developed and delivered * Framework for care- linked to staffing levels developed and delivered * develop a sector led improvement model

5.0 POLICY IMPLICATIONS

5.1 None identified.

6.0 FINANCIAL IMPLICATIONS

6.1 Additional funding- 2017/18 £2,974,314, which will reduce incrementally over the following 2 years, 2018/19 £1,827,114, 2019/20 £904,208, at which time we should receive the green paper on the future sustainability of the sector.

6.2 Due to the short term nature of this additional funding, a review of the outcomes and financial impact achieved will be completed at the end of year one and recommendations considered for years 2 and 3.

6.3 Section 151 officers will be required to complete returns to the DH in relation to the allocation of the grant.

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

7.1 **Children & Young People in Halton**

None identified.

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

None identified.

7.3 **A Healthy Halton**

All issues outlined in this report focus directly on this priority.

7.4 **A Safer Halton**

None identified.

7.5 **Halton's Urban Renewal**

None identified.

8.0 **RISK ANALYSIS**

8.1 The recommendations for allocation of available funding has been considered, in light of the eight high impact changes, ADASS vision for future provision and our local areas of challenge; to ensure the biggest impacts and future sustainability of services.

8.2 An invest to save approach will be implemented to manage the risks in relation to non- recurrent funding.

8.3 Opportunities for collaborative working across the Liverpool City Region will be considered within the recommended projects.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 None identified.

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

None.

REPORT TO: Executive Board

DATE: 15 June 2017

REPORTING OFFICER: Strategic Director, People

PORTFOLIO: Health and Wellbeing

SUBJECT: Widnes Vikings – Joint commissioning proposal

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to seek approval for a waiver of standing orders to enable Halton Borough Council, Public Health to enter into a joint commissioning arrangement with Halton CCG for Widnes Vikings to deliver a co-ordinated package of sport and physical activities using the Vikings brand.

2.0 RECOMMENDATION: That the Board approve a waiver of Standing Order 1.14.3 (f) Non – Emergency Procedures – (exceeding a value threshold of £50,000) where compliance with Standing Orders would be inconsistent with joint and Partnership working or special external funding arrangements, to allow the joint commissioning of Widnes Vikings by Halton Borough Council, Public Health and NHS Halton CCG.

3.0 SUPPORTING INFORMATION

3.1 In order to deliver upon key outcomes for local Health and Wellbeing priorities Halton Borough Council Public Health team have historically commissioned the Widnes Vikings to deliver a range of health and wellbeing activity to local people across a variety of age groups. This programme of work has led to improved outcomes related to the important local priorities of promoting a healthy weight and reducing cardiovascular disease risk. The contract has also enabled access to “hard to reach” groups who traditionally will not engage with health and wellbeing services.

3.2 Due to budget reductions in recent years the contract value for this project has significantly reduced to ensure the contract is as lean as possible. Over recent years the contract value has reduced by more than half, and for 2017/18 and 2018/19 an allocation of £40,000 per annum has been agreed to ensure we are getting maximum value for money while still achieving key health and wellbeing outcomes.

3.3 In order to continue to improve key health and wellbeing outcomes, and in line with the principles of the Health and Wellbeing Strategy, we would like to take an integrated approach to working with the Widnes Vikings going forward. To that end we are asking the Executive Board to approve an

integrated contract with NHS Halton CCG. In addition we have agreed the Vikings will work collaboratively with the Halton Health Improvement Team.

- 3.4 This contract with the Widnes Vikings will be strengthened by joining forces with NHS Halton CCG. The approach will reduce duplication; further enhance delivery of key outcomes for Health and Wellbeing priorities; and offers greater value for money from our public health investment. As NHS Halton CCG will be investing the majority of funding they will act as the coordinating commissioner for the contract. As co-commissioners of the programme public health will support future monitoring of the contract to ensure reporting and achievement against key health and wellbeing outcomes to evidence the impact of the investment going forward.

4.0 POLICY IMPLICATIONS

- 4.1 There are no direct policy implications as a result of this report, however, ensuring a more co-ordinated approach to the commissioning of this service should improve efficiency and improve health and wellbeing outcomes.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The total financial cost to the authority for the financial years of 17/18 and 18/19 will be £80,000. These costs will be met from the Public Health budget.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The joint Widnes Vikings contract will provide a range of activity aimed at improving the physical and mental wellbeing of local children.

6.2 Employment, Learning and Skills in Halton

The contract will contribute towards improving the health and wellbeing of working age adults in Halton through a range of activity including the development of a workplace health initiative.

6.3 A Healthy Halton

All of the activities contained within the joint contract will directly contribute towards improving the health and wellbeing of Halton residents.

6.4 A Safer Halton

Encouraging people to adopt healthier lifestyles is a key objective of the joint contract, including reducing alcohol consumption. This in turn should contribute towards reducing alcohol harm and improving community safety.

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

- 7.1 This contract falls below the current EU threshold of £589,148 for Contracts for Social and Specific Services, and subsequently the risk of challenge will be negligible.
- 7.2 The Public Health team will continue to monitor progress of the joint contract to ensure the Council receives value for money.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 There are no Equality and Diversity issues arising as a result of this report or the recommendations contained within it.

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

None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 15 June 2017

REPORTING OFFICER: Strategic Director – Enterprise, Community & Resources

PORTFOLIO: Transportation

SUBJECT: Joint Intelligent Transport Systems Contract for the Liverpool City Region

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 With the formation of the Combined Authority (CA) for the Liverpool City Region (LCR), there has been a common desire to achieve efficiencies in the delivery of certain highways and traffic services throughout the region. One of the first opportunities identified for achieving such efficiencies is through the pursuit of a Joint Contract for the supply, installation and maintenance of Intelligent Transport Systems (ITS), which includes traffic signals and variable message signs (VMS). The purpose of this report is to seek approval to continue Halton's involvement in a joint contract with CA partner authorities for the procurement of defined ITS services, subject to a satisfactory procurement exercise.
- 1.2 A report was considered in January 2016 recommending that we continue discussions and subject to a satisfactory tendering process become part of a Joint ITS Contract from 1st April 2017. Unfortunately, delays have been experienced in receiving agreement from all parties and there have also been some changes to the proposals.

2.0 RECOMMENDATION: That

- 1) the Board approves the continuation of current officer discussions to develop a Joint ITS Contract for the Liverpool City Region and that subject to a satisfactory conclusion to these discussions, Halton be party to the tendering process for the award of a new contract, with it leading on the procurement exercise;**
- 2) subject to a satisfactory tendering process, Halton becomes part of the Joint ITS Contract from 1st April 2018; and**

3) it be recorded that the expenditure is anticipated to be in excess of £1.0M over 10 years, if the contract utilises all the possible extensions.

3.0 SUPPORTING INFORMATION

3.1 In order to achieve savings and efficiencies in operation of highways and traffic functions within the LCR, investigations are taking place to identify opportunities for joint working. One of the first transport related opportunities that has been identified is a Joint Contract for the supply, installation and maintenance of Intelligent Transport Systems (ITS). This will provide an opportunity for a consistent approach to ITS maintenance across the LCR. Due to the size of the contract, it is anticipated that savings will be made, although at present these are difficult to quantify. This proposal was supported at the Transport Advisory Group (TAG) meeting for the LCR held on 11th August 2015 and considered by Executive Board on 16th January 2016.

3.2 A Joint contract would cover the provision of the following items:

- Traffic signals including Outstation Monitoring Units (OMUs) and Outstation Transmission Units (OTUs)
- Bulk traffic signal lamp changes
- Variable Message Signs (VMS)
- Car Park Guidance signs
- Automatic Number Plate Recognition (ANPR) Cameras
- Bluetooth Journey Time detectors
- Journey Time Monitoring Systems (JTMS)
- Vehicle Activated Signs (VAS)(Optional)
- Wide Area Network (WAN) communications systems(Optional)
- Over Height Vehicle Detection Systems (Optional)
- Slot Cutting (Optional)

It would not include:

- CCTV
- Rising Bollards

3.4 The contract would also include an option for the provision of new installations and refurbishment of existing installations, where the work is more substantial than routine maintenance.

3.5 It is proposed that Halton will lead on procurement of the new contract, with support from Sefton. The Tender/Contract documents will be written by Halton and circulated to all participating Authorities for amendments/additions, etc. so this would be a shared responsibility. Halton will manage the tender process in accordance with Halton's Standing Orders (1.3.1, 1.6.1, 2.3.1); however the evaluation and award decision will be based on an agreed set of evaluation scores from an evaluation panel made up of representatives from the participating

Authorities. The Contract will be initially for 6 years with options for up to four 1 year extensions, subject to the contractor meeting the Key Performance Indicators (KPI). There are two options regarding the format of The Contract currently being investigated. The first option is to have Contracts between each Authority and the successful Contractor, so contractual liabilities/responsibilities will be between the Contractor and each participating Authority directly. The second option would be one Contract between Halton and the successful Contractor on behalf of Halton and all participating Authorities. With the second option, Participation agreements would be signed between Halton and each participating Authority to confirm responsibilities and liabilities. It is recommended that the Board support a) the continuation of discussions to determine the option that is agreeable to all parties and b) that once these conclusions have been reached, Halton be part of the relevant tendering process.

- 3.6 It is proposed that the Contract would have a start date of 1st April 2018, as this date fits in with the current end dates for most existing contracts within the LCR. It also allows sufficient time for the EU procurement process and to deal with TUPE issues.

4.0 POLICY IMPLICATIONS

- 4.1 None

5.0 FINANCIAL IMPLICATIONS

- 5.1 The work to be covered by this contract will mainly be funded from the existing revenue budget that is for the maintenance of ITS equipment. It is hoped that a saving will be achieved by being part of a larger contract, although the full benefits will not be known until the tender exercise is complete. The contract will also be used to procure new installations using capital funds, when these are available.
- 5.2 Due to the potential duration of the Contract expenditure for Halton is anticipated to be in excess £1.0M over 10 years. The full Contract is anticipated to have a value of about £12.0M over 10 years, when the expenditure by all participating authorities is included.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no direct implications on the Council's 'Children and Young People in Halton' priority.

6.2 Employment, Learning and Skills in Halton

There are no direct implications on the Council's 'Employment, Learning & Skills in Halton' priority

6.3 A Healthy Halton

There are no direct implications on the Council's 'A Healthy Halton' priority

6.4 A Safer Halton

There are no direct implications on the Council's 'A Safer Halton' priority.

6.5 Halton's Urban Renewal

There are no direct implications on the Council's 'Urban Renewal' priority

7.0 RISK ANALYSIS

7.1 The proposed changes do not require a full risk assessment, as the method of delivery of the function will be similar to current arrangements.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no direct 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 Report to Executive Board on 16th January 2016.

REPORT TO: Executive Board

DATE: 15 June 2017

REPORTING OFFICER: Strategic Director, Enterprise, Community & Resources

PORTFOLIO: Transportation

SUBJECT: Passenger Transport Contract Tenders

WARDS: Borough-Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To notify the Executive Board that transport tenders are to be published via The Chest in accordance with EU Public Procurement Regulations 2015 in line with Standing Orders. The current Passenger Transport Contract Framework is due to expire in August 2017, as a consequence a new electronic procedure through a Dynamic Purchasing System (DPS) process is to be procured and be in place for September 2017. This will cover the period to August 2021, with the option for two further one year extensions. This is a report for information purposes, to comply with Procurement Standing Orders due to the accumulative annual value of the contracts projected to be in excess of £1.5 million.

2.0 RECOMMENDATION: That Executive Board

- 1) acknowledge the Passenger Transport Contract Tenders on behalf of designated specialist assessment departments within the People Directorate; and**
- 2) support the requirement to tender and procure passenger transport contracts through an electronic DPS process.**

3.0 SUPPORTING INFORMATION

- 3.1 The Council's Transport Co-ordination section is responsible for a complex range of passenger transport contracts and arrangements for vulnerable children and adults on behalf of specific departments within the People Directorate with full support from the Procurement Division. These arrangements, if not provided by the Council's in-house fleet of passenger transport vehicles, must be contracted out for a period of up to four years to external transport providers. Such providers typically include licensed taxi operators and drivers as well as minibus companies. Where possible, however, priority is given to allocating passengers onto the Council's in-house passenger fleet provision. This is particularly for transport services that include multiple wheelchair

users due to cost effectiveness and the fact that there is a severe shortage of wheelchair accessible minibuses in the immediate area.

- 3.2 Designated departments within People Directorate are responsible for providing the transport requirements for any vulnerable passenger that has an identified need and is entitled to assisted transport to educational establishments, adult day care facilities and community based settings respectively. Transport Co-ordination is then responsible for procuring the most cost effective and practical means of transport, considering the health and safety of vulnerable passengers, depending on any mobility difficulties and additional needs of each passenger.
- 3.3 The Passenger Transport DPS process is a mechanism that enables the Council to identify transport providers who are capable of delivering the specialist nature of transport contracts on its behalf and to the standard identified in the current conditions of contract. The DPS process provides a platform to advertise long-term and short-term contracts over a reduced advertising period as all of the qualifying requirements have previously been met by the providers.
- 3.4 To successfully register on the DPS, transport providers are required to demonstrate their capabilities of delivering contracts to the required quality and standard of service by completing a Mandatory Service Questionnaire (MSQ), this contains a series of relevant questions relating to the contract requirements.
- 3.5 All vulnerable childrens and adult transport contracts will be tendered as individual contracts with each specifying the minimum size/capacity of vehicle to be provided, the specialist needs/requirements of the passengers to be transported and whether a passenger assistant is to be provided (by the transport provider).
- 3.6 It should be noted that there are currently 118 passenger transport contracts in operation. This includes 88 Special Education contracts, 4 Statutory School Age contracts, 7 Looked After Children contracts and 19 Adult Social Care contracts. The accumulative annual spend for the above external contracts equates to £1,550,000.
- 3.7 There are currently 16 transport providers, consisting of taxi and minibus contractors, on the current closed framework providing the above transport requirements. The DPS process has the potential to attract additional transport suppliers which will enable extra capacity to cope with the volume of contract work required to be provided.

4.0 POLICY IMPLICATIONS

- 4.1 None

5.0 OTHER IMPLICATIONS

5.1 None

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

All of the passenger transport contracts are constantly monitored to ensure that the required level and quality of service is offered to passengers on behalf of designated departments within the People Directorate.

6.2 Employment, Learning and Skills in Halton

A number of the passenger transport contracts to be tendered are to provide accessible transport services for vulnerable young people and adults to facilities providing key work based opportunities, training, lifelong learning and skills.

6.3 Healthy Halton

All of the passenger transport contracts to be tendered provide essential access to a wide range of activities and key facilities across the Borough and to out-of-borough establishments as required. Therefore, passenger transport directly helps to assist and ensure that vulnerable children and adults live a healthy and active lifestyle.

6.4 A Safer Halton

Where passengers are not capable of and/or confident enough to travel by public transport, transport services provided enable all passengers to access facilities in a safe manner, ensuring they are socially included. Travel Training is provided, where identified and appropriate, to individuals to provide them with the skills, confidence and independence to travel by public transport in a non-intimidating environment.

6.5 Halton's Urban Renewal

There are no direct implications arising from this report.

7.0 RISK ANALYSIS

7.1 Funding reductions will pose a risk to the passenger transport services the Council are required to provide. Relevant assessment departments in the People Directorate may exert more stringent controls and criteria within their transport/travel policies and practice in order to manage reduced budgetary constraints.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Passenger transport service contracts are constantly monitored to ensure the operation of these services embrace equality and diversity issues in line with the Equality Act.

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

9.1 None for the purposes of the Act.

REPORT TO: Executive Board

DATE: 15 June 2017

REPORTING OFFICER: Strategic Director, Enterprise, Community & Resources

SUBJECT: Tender for the Provision of Commercial Vehicle and Plant Spares & Components and Request to Waive Standing Orders

PORTFOLIO Transportation

WARDS: Borough-Wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is twofold:

1. In order to comply with Procurement Standing Order 2.1, the Board must be informed that the aggregate value of the proposed contract for the provision of commercial vehicle and plant spares and components, is projected to be in excess of £1 million.
2. To request a Waiver of Standing Orders, to comply with Standing Orders 1.14.3 and 1.14.4, due to the aggregate value of the requested waiver being in excess of £50,000.

2.0 RECOMMENDATION: That

- 1) Members note that a procurement process will be entered into with the purpose of securing the supply and management of Commercial Vehicle and Plant Spares & Components for use in the maintenance and repair of the Council's operational vehicle fleet, plant and equipment; and**
- 2) Members approve a Waiver to the value of £147,000 to cover a six month period from 1st August 2017 to 31st January 2018 under the existing agreement with Carberry Park Bootle Brake & Clutch Ltd., as an interim measure whilst a procurement process referred to in 1) above be entered into.**

3.0 SUPPORTING INFORMATION

- 3.1 The Fleet Management and Maintenance department is responsible for the servicing, repairing and safe operation of a large and diverse range of vehicles, plant, machinery and equipment that is provided to support Refuse Collection, Street Scene, Open Spaces, Environmental Services, Social Care and Education.
- 3.2 The existing contract for the supply of Commercial Vehicle Spares and Components will come to an end on the 31st July 2017. It is proposed

that the new contract arrangements provide for a greater level of flexibility, as it will not commit the Council to a monopoly arrangement and the Council will, at any time, be able to choose to place orders with other suppliers of such works.

- 3.3 It is proposed that the new arrangements be for a 3 year period with the potential for up to a 2 year extension subject to satisfactory performance and pricing agreement. The anticipated contract start date is 1st February 2018.
- 3.4 Because of the time period between the end date of the current contract and the anticipated start date of a new contract, and in order to allow a robust procurement process to take place (thereby avoiding the Council being in breach of its own procurement rules and mitigating the risk of challenge to the procurement process), it is necessary to seek a waiver to Financial Standing Orders. Based on previous rates of expenditure for this contract, it is anticipated that a waiver to the value of £147,000 will be necessary for the six month period. Members are recommended to approve this request for a waiver under the existing agreement with Carberry Park Bootle & Clutch Ltd. to enable spares and components to continue to be supplied for the Council's fleet and plant.
- 3.5 The new contract will be awarded to the Most Economically Advantageous Tender based on an assessment of weighted scores.
- 3.6 Based on previous expenditure it is anticipated that the annual value of the contract, in total, is likely to be in the region of £294,000, therefore making the aggregate value of a 5 year contract (including potential extensions) in the order of £1,470,000. This figure exceeds the EU Threshold and hence the contract will be tendered in compliance with the EU Public Contract Regulations 2015.
- 3.7 The cost of the works will be met from available budgets, this mainly being Fleet Management and Maintenance supplies and services budget; however, other revenue budgets may be used as necessary.

4.0 POLICY IMPLICATIONS

- 4.1 The method of procurement complies with the Council's Procurement Standing Orders Part 2 with the tender process being carried out in conjunction with the Council's Procurement Centre of Excellence, using 'The Chest' electronic Procurement system.

5.0 OTHER IMPLICATIONS

- 5.1 The above contract will contribute to the continued efficient, safe and reliable vehicle fleet operational requirements by minimising vehicle downtime and aid compliance with the Council's Operators Licence obligations.

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

- 7.1 Since investments in spare parts can be substantial, it is considered good practice to keep stock levels minimised whilst balancing this against the unavailability of components that can cause unnecessary vehicle downtime.
- 7.2 The above tender will provide "an impress parts stock", which alleviates the financial risks associated with large component stockholdings and at the same time contributes towards vehicle fleet availability and reliability.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 None

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

- 9.1 None for the purposes of the Act.

REPORT TO: Executive Board

DATE: 15th June 2017

REPORTING OFFICER: Strategic Director – Enterprise, Community and Resources

PORTFOLIO: Physical Environment

SUBJECT: Local Development Scheme - Update

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This report seeks approval from the Board to the proposed update to the Local Development Scheme (LDS). The LDS is the timetable for production of Halton's Local Plan. It identifies and describes the Planning Policy documents that will be prepared and gives target dates for their production. The Local Plan will set out how the Borough will develop over the next 15-20 years and form the basis for all decisions under the Town and Country Planning Acts. All Councils are required by the Planning and Compulsory Purchase Act (2004) to produce an LDS and keep it updated.

2.0 RECOMMENDATION: That

- 1. the Halton Borough Council Local Development Scheme 2017 Revision as detailed in the Appendix 1 to the report shall have effect from 22nd June 2017; and**
- 2. any minor drafting amendments to be made to the LDS document (Appendix 2) be agreed by the Operational Director: Policy, Planning and Transportation in consultation with the Executive Board Member, Physical Environment.**

3.0 SUPPORTING INFORMATION

3.1 The Local Plan for Halton currently includes the Core Strategy (2013) and the Joint Waste Plan (2013). These documents have replaced a number of policies from the Unitary Development Plan (known as the UDP); however, there is still a number of saved policies within the UDP in use. The Delivery and Allocations Local Plan will supersede these remaining 'saved' UDP policies and selected policies from the Core Strategy; it will then sit

alongside the remaining policies from the Core Strategy and Joint Waste Plan to provide the Development Plan for the Borough.

- 3.2 The Council also has the option to produce Supplementary Planning Documents (known as SPDs) (e.g. Sandymoor, Planning for Risk, Affordable Housing, Hot Food Takeaway) to support policies within the Local Plan or to provide additional guidance.
- 3.3 There is also a number of supporting and process documents that the Council is required to produce including:
- A **Sustainability Appraisal (SA)** is prepared alongside a planning document, including the Local Plan, to ensure that the document as a whole reflects a balance of sustainable development objectives (social, environmental and economic factors). The SA incorporates the requirements of the European Union (EU) Strategic Environmental Assessment (SEA) Directive 2001/42.
 - A **Habitats Regulations Assessment (HRA)** is a requirement of the European Habitat Directive and seeks to assess the potential impact of a proposed plan in conjunction with the other plans and policies on one or more European Habitat sites. This is also referred to as the Appropriate Assessment (AA).
 - An **Infrastructure Delivery Plan (IDP)** will be updated alongside the Local Plan to identify essential supporting infrastructure and services, how they will be delivered and by whom.
 - A **Statement of Community Involvement (SCI)**, which specifies how stakeholders and communities are involved
 - A **Local Development Scheme (LDS)** that sets out details of each of the documents that will be produced, along with timescales and arrangements for their production.
 - An **Authority's Monitoring Report (AMR)** setting out progress in terms of producing documents and in implementing policies.
- 3.4 The Council may also produce a **Community Infrastructure Levy (CIL)** that will set out a statutory charging schedule for new development contributing to the provision of new infrastructure needs resulting from that development.
- 3.5 The LDS is a public statement of Halton Borough Council's three year work programme for production of the Local Plan. The process of making Local Plans is a lengthy one, made so by the detailed protocols set out in legal acts and regulations. If due process is not followed this becomes a viable legal ground for challenges either in front of an Inspector at Examination or

via court action leading to the plan being found unsound or quashed by the High Court.

- 3.6 The attached LDS allows for a degree of over-programming to ensure that resource capacity is continually engaged, for example during public consultation periods where work on a document is stalled by necessity. During these periods work on other documents can take place, this may include collecting evidence to support the Local Plan, monitoring the Local Plan, producing supporting documents or process documents, or preparing SPDs. The effect of this over-programming is that it can be difficult to manage SPDs to strict deadlines as work on them is fitted around higher priority deliverables.

4.0 POLICY IMPLICATIONS

- 4.1 The documents that comprise the Local Plan have primacy in all planning decisions. This is by virtue of the Planning and Compulsory Purchase Act 2004 – Section 38(6):

*“If regard is to be had to the development plan for the purpose of **any determination** to be made under the planning Acts the determination **must be made in accordance with the plan** unless material considerations indicate otherwise.”*

- 4.2 The above legal statement is reiterated in the National Planning Policy Framework (NPPF). The Local Plan therefore has significant policy implications across a range of social, economic and environmental issues. All planning application decisions in the Borough will be made in accordance with the policies in the Local Plan.
- 4.3 NPPF further states, that *“where plans are absent, silent or relevant policies are out-of-date”* authorities should grant planning permission unless *“any adverse impacts of doing so would significantly and demonstrably outweigh the benefits”*. It is important therefore that Halton maintains an up-to-date Local Plan and that efforts are concentrated towards the most crucial elements of this.
- 4.4 Given resource constraints it is imperative that the LDS is focussed on the delivery of the key documents that will have the most significant impact for the Borough.
- 4.5 An LDS is an essential tool in policy production as it allows future participation to be scheduled in advance by stakeholders, industry and the public. The LDS gives prior notice on when Local Plan documents will be

consulted upon and produced, and each of the key stages of production. Representations, ideas, and sites for development can then be put forward at the appropriate time. Regular updates on the milestones in the LDS are published on the Council's Website

5.0 FINANCIAL IMPLICATIONS

5.1 The LDS is a 'process document' and as such has no direct financial implications beyond setting the timetable for the production of different planning documents that may incur expenditure on supporting evidence base, statutory assessments or examination costs.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

No direct impacts identified. The LDS is a 'process document' that sets out the programme for the updating of the Local Plan, which is intended to assist in the delivery of the Sustainable Community Strategy

6.2 Employment, Learning & Skills in Halton

Same as for 6.1

6.3 A Healthy Halton

Same as for 6.1

6.4 A Safer Halton

Same as for 6.1

6.5 Halton's Urban Renewal

Same as for 6.1

7.0 RISK ANALYSIS

7.1 An LDS is a statutory document. Not having one puts the Authority at the risk of legal challenge. Stakeholders are entitled to rely upon forward notice of the Local Plans that will be produced and may directly impact on their assets or business.

7.2 The LDS is an explicit commitment to the delivery of the Local Plan over a definite period. Not having a specific and relatively fixed work programme for Local Plan delivery means that resources are not prioritised and used as effectively as they could be.

7.3 The risk of not having an up-to-date Local Plan needs to be fully understood. Without a current Local Plan, the development industry has no certainty over where different types of land use will be permitted; appeals against refusal of planning permission are more likely to be upheld in the developer’s favour with the possibility of costs awarded against the Council. An up-to-date Local Plan is needed to retain local control over decision making.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Building stronger communities through community engagement and good planning is a key aspect of the Local Plan. The Council is already committed to equality regardless of age, sex, caring responsibility, race, religion, marital status, maternity issues, gender reassignment, socio economic need, sexuality or disability and these commitments are reflected in the Local Plan as far as is relevant. Planning Policy documents are subjected to Equality Impact Assessments during their production to ensure compliance.

Document	Place of Inspection	Contact Officer
Local Development Scheme	Municipal Building, Widnes	Tim Gibbs

APPENDIX 1 – Provisional Halton Local Development Scheme – 2017**Development Plan Documents**

	Preparation of a Local Plan (Reg 18*)	Publication (Reg 19*)	Submission (Reg 22*)	Examination (Reg 24*)	Adoption (Reg 26*)
Delivery and Allocations Local Plan (incorporating revised Core Strategy policies)	December 2015	September / October 2017	May / June 2018	December 2018	July 2019
Community Infrastructure Levy (CIL) Charging Schedule	December 2015	September / October 2017	May / June 2018	December 2018	July 2019

*The Town and Country Planning (Local Planning) (England) Regulations 2012

Supplementary Planning Documents

	Adoption
Transport and Accessibility	By 2019
Environmental Protection	By 2019
Sustainable Urban Drainage	By 2019

Supporting Evidence Requirements

Halton Green Belt Study	2017
Strategic Housing Land Availability Assessment (SHMA)	Annual
Mid-Mersey Strategic Housing Market Assessment (SHMA)	2016
Liverpool City Region Strategic Housing and Employment Land Market Assessment (SHELMA)	2017
Halton Retail Study	2016

Halton Local Development Scheme Revision 2017

(Effective from 22nd June 2017)

- I.1. This document is the Local Development Scheme (LDS) for Halton, and sets out the documents that Halton Borough Council will produce, along with a timetable for the preparation and review of these documents. It provides the starting point for local communities, businesses, developers, service and infrastructure providers and other interested stakeholders to find out what local planning policy documents relate to their area and the timetable for their preparation. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish a LDS.

Policy Context

- I.2. The primary legislation that guides the planning system, including the production of Local Plans is set out in the Planning and Compulsory Purchase Act 2004 with amendments from the 2008 Planning Act and 2011 Localism Act. Further detail on procedures for producing Local Plans is contained within the associated regulations, the latest being the Town and Country Planning (Local Development) (England) Regulations 2012 which came into force in April 2012.
- I.3. The Localism Act (2011) included a number of changes to the “plan-making” system including the ability for local communities to prepare neighbourhood development plans that would form part of the overall development plan for the area. Another important aspect of the legislative changes is the duty to co-operate which requires the Council to co-operate with other local planning authorities and prescribed bodies to maximise the effectiveness of the preparation of the Local Plan and supporting activities so far as it relates to a strategic matter.
- I.4. The National Planning Policy Framework (NPPF) was published in March 2012 by the Department for Communities and Local Government. It sets out the Government’s planning policies for England and the Government’s requirements for the planning system.
- I.5. National Planning Practice Guidance was launched by CLG in March 2014, it is a completely online resource and is live, which means that guidance can be quickly amended in order to keep it up to date. It provides guidance from CLG to planning professionals to guide them in developing sites, making policies and taking decisions on planning applications.

Development Plan

- I.6. The statutory Development Plan is the set of Local Plans (also known as Development Plan Documents (DPDs)) that together form the statutory basis for determining whether or not planning permission should be granted.

- I.7. Local Plans are planning documents that contain policies for the use and protection or development of land, usually including the allocation of land for development. These must be in general conformity with government guidance, in particular the National Planning Policy Framework.
- I.8. Neighbourhood development plans are community based documents initiated through a parish council or neighbourhood forum. They are required to undergo formal consultation and preparation procedures including an examination by an independent person and a public referendum. Subject to the successful completion of these procedures the neighbourhood development plan will ultimately be adopted by the council as part of the statutory development plan.
- I.9. The Development Plan for Halton currently comprises: the Halton Local Plan Core Strategy (2013), the Joint Waste Local Plan (2013) and parts of the Halton UDP (2005) that have not lapsed, or been replaced by the Core Strategy or Waste Plan.
- I.10. It is intended that in future the Development Plan for Halton will comprise the Halton Delivery and Allocations Local Plan, the Core Strategy (remaining policies) and the Joint Waste Local Plan, along with any Neighbourhood Development Plans that are adopted.
- I.11. Because Parish Councils or neighbourhood forums must agree to produce Neighbourhood Plans on their own behalf and in their own timescale, the local development scheme does not seek to set this out. To date, no parishes or neighbourhood areas in the Borough have yet begun the formal process to begin the development of such a plan.

2. Development Scheme

- 2.1. Halton Borough Council is currently only preparing one Development Plan document and this is the Halton Delivery and Allocations Local Plan.

Halton Delivery and Allocations Local Plan (Incorporating Revised Core Strategy policies)

- 2.2. Once adopted, the new Local Plan will provide a robust and up-to-date policy framework to guide future development within the Borough. Specifically, the new Local Plan will:
- a. Replace selected policies from the Halton Local Plan Core Strategy (adopted April 2013) and the remaining saved policies of the Halton UDP (adopted April 2005).
 - b. Refresh and update the Vision, Objectives and Strategic Policies of the Core Strategy.
 - c. Include allocations of land for residential, employment, retail, leisure and other land uses.
 - d. Identify areas to be designated and protected for landscape, nature conservation, environmental and heritage reasons.
 - e. Provide policies to guide decision making in the development management process.

Timetable

Start:	January 2014
Initial Consultation (Reg 18):	January 2014
Revised consultation (Reg 18)	
Publication:	October 2017
Submission:	June/July 2018
Pre-exam Meeting:	October 2018
Hearing:	December 2018
Receipt of Inspector's Report:	April 2019
Adoption:	July 2019

- 2.3. More detail is provided in Appendix A.
- 2.4. Other documents being prepared by the Council include:
- a. Community Infrastructure Levy (CIL)
 - b. Transport and Accessibility SPD
 - c. Environmental Protection SPD

- 3.1. The following supporting documents may be produced by the Council to support the policy contained within the Local Plan and to provide more guidance to those undertaking development or to those making decisions on planning applications.
- 3.2. **Supplementary Planning Documents (SPD)** (and their predecessors, supplementary planning guidance) complement or expand upon local plan policies, for example describing in more detail how an allocated site should be developed. A SPD cannot allocate new sites for development nor contain new policies for the use or development of land, and they must not conflict with the adopted development plan.
- 3.3. SPDs are subject to community involvement but do not require independent Examination. They do not form a statutory part of the development plan for the authority but are a material consideration when assessing any planning application to which they relate.
- 3.4. **Local Development Orders (LDO)** are policy instruments that extend permitted development rights for certain forms of development that the local authority considers to be suitable, either in general or limited to defined areas. LDOs are intended to simplify development. Development that conforms to an LDO would not require planning permission.

Process Documents

- 3.5. A **Sustainability Appraisal Report (SA)** is prepared alongside a planning document, including the Local Plan, to ensure that the document as a whole reflects a balance of sustainable development objectives (social, environmental and economic factors). The SA incorporates the requirements of the European Union (EU) Strategic Environmental Assessment (SEA) Directive 2001/42.
- 3.6. **Habitats Regulations Assessment (HRA)** is a requirement of the European Habitat Directive and seeks to assess the potential impact of a proposed plan in conjunction with the other plans and policies on one or more European Habitat sites. This is also referred to as the Appropriate Assessment (AA).
- 3.7. An updated **Infrastructure Delivery Plan (IDP)** will be prepared alongside the Local Plan to identify essential supporting infrastructure and services, how they will be delivered and by whom.
- 3.8. **Community Infrastructure Levy (CIL)** will set out a statutory charging schedule for new development contributing to the provision of new infrastructure resulting from that development.
- 3.9. **Authority Monitoring Report (AMR)** will set out whether the Council is on target to meet the milestones set out in the LDS, it will provide information on

whether the policy targets included in the Local Plan are being achieved and will identify key issues that are relevant to the borough that should be used to revise the LDS if necessary.

- 3.10. **Statement of Community Involvement (SCI)** – The Halton SCI was updated and approved in 2013. It sets out how the community will be involved in the preparation, alteration and review of planning policy documents produced by the Council and how they can be expected to be consulted on planning applications.

4. Evidence Base

- 4.1. The key pieces of Halton's existing evidence base which will be used to support the Local Plan are set out below (please note that other existing evidence base documents may also be used, where required, alongside these):
- a. **Mid Mersey Strategic Housing Market Assessment** (GL Hearn and JGC, 2011): This has been undertaken with St Helens and Warrington Council's and provides an assessment of past, current and future trends in housing type and tenure, household size and housing need.
 - b. **Mid Mersey Strategic Housing Market Assessment Update**: Work ongoing
 - c. **Joint Employment Land and Premises Study** (BE Group, 2010): The study assesses the quantity and quality of employment land in the Borough and recommends future allocations of employment land to maintain economic growth.
 - d. **Halton Retail and Leisure Study** (GVA Grimley, 2009): This is a capacity study looking to identify trading roles and performance of the Borough's main retail centres and to quantify the need, if any, for additional provision.
 - e. **Halton Landscape Character Assessment** (TEP, 2009): This identifies, describes and maps areas according to various landscape character types.
 - f. **Halton Open Space Study** (PMP and HBC, 2006). The study assesses existing and future needs for open space, sport and recreation in Halton and the current ability to meet these needs.
 - g. **Halton Strategic Flood Risk Assessment** (HBC, 2007): Provides a detailed assessment of the extent and nature of the risk of flooding and the implications for future development.
 - h. **Halton Level 2 Strategic Flood Risk Assessment** (JBA, 2011): Focuses on three primary watercourses and development areas in the Borough.
 - i. **Liverpool City Region Renewable Energy Capacity Study** (Arup, 2010): This study identifies Energy Priority Zones for the delivery of low and zero carbon technologies.
 - j. **Cheshire Gypsy, Traveller and Travelling Showpeople Accommodation Assessment** (ORS, 2014): In association with the Cheshire Partnership this document assesses accommodation and related service needs of Gypsies, Travellers and Travelling Showpeople.
 - k. **Liverpool City Region and Warrington Green Infrastructure Framework Draft** (Mersey Forest, 2013): This Framework provides information and new perspectives on green infrastructure across the seven local authorities.
 - l. **Liverpool City Region and Warrington Green Infrastructure Framework Action Plan** (Mersey Forest, 2013): This Plan identifies actions at a city region level that meet key priorities of the Green Infrastructure Framework.
 - m. **Listed Buildings in Halton**: This document details each of the buildings Listed in Halton (at the time of writing the document), including a map and an image of the property or structure.
 - n. **Mersey Gateway Regeneration Strategy** (HBC and GVA, 2008)

- o. **Halton Green Belt Study:** This study reviews and assesses the Green Belt around Widnes and Hale, Runcorn, Moore, Daresbury and Preston-on-the-Hill (work ongoing).
- p. **Strategic Housing Land Availability Assessment** (annual update): This is the main mechanism to identify a deliverable and developable supply of sites in the Borough for housing.
- q. **Halton Housing Land Availability Report** (annual update): This report provides data on land availability and take-up (build) rates for housing within Halton
- r. **Halton Employment Land Availability Report** (annual update): This report provides data on land availability and take-up (build) rates for employment uses within Halton
- s. **Borough Development Viability Study:** This study will assess the economic viability of development
- t. **Liverpool City Region Transport Plan for Growth:** This document combines the key elements from the Local Transport Plans for Merseyside and Halton (2015).
- u. **Playing Pitch Strategy:** This strategy is currently being prepared and will assess existing and future needs for playing pitch provision in Halton.
- v. **Halton Local List:** This document will be prepared and will identify the non-designated heritage assets in Halton.
- w. **Liverpool City Region Ecological Network** (MEAS, 2015)
- x. **Liverpool City Region Strategic Housing and Employment Land Market Assessment (SHELMA)** (GL Hearn 2017)

5. Delivery

- 5.1. There will always be an element of uncertainty associated with a document of this nature. It is legitimate to ask how reasonable and achievable are the targets set out above, and what issues may affect the overall delivery of the LDS.
- 5.2. An assumption has been made over the amount of time that will need to be allocated to public and stakeholder involvement. Whilst this has been based on past experience, it cannot accurately predict how many people will wish to engage with the Council on a particular project.
- 5.3. The programme has to be flexible in terms of staff, both the turnover and the allocation of work – neither can be fully accounted for over a three year period.

Project Management and Resources

- 5.4. Preparation of the planning documents will be led by the Council's planning policy team. The work will be complemented by other council officers with specialist expertise in particular areas e.g. housing, urban design, heritage and conservation, leisure, transport, environment, health and legal. In addition, external resources may be called upon, including Merseyside Environmental Advisory Service (MEAS) and consultants for certain projects.
- 5.5. The Operational Director for Policy, Planning and Transportation has a strategic overview of the production of planning policy documents; the Principal Officer for Planning and Transport Strategy is responsible for the management of the programme and document production.
- 5.6. Elected member involvement in plan preparation is primarily via the Local Plan Working Party. This group provides advice and feedback to officers on a range of planning policy matters. The decision to submit the Local Plan to the Secretary of State and subsequent stages up to and including adoption will be via full Council resolution, but agreement to publicly consult on draft documents can be given by the Executive Board.

Monitoring and Review

- 5.7. To ensure that the plan process is achieving its objectives, the Authority Monitoring Report (AMR) will set out the progress and effectiveness of the plan preparation processes. The AMR is updated annually and will report key milestones in relation to the progress of the development plan documents and other relevant items.
- 5.8. Unforeseen developments such as the closure of a major employer may lead to the requirement for the Local Development Scheme to be reviewed earlier as this may

require new SPDs or DPDs to be produced urgently whilst other documents are delayed.

Risk Assessment

5.9. The table below identifies possible risks that could be encountered in the implementation of this LDS. It sets out an evaluation of the significance of the potential risk and the mitigation measures to manage risk should it occur.

	Risk	Likelihood	Issue	Mitigation
1	IT Systems	Medium	<ul style="list-style-type: none"> • Insufficient expertise • Resources – software, hardware and staff • Loss of data • Lack of access to data held by other teams • Changes to systems used <p>Could all lead to slippage in the programme.</p>	Staff training, appropriate resourcing, and improvements to data access could reduce these risks.
2	Staffing Issues	High	<ul style="list-style-type: none"> • Loss of experienced staff • Reduced numbers of staff • Sickness <p>Could lead to slippage in the programme, reduced staff moral and motivation, over work of existing staff potentially leading to sickness within the team and thereby increasing the issue.</p>	Prompt recruitment of new staff, or temporary staff and careful management of the work programme could reduce these risks.
3	Political Delay	Medium	<ul style="list-style-type: none"> • Committee cycle dates • Last minute changes and amendments • Change in National or Sub-Regional Government <p>Reporting procedures and long lead in times may lead to slippage in the programme.</p>	Ensuring involvement of members throughout the process and regular reviews of the programmed should help to reduce this risk.
4	Change in National / Local Government Policy	High	All stages of Local Plan preparation are influenced by government policy. Changing policies/priorities and uncertainty for the Local Plan.	Ensure that policy team is abreast of changes in policy.
5	The Planning Inspectorate (PINS) Capacity	Unknown	PINS have an important influence on the Local Plan timetable, particularly at Examination stage. Inability of PINS to meet deadlines due to nationwide demand will lead to delays in adoption.	This is outside of the our control but will be addressed by National Government where necessary.

	Risk	Likelihood	Issue	Mitigation
6	Team undertaking other work	High	Resources are finite (3 FTE). If the project team is required to input in to other priority areas of the Authority or Combined Authority, this is likely to cause slippage in the programme.	Local Plan to be a corporate priority ensuring team remain focused on delivery.
7	Volume of work greater than anticipated	Medium	This may include a higher number of representations than expected, new work areas, or additional evidence base requirements leading to slippage in the programme.	Ensure timetable is realistic and has a degree of built-in flexibility.
8	Duty to Co-operate	Medium	<ul style="list-style-type: none"> • Joint Working • Negotiation <p>When working to differing timelines, priorities for joint working may differ and lead to delays in evidence or discussion taking place.</p>	Ensure that timetables are realistic and reflect partner authorities' / organisations' ability to contribute to joint working.
9	Consultation Fatigue	Medium	<ul style="list-style-type: none"> • Lack of responses • Lack of understanding with regard to the purpose/content of the plan. 	Ensure approach set out in the SCI is used, where possible adopt new ideas to improve consultation. Use plain English.
10	Local Plan is found unsound	Low	The Local Plan cannot be adopted without additional work leading to delay in adopting the plan.	Work closely with PINS to ensure risk is minimised. Utilise the PAS Soundness Toolkit. Keep up to date with best practice and ensure that staff receive appropriate training.
11	Need for further consultation	Medium	It can be hard to predict where and when extra consultation may be required, but may be as a result of the Hearing or due to the levels of comments received.	Ensure timetable is realistic, reviewed regularly and has a degree of built in flexibility.
12	Need for specialist Input	High	It is normally possible to foresee where there is a need for specialist involvement therefore reducing the risk associated with this issue. However, on occasions e.g. where new Government guidance is created, it may be necessary to use specialists without additional time being built into the programme, therefore causing delays.	Ensure that policy team is abreast of changes in policy and allow for some flexibility in the AMR.

Acronyms

AMR	Authority Monitoring Report
CIL	Community Infrastructure Levy
CLG	Department of Communities and Local Government
DPD	Development Plan Document
LDO	Local Development Order
LDS	Local Development Scheme
NDP	Neighbourhood Development Plan
NPPF	National Planning Policy Framework
PPG	National Planning Policy Guidance
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SPD	Supplementary Planning Document
UDP	Unitary Development Plan

Appendix A: Local Development Scheme Details

Delivery and Allocations Local Plan (including Policies Map) (incorporating Revised Core Strategy Policies)		
Document Details		
Title	Halton Delivery and Allocations Local Plan (including Policies Map)	
Role and Content	Sets out the vision, objectives and strategy for the development of Halton, including site allocations and development management policies.	
Status	Development Plan Document	
Geographical coverage	Borough wide	
Chain of Conformity	Conforms with the National Planning Policy Framework	
Timetable and Milestones		
Start	Begin collation of evidence and start engaging stakeholders in the early preparation of the document	Commenced
SA Scoping	Consultation on the scope of the Sustainability Appraisal	Jan 2016
Initial Consultation (Regulation 18)	Iterative process – identifying issues and options, developing preferred options and taking account of the evidence base	Jan 2016
Publication (Regulation 19/20)	Publish the final draft document and consult for 6 weeks on the content prior to submission	Oct/Nov 2017
Submission (Regulation 22)	Submit the document to the Secretary of State for examination	Jun/Jul 2018
Pre-exam meeting	To discuss the format of the Examination. (8 weeks after submission)	Oct 2018
Examination hearings	Independent Examination into the soundness of the document. (14weeks after submission)	Dec 2018
Receipt of the Inspectors Report	When the Council receives the report of the Examination from the Inspectorate	May 2019
Adoption	Document adopted and published	Jul 2019
Arrangements for Production		
Lead Department	Planning Policy	
Management arrangements	Local Plan Working Party will guide the development of the Plan. Executive Board approval will be required for public consultation on draft Plan(s). Full Council approval will be required for Submission to the Secretary of State and subsequent stages up to and including adoption.	
Resources	To be provided within the Planning Policy budget.	
Involving Stakeholders and Community	Consultation will be undertaken in line with the Regulations and the Statement of Community Involvement (SCI).	
Post Production		
Monitoring	Monitored by the Authority Monitoring Report (AMR).	
Review	The effectiveness of this Local Plan will be reviewed through the data collected within the AMR.	

Community Infrastructure Levy (CIL)		
Document Details		
Title	Halton Community Infrastructure Levy	
Role and Content	Sets out the charging schedule to fund necessary infrastructure for different categories of development across areas of Halton.	
Status	Development Plan Document	
Geographical coverage	Borough wide	
Chain of Conformity	Conforms with the National Planning Policy Framework	
Timetable and Milestones		
Start	Begin collation of evidence and start engaging stakeholders in the early preparation of the document	Commenced
SA Scoping	Consultation on the scope of the Sustainability Appraisal	Jan 2016
Initial Consultation (Regulation 18)	Iterative process – identifying issues and options, developing preferred options and taking account of the evidence base	Jan 2016
Publication (Regulation 19/20)	Publish the final draft document and consult for 6 weeks on the content prior to submission	Feb/Mar 2018
Submission (Regulation 22)	Submit the document to the Secretary of State for examination	Jun/Jul 2018
Pre-exam meeting	To discuss the format of the Examination. (8 weeks after submission)	Oct 2018
Examination hearings	Independent Examination into the soundness of the document. (14 weeks after submission)	Dec 2018
Receipt of the Inspectors Report	When the Council receives the report of the Examination from the Inspectorate	May 2019
Adoption	Document adopted and published	Jul 2019
Arrangements for Production		
Lead Department	Planning Policy	
Management arrangements	Local Plan Working Party will guide the development of the Plan. Executive Board approval will be required for public consultation on draft Plan(s). Full Council approval will be required for Submission to the Secretary of State and subsequent stages up to and including adoption.	
Resources	To be provided within the Planning Policy budget.	
Involving Stakeholders and Community	Consultation will be undertaken in line with the Regulations and the Statement of Community Involvement (SCI).	
Post Production		
Monitoring	Monitored by the Authority Monitoring Report (AMR).	
Review	The effectiveness of this Local Plan will be reviewed through the data collected within the AMR.	

REPORT TO:	Executive Board
DATE:	15 June 2017
REPORTING OFFICER:	Operational Director – Finance
PORTFOLIO:	Resources
SUBJECT:	2017/18 to 2019/20 Capital Programme
WARD(S):	Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 Council approved an updated capital programme for 2017/18 on 08 March 2017. Since then other reports covering planned capital expenditure for 2017/18 and future years have been reported. In addition new capital grant allocations have been received and slippage to capital projects for 2016/17 has been rolled forward to 2017/18. The purpose of this report is to bring all the separate elements together and report on the Council's total forecast capital programme expenditure and associated funding over the next three years.
- 1.2 To outline the proposed use of the ICT capital allocation of £1.1m. The proposed programme of ICT capital activities included at Appendix A, will support the maintenance and development of the Council's technology infrastructure.

2.0 RECOMMENDED: That:

(i) approval be given to the updated capital programme for 2017-20, including forecast spend and funding, as set out in Table 1 and Table 2.

(ii) the Strategic Director Enterprise, Community and Resources in consultation with the portfolio holder Transportation be delegated to agree a detailed implementation programme of Highways and Transportation schemes to be delivered in 2017/18.

(iii) the proposed use of the ICT rolling capital programme for 2017/18 as set out in Appendix A, be approved.

3.0 SUPPORTING INFORMATION

- 3.1 The capital strategy covering the period 2017/18 to 2019/20 was approved on 17 November 2016, as part of the Medium Term Financial Strategy. It summarised the expected capital spend over the medium term and the sources of funding available.

- 3.2 The overall capital programme for 2017/18 to 2019/20 was approved by Council on 08 March 2017. Estimates of capital allocations at that time were known to be subject to variations. This report updates the latest position, which includes confirmed and indicative capital grant allocations for 2017/18 and future years.
- 3.3 The capital programme is subject to regular review and monitoring reports are presented on a quarterly basis. Information is presented to show the actual spend incurred to date and how this compares to the capital allocation for the year. A forecast is provided to indicate if the capital programme will be utilised in full during the year or if there is any expected slippage to capital schemes.

Planned Capital Programme Expenditure

- 3.4 Table 1 below presents the planned Capital Programme for 2017/18 onwards based on current information for approved schemes, funding available and slippage of scheme expenditure from 2016/17. The capital programme is subject to continuous change as new resources and projects are identified, and will be updated throughout the year as revisions are approved by Council.

Table 1 - Planned Capital Programme Expenditure 2017/18- 2019/20

	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
People Directorate				
Asset Management Data (CAD's)	5	0	0	5
Capital Repairs	818	0	0	818
Asbestos Management	23	0	0	23
Schools Access Initiative	65	0	0	65
Basic Need Projects	613	0	283	896
School Modernisation Projects	68	0	0	68
Lunts Heath Primary School	198	0	0	198
Universal Infant Free School Meals	2	0	0	2
Halebank Primary School	8	0	0	8
Hale Primary School	3	0	0	3
Fairfield Primary School	665	0	0	665
Weston Point Primary Classroom Extension	117	0	0	117
Kitchen Gas Safety	50	0	0	50
Small Capital Works – Schools	100	0	0	100
Grants – Disabled Facilities	904	0	0	904
Stair Lifts	300	0	0	300
Joint Funding RSL Adaptations	200	0	0	200
Madeline McKenna Residential Home	450	0	0	450
Purchase of Adapted Properties	520	0	0	520
ALD Bungalows	199	0	0	199
Grangeway Court Refurbishment	140	0	0	140
Lifeline Telecare Upgrade	34	0	0	34
Bredon Reconfiguration	186	0	0	186
Vine Street Reconfiguration	97	0	0	97
Directorate Total	5,765	0	283	6,048
Enterprise, Community & Resources Directorate	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
ICT Rolling Programme	1,100	1,100	1,100	3,300
LTP – Bridge Maintenance	1,250	1,547	0	2,797
LTP – Highways Maintenance	2,144	0	0	2,144
LTP – Integrated Transport	460	0	0	460
STEP – Mersey Corridor Business Hubs	40	0	0	40
STEP – Sustainable 'Sci-Tech' Links	22	0	0	22
STEP – Silver Jubilee Corridor Business Hubs	150	0	0	150
STEP – Widnes Connect	163	0	0	163
STEP – Runcorn East Access	555	0	0	555
Street Lighting	3,706	200	200	4,106

Risk Management	155	120	120	395
Fleet Renewals	1,500	555	1,317	3,372
Early Land Acquisition – Mersey Gateway	2,254	11,284	0	13,538
Mersey Gateway Crossings Board	2,365	0	0	2,365
Mersey Gateway – Contribution to Construction Costs	67,500	0	0	67,500
Mersey Gateway – Loan Interest During Construction	1,854	0	0	1,854
Mersey Gateway – Liquidity Fund	10,000	0	0	10,000
Silver Jubilee Bridge Major Maintenance Scheme	9,760	0	0	9,760
Stadium Minor Works	30	30	30	90
Norton Priory	348	0	0	348
Norton Priory Biomass Boiler	107	0	0	107
Children’s Playground Equipment	100	65	65	230
Runcorn Hill Park	233	75	0	308
Crow Wood Play Area	458	75	0	533
Runcorn Cemetery Extension	9	0	0	9
Peelhouse Lane Cemetery	1,103	293	0	1,396
Peelhouse Lane Cemetery – Enabling Works	33	0	0	33
Landfill Tax Credit Schemes	340	340	340	1,020
Upton Improvements	13	0	0	13
The Glen Play Area	43	0	0	43
Pheonix Park	121	0	0	121
Victoria Park Glass House	280	0	0	280
Litter Bins	20	20	20	60
3MG	4,607	0	0	4,607
Widnes Waterfront (including Bayer)	1,000	0	0	1,000
Johnsons Lane Infrastructure	302	0	0	302
Decontamination of Land	6	0	0	6
SciTech Daresbury – EZ Grant	483	0	0	483
Venture Fields	6,000	0	0	6,000
Linnets Clubhouse	1,040	0	0	1,040
The Croft	30	0	0	30
Former Crossville Depot	1,384	0	0	1,384
Signage at the Hive	77	0	0	77
Advertising Screen at the Hive	100	0	0	100
Equality Acts Improvement Works	300	300	300	900
Widnes Market Refurbishment	1,294	11	0	1,305
Widnes Land Purchases	235	0	0	235
Directorate Total	125,074	16,015	3,492	144,581
Total Capital Programme	130,839	16,015	3,775	150,629

- 3.5 The Council receives two principal sources of formula based capital funding from Government to improve local transport conditions, namely the Integrated Transport Block (ITB) used to fund small transport improvements and the Highways Maintenance Block (HM) used to maintain the highway, associated structures and covering works such as resurfacing, bridge maintenance and street lighting.
- 3.6 The way in which the ITB and HM allocations are granted changed in 2015/16 as a result of the formation of the Liverpool City Region Combined Authority (LCRCA). ITB and HM allocations are now paid direct to the LCRCA, as the co-ordinating body for the funding.
- 3.7 A detailed implementation programme of local capital projects which will be undertaken using ITB allocations has not yet been finalised for 2017/18. This is a result in a delay of finalising funding allocations, a detailed programme will be set over the coming months and the full allocation will be spent or fully committed by the end of the financial year.
- 3.8 In May 2015, the Council received confirmation of funding for 4 Sustainable Transport Improvement Schemes (STEP) as part of the approved LCR Combined Authority STEP programme. The schemes will be delivered using Growth Deal funding over the period 2015-2017 with a match contribution from ITB and Section 106 budgets. The allocations shown above have not yet been formally approved by the LCR.

Funding the Programme

- 3.9 Table 2 below summarises how the capital programme will be funded.

Table 2 Capital Programme Funding 2017/18 to 2019/20

	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Specific & General Grants	15,235	1,424	283	16,942
External Contributions	2,362	421	306	3,089
Borrowing	100,750	11,962	1,317	114,029
Revenue Contributions	417	35	0	452
Capital Receipts	12,075	2,173	1,869	16,117
Total Funding	130,839	16,015	3,775	150,629

- 3.10 The Council will continue to seek and secure further additional external resources to reduce on-going revenue implications and enhance the capital programme. For example, through Section 106 agreements.
- 3.11 Revenue contributions have been set aside to fund capital repairs for schools.

- 3.12 Borrowings undertaken to support the capital programme are undertaken in line with the Prudential Code and Council's Treasury Management Strategy. This ensures that external borrowings are affordable and within prudent and sustainable levels. Borrowings to fund the capital programme over the three years will be repayable in future years from either Government grant, forecast capital receipts or funded from future revenue streams.
- 3.13 Repayments and interest costs for borrowings to fund Council's contribution to Mersey Gateway construction costs will be re-paid through future toll revenue.
- 3.14 Prudential borrowing remains an option to fund future capital schemes, but the financing costs as a result of the borrowing will need to be found from savings within the revenue budget.

Capital Receipts

- 3.15 Available capital receipts are used to fund the capital programme. Sales from the disposal of surplus land and buildings may only be used to fund capital expenditure. These funds cannot be used to fund revenue expenditure, with the exception of up to 4% of the proceeds of the sale of capital assets being allowable to fund the revenue cost of disposing of an asset.
- 3.16 Estimates of capital receipts over the medium term are based on forecast land and building sales. Although there is some optimism in the property market, the cautious approach the Council has adopted over the past number of years needs to be continued and as such there are no funds available for new capital starts unless external funding is generated to finance the cost.
- 3.17 Table 3 below shows the expected balance of capital receipts over the next three years. The Council attempts to maintain a minimum value of £3m of retained receipts towards funding the capital programme. However, the table shows that the balance of capital receipts is forecast to fall below this level. A prudent view has been adopted with regards to the timing and value of capital receipts and when further details are known the balance of receipts will be updated.

Table 3 Capital Receipts

	2017/18 £'000	2018/19 £'000	2019/20 £'000
Balance B/F	9,708	2,010	2,872
In-Year Anticipated Receipts	4,141	3,035	0
Receipts Utilised	-11,839	-2,173	-1,869
Balance C/F	2,010	2,872	1,003

4.0 POLICY IMPLICATIONS

4.1 None

5.0 FINANCIAL IMPLICATIONS

5.1 The financial implications are as set out within the report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children & Young People in Halton**

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

6.3 **A Healthy Halton**

6.4 **A Safer Halton**

6.5 **Halton's Urban Renewal**

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

7.0 RISK ANALYSIS

7.1 There is a risk that slippage to the capital programme, could result in increases to the cost of delivering schemes. Additional revenue costs could be incurred if the schemes are not delivered in time.

7.2 Many grants which fund capital expenditure come with conditions to how funding can be used and outcome targets for when the asset is brought into use. Deviation against these conditions may result in requests for clawback to the funding from approving bodies.

7.3 The capital programme is heavily funded from prudential borrowing, of total capital expenditure, £114m or 76% will come from future and existing borrowings. Risks exist in schemes funded from prudential borrowing. It is important to recognise on undertaking borrowing that a clear plan exists which identifies how the principal and interest will be re-paid on the borrowing end date.

7.4 There is a cashflow risk to capital schemes funded from future capital receipts, the cost to the Council of the short to medium term cashflow impact needs to be recognised at the start of each scheme.

7.5 Regular monitoring and reporting of spending against the capital programme will seek to mitigate the above risks.

7.6 The forecast balance of capital receipts is expected to be below the Council minimum value of £3m in each of the next three years. Use of future capital receipts should be monitored against this target to ensure annual standing items within the capital programme remain affordable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no equality and diversity issues.

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

9.1 None under the meaning of the Act.

Appendix A – ICT Rolling Programme 2017/18

1.0 Supporting Information:

- 1.1 Supported by the current rolling capital programme the Council's technology infrastructure has undergone further upgrade and development with continued major changes to its:
 - Internal Network
 - Server infrastructure
 - Data Storage infrastructure
 - Server and Desktop Infrastructure
- 1.2 The primary objective of the ICT capital programme is to allow and maintain incremental growth, change and redevelopment of the Council's main computing infrastructure solution.
- 1.3 The investment strategy over the last 4 years has incrementally developed the Halton Cloud Services facility. This facility now comprises of two active data centre facilities that enable the deployment of change within the Council quickly and efficiently.
- 1.4 This digital strategy fully supports the principle objective set at the start of this rolling programme surrounding the delivery of agile working, access to all applications and associated data sets through centrally managed, seamless, secure and compliant platforms.
- 1.5 The programme moved forward within the last financial year focusing upon the delivery of new application management and desktop solutions that will now start to replace the existing VDI desktop facilities with new and enhanced remote access facilities.
- 1.6 Microsoft's new licensing programme inclusive of some considerable price rises and changes within the server environment space, is how licensing will be deployed and charged from now onwards. As in previous year's, licensing agreements will form a significant part of the planned spend on the capital programme in 2017/18, the cost of these will be just under 40% of the total ICT allocation. Every effort is being taken to reduce this overhead, but this is an ever-increasing issue.
- 1.7 On a more positive note the facilities that are now in place to support the Council's agile working objectives are now fully deployed and in use by all officers. Capability will grow incrementally to support the considerable number of technical developments delivered and in development aimed at simplifying services and process across the Council.
- 1.8 The delivery and management of centralised data has always been an objective of the programme and will continue to develop as more cost effective hardware and software developments are linked to procedural

changes. This will have the aim of reducing unnecessary data sets retained and stored by the Council, be that in its physical or digital formats. The Records Management Unit is moving forward quickly and efficiently reducing this physical impediment. New digital facilities and procedures will help with the ever increasing digital load, such as the changes to email retention planned for 2017/18 which will reduce the impact upon the capital programme dramatically.

- 1.9 Finally the incremental growth of the Councils own communications and data network facilities is an essential aspect of the Halton Technology Programme. Wi-Fi facilities have been utilised throughout the Borough for many years effectively, but now require a new focus as the more officers expect to and do work remotely. The facilities have to deal with this extra load in order to not reduce the user experience. These upgrades to the network will coincide with enhancements to the data centre networks and the surrounding data networks bringing 10Gb technologies into the infrastructure.

2.0 Financial Spend Profile

- 2.1 The 2017/18 allocation for the IT Capital programme totals £1.1m, proposed below is how the allocation will be utilised. Note the sum of the three headings exceeds the allocation by £25,000 but it is expected this will reduce either following tender and competitive procedures or by moving some projects back into the following year.

2.2 Software: £440,000

- Additional Microsoft SQL Data Base Licensing to create active/active database solution for SQL services - £75,000
- Additional Microsoft license for server deployments across both data centre locations - £65,000
- Microsoft Enterprise Agreement, covering Desktop, existing server and client access licensing - £300,000

2.3 Hardware £465,000

- Upgrade Date Centre Network Hardware to 10Gb - £45,000
- 10GB blade based switches within the Data Centre – £25,000
- Uninterrupted Power Supply Replacement - £45,000
- Server Maintenance Items - £20,000
- Back-up Infrastructure Upgrade - £50,000
- Laptops - £100,000
- Brixx, Monitors end user device replacement - £150,000
- Agile Meeting rooms, Civic Suite AV - £10,000
- Members iPad replacement - £20,000

2.4 **Network: £220,000**

- WiFi Upgrade £100,000
- LAN Hardware refresh £60,000
- Picow Farm Data Centre Stand-By Generator £60,000

Agenda Item

REPORT TO:	Executive Board
DATE:	15 June 2017
REPORTING OFFICER:	Operational Director – Finance
PORTFOLIO:	Resources
TITLE:	Treasury Management Annual Report 2016-17
WARDS:	Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide an update regarding activities undertaken on the money market as required by the Treasury Management Policy.

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

- 3.1 The following analysis of the economic situation has been provided by Capita Asset Services, the Council's treasury management advisors.
- 3.2 For the period ending 31st March 2017:
- The economy lost some momentum
 - Rising inflation started to dent household consumption
 - The labour market continued to tighten but wage growth softened
 - One MPC member voted for an increase in Bank Rate as CPI inflation exceeded the 2% target
 - The Brexit process started with the triggering of Article 50
- 3.3 Having finished 2016 strongly, the economy looks to have lost a little momentum in Q1 of 2017. Quarterly GDP growth of 0.7% in Q4 2016 marked an acceleration of growth from 0.5% in the preceding quarter but this dropped to 0.5% during Quarter 1.
- 3.4 A slowdown in consumer spending, which was the key driver of growth in 2016, looks to be behind this overall slowdown in growth. While retail sales rose by 1.4% on the month, this followed three consecutive monthly declines and retail sales would have to post a monthly increase of over 3% in March to prevent sales from falling on a quarterly basis in Q1. Though retail sales only

account for around a third of household spending and recent evidence on other areas of household spending has been more encouraging.

- 3.5 Some marginal slowdown in household consumption seems inevitable. Q4's National Accounts revealed a second consecutive quarterly decline in households' real disposable incomes. As a result, the 0.7% rise in overall household spending in the same quarter had to be funded entirely through households reducing the proportion of income that they save. With wage growth still subdued and inflation continuing to rise, it seems unlikely that households will be able to maintain that pace of spending growth.
- 3.6 Wage growth slowed a touch in January. Headline annual average weekly earnings growth eased from 2.6% to 2.2%. However, that slowdown is at odds with the tight labour market with the unemployment rate falling from 4.8% to 4.7%, the equal-lowest since 1975.
- 3.7 Inflation has picked up faster than had been expected. CPI inflation rose from an average of 1.2% in Q4 2016, to 1.9% in January and 2.3% in February, breaching the MPC's 2% target for the first time since November 2013. The increase was mainly due to inflation on exchange rate-sensitive components as the pound's post Brexit-vote depreciation fed into higher prices on imported goods.
- 3.8 While the March MPC meeting came before the latest increase in inflation, the Committee's tolerance for higher inflation appeared to have already diminished somewhat. Kristen Forbes voted for a Bank Rate increase while it would reportedly take "little further upside news on the prospects for activity or inflation", for some other members to join her.
- 3.9 In contrast, the US Federal Reserve increased rates by 0.25% in March taking their funds target range to between 0.75% and 1.00%. Meanwhile, the European Central Bank continued with its plan of slowing the pace of its asset purchases from April 2017, and then continuing purchases at the lower level until December 2017. As a result, we have seen what we think will prove the beginnings of a historically-unusual divergence in Western monetary policy over the next year or so.
- 3.10 The public finances improved much faster than the OBR had forecast at the time of the Autumn Statement. Public Sector Net Borrowing for the first eleven months of the fiscal year of £47.8bn was 29% below that from a year earlier whereas the OBR had forecast a 10% reduction.

- 3.11 The UK Government triggered Article 50 at the end of March. The initial exchanges have been constructive, with both sides seemingly wanting to pursue a free trade deal, but talks on that will only begin once the EU is satisfied with progress on the terms of Britain's withdrawal. The withdrawal negotiations will begin in June with the UK's exit bill the first potential sticking point. The outcome of the negotiations is set to be ratified by the UK and EU parliaments in late 2018. But any future trade deal can't be officially agreed until the UK has left the EU. Therefore, upon the UK's exit in March 2019, a transitional arrangement is likely while the details of a future trading relationship are finalised.

Interest Rate Forecast

- 3.12 The following forecast has been provided by Capita Asset Services.

	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20
Bank rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%	0.75%
5yr PWLB rate	1.40%	1.60%	1.60%	1.70%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%	2.00%
10yr PWLB rate	2.10%	2.30%	2.30%	2.30%	2.40%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%
25yr PWLB rate	2.70%	2.90%	3.00%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%	3.40%	3.40%
50yr PWLB rate	2.50%	2.70%	2.80%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%

Short Term Borrowing Rates

- 3.13 The bank base rate remained at 0.25% during the last six months of the year.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	%	%	%	%	%	%	%
Call Money (Market)	0.22	0.23	0.23	0.22	0.23	0.23	0.22
1 Month (Market)	0.27	0.27	0.26	0.26	0.26	0.26	0.26
3 Month (Market)	0.38	0.40	0.38	0.37	0.36	0.36	0.34

Longer Term Borrowing Rates

	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	%	%	%	%	%	%	%
1 Year (Market)	0.76	0.81	0.79	0.78	0.77	0.74	0.72
10 Year (PWLB)	1.57	2.12	2.29	2.13	2.35	1.99	1.97
25 Year (PWLB)	2.27	2.71	2.84	2.71	2.91	2.67	2.60

- 3.14 Market rates are based on LIBOR rates and PWLB rates are for new loans based on principal repayable at maturity. The rates are shown for the end of each month.

Borrowing and InvestmentsTurnover During the Year

	No of deals	Turnover £m
Short Term Borrowing	2	5
Short Term Investments	32	276

Position at Month End

	Sep £m	Oct £m	Nov £m	Dec £m	Jan £m	Feb £m	Mar £m
Total Borrowing	163	165	153	153	153	153	153
Total Investments	(153)	(113)	(123)	(123)	(123)	(123)	(103)
Call Account Balance	(27)	(25)	(14)	(14)	(20)	(9)	(18)

Investment Benchmarking

	Benchmark Return %	Performance Oct - Mar %	Investment Interest Earned £000
Benchmark			
7 day	0.12	0.42	59
1 month	0.14	0.00	-
3 month	0.24	0.72	50
6 month	0.40	0.72	239
12 month	0.63	0.76	129
Property Fund		4.30	157
Total			634

- 3.15 This shows the Council has over achieved the benchmark for all maturities for the second six months of the year.
- 3.16 As at 31st March 2017 the Council holds £5m invested in the CCLA Local Authority Property Fund. There is no benchmark available for this income.

Budget Monitoring

Net Interest at 31st March 2017				
	Full Year Budget £000	Actual Spend £000	Variance (o/spend) £000	Actual inc M Gateway £000
Investment	(408)	(614)	206	(695)
Borrowing	1,141	1,217	(76)	4,370
Total	733	603	130	3,675

- 3.17 As the borrowing and investments in relation to the Mersey Gateway scheme are to be capitalised they will have no effect on the revenue budget and have therefore been excluded from the budget monitoring figures above.

New Long Term Borrowing

- 3.18 A £10m loan was taken from the PWLB (Public Works Loan Board) in April 2016, no further borrowing was taken in the last six months of the year.

Policy Guidelines

- 3.19 The Treasury Management Strategy Statement (TMSS) for 2016/17, which includes the Annual Investment Strategy, was approved by the Council on 11 February 2016. It sets out the Council's investment priorities as being:
- Security of capital;
 - Liquidity; and
 - Yield
- 3.20 The Council will also aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate and the heightened credit concerns it is considered appropriate to keep the majority of investments short term and to ensure all investments are in line with Sector's credit rating methodology.

Treasury Management Indicators

- 3.21 It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators were set out in the Treasury Management Strategy Statement and are reviewed in Appendix 1.

Debt Rescheduling

3.22 No debt rescheduling was undertaken during 2016/17.

4.0 POLICY IMPLICATIONS

4.1 None.

5.0 FINANCIAL IMPLICATIONS

5.1 The financial implications are as set out in the report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

7.0 RISK ANALYSIS

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

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

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

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

Treasury and Prudential Indicators – 2016/17

Prudential Indicators	2015/16	2016/17	
	Full Year Actual £000	Original Estimate £000	Quarter 4 Actual £000
Capital Expenditure	29,841	107,715	84,796
Net Financing Need for the Year <i>(Borrowing Requirement)</i>	7,094	87,613	58,759
Increase / (Decrease) in CFR <i>(Capital Financing Requirement)</i>	3,946	84,417	56,369
Ratio of Financing Costs to Net Revenue Stream <i>(Proportion of cost of borrowing to Council's net revenue)</i>	3.2%	2.2%	2.2%
Incremental Impact on band D Council Tax (£) <i>(net cost of borrowing compared to tax base)</i>	9.43	2.64	2.42
External Debt	183,000	153,000	153,000
Operational Boundary <i>(Limit of which external debit is not expected to exceed)</i>	252,600	255,313	255,313
Authorised Limit <i>(Limit beyond which external debit is prohibited)</i>	270,000	270,000	270,000

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

Maturity Structure of Fixed Rate Borrowing	Exposure Limit %	2015/16 Actual %	2016/17 Actual %
Under 12 months	40	7	7
12 months to 24 months	40	7	0
24 months to 5 years	40	0	0
5 years to 10 years	40	0	0
10 years and above	100	86	93

Maximum Principal invested > 365 days	Investment	2015/16	2016/17
	Limit £000	Actual £000	Estimate £000
Principal Sums Invested over 365 days	30,000	10,000	10,000

AGENDA ITEM NO.

REPORT TO: Executive Board

DATE: 15 June 2017

REPORTING OFFICER: Operational Director – Finance

PORTFOLIO: Resources

SUBJECT: 2016/17 Financial Outturn

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To report the final revenue and capital spending position for 2016/17.

2.0 RECOMMENDED: That

1) the report be noted.

2) the information within the report is taken into account when reviewing the medium term forecast and saving proposals for future years.

3.0 SUPPORTING INFORMATION**Revenue Spending**

3.1 Preparation of the year-end accounts for 2016/17 is nearing completion and the revenue spending position for each Department, subject to external audit, is shown in Appendix 1.

3.2 Overall the final outturn position shows an overspend position of £0.559m against a budget of £98.468m. The overspend position has been highlighted throughout the year and at the end of December 2016 was forecast to be in the region of £1m by year-end. There have been a number of spending pressure areas against the Council's budget throughout the year. The most significant of these was within Children in Care, where demands upon the Service continue to be high, due to the numbers of children in care and related costs.

3.3 Budget savings for 2017/18 were implemented in two sets, the first of which consisted of savings of £7.9m approved by Council in December 2016. As a result of some of these savings being implemented early, they have helped to reduce the in-year overspend position, together with budget managers' efforts to limit spend to only essential items in the final quarter of the year.

- 3.4 Total Employee expenditure for the year was £68.3m (£71.8m in 2015/16), which was £1.4m below the budget. The variance is primarily due to holding posts vacant during the year, some of which have been deleted in the new financial year to achieve budget savings.
- 3.5 Expenditure on Agency Employee Placements for the year totalled £1.9m, which was £1.0m less than in the previous financial year and a reduction of £2.0m from 2014/15. New online procedures for requesting, authorising and managing agency staff placements have been introduced following an efficiency review, which have had a significant financial impact.
- 3.6 Included within the employees budget is a staff turnover savings target of 3%, which reflects the saving made between a member of staff leaving a post and the post being filled. The target for the year has been achieved in most departments, with the exception of Community & Environment and Policy, People, Performance & Efficiency where staff turnover was less than expected.
- 3.7 Expenditure on Supplies and Services is £0.3m below the total budget of £11.2m, as spend continues to be limited to only essential items required to deliver services. In 2015/16 the underspend was £1.0m and this reduction year-on-year reflects that many of these underspending, discretionary budgets have been put forward as budget savings. It is therefore likely that the scale of any underspend on supplies and services in 2017/18 will be further reduced, which will increase the pressure to keep the overall Council in line with budget.
- 3.8 A number of underspends against the 2016/17 budget have been approved as one-off budget savings for 2017/18. These have therefore been carried forward into 2017/18 when preparing the year-end accounts.
- 3.9 Within the overall net overspend for the year, the key budget variances are as follows;
- (i) **Children and Families Department (£4,570,000 overspend):-**
The number of children entering the Service has increased significantly, as highlighted throughout the year. In addition, the number of children requiring high cost placements has also risen significantly. As a result, a significant overspend against budget was expected and the position has accelerated during the second half of the year. There are a number of areas which have contributed to the final, year-end position, including:
- Expenditure relating to Out-of-Borough Residential Placements was £6.9m, which is an increase in spend from the previous year of £1.9 (39%). Additional budget of £0.7m was allocated when

setting the 2016/17 budget, but spend for the year continues to be significantly over budget by £3.2m (87%).

The number of children accessing out-of-borough residential placements increased 41% during the past year from 54 to 76. The number of packages costing in excess of £5,000 per week (£260,000pa) also increased from 2 to 7. Work is being undertaken to challenge providers' costs and initially there has been a positive reaction to this, particularly around costs for young people in semi-independence placements.

Spend on Out-of-Borough Fostering for the year was £1.7m, an increase of 97% from 2015/16. There has been a reduction in the number of foster carers available within the Borough and therefore additional efforts are being made to recruit new foster carers, but this will take time to have an impact. Across both out-of-borough and in-borough foster placements, spend for the year has exceeded budget by £1.1m (43%) in total.

Special Guardianship Orders continue to have a significant financial impact on the budget. An additional £0.6m was allocated to this budget in 2016/17, but total spend for the year is still £0.3m (26%) above budget. Total spend is marginally higher than in the previous year. Demand for special guardianship orders is difficult to predict, but it is expected that this will continue to be a budget pressure moving forward.

Expenditure relating to Direct Payments/Individual Budgets was above budget by £0.3m (130%). Throughout the year the number of children receiving a direct payment or an individual budget has increased, although the number funded from a joint funding package with Halton Clinical Commissioning Group (HCCG) has decreased. High cost packages are reviewed throughout the financial year, to see if any costs can be reduced whilst still ensuring the needs of the individual children are being met.

The Efficiency Programme Board recently began an efficiency review workstream to consider the approach to children in care placements and how the associated costs may be reduced.

- (ii) **Adult Social Services and Prevention & Assessment (£92,000 underspend):-** Overall the Department including the Complex Care Pool Budget has spent marginally less during the year than the total budget. The main reason for the variance was employee costs being less than expected during the year as posts have been held vacant wherever possible. The main pressure on the Department's budget relates to income from community meals, which has a £62,000 shortfall against budget.

Net spend on the Complex Care Pool Budget (hosted with Halton CCG) was £55,000 above budget, but this overspend has been carried forward into 2017/18 and is intended to be met from in-year efficiencies. The main budget pressures relate to domiciliary and supported living, and direct payments.

- (iii) **Community & Environment Department (£296,000 underspend):-** The Department's overall underspend is due to a number of reasons including; utility costs being lower than expected, reduced building maintenance and costs for the leisure centres being less than was initially anticipated following the handover of the centres from the previous provider.

The delay in the start of the new waste disposal contract, originally anticipated for October 2016, has resulted in costs for the year being marginally lower than anticipated.

Waste management transport costs are £0.2m less than forecast, as the rolling programme of fleet replacement within the capital programme has led to a reduction in annual fleet maintenance and running costs.

Income for the Department continues to be an on-going pressure being £0.2m short of the budget target for the year. However, this only represents 1.3% of the Department's total £16.0m income target. The main shortfalls were in; catering sales, playing fields income and chargeable works for open spaces.

- (iv) **Economy, Enterprise & Property Department (£583,000 underspend):-** The most significant reason for the Department's overall underspend, relates to increased rent income from the industrial estates. This was due to the delay in the sale of the three industrial estates at Oldgate, Marshgate and Dewar Court, for which no income had been anticipated.

Other favourable variances were as a result of reduced building maintenance, lower utility costs and increased income from investment properties.

- (v) **ICT & Support Services (£690,000 underspend):-** Vacant posts within the Support Services Division, have helped contribute to employee costs being £0.4m being lower than forecast. The Division experiences a high turnover of staff and whilst this may continue to be the case, the level of underspend may not be as great in future as a number of vacant posts have been approved as budget savings for 2017/18.

Spend on ICT maintenance was £0.2m less than budgeted, as wherever possible the replacement of hardware and desktop systems was funded from the capital programme. A budget

saving has also been approved against this budget for 2017/18 and therefore the level of underspend is not expected to continue.

- (vi) **Planning & Transportation (£442,000 underspend):-** The Department has seen a reduction in street lighting maintenance costs during the year, with the continued introduction of the LED street light replacement programme combined with lower energy costs. A further budget saving has been approved against this budget in 2017/18.

In addition, the ongoing fleet replacement programme funded from capital has resulted in a decrease in fleet maintenance and running costs, which has resulted in an underspend for the year of £0.1m

Vacant posts held within the staffing structure have resulted in employee spend for the year being less than budget. Certain vacancies have however had an adverse impact upon the capital salaries income target which has not been fully achieved, but this is expected to correct itself during 2017/18 once posts are filled.

- (vii) **Corporate & Democracy (£1,486,000 underspend):-** Slippage in the capital programme and the continued current low interest rates has meant a reduction in borrowing costs and capital financing costs for the year compared to budget.

The Treasury Management function has performed well over the year and has minimised the level of borrowings required for short term needs, whilst at the same time increased income has been generated from investments. Whilst investment rates overall show no sign of improving, the Council has been able to take advantage of some favourable deals which has resulted in external interest income being greater than anticipated.

A number of one-off grants have been received during the year which has also increased income. These include grants for administering small business rate relief and additional New Homes Bonus grant. The establishment of the business rate retention pool with Warrington and St Helens councils has also generated extra income of £0.2m for Halton, as a share of Warrington's surplus business rates which would have previously been paid over to Government.

Reserves and Balances

- 3.10 The Council's Reserves and Balances have been reviewed in accordance with the Reserves and Balances Strategy and are considered reasonable given the scale of the financial challenges facing the Council.

- 3.11 Total revenue spending for the year was £0.559m above budget. As a result the Council's general reserve is now reduced to now £4.8m. Given the financial challenges and spending pressures facing the Council, this balance is considered to be at a reasonable level but it would not be considered prudent to make any further reductions in order to balance future budgets.
- 3.12 During the new financial year a review of earmarked reserves will be undertaken, in order to establish those which might be released in order to establish a fund to help with balancing the budget in future years.

School Balances

- 3.13 School balances as at 31 March 2017 total £5.1m (compared to £6.7m last year-end). This is made up of £4.8m of Individual School Budgets and £0.3m of General School grants which will carry forward into 2017/18. There is also £1.6m of unspent schools related funding held centrally which will carry forward into 2017/18.
- 3.14 The breakdown of spending for 2016/17 against Individual School Budgets (ISB) is given in the table below.

Individual School Budgets (ISB) 2016/17					
	Nursery Schools £'000	Primary Schools £'000	Secondary Schools £'000	Special Schools £'000	Total £'000
Balance b/f from 2015/16	100	4,917	798	629	6,444
ISB for 2016/17	993	46,966	22,333	4,900	75,192
Total Budget	1,093	51,883	23,131	5,529	81,636
Actual Expenditure	1,060	47,993	22,504	5,303	76,860
Balance c/f to 2017/18	33	3,890	627	226	4,776

Capital Spending

- 3.15 Appendix 2 presents details of spending against the 2016/17 Capital Programme. Capital spending totalled £84.8m, which is £37.2m below the revised capital programme of £122m. The main reason for spend being so far below budget is the delay in making the second payment of £35m in connection with the Mersey Gateway bridge project, whilst it is verified that all contractual obligations have been met.
- 3.16 Excluding Mersey Gateway, capital spending was £38.9m, which is £5.0m below the revised budget figure of £43.9m. This represents 11% slippage of the revised capital programme and is within the normal expected slippage figure of 20%. There has been slippage on several large projects and spend will continue to be incurred on them in

2017/18. The three year capital programme will be updated to reflect such slippage.

4.0 POLICY AND OTHER IMPLICATIONS

4.1 There are none.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

6.0 RISK ANALYSIS

6.1 There are a number of financial risks within the budget. However, the Council has internal controls and processes in place to ensure that spending remains in line with budget as far as possible.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 There are 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.

APPENDIX 1

2016/17 REVENUE EXPENDITURE

Summary

Department/Directorate	Annual Budget £'000	Actual Expenditure £'000	Variance (overspend) £'000
Adult Social Services and Prevention & Assessment	27,455	27,363	92
Children & Families	20,021	24,591	(4,570)
Commissioning & Complex Care	8,847	8,951	(104)
Education, Inclusion & Provision	12,170	12,030	140
Public Health & Public Protection	458	457	1
People Directorate	68,951	73,392	(4,441)
Community & Environment	24,754	24,458	296
Economy, Enterprise & Property	2,750	2,167	583
Finance	4,193	4,057	136
ICT & Support Services	1,602	912	690
Legal & Democratic	602	386	216
Planning & Transportation	16,016	15,574	442
Policy, People, Performance & Efficiency	-47	-80	33
Enterprise, Community & Resources Directorate	49,870	47,474	2,396
Corporate & Democracy	-20,353	-21,839	1,486
Total Revenue Expenditure	98,468	99,027	(559)

PEOPLE DIRECTORATE

Adult Social Services & Prevention and Assessment Department

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	7,520	7,378	142
Other Premises	46	41	5
Supplies & Services	420	426	(6)
Transport	16	15	1
Food Provision	106	109	(3)
Other Agency	23	10	13
Contribution To Complex Care Pool	19,729	19,729	0
Total Expenditure	27,860	27,708	152
<u>Income</u>			
Fees & Charges	-537	-475	(62)
Reimbursements & Grant Income	-215	-217	2
Transfer from Reserves	-251	-251	0
Capital Salaries	-195	-195	0
Government Grant Income	-227	-227	0
Total Income	-1,425	-1,365	(60)
Net Operational Expenditure	26,435	26,343	92
<u>Recharges</u>			
Premises Support	389	389	0
Central Support Services	1,876	1,876	0
Asset Charges	147	147	0
Internal Recharge Income	-1,530	-1,530	0
Transport Recharges	138	138	0
Net Total Recharges	1,020	1,020	0
Net Department Expenditure	27,455	27,363	92

Children & Families Department

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	9,307	9,089	218
Premises	300	257	43
Supplies and Services	1,021	988	33
Transport	8	104	(96)
Direct Payments/Individual Budgets	201	462	(261)
Commissioned Services	318	211	107
Out of Borough Residential Placements	3,659	6,851	(3,192)
Out of Borough Adoption	133	153	(20)
Out of Borough Fostering	453	1,676	(1,223)
In House Adoption	398	491	(93)
Special Guardianship	1,092	1,374	(282)
In House Foster Carer Payments	2,015	1,852	163
Care Leavers	184	104	80
Family Support	82	82	0
Emergency Duty team	89	98	(9)
Contracted Services	4	5	(1)
Capital Finance	6	0	6
Transfer to Reserves	94	94	0
Total Expenditure	19,364	23,891	(4,527)
<u>Income</u>			
Adoption Placements	-98	-54	(44)
Fees and Charges	-25	-25	0
Sales Income	-58	-58	0
Rents	-80	-81	1
Dedicated Schools Grant	-127	-127	0
Reimbursements & Other Grant Income	-1,428	-1,429	1
Government Grants	-309	-309	0
Transfer from Reserves	-32	-32	0
Total Income	-2,157	-2,115	(42)
Net Operational Expenditure	17,207	21,776	(4,569)
<u>Recharges</u>			
Premises Support	594	594	0
Transport Support	42	41	1
Central Support Service Costs	2,178	2,180	(2)
Net Total Recharges	2,814	2,815	(1)
Net Department Expenditure	20,021	24,591	(4,570)

Commissioning & Complex Care

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	6,155	6,046	109
Other Premises	301	314	(13)
Supplies & Services	367	372	(5)
Other Agency Costs	778	810	(32)
Transport	222	234	(12)
Contracts & SLAs	151	161	(10)
Emergency Duty Team	94	103	(9)
Payments To Providers	1,832	1,832	0
Transfer To Reserves	602	602	0
Total Expenditure	10,502	10,474	28
<u>Income</u>			
Sales & Rents Income	-233	-264	31
Fees & Charges Income	-206	-157	(49)
Reimbursements & Other Grant Income	-746	-749	3
CCG Contribution To Service	-360	-265	(95)
Transfer From Reserves	-1,399	-1,399	0
Total Income	-2,944	-2834	(110)
Net Operational Expenditure	7,558	7,640	(82)
<u>Recharges</u>			
Transport	483	505	(22)
Asset Charges	221	221	0
Premises Support	236	236	0
Central Support Services	1,088	1,088	0
Internal Recharge Income	-739	-739	0
Net Total Recharges	1,289	1,311	(22)
Net Department Expenditure	8,847	8,951	(104)

Education, Inclusion & Provision

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	6,310	6,154	156
Premises	200	200	0
Supplies & Services	3,204	3,084	120
School Transport	930	1,145	(215)
Commissioned Services	2,652	2,652	0
Agency Related Expenditure	1,513	1,487	26
Independent School Fees	2,402	2,402	0
Inter Authority Special Needs	177	177	0
Pupil Premium Grant	81	81	0
Nursery Education Payments	2,833	2,833	0
Capital Finance	6,939	6,938	1
Transfer to Reserves	1,037	1,037	0
Total Expenditure	28,278	28,190	88
<u>Income</u>			
Fees & Charges	-455	-455	0
Reimbursements & Other Income	-5,755	-5,776	21
Schools SLA Income	-266	-302	36
Dedicated Schools Grant	-9,351	-9,351	0
Inter Authority Income	-578	-578	0
Government Grants	-1,110	-1,110	0
Rent	-102	-97	-5
Transfer from Reserves	-934	-934	0
Total Income	-18,551	-18,603	52
Net Operational Expenditure	9,727	9,587	140
<u>Recharges</u>			
Central Support Services Costs	1,903	1,903	0
Premises Support Costs	287	287	0
Transport Support Costs	253	253	0
Net Total Recharges	2,443	2,443	0
Net Department Expenditure	12,170	12,030	140

Public Health & Public Protection

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	3,260	3,218	42
Supplies & Services	342	389	(47)
Other Agency	21	17	4
Contracts & SLA's	7,428	7,431	(3)
Total Expenditure	11,051	11,055	(4)
<u>Income</u>			
Other Fees & Charges	-57	-59	2
Sales Income	-44	-46	2
Reimbursements & Grant Income	-249	-249	0
Government Grant	-10,718	-10,718	0
Transfer from Reserves	-500	-500	0
Total Income	-11,568	-11,572	4
Net Operational Expenditure	-517	-517	0
<u>Recharges</u>			
Premises Support	163	163	0
Central Support Services	858	858	0
Transport Recharges	18	17	1
Internal Recharge Income	-64	-64	0
Net Total Recharges	975	974	1
Net Department Expenditure	458	457	1

ENTERPRISE, COMMUNITY & RESOURCES DIRECTORATE

Community & Environment

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	14,040	14,143	(103)
Other Premises	2,188	2,078	110
Supplies & Services	1,879	1,824	55
Book Fund	170	162	8
Hired & Contracted Services	1,311	1,288	23
Food Provisions	657	653	4
School Meals Food	2,206	2,177	29
Transport	50	33	17
Other Agency Costs	451	382	69
Waste Disposal Contracts	5,419	5,356	63
Grants To Voluntary Organisations	254	234	20
Grant To Norton Priory	172	174	(2)
Rolling Projects	9	9	0
Transfers To Reserves	564	564	0
Capital Financing	139	131	8
Total Expenditure	29,509	29,208	301
<u>Income</u>			
Sales Income	-2,294	-2,022	(272)
School Meals Sales	-2,453	-2,612	159
Fees & Charges Income	-5,498	-5,407	(91)
Rents Income	-291	-263	(28)
Government Grant Income	-1,263	-1,265	2
Reimbursements & Other Grant Income	-588	-614	26
Schools SLA Income	-83	-78	(5)
Internal Fees Income	-188	-192	4
School Meals Other Income	-2,320	-2,363	43
Catering Fees	-200	-123	(77)
Capital Salaries	-53	-81	28
Transfers From Reserves	-834	-834	0
Total Income	-16,065	-15,854	(211)
Net Operational Expenditure	13,444	13,354	90
<u>Recharges</u>			
Premises Support	1,915	1,915	0
Transport Recharges	1,942	1,736	206
Departmental Support Services	9	9	0
Central Support Services	2,481	2,481	0
Asset Charges	5,410	5,410	0
HBC Support Costs Income	-447	-447	0
Net Total Recharges	11,310	11,104	206
Net Department Expenditure	24,754	24,458	296

Economy, Enterprise & Property

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	4,389	4,428	(39)
Repairs & Maintenance	2,399	2,237	162
Premises	46	45	1
Energy & Water Costs	673	598	75
NNDR	535	474	61
Rents	353	337	16
Economic Regeneration Activities	20	20	0
Supplies & Services	1,897	1,844	53
Grants to Voluntary Organisations	79	79	0
Agency Related	9	8	1
Capital Financing	209	209	0
Transfer to Reserves	535	535	0
Total Expenditure	11,144	10,814	330
<u>Income</u>			
Fees & Charges	-279	-295	16
Rent – Markets	-783	-782	(1)
Rent – Industrial Estates	-56	-240	184
Rent – Investment Properties	-821	-871	50
Government Grant Income	-1,793	-1,793	0
Reimbursements & Other Income	-219	-226	7
Recharges to Capital	-210	-208	(2)
Schools SLA Income	-554	-554	0
Transfer from Reserves	-1,605	-1,605	0
Total Income	-6,320	-6,574	254
Net Operational Expenditure	4,824	4,240	584
<u>Recharges</u>			
Premises Support Costs	1,916	1,916	0
Transport Support Costs	19	20	(1)
Central Support Service Costs	2,089	2,089	0
Accommodation Income	-2,966	-2,966	0
Repairs & Maintenance Income	-2,703	-2,703	0
Central Support Service Income	-1,932	-1,932	0
Asset Rental Support Costs	1,503	1,503	0
Net Total Recharges	-2,074	-2,073	(1)
Net Department Expenditure	2,750	2,167	583

Finance

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	6,597	6,440	157
Supplies & Services	356	390	(34)
Other Premises	69	79	(10)
Insurances	1,456	1,418	38
Concessionary Travel	2,120	2,196	(76)
Rent Allowances	47,422	47,422	0
Non HRA Rebates	77	62	15
Discretionary Housing Payments	387	387	0
Local Welfare Payments	150	138	12
Capital Financing	90	90	0
Total Expenditure	58,724	58,622	102
<u>Income</u>			
Fees & Charges	-354	-354	0
SLA to Schools	-818	-811	(7)
NNDR Administration Grant	-166	-166	0
Hsg Ben Administration Grant	-642	-642	0
Council Tax Admin Grant	-232	-232	0
Rent Allowances	-47,022	-47,022	0
Clerical Error Recoveries	-786	-786	0
Non HRA Rent Rebates	-77	-66	(11)
Discretionary Housing Payments Grant	-387	-387	0
Reimbursements & Other Grants	-273	-300	27
Liability Orders	-421	-446	25
Transfer from Reserves	-22	-22	0
Total Income	-51,200	-51,234	34
Net Operational Expenditure	7,524	7,388	136
<u>Recharges</u>			
Premises	340	340	0
Transport	8	8	0
Central Support Services	2,510	2,510	0
Support Service Income	-6,189	-6,189	0
Net Total Recharges	-3,331	-3,331	0
Net Department Expenditure	4,193	4,057	136

ICT and Support Services

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	5,487	5,113	374
Supplies & Services	773	756	17
Computer Repairs & Software	615	448	167
Communications Costs	414	422	(8)
Other Premises	32	18	14
Other Transport	6	8	(2)
Capital Financing	1,909	1,865	44
Total Expenditure	9,236	8,630	606
<u>Income</u>			
Fees & Charges	-848	-886	38
SLA to Schools	-514	-560	46
Total Income	-1,362	-1,446	84
Net Operational Expenditure	7,874	7,184	690
<u>Recharges</u>			
Premises	353	353	0
Transport	8	8	0
Central Support Services	626	626	0
Support Service Income	-7,259	-7259	0
Net Total Recharges	-6,272	-6,272	0
Net Department Expenditure	1,602	912	690

Legal & Democratic Services

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	1,734	1,768	(34)
Supplies & Services	434	304	130
Civic Catering & Functions	27	41	(14)
Mayoral Allowances	22	15	7
Legal Expenses	223	189	34
Total Expenditure	2,440	2,317	123
<u>Income</u>			
Land Charges	-103	-90	(13)
License Income	-256	-280	24
Schools SLA's	-66	-89	23
Government Grants	-33	-33	0
Other Income	-28	-87	59
Transfers from Reserves	-15	-15	0
Total Income	-501	-594	93
Net Operational Expenditure	1,939	1,723	216
<u>Recharges</u>			
Premises Support	158	158	0
Transport Recharges	11	11	0
Central Support Recharges	361	361	0
Support Recharges Income	-1,867	-1,867	0
Net Total Recharges	-1,337	-1,337	0
Net Department Expenditure	602	386	216

Planning & Transportation

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	4,190	4,048	142
Other Premises	213	139	74
Contracted Services	213	182	31
Supplies & Services	245	282	(37)
Street Lighting	1,911	1,762	149
Highways Maintenance	1,934	1,931	3
Bridges	99	95	4
Fleet Transport	1,424	1,085	339
Lease Car Contracts	256	129	127
Bus Support – Hopper Tickets	189	189	0
Bus Support	619	640	(21)
Finance Charges	91	54	37
Grants to Voluntary Organisations	68	68	0
Contribution to Reserves	616	616	0
NRA Levy	61	61	0
Total Expenditure	12,129	11,281	848
<u>Income</u>			
Sales	-304	-323	19
Planning Fees	-541	-353	(188)
Building Control Fees	-205	-232	27
Other Fees & Charges	-708	-794	86
Rents	-8	-1	(7)
Grants & Reimbursements	-569	-559	(10)
Government Grant Income	-7	0	(7)
Schools SLAs	-41	-49	8
Capital Salaries	-312	-140	(172)
Transfer from Reserves	-208	-198	(10)
Total Income	-2,903	-2,649	(254)
Net Operational Expenditure	9,226	8,632	594
<u>Recharges</u>			
Premises Recharges	858	858	0
Transport Recharges	512	445	67
Central Recharges	1,584	1,584	0
Transport Recharge Income	-3,399	-3,182	(217)
Central Recharge Income	-925	-923	(2)
Asset Rental Support Costs	8,160	8,160	0
Net Total Recharges	6,790	6,942	(152)
Net Department Expenditure	16,016	15,574	442

Policy, People, Performance and Efficiency

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	1,670	1,699	(29)
Employee Training	133	106	27
Supplies & Services	122	142	(20)
Total Expenditure	1,925	1,947	(22)
<u>Income</u>			
Fees & Charges	-110	-152	42
Reimbursements & Other Grants	-10	-23	13
School SLA's	-386	-386	0
Transfers from Reserves	-98	-98	0
Total Income	-604	-659	55
Net Operational Expenditure	1,321	1,288	33
<u>Recharges</u>			
Premises Support	67	67	0
Central Support Recharges	265	265	0
Support Recharges Income	-1,700	-1700	0
Net Total Recharges	-1,368	-1368	0
Net Department Expenditure	-47	-80	33

Corporate & Democracy

	Annual Budget £'000	Actual £'000	Variance (Overspend) £'000
<u>Expenditure</u>			
Employees	347	275	72
Premises	141	141	0
Contracted Services	63	54	9
Supplies & Services	129	55	74
Members Allowances	785	784	1
Interest Payable	3,632	3,239	393
Bank Charges	121	121	0
Audit Fees	142	124	18
Capital Financing	2,780	2,693	87
Mersey Gateway Crossings Board	575	575	0
Contribution to Reserves	751	696	55
Debt Management Expenses	34	15	19
Precepts & Levies	181	183	(2)
Total Expenditure	9,681	8,955	726
<u>Income</u>			
Interest Receivable	-436	-853	417
Other Fees & Charges	-51	-45	(6)
Grants & Reimbursements	-989	-1,159	170
Government Grant Income	-5,197	-5,349	152
Transfer from Reserves	-1,081	-1,108	27
Total Income	-7,754	-8,514	760
Net Operational Expenditure	1,927	441	1,486
<u>Recharges</u>			
Premises Recharges	5	5	0
Central Recharges	1,363	1,363	0
Central Recharge Income	-396	-396	0
Asset Charges Income	-23,252	-23,252	0
Net Total Recharges	-22,280	-22,280	0
Net Department Expenditure	-20,353	-21,839	1,486

APPENDIX 2

2016/17 CAPITAL EXPENDITURE

Summary

Departments/Directorates	Capital Allocation £'000	Actual Expenditure £'000	Variance (overspend) £'000
<u>People Directorate</u>			
Adult Social Services & Prevention and Assessment	1,702	1,308	394
Commissioning & Complex Care	998	573	425
Public Health & Public Protection	45	45	0
Schools Related	3,254	3,148	106
Total People Directorate	5,999	5,074	925
<u>Enterprise, Community & Resources Directorate</u>			
Community & Environment	4,829	4,178	651
Economy, Enterprise and Property	23,766	20,326	3,440
ICT and Support Services	1,100	1,133	(33)
Planning and Transportation	8,192	8,160	32
Total Enterprise, Community & Resources Directorate	37,887	33,797	4,090
Total Capital Expenditure (Excluding Mersey Gateway)	43,886	38,871	5,015
Mersey Gateway	78,117	45,925	32,192
Total Capital Expenditure	122,003	84,796	37,207

PEOPLE DIRECTORATE
2016/17 Capital Expenditure

	Capital Allocation £'000	Actual Expenditure £'000	Variance (overspend) £'000
Adult Social Services & Prevention and Assessment			
Disabled Facilities Grant	547	546	1
Stair Lifts (Adaptations Initiative)	350	354	(4)
RSL Adaptations (Joint Funding)	345	342	3
Madeline McKenna Residential Home	350	0	350
Community Meals Oven	10	0	10
Lifeline Telecare Upgrade	100	66	34
Total Adult Social Services & Prevention and Assessment	1,702	1,308	394
Commissioning & Complex Care			
ALD Bungalows	299	200	99
Bredon Reconfiguration	356	170	186
Grangeway Court Refurbishment	343	203	140
Total Commissioning & Complex Care	998	573	425
Public Health & Public Protection			
The Halton Brew	45	45	0
Total Public Health & Public Protection	45	45	0
Schools			
Asset Management (CADS)	7	2	5
Capital Repairs	605	488	117
Fire Compartmentation	37	26	11
Asbestos Management	20	11	9
Schools Access Initiative	80	49	31
Education Programme General	110	0	110
Lunts Heath Primary School	0	2	(2)
St Edwards – Basic Need	32	33	(1)
Fairfield Primary School	1,789	1,954	(165)
Weston Point Primary Classroom Extension	10	7	3
Halebank	20	20	0
School Modernisation Projects	372	370	2
Two Year Old Capital	52	44	8
Universal Infant School Meals	2	0	2
Hale Primary	118	98	20
The Grange	0	44	(44)
Total Schools	3,254	3,148	106
Total Capital – People	5,999	5,074	925

ENTERPRISE, COMMUNITY & RESOURCES DIRECTORATE

2016/17 Capital Expenditure

	Capital Allocation £'000	Actual Expenditure £'000	Variance (overspend) £'000
Community & Environment			
Stadium Minor Works/3G Equipment	280	288	(8)
Leisure Centre Refurbishment	275	276	(1)
Widnes Recreation Site	231	267	(36)
Norton Priory	2,830	2,811	19
Norton Priory Biomass Boiler	107	0	107
Children's Playground Equipment	65	42	23
Landfill Tax Credit Schemes	340	5	335
Upton Improvements	13	0	13
Crow Wood Play Area	35	27	8
Runcorn Hill Park	210	127	83
Peelhouse Lane Cemetery	46	13	33
Peelhouse Lane Cemetery-Enabling Work	105	2	103
Open Spaces Schemes	208	243	(35)
Litter Bins	20	21	(1)
Sandymoor Playing Fields	0	31	(31)
The Glen Play Area	64	25	39
Total Community & Environment	4,829	4,178	651
Economy, Enterprise & Property			
Castlefields Regeneration	171	232	(61)
3MG	876	373	503
Widnes Waterfront	0	26	(26)
Johnsons Lane Infrastructure	301	0	301
Daresbury SciTech	15,939	15,929	10
Former Crossville Depot	4,375	2,991	1,384
Police Station Demolition	341	331	10
Widnes Market Refurbishment	1,052	128	924
Signage at The Hive	50	23	27
Travellers Site – Warrington Road	48	48	0
Linnets Club House	100	104	(4)
Runcorn Town Hall Car Park Extension	106	113	(7)
Widnes Land Purchases	235	0	235
Land Decontamination	6	0	6
Equality Act – Improvement Works	150	28	122
Widnes Town Centre Initiative	16	0	16
Total Economy, Enterprise & Property	23,766	20,326	3,440
ICT and Support Services			
IT Rolling Programme	1,100	1,133	(33)
Total ICT and Support Services	1,100	1,133	(33)

Planning & Transportation			
Bridge Assessment, Strengthening & Maintenance	1,547	1,491	56
Road Maintenance	1,534	1,464	70
Integrated Transport	736	736	0
Street lighting – Structural Maintenance	245	249	(4)
Street Lighting – Replacement Programme	500	655	(155)
Risk Management	125	59	66
Fleet Replacement	2,222	2,693	(471)
Section 106 Schemes	362	362	0
Peelhouse Lane Cemetery - Highways	101	1	100
Hale Rd Bus Priority Route	150	150	0
STEPS Program	670	300	370
Total Planning & Transportation	8,192	8,160	32
Total Capital – Enterprise, Community & Resources	37,887	33,797	4,090

	Capital Allocation £'000	Actual Expenditure £'000	Variance (overspend) £'000
Mersey Gateway			
Land Acquisition	1,826	4,925	(3,099)
Development Costs	2,592	2,325	267
Loan Interest Construction Period	3,699	3,675	24
Contribution to Construction Costs	70,000	35,000	35,000
Total Mersey Gateway	78,117	45,925	32,192

REPORT TO: Executive Board

DATE: 15 June 2017

REPORTING OFFICER: Strategic Director – Enterprise, Community and Resources

SUBJECT: Discretionary Non-Domestic Rate Relief

PORTFOLIO: Resources

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to consider an application for discretionary non-domestic rate relief, under Section 47 of the Local Government Finance Act 1988.

2.0 RECOMMENDATION: That the request for 15% discretionary rate relief from Active Nation UK Limited for the period 6th February 2017 to 31st March 2019, is refused on the grounds of being a charity which operates nationally.

3.0 SUPPORTING INFORMATION

3.1 Under the amended provisions of the Local Government Finance Act 1988, the Council is able to grant discretionary rate relief to any business ratepayer. This relief had previously only been available to organisations that were a charity, a community amateur sports club or a not-for-profit organisation.

3.2 From 1st April 2017 the Council became responsible for meeting the full cost of all mandatory and discretionary relief granted, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

3.3 An application for discretionary rate relief has been received as outlined below, from Active Nation UK Limited who are a registered charity operating nationally. Currently, where discretionary rate relief has been granted to registered charities, it has been provided until 31st March 2019 in order to provide the organisations with some degree of certainty.

**Active Nation UK Limited
Unit J, Trident Retail Park, Runcorn**

- 3.4 Active Nation UK Limited is a registered charity operating nationally, which provides and operates a range of recreation and leisure facilities for the public.
- 3.5 The application is in respect of the Leisure Centre situated at Trident Retail Park, which is used for providing a wide range of sports facilities for the public, to promote amateur sports and community participation in healthy recreation.
- 3.6 As a registered charity, the organisation automatically qualifies for 80% mandatory rate relief. The organisation has now applied for 15% discretionary rate relief. The costs of each to the Council would be as follows;

Cost of 80% mandatory rate relief	£46,153
Cost of 15% discretionary rate relief	£8,654

4.0 POLICY IMPLICATIONS

- 4.1 The Board is required by the regulations to consider each application on its own merit. Any recommendations provided are given for guidance only, are consistent with Council policy and, wherever possible, previous decisions.
- 4.2 Historically the Board has chosen to only support applications for discretionary rate relief from locally based charities and has therefore rejected applications from charities which operate nationally such as Active Nation UK Limited. It is therefore proposed that the application from Active Nation UK Limited is rejected on the grounds that they are a charity which operates nationally.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The Appendix presents the potential annual costs to the Council of granting rate relief.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 **Children and Young People in Halton**
The organisation provides leisure and sports facilities for all members of the community, including children and young people.
- 6.2 **Employment, Learning and Skills in Halton**
None.

6.3 A Healthy Halton

The organisation provides leisure and sports facilities for all members of the community, which promote healthy lifestyles.

6.4 A Safer Halton

None

6.5 Halton's Urban Renewal

None.

7.0 RISK ANALYSIS

7.1 There are no key risks associated with the proposed action.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The applicant offers their services to all sections of the community, without any prejudice.

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

9.1 Document	Place of Inspection	Contact Officer
Application forms and supporting evidence	Kingsway House, Caldwell Road, Widnes	Louise Bate, Business Rates Manager

APPENDIX

Ratepayer	Address	Annual Rates 2017/18 £	Actual Rates Liability 2017/18 £	Mandatory Rate Relief Awarded	Annual Cost of Mandatory Rate Relief to HBC £	Actual Rates Payable 2017/18 £	Disc. Rate Relief Claimed	Annual Cost of Disc. Rate Relief to HBC 2017/18 £	Actual Cost of Disc. Rate Relief to HBC 2017/18 £
Active Nation UK Ltd	Unit J Trident Retail Park Halton Lea Runcorn WA7 2HF	57,691.26	57,691.26	80%	46,153.01	11,538.25	15%	8,653.69	8,653.69

REPORT TO:	Executive Board
DATE:	15 June 2017
REPORTING OFFICER:	Strategic Director – Enterprise, Community & Resources
PORTFOLIO:	Resources
SUBJECT:	Discretionary Business Rates Relief Request
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to consider a request for discretionary business rates relief from The Contact Group, in relation to their premises at Unit 17, Mulberry Avenue, Turnstone Business Park, Widnes.

2.0 RECOMMENDATION: That the Contact Group's request for 100% discretionary business rates relief in respect of Unit 17, Mulberry Avenue, Turnstone Business Park, Widnes, on the basis set out in paragraph 3.8 below, be rejected.

3.0 SUPPORTING INFORMATION

Background

- 3.1 The Business Rates Retention Scheme is intended to offer councils a financial incentive to promote economic growth. Councils can increase their business rates revenue in the longer term, by offering discretionary rate relief to encourage businesses to either relocate to the area, or encourage them to expand their existing business.
- 3.2 The Council has historically considered applications for discretionary business rates relief on a case by case basis and only where there are exceptional reasons for awarding such relief.

Unit 17, Mulberry Avenue, Turnstone Business Park, Widnes

- 3.3 The Contact Group occupy the above premises on Turnstone Business Park, Widnes and also has premises in Birmingham. The Company, formed in 2000, is a leading technology supplier to the education sector, specifically delivering communication and data services. It provides a range of parental engagement services, through messaging and apps (applications). It also provides products that cover behaviour as well as collection and reporting of data extracted from school management information systems. As a result, administration time and costs for schools and education

providers are significantly reduced, which has led to the Company receiving widespread recognition and numerous national awards.

- 3.4 The Company provides services to over 2,500 schools and 21 local authorities in the UK and Ireland. Currently they work with primary and secondary schools, academies, nurseries and sixth form colleges. They also work with international schools in Europe, the Middle East, Africa and Australia.
- 3.5 In November 2015 the Company moved its local office from Warrington to Turnstone Business Park in Widnes, along with its product and marketing functions from their Birmingham office.
- 3.6 The Company have ambitious plans for further expansion of its sales staff in Widnes and is considering purchasing another unit at Turnstone Business Park.

Business Rates

- 3.7 In February 2016 the Company requested and were granted 100% discretionary rate relief for 2016/17, at a cost of £5,418 (49%) to the Council. This was awarded on the basis of £1,000 per annum per new full-time equivalent member of staff recruited between November 2015 and 31st March 2016. In practice the Company recruited 13 additional full-time equivalent staff during this period.
- 3.8 The Company have now requested that discretionary rates relief be granted for 2017/18 on a similar basis, of £1,000 per annum for each new full-time equivalent member of staff recruited during 2016/17.
- 3.9 Council officers have verified that the Company has actually recruited an additional 12.7 full-time equivalent staff to its Turnstone Business Park premises during 2016/17.
- 3.10 If the request is granted this would equate to 100% business rates relief for 2017/18, as the total 2017/18 business rates liability for the premises is £7,573. In 2016/17 the total rates liability for the premises was £11,058 but this has been reduced following the April 2017 business rates revaluation.
- 3.11 The cost of granting such relief to the Council would be £7,573, as the Council is now part of the LCR 100% business rates retention pilot scheme and therefore would meet the full cost of any rate relief awarded.

Conclusions

- 3.12 The Council has historically granted discretionary business rates relief in circumstances where it will incentivise companies to move

into the Borough or to expand their existing premises and thereby provide additional employment, which may not otherwise have been the case.

- 3.13 The Council must also be mindful when awarding discretionary business rate relief, of the balance between the employment benefits which a proposal may bring to the Borough and the significant financial challenges which the Council faces for which business rates is the major element of funding.
- 3.14 The Contact Group was awarded 100% business rates relief in 2016/17, to incentivise them to recruit additional, permanent staff upon their relocation into the Borough. The Company has developed well and has ambitious expansion plans, which include recruiting further significant numbers of additional staff.
- 3.15 However, there is no evidence that the award of discretionary business rates relief for 2017/18 will influence the Company's plans for expansion and staff recruitment. Therefore it is recommended that the Company's request for discretionary business rates relief be rejected.

4.0 POLICY IMPLICATIONS

- 4.1 The Council has historically considered requests for discretionary business rates relief on a case by case basis and where there are exceptional reasons for awarding relief.

5.0 FINANCIAL IMPLICATIONS

- 5.1 If granted, the cost of such discretionary rate relief to the Council for 2017/18 would be £7,573.

6.0 IMPLICATIONS FOR THE COUNCILS PRIORITIES

Children & Young People in Halton

- 6.1 The Contact Group are looking to engage with schools and parents in Halton to provide support via a range of technology based products and services.

Employment, Learning & Skills in Halton

- 6.2 The Contact Group plan to recruit up to a further 14 additional staff to their Widnes office in the near future.

A Healthy Halton

- 6.3 None.

A Safer Halton

- 6.4 None.

Halton's Urban Renewal

6.5 None.

7.0 RISK ANALYSIS

7.1 The Company have evidenced the recruitment of the relevant number of additional, permanent staff during 2016/17.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

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

9.1 There are none under the meaning of the Act.

REPORT TO: Executive Board

DATE: 15th June 2017

REPORTING OFFICER: Strategic Director – Enterprise, Community and Resources

PORTFOLIO: Resources

SUBJECT: Directorate Performance Overview Reports for Quarter 4 2016 - 17

1.0 PURPOSE OF REPORT

1.1 To report the Council's performance for the fourth quarter period to 31st March 2017. The report details progress against key objectives / milestones and performance targets, and describes factors affecting each of the Directorates.

2.0 RECOMMENDED: That

- 1) Executive Board note the information contained in the reports**
- 2) Consider the progress and performance information and raise any questions or points for clarification.**

3.0 SUPPORTING INFORMATION

3.1 It is essential that the Council maintains a planning and performance framework that allows the identification and on-going monitoring of key activities and performance measures that meet organisational needs. Performance management will also continue to be important in our demonstration of value for money and outward accountability.

3.2 The Directorate Performance Overview Reports provide a strategic summary of the key issues arising from performance in the relevant quarter for each Directorate and being aligned to Council priorities or functional areas. Such information is central to the Council's performance management arrangements and the Executive Board has a key role in monitoring performance and strengthening accountability.

3.3 Information for each of the Council's Directorates is contained within the following appendices:

- Appendix 1 - Peoples Directorate (Children and Young People)
- Appendix 2 - People Directorate (Adult Social Care and Public Health)
- Appendix 3 - Enterprise, Community and Resources Directorate

4.0 POLICY IMPLICATIONS

4.1 The Council's Performance Management Framework will continue to form a key part of the Council's policy framework.

5.0 OTHER IMPLICATIONS

5.1 These reports would also be available to support future scrutiny arrangements of services by Members and Inspection regimes for Ofsted and Adult Social Care.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Existing and future performance frameworks at both local and national level are linked to the delivery of the Council's priorities.

6.2 The provision of Directorate Overview Reports to Executive Board, that include progress in relation to objectives/ milestones and performance indicators will support organisational improvement and accountability.

7.0 RISK ANALYSIS

7.1 The Council performance management framework allows the authority to both align its activities to the delivery of organisational and partnership priorities and provide appropriate information to all relevant stakeholders in accordance with the "transparency agenda". Performance Indicators are used by external agencies and the public at large in informing any judgement they make as to how the authority is currently performing.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no specific equality and diversity issues relating to this report.

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

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

Directorate Performance Overview Report – Enterprise, Community & Resources

Reporting Period: **Quarter 4 – 01st January to 31st March 2017**

1.0 Introduction

1.1 This report provides an overview of issues and progress within the directorate that have occurred during the period.

2.0 Key Developments

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

Finance

- a) The Government announced the 2017/18 final Settlement Funding Assessment (Grant Settlement) on 20 February 2017. For Halton there was no change in overall funding from that announced as part of the provisional settlement in December. The figures show a reduction in the Settlement Funding Assessment of £4.9m (10%) from 2016/17.
- b) The settlement also confirmed the start of the pilot business rate retention scheme operated by the local authorities within the Liverpool City Region. As part of this it was confirmed both Revenue Support Grant and the Improved Better Care Fund would not be paid as specific grant allocations but would instead be funded as part of the business rate retention scheme. The Government also confirmed a “no detriment guarantee” will be in place, which will ensure no council within the pilot scheme will be worse off than they would have been under the existing 50% retention scheme.
- c) Work has begun on closing the accounts for 2016/17 and the process is now in place to complete the draft Statement of Accounts prior to it being passed to the council’s external auditor (Grant Thornton LLP) on 30 June 2017. The external auditor has already commenced interim audit work in February and will follow this up with further detailed work from 01 July onwards. It is expected the Statement of Accounts will be signed off and published by 30 September 2017.
- d) The Chancellor announced the 2017 Spring Budget on 08 March 2017. The headline announcement for Local Government was the provision of an additional £2bn over the next three years of further funding for Adult Social Care. Indicative allocations show that over the three years this will be worth an additional £5.7m for Halton.
- e) The 2017/18 net budget of £103.249m was approved by Council on 08 March 2017. The net budget will be part funded from an increase of 4.9% to Council Tax, made up of a 1.9% general increase in council tax and a 3% Adult Social Care precept. Halton’s Band D council tax level is £1,312.27 and continues to be the fourth lowest in the North West.
- f) The Medium Term Financial Forecast has been updated for 2018/19, 2019/20 and 2020/21. The funding gap for the three years totals £23m. The forecast is based on a number of assumptions and will be updated as new information comes to light during the year.

- g) The Council net spending position for the period to 31 December 2016 was reported to Executive Board on 23 February 2017. Net expenditure was £0.764m over the budget to date. Capital spending as at 31 December 2016 totalled £69.2m, which is 99.8% of planned capital spending at this stage.
- h) The Council recently won a national award for 'Driving Value for Money' in acknowledgement of the work done in delivering social value through commissioning and procurement. The Council has also been shortlisted in the 'Outstanding Procurement Initiative' category of the Public Finance Innovation awards. The winning entry will be announced in April.
- i) In March 2017, the Council's in house claims handling arrangements were subject to external review by Gallagher Bassett on behalf of the Council's insurer. The audit involved sample testing of claim files against a range of best practices. The score achieved by the Council's Insurance Team was 98.7%, which provides an overall rating of 'exemplary'.
- j) Since 2014 the Council has operated an Early Payment Scheme whereby suppliers have been offered the opportunity for accelerated payment of their invoices in return for the Council receiving a negotiated rebate on the value of invoices paid. The scheme has proved very successful and has generated over £100k in rebate income since it was launched. Further work is now being planned for early 2017 – 18 to further increase revenues from this process.
- k) The LCR authorities recently completed a joint tender exercise for a prepaid card provider. Sefton and St Helens have since implemented prepaid cards for direct payment users and Halton intends to go live during May for new direct payment users. Existing direct payment users will be able to transfer over to prepaid cards once the scheme has been established.
- l) It is anticipated that the use of prepaid cards will deliver financial savings and will facilitate the audit of direct payment accounts as the Council will have real-time online access to information on funds held by direct payment users and how those funds are being used. This will help to prioritise the audit process, improve the recovery of surplus funds, and mitigate the need to recruit additional Direct Payment Officers to manage the increasing number of direct payment users.

Policy, People, Performance and Efficiency

- m) As reported previously, a Council wide Apprenticeship Policy is in place to enable the Council to meet its obligations, as far as it is economically able to, in respect of an apprenticeship target set by Government. Stakeholder meetings have taken place with Council services to identify opportunities for apprenticeship placements from April onwards, and this is being supported by a skills audit. A regional practitioner network continues to consider how collective resources can have maximum impact, and links are being developed across the Liverpool City Region to ensure efficient and effective apprenticeship recruitment.
- n) The Council has now set up its electronic 'Levy Account' and is able to draw down training funding for approved apprenticeship placements set up in the Council.
- o) The Apprenticeship Levy has been introduced for April 2017. This has brought a significant additional burden to the payroll team in the HR service, especially given the number of school payrolls handled under Service Level Agreement arrangements – as maintained schools are considered part of the Council and must therefore contribute proportionally to the Levy payment. The Levy is collected and remitted alongside tax and national insurance contributions, and is based on a percentage of the pay bill. The additional work and reconciliation that this will create for each payroll period is as yet unquantified, however by the end of Q1 17/18 the exact resource implications will be clearer.

- p) A new Absence Management Policy has been developed and implemented by Management Team. Mandatory management training will take place in Q1 of 17/18, with the policy implementation date set for 1st July 2017. Reporting on absence following the implementation of this policy will be carried in this quarterly report.
- q) Following comprehensive review of the Councils recruitment process, and pay processes, a new HR service model continues to be developed. An e-recruitment system has now been procured, and processes are being engineered to enable that to be smoothly implemented. Along with other system enhancements and revised processes, this system will be the core of the Councils recruitment activity and will sit within a restructured HR function, taking effect around mid-2017.
- r) Within the Efficiency Programme, the review of the use of community assets, and the services delivered from them is underway. A report on The Brindley was considered by the Efficiency Programme Board in March 2017, which contained a summary of significant improvement in the efficiency and financial standing of the facility over recent years. Some operational recommendations emerged which have been passed to service management for action during 2016/17.
- s) In the same work-stream, a review of the Halton Direct Link facilities and the Select Security Stadium are underway, with reports currently in draft, planned to be considered by the Efficiency programme Board in May and July respectively.
- t) The Institute of Leadership (ILM) Level 7 certificate in Leadership & Management has now commenced with a cohort of 28 delegates. This project will continue to enhance leadership capacity and capability within the organisation, in line with the Council's Organisational Development Strategy.

ICT and Support Services

- u) Last quarter equipment to redevelop an in-house standalone data centre facility dedicated to the learning domain was procured. This solution will now be maintained and linked to additional schools services such as a new development of the Halton cloud based desktop facilities already enjoyed by schools at the moment.
- v) The Agresso project for Mersey Travel is now fully underway with the technical solution and the software solution currently being built. This is linked to a number of workshops with Mersey Travel to configure and define their requirement and transformation objectives and is expected to go live in October 2017.
- w) The externally sourced Bus/Taxi/Lift Generating co-ordination service for disabled users is currently being replaced by an in-house developed solution.. The system is currently close to completion and ready for testing within the near future by the client department.
- x) The rollout programme for the replacement desktop systems is now underway with extensive testing over the coming months, followed by a roll-out programme early in the new financial year. This will realise considerable opportunity for change both externally within the wider authority and internally within the department allowing for substantial changes to be made with the staffing structures and the user support structures.
- y) The NHS N3 Connection has now been ordered and will lead to greater connectivity with our NHS and CCG partners and associated service agencies. N3 is the national broadband network for the National Health Service (NHS), connecting all NHS locations in England.
- z) Halton's Customer Services teams, both the contact centre and the One Stop Shops have now been successfully integrated into the Administrative Support Services Division. Plans are in place to expand upon this opportunity by reviewing current process and procedures within this area, with a view to

extending their reach into the authority and improving upon and developing existing and new services.

Legal and Democratic Services

- aa) The newly constituted Elections Team have entered the final stages of preparations for the first Liverpool City Regional Mayor, with the election to be held in May 2017. The Legal Team have also contributed to the development of the LCR constitution which will be submitted to the LCR for approval in Quarter 1 2017 - 18.
- bb) The Legal Team have been working with colleagues in Trading Standards in Halton & Warrington on a longstanding and very complex car clocking case. A number of guilty verdicts were returned in Quarter 4, with sentencing to follow in the coming months.

Community and Environment

- cc) A report was presented to Executive Board in March concerning new powers available to Local Authorities to issue Fixed Penalty Notices (FPN) for fly tipping offences. Members were advised that FPN's would be used for small to medium scale offences whilst large scale offences would be dealt with through the Courts. FPN notices would be fixed at £400 with an early payment discount of £100 where payment is made within 10 days.
- dd) There was a major storm event (on 23 February 2017) which resulted in hundreds of trees being blown down and operatives cleared all blockages and all highways by 8.00 p.m. Over the following days and weeks other damaged trees were found and the result was that planned winter work for the period 23 February to 27 March 2017 was not carried out. This work has had to be put back until Q3/4 of 2017/18 year.
- ee) Plans are now well advanced for the Elton John concert on 18th June and it is anticipated that over 15,000 people will attend. Tickets have started to be issued and HBC Highways Division have now completed the travel plan for the event.
- ff) The public consultation on potential changes to the opening hours at Ditton Library, and the staff consultation on a proposed restructure have both now been completed and the new library structure / opening hours will commence 1st June 2017.
- gg) The final staff structure for Leisure Centre operations has been agreed and recruitment commenced. The new structure will be operational from 1st June 2017. Staff members have faced many challenges since the transfer of the Leisure Centres back to the Council and they should be commended for the tremendous professionalism shown during extremely difficult times. The centres continued to perform well and within budget, making a significant contribution towards 2016/17 savings target.
- hh) Halton schools took part in the annual Swimathon event in March. A number of schools attended across Halton improving participation in this area based on last year's participation numbers. Specialised swimming advice and instruction was provided by trained staff and the Halton school swimming galas also took place in March at Runcorn and Kingsway Pools
- ii) The three leisure centres successfully ran an active schedule of activity programmes for the February half term. This included, free fitness sessions, swimming crash courses, including the introduction of snorkelling, and football camps and participation rates increased when compared to last year.
- jj) Get Active Project: The Sport England CSAF Project came to an end on 31 March 2017. The final figures being 5869 participants registered and a throughput figure of 150890. Both have over achieved on

their respective targets of 4376 / 63920 and a CSAF case study on the Halton project has been published by Sport England.

- kk) The Children in Need Grant is funding a club at the Frank Myler Multi Sports ground to start in with the emphasis being on developing a participant's confidence to go on and play sport more frequently within a club setting. Runcorn Multi Sports funded clubs are also in the planning stages, and are aiming to start in the summer months.

Economy, Enterprise and Property

- ll) The Business Improvement and Growth (BIG) Team managed 62 commercial property inward investment enquiries during the quarter 4 period with a cumulative inward investment enquiries total of 221. 8 inward investment enquiries were 'converted' into actual investment projects in Quarter 4 with the cumulative conversions total for 16-17 being 9%.
- mm) The Business Growth Programme within Halton continues to progress well with 147 businesses listed on the Halton. To date 47 businesses have been assisted and 11 jobs created.
- nn) March has been designated as 'Growth Hub Month' to raise awareness of the service and a Liverpool City Region (LCR) Growth Hub Showcase event was organised at the end of March 2017 to mark the occasion with over 100 people. Since the official launch in May 2016, the Halton Growth Hub has responded to 574 business enquiries helping businesses access over 807 initiatives.
- oo) The Select Security contract for both Astmoor and Halebank BID areas ended on 31st December 2016. Select Security will, however, continue to be the security provider until the end of the current BID term in March 2018. Security services are continuing as normal and additional patrols have been introduced at Halebank during the installation of the CCTV system.
- pp) Forty 'SelectaDNA' marking kits have been provided by Cheshire Police and will be distributed by PCSOs and the Astmoor Beat Officer across both estates. These supersede the old Smartwater kits. New signage, which in itself is a major deterrent, will also be prominent on both estates.
- qq) Feedback from previous Health & Safety (H&S) courses has indicated that there are weaknesses in several companies concerning adequate and legally compliant First Aid cover. The BID has addressed this issue by delivering 'Health and Safety Myth Busters Breakfast Seminars' where H&S professionals can network to better understand the requirements to remain legally compliant and avoid prosecution. The BID hopes to run other similar events in the coming months.
- rr) The BID Programme has been successful in encouraging several businesses to draw down Skills for Growth grants, which has seen businesses attend specialist and niche courses for which there is insufficient demand for the BID to run a course. Courses have been 80% funded by the Skills for Growth Fund and 20% funded by the BID Programme. In line with all BID training courses, there is no cost associated for eligible BID businesses.
- ss) Thirteen defibrillators have been installed across the two estates and training provided for over 55 employees. Internal directional signage and external signage has been provided identifying each host business as a defibrillator location. All businesses will be provided with a map detailing the location of their nearest machine together with accessibility instructions.
- tt) Techspace One was completed in January 2017 and the official launch event was held in March 2017 for property agents and companies. There is strong interest from 3 companies who are in initial lease negotiations with the Joint Venture. The design team have now been instructed for the next stage of the developments with a planning application expected in summer 2017.

- uu) Castlefield's Lakeside Phase 2 continues on site with the scheme now expected to be complete earlier than anticipated in September 2017. The scheme will deliver 79 two and three bedroom homes. Keepmoat are continuing with site investigation and feasibility work for Lakeside Phase 3.
- vv) HBC Field is progressing well. Alstom are on site and the construction of the new Transport Technology Centre is well underway with the Official Opening now being arranged for June 2017. The profile of the remaining land is increasing and we see it as a prime opportunity for Alstom or Jaguar Land Rover suppliers.
- ww) The New Markets 2 project is a business support programme for more developed businesses to help them access new market opportunities by using specialist consultants for activities such as marketing etc. This project will draw down £5.6m of ERDF for a range of delivery bodies across the City Region including Sci-Tech Daresbury. To date 39 companies have expressed interest in the programme, 11 have engaged on the programme and 3 have progressed to bespoke support.
- xx) HBC are also part of a LCR wide consortium bid with the Voluntary Organisation Learning Association (VOLA) who are the lead applicant for a Digital Inclusion Project through the Big Lottery Fund (BLF)². The total amount of funding available is £ 3.1M and the consortium bid has been successful and Halton was awarded £62,000. Delivery of the project is due to start in April.
- yy) Her Majesty's Courts & Tribunal Service (HMCTS) will be taking on the lease of the third floor West at Rutland House as of 1st May 2017 with staff expected to take occupation in July / August 2017 and HMCTS have also indicated that they would like to take additional space in due course if feasible.
- zz) The two bids submitted by Halton as part of the Liverpool City Region One Public Estate (OPE) bid have both been successful. We have been awarded circa £66k in total to undertake master planning exercises in respect of the Former Police Station and Magistrates Court site and the immediate surrounding area in Widnes, and the current Runcorn Magistrates Court building and surrounding area of Halton Lea., the latter being linked to the healthy new towns programme. We are now looking at how best to take these projects forward in order to get the best value out of the funds which have been awarded.

Policy, Planning and Transportation

- aaa) Work is ongoing with Mersey Gateway Crossings Board on the feasibility for future delivery of the West Bank / Widnes Loops link road. Also, further feasibility work has been commissioned on the delinking of the expressways to the Silver Jubilee Bridge on the Runcorn side of the crossing.
- bbb) Work is ongoing on the Sustainable Transport Enhancement Package (STEP) and Influencing Travel Behaviour (ITB) programmes, to include works to Widnes Town Centre access improvements and cycle links to Heath/ Ineos. These schemes aim to improve sustainable travel, such as cycling, walking and public transport, to and from key sites in and around the borough, including places of work and education. Physical improvements to routes, better lighting, signalled crossings, etc are also included.
- ccc) A Department for Transport (DfT) Challenge Fund bid to supplement the existing major maintenance funding was made via Merseytravel, the results of which are due in May 2017. Securing this funding would enable the remaining outstanding steel arch elements to be painted during the planned closure of SJB that is due to be implemented in autumn 2017 following the PTU date of the Mersey Gateway.
- ddd) The Local Planning Authority (LPA) received notification from Department for Communities and Local Government (DCLG) on 16th December 2016 that Halton may be liable for designation under section 62A of the Town and Country Planning Act 1990 (aka 'special measures'). However following the submission of further information by the Council the DCLG confirmed that it would not be designating Halton under 'special measures'.

- eee) The LED street lighting conversion programme for this financial year (2016/17) was completed and will be continuing into future years. A programme to convert traffic signals to LED is underway as funds permit. Both of these initiatives will reduce ongoing energy and maintenance costs.
- fff) The Runcorn Site COMAH Operators Exercise was postponed in February 2017 due to Storm Doris, and has now been rescheduled.

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:-

Finance

1. From 1st April 2017 the Department for Works and Pensions (DWP) are introducing the Right Benefit Initiative (RTI), which replaces the Fraud and Error Reduction Incentive Scheme (FERIS). This new initiative asks local authorities to focus solely on incorrect earnings of Housing Benefit claimants by processing DWP Optional RTI referrals that will be issued every month.
2. In April 2017 the government introduced a number of Benefits changes and some of these will impact upon the Housing Benefit and Universal Credit (UC) entitlement. The two notable changes relating to housing costs are as follows:
 - a) From 6th April 2017, new claimants with three or more children will not be able to claim UC, instead they will be directed to claim legacy benefits, including Housing Benefit where appropriate. DWP have informed us that this will be the case until November 2018.
 - b) From 1st April 2017 UC claimants under the age of 22 will no longer receive a housing cost element as part of their UC entitlement. These particular claimants cannot claim Housing Benefit, and because they have no entitlement to Housing Benefit or the housing cost element of UC they cannot apply for Discretionary Housing Payment.
3. The Government has allowed Councils responsible for Adult Social Care to again charge an extra precept for 2017-18, with the precept set as a maximum of 3% of the current 2016-17 charge. The Council has also made the decision to remove Council Tax discounts in respect of unoccupied and unfurnished properties from 1st April 2017. The combined effects of these two measures will result in an increase in accounts and collection activity.
4. From 1 April 2017 business properties are subject to new rateable valuations. The draft Valuation List was published on 30 September 2016 and leaflets were issued to businesses some time ago inviting them to check their new rateable value via the Valuation Office Agency website.
5. The upsurge in demand for Form Completion assistance for the new Personal Independence Payment continues. This benefit has considerably different rules to its predecessor. This has in turn led to an increase in the number of appeals. In the year to date over £4.5 Million of benefits income has been brought into Halton ~~by the team~~. With most of this being disability benefits for those in the greatest need. Success at disability tribunals is currently at 82%

Policy, People, Performance and Efficiency

6. The Trade Union Act 2016 had more of its provisions brought into force in March 2017 and new regulations around Trade Union Facilities Time in the workplace have been published and are currently being reviewed by HR management.
7. New gender pay reporting legislation comes into force at the beginning of April 2017, requiring employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female work on data collection and analysis will be undertaken in the coming months to ensure that the Council can meet this obligation.

8. As reported last quarter, the Council must ensure that it is compliant with the EU General Data Protection Regulation (GDPR). An audit is required to ensure that all employee and personal data collected and processed meet GDPR conditions for employee consent. In conjunction with the Information Governance function, work is to take place to review and amend HR policies, procedures and privacy notices in HR documentation accordingly.
9. Government announced that the National Living Wage (NLW) for people aged 25 and over would increase from £7.20 to £7.50 per hour from 1 April 2017. The Council has previously taken a policy decision to apply the NLW to all employees, regardless of age. System amendments have been made to apply this increase to relevant employees via payroll. This is in line with the Pay Policy Statement approved by Council in March 2017.

ICT and Support Services

10. The development of the Halton Cloud Service will continue with the incremental roll out of the new desktop facilities to all officers with plans to roll out across all Schools later in 2017 with facilities now in place to develop a fully standalone schools data centre facility housed within the two Halton Data Centres.
11. The authorities' systems development programme will continue to manage and develop new integrated solutions releasing further savings as many of the systems over the last 36 months have been in-house developments reducing third party costs and procurement costs. With the transport co-ordination system almost complete and ready for testing.
12. The drive to develop external income opportunity will continue as the Financial Management Systems programme develops, together with the authorities offerings to Schools and external agencies.
13. To comply with the efficiency agenda both ICT and Administrative support Services will undergo a further restructure to allow for the delivery of the new desktop technologies currently being released, with a view to develop and enhance customer contact and issue resolution.

Legal and Democratic Services

14. The Constitution has been approved by Executive Board prior to being considered by Council in Quarter 1 2017 - 18.

Community and Environment

15. By way of the Anti-Social Behaviour, Crime and Policing Act 2014 all Dog Control Orders are to be replaced with Public Spaces Protection Orders (PSPOs) within 3 years of the Acts introduction. Officers are currently reviewing existing Dog Control Orders with a view to replacing them with PSPOs by October this year. As part of this exercise, Officers will be proposing that additional measures be covered by the new PSPOs to help deal more effectively with dog fouling and other forms of anti-social behaviour caused by irresponsible dog ownership.

Economy, Enterprise and Property

16. The External Funding service is currently experiencing a period of bids being rejected for reasons of excessive competition for funds; this combination of increased demand and high competition for funds necessitates an even more strategic approach to ensure the most appropriate and high quality bids are submitted and that productive relationships are forged with key funding bodies. It is increasingly important that we also engage at the Liverpool City Region level as funders are often looking at partnership approaches to funding applications.

17. A potential project has emerged out of the Well North pathfinder programme in Windmill Hill. The proposal, called Well Windmill Hill, is to develop an integrated health & wellbeing hub for the area housing all necessary services. An initial meeting has been held with the stakeholder group and a project brief is in the process of being developed following which consultants will be engaged to commence with a feasibility study.
18. The Employment, Learning & Skills division (via the Halton Employment Partnership) is continuing to work with Emovis, the tolling operator for the new and existing bridges. In May 2017, the bespoke pre-employment programmes will commence and these will form part of the recruitment process. First jobs will commence June 2017 at the Manor Park call centre facility and it is hoped a good number of these will go to Halton residents.
19. Stage 2 expressions of interest to become part of the supply chain for the new DWP Health & Work Programme are due to be submitted in May 2017. The 3 shortlisted organisations will then go down to one, so it is important to ensure submissions meet the deadline if the division is to be offered the opportunity to deliver. The Health & Work Programme will replace the current Work Programme for which the division delivers 75% of this in Halton.

Policy Planning and Transportation

20. The bid for A558 dualling feasibility work was unsuccessful. Further bids have been submitted for funding 3 schemes i.e. at Widnes Fiddlers Ferry Rd gyratory, Halton Lea, and Gorse Point (Bayer) and station access and applications currently being appraised.
21. The Environment Agency (EA) requires Preliminary Flood Risk assessment to be updated by June 2017. Guidance has now been received and work on a template replacement document commenced in quarter 4.
22. Discussions are ongoing with the Mersey Gateway Crossings Board over the Widnes approaches to SJB and re-configuration of the existing carriageway over the bridge deck.
23. A new Highways Maintenance Code of Practice was recently published and Councils have 2 years to implement its recommendations, the most significant of which is a risk based approach to Highway Maintenance.
24. A Housing White Paper, setting out the government's plans to boost the supply of new homes in England, has far reaching impacts for the Council and the reforms can be grouped into three principal strands as detailed below:
 - Planning properly so the right homes are built in the right places. (Perception that some Local Planning Authorities avoid difficult decisions and fail to produce plans that meet their local housing needs).
 - Speeding up the rate of build-out. (Government recognises that the rate of house building needs to be accelerated)
 - Diversify the housing market. (At present, around 60% of new homes are built by just 10 companies. Small independent builders can find it almost impossible to enter the market.)
25. As a flavour of the content of the paper, key changes include:
 - a) Neighbourhood Planning Bill proposes to allow the Secretary of State to require local planning authorities to review local plans and other local development documents at prescribed intervals
 - Every 5 years

- b) Statement of Common Ground between LAs on cross boundary issues like housing
- c) Consult on options for introducing a standardised approach to assessing housing requirements
- d) Ensure all authorities can dispose of land with the benefit of planning permission which they have granted to themselves. The Government will also consult on extending LAs flexibility to dispose of land at less than best consideration

26. Further details can be found via the following link:

<https://www.gov.uk/government/collections/housing-white-paper>

4.0 Risk Control Measures

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 2016 – 17 Business Plan.

Progress concerning the implementation of all Directorate high-risk mitigation measures were reported to the Board at Quarter 2.

5.0 High Priority Equality Actions

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 is published on the Council website and is available via:






<http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>

6.0 Performance Overview

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

Financial Management

Key Objectives / milestones





Ref	Milestones	Q4 Progress
FS 01a	Report Medium Term Financial Strategy to Executive Board - November 2016 .	
FS 02a	Provide monthly financial reports to budget holders within 8 days of month end.	
FS 03b	Publish the Statement of Accounts by 30th September 2016 .	
FS 04a	Establish Treasury Management Policy and report to Council - March 2016 .	
FS 05a	Establish and report prudential indicators to Council - March 2016 .	

Supporting Commentary

The Medium term Financial Strategy (MTFS) was reported to Executive Board on 17 November 2016. The financial forecast is being regularly updated and the Statement of Accounts was approved by Business Efficiency Board and published on Council's web-site as planned.

The 2016/17 Treasury Management Policy and Prudential Indicators were reported to Council as above.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q4 Actual	Q4 Progress	Direction of travel
FS LI 04	Proportion of Council Tax that was due that was collected.	95.21%	94.75%+	95.04%		
FS LI 05	The percentage of Business Rates which should have been received during the year that were received.	96.89%	95.00%+	97.65%		


Supporting Commentary

There has been a slight fall in the Council Tax collection rate which is largely due to the replacement of the full Council Tax Benefit Scheme with the less generous Council Tax Reduction Scheme which leaves working age people on out of work benefits with some Council Tax to pay.

The slight increase in Business Rates collection can be attributed to a number of factors including the resolution of a numbers of cases which were previously in dispute now being paid in full.

Policy, People, Performance & Efficiency Service









Key Objectives / milestones

Ref	Milestones	Q4 Progress
PPE 02a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy March 2017	

Supporting Commentary

Several strands of activity linked to the objectives of the Organisational Development Strategy were concluded during Quarter 4, including the review of absence management policy (linking to healthy workforce and resourcing objectives), and the adoption of the apprenticeship policy (linked to progressive development of staff over the long term).

Key Performance Indicators



Ref	Measure	15 / 16 Actual	16 / 17 Target	Q4 Actual	Q4 Progress	Direction of travel
PPPE LI 01	The number of working days / shifts lost due to sickness (Corporate)	9.05	10	8.66		
PPPE LI 04	The percentage of top 5% of earners that are					
	▪ women	54.78%	50.00%	55.47%		
	▪ from BME communities.	2.06%	1.50%	2.41%		
	▪ with a disability	8.0 %	8.00%	1.00%		

Supporting Commentary

As detailed previously the new Absence Management Policy has now been developed and this will provide greater clarity and consistency for both Managers and staff in dealing with absence matters.

The workforce profile remains in line with expectations and the Council is a 'disability Confident' employer and ensures that employment opportunities continue to be managed through equitable and indiscriminate procedures.

ICT and Administrative Support Services**Key Objectives / milestones**





Ref	Milestones	Q4 Progress
ICT 01a	Continued Enhancement of the virtualization platform to enhanced or new technologies - March 2017 .	
ICT 02a	Continuing improvements, enhancements and potential commercial use of Cloud system - March 2017 .	

Supporting Commentary

This Virtualisation Platform testing is now complete and a role out plan is in place that will target the role out by department and service area. Revenues and Benefits are currently completing a test phase and a full role out to this large team will take place over the coming weeks – with the project then focusing upon key strategic areas to move across to this new solution.

Commercial opportunities continue to be explored and exploited and a significant number of the Council's internal and external clients now successfully utilise the Cloud solution.


Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q4 Actual	Q4 Progress	Direction of travel
ICT LI 01	Average availability of the Council's operational servers (%).	99.00%	99.00%	99.01%		
ICT LI 02	Average availability of the Councils WAN infrastructure (%).	99.00%	99.00%	99.14%		

Supporting Commentary

The availability of servers and infrastructure continues to operate almost at ceiling providing a stable business platform for internal and external service users.





Legal & Democracy**Key Objectives / milestones**

Ref	Milestones	Q4 Progress
LD 01	Review constitution - May 2016.	

Supporting Commentary

The Council's Constitution was reviewed and approved as planned by Council in May.




Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q4 Actual	Q4 Progress	Direction of travel
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	10	10	7		
LD LI 04	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

Year-end performance for both indicators remains within expected levels with notable progress being made in relation to the issuing of prosecutions.

Community & Environment**Key Objectives / milestones**

Ref	Milestones	Q4 Progress
CE 01b	Deliver a comprehensive programme of Sport and Physical Activity throughout Halton	
CE 04	Deliver a Library Services programme of extended informal learning opportunities including support for digital inclusion meeting identified local targets - March 2017 .	
CE 06	Continue to deliver communications and awareness raising initiatives to ensure that participation with the Council's recycling services is maximised and that residents comply with the requirements of the Council's Household Waste Collection policy - March 2017 .	
CE 07	Continue to review and assess the effectiveness of the Council's Environmental Enforcement Plans and Policies and maintain actions to ensure that the Council continues to effectively prevent and tackle a range of waste and environmental offences - March 2017 .	

Supporting Commentary

Additional resources received from Sport England and local partners for the Get Active project has allowed the delivery of an extended Sports Programme during 2016 – 17.

The Library Service's Programme has remained successfully participative with 1352 children, parents & carers attending story sessions and 258 children & teachers taking part in library class visits to learn about libraries, reading & learning opportunities.









594 adults also attended work clubs & IT clinics to learn digital skills to support job seeking. 795 adults & young people were helped to develop digital skills through 1-2-1 support from library staff.

In addition 129 people attended code clubs to learn how to make computer games, animations and websites by learning how to code and 254 children attended, learning through play, LEGO / K-nex clubs to develop building, engineering, creative thinking & problem solving skills

Recycling initiatives have been on-going throughout the year have included holding a number of community events to engage residents in raising awareness of recycling and waste prevention, and directly mailing households in areas where residents have failed to comply with the Council's waste collection procedures. A number of participation surveys and 'door knocking' exercises have been undertaken to engage with residents in areas where poor take-up of recycling services was evident.

A review of the Council's arrangements for reducing incidents of fly-tipping, litter and dog fouling, and the subsequent issuing of Fixed Penalty Notices for such offences, continued throughout the year. A number of initiatives were carried out to help achieve this overall objective which has included themed targeted campaigns. A new initiative was also introduced which saw Council Officers and Police Officers carrying out joint enforcement patrols to tackle a range of environmental offences.





Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q4 Actual	Q4 Progress	Direction of travel
CE LI 05	% Take up of free school meals to those who are eligible - Primary Schools.	86.00%	87.00%	75.66%		
CE LI 06	% Take up of free school meals to those who are eligible - Secondary Schools.	77.80%	77.50%	65.22%		
CE LI 09	Residual household waste per household.	578 Kgs	593 Kgs	591 Kgs		
CE LI 10	Household waste recycled and composted.	42%	42.00%	41.35%		

There appears to be a drop in the uptake of Free School Meals that is directly linked to the new Universal Credit system, we will continue to try and resolve this issue.

Household waste being collected / recycled remains consistent with that in 2015 – 16 and this is reflective of the national picture.

Economy, Enterprise & Property**Key Objectives / milestones**

Ref	Milestones	Q4 Progress
EEP 01a	Commence development of Bayer Site by - March 2017 .	
EEP 01b	Complete Asset Review by – June 2016 .	
EEP 03c	Develop a charging policy for business and funding support by September 2016	
EEP 03d	Completion of Tech Space Development (SciTech Daresbury) by September 2016	





Supporting Commentary

Site investigation work on the Bayer site began during quarter 4 and a development agreement has now been signed. The Asset Review has also now been completed with a report for disposals now being prepared for Executive Board.

The detailed review of options for the introduction of a charging policy income generation has now been completed and a report is being prepared to present the findings to Executive Board.

The Tech Space 2 has now been completed and the building is presently being marketed.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q4 Actual	Q4 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO2E)	21,124 (actual 14/15)	19,675	19,874 tonnes CO2e (actual 15/16)	N/A	N/A
EEP LI 07	Number of People supported into work	Not available	532	543		N / A
EEP LI 09	Number of Businesses Supported	Not available	40	47		N / A
EEP LI 14	Number of inward investment enquiries per annum.	174	250	221		



Supporting Commentary

GHG emissions figures for 2015/16 show an overall decrease of 5.9% since 2014/15 and are 4.9% below the target for the year. There was a reduction in emissions across all areas other than fleet transport which saw a 15.7% increase. Street Lighting had the largest annual reduction in the amount of 12%.

The number of people and business supported, and the number of inward investment enquiries, remain positive.

Policy, Planning & Transportation

Key Objectives / milestones

Ref	Milestones	Q4 Progress
PPT 01	Review progress against LCR SJB maintenance strategy and deliver 2016/17 major bridge maintenance works programme, March 2017 .	
PPT 03	To deliver the 2016/17 LTP Capital Programme March 2017 .	

Supporting Commentary



The major maintenance works, principal inspections and other structural monitoring activities have been completed on SJB for Year 1.













Works completed on site for the two footbridge GRP re-decking schemes on East Lane, Runcorn.

The LTP Highway Capital programme consists of two main strands:

1. Integrated Transport:
STEP schemes are continuing to be developed for; Widnes Town centre connectivity; Runcorn town Centre to the Heath business park which is now at ECI and Runcorn East Station Car Park improvements. These projects are likely to commence from Q2 onwards in the new year. The programme of bus accessibility improvements are continuing as is the improvements to the East/West bus priority routes along Liverpool road. We have successfully completed resurfacing and other minor improvement works at Liverpool Rd / Chestnut Lodge in Feb with further bus priority routes being developed to lead from Liverpool Road/Chesnut Lodge junction to Ditton Road along Hale Road.
2. Highway Maintenance: The carriageway and footway programmes of resurfacing and reconstruction have been phased over the course of the year and delivery to the full budget allocation has been completed.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q4 Actual	Q4 Progress	Direction of travel
PPT LI 02	Net additional homes provided	471	552	N / A	N / A	N / A
PPT LI 03	Number of affordable homes delivered (gross)	146	138	N / A	N / A	N / A
PPT LI 04	Processing of planning applications (%) as measured against targets for, a) 'Major' applications	100.00%	60.00%	77.8%		

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q4 Actual	Q4 Progress	Direction of travel
	b) 'Minor' applications	70.00%	80.00%	88.9%		
	c) 'Other' applications	86.00%	80.00%	100%		
PPT LI 16	% of network where structural maintenance should be considered:					
	a) principal roads	1.00%	2.00%	1.00%		
	a) non-principal roads	2.00%	4.00%	1.00%		
	b) unclassified road	2.00%	9.00%	3.00%		
PPT LI 19	No. of passengers on community based accessible transport	182,762	214,200	177,146		

Supporting Commentary

The figures for additional / affordable homes will be reported in Q1 of 2017/18 once the data has been processed.

The processing of minor planning applications is slightly below target as there has been an issue with late responses from statutory consultees and applicants not submitting the correct supporting documents on time.




Although there has been an increase in the percentage of unclassified roads where structural maintenance should be considered, overall the highways network is in-line with the Highways Asset Management Plan but consideration will need to be given to further long-term investment to maintain the current highway condition.

Bus passenger numbers are lower than that for the same period last year which has largely been due to a decrease in hire form Community Groups.





7.0 Application of Symbols

Symbols are used in the following manner:

Progress Symbols

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

Direction of Travel Indicator

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

Directorate Performance Overview Report

Directorate: People Directorate (Children and Young people)

Reporting Period: Quarter 4 – Period 1st January – 31st March 2017

1.0 Introduction

- 1.1 This report provides an overview of issues and progress that have occurred during the period of the report towards the priority of Children and Young People. The way in which traffic light symbols have been used to reflect progress is explained within Appendix 1 (section 8).
- 1.2 Please note initials have been provided to indicate which officer is responsible for the commentary to aid Members, as requested by the Children and Young People Policy and Performance Board. A key is provided in Appendix 1 (section 8).

2.0 Key Developments

2.1 Governors handbook and competency framework (AMc)

On 12 January 2017, the Department for Education (DfE) released the latest edition of the governance handbook. This handbook is an essential resource governors and trustees as it outlines the roles and responsibilities for those governing, including legal duties.

The *Competency framework for governance* sets out the skills, knowledge and behaviours that school and academy governing bodies need to be effective.

The *Clerking competency framework* has also been published in April 2017 to identify the knowledge, skills and behaviours required to provide professional clerking to governing boards of schools, academies and multi-academy trusts.

The *Statutory policies for schools* page outlines the policies and other documents school governing bodies are legally required to have:

www.gov.uk/government/publications/governance-handbook

2.2 Halton Youth Provision Care Quality Commission (CQC) Inspection (AMc)

On 6 March 2017, the CQC published the inspection of Halton's Youth Provision, Young Addaction. As part of their comprehensive inspection programme to make sure the health and care services in England meet the Health and Social Care Act 2008 (regulated activities) regulations 2014. The report identifies various outstanding and good practice, with no recommendations for improvement. Please use the link below to access the inspection report:

www.cqc.org.uk/location/1-2039030655

2.3 Reduction in the proportion of 16 & 17 year olds not in Education, Employment or Training (NEET) (AMc)

Annual reported NEET figures published by the Department for Education (DfE) identify 5.1% of the Halton 16-17 year old cohort are not in education, employment or training or their activity is not known. This compares to 5.8% at the same reporting period last year.

The annual figure is taken as the 3 month average of performance from November 2016 to January 2017.

The proportion of the 16-17 cohort with activity recorded as 'not known' is particularly low at 0.9% compared to 2.2% in the previous year. The term 'not known' is used to describe young people whose activity is not known to the local authority. This can be because it has not been possible to contact the young person at their home address or because they have moved out of borough and their new location is unknown. The very low not known figure is a very positive position, as when known what a young person is doing, appropriate support and guidance can be offered.

Schools have a vital part to play in supporting young people in their transition at 16 and 17 years of age, and in working with the 14-19 Team to identify any young people at risk of not progressing from Year 11 to education or training post 16.

2.4 Children and Social Work Act 2017 (TC)

The Child and Social Work Bill received Royal Assent. The controversial innovation clauses, exempting local authorities from various statutory duties, were re-inserted in the Bill following defeat in the House of Lords, but have now been withdrawn by the government. The clauses increasing duties to care leavers from the current age of 21 to 25, the abolition of local safeguarding children boards and a range of duties in relation to children in care remain. Some of these duties will have a cost impact for the local authority.

2.5 Regional Adoption Agency (TC)

A Head of Service for the new regional adoption agency, Adopt Together, has now been appointed and formal staff consultation on the structure and model of service delivery has been completed.

2.6 Joint Targeted Area Inspection (TC)

The next Joint Targeted Area Inspection (JTAI) (Ofsted, Care Quality Commission, HMI's Police and Probation) will focus on neglect and particularly children aged between 7 and 15 years old. The inspection will examine the effectiveness of iCART and the whole system in identifying and responding to neglect in this age group. Schools will also be contacted as part of the inspection. Six local authorities will be selected between May and December 2017. Please use the link below to access the guidance:

www.gov.uk/government/publications/joint-inspections-of-the-response-to-children-experiencing-neglect-may-to-december-2017

3.0 Emerging Issues

3.1 Horizon scanning/National drivers

Primary Assessment consultation (AMc)

On 30 March 2017, the Government published its consultation to set out a long-term, stable and sustainable approach to primary assessment. Justine Greening, the Secretary of State for Education, stated her desire to have a system that measures the progress that children make throughout their time at primary school fairly and accurately, a system that recognises teachers' professionalism in assessing their pupils, and a systems which does not impose a disproportionate burden on teachers.

The consultation document refers to the proposal to end KS1 assessments – both teach assessment frameworks and national curriculum tests – in reading, writing, mathematics and science for all-through primary schools, once a new baseline in reception has become fully established. The DfE wants views as to how to ensure that the most appropriate baseline for a primary progress measure is in place and at which point that baseline assessment should be taken, i.e. should the baseline be moved from the end of KS1 to some time in reception so that progress would be measured from Reception to end of KS2 (Year 6).

There are actually two consultation documents – one relates to various primary statutory assessment issues, including the ones stated above, and the other relates to the recommendations in the Rochford Review of primary statutory assessment arrangements for pupils working below the standard of national curriculum tests.

The consultation period lasts for 12 weeks, ending on 22 June 2017, and the minister has stated a desire to hear from as many headteachers and teachers as possible to gather their views. All those with an interest in early years, primary education and the way that pupils are assessed in school are encouraged to engage with the consultation exercises and to share their opinions and insights; governors are named as one of those interested groups.

Links are below:

https://consult.education.gov.uk/assessment-policy-and-development/primary-assessment/supporting_documents/Primary%20assessment%20in%20England.pdf

https://consult.education.gov.uk/assessment-policy-and-development/rochford-review/supporting_documents/Primary%20school%20pupil%20assessment%20%20Rochford%20Review%20recommendations.pdf

New GCSE Grading System (AMc)

In a recent letter to the education select committee, the Secretary of State for Education has clarified her thinking on what constitutes a good pass in the new GCSE's. The new terminology now describes a grade 4 as a *standard pass* and a grade 5 as a *good pass*. The Secretary of State makes it clear that for Further Education, Good Education and employers, a *standard pass* of a 4 should be considered sufficient for further study and work, in the way that a grade C is now (this also applies to the need for post 16 maths and English resits). In school performance tables, the Secretary of State says in her letter that the Government will report on both a *standard pass* and a *strong pass* rather than the previous plans of just reporting on a *good pass* (5). However the picture is further complicated by the fact that the DfE has confirmed that for the percentage of children achieving the EBacc students will have to achieve a *strong pass* and this will also be the case with basics.

Therefore Secondary performance tables 2017 will include:

- Progress 8
- Attainment 8
- EBacc entry
- EBacc achievement (strong pass in maths and English and C+ in the other subjects)
- Maths and English (at a strong pass)
- Destination measures

The government also intends to publish information in the performance tables this year showing how many pupils achieve at least a *standard pass* (4 and above). Whereas for the

school, achieving the EBacc is based on 5 or above, for the individual student it is based on 4 or above.

Information can be found at the following link:

www.gov.uk/government/news/setting-standards-for-new-gcses

Penalty Notice (AMc)

On 6 April 2017, the Supreme Court gave judgement on the case concerning the prosecution of Mr Platt following non-payment of a penalty notice. The appeal had been brought on behalf of the Isle of Wight Council supported by the Government.

The decision makes clear that parents in England can be issued with penalty notices in respect of unauthorised absences, including absences due to holidays, and further they can be prosecuted if they fail to pay the notice.

The Court have, for the first time, given a very clear definition of what is deemed to be regular for the purposes of the offence contained within s444 Education Act 1996. The Court concluded that regular amounts to the level of attendance in accordance with the rules as set by the school/Local Authority. Therefore, if a child misses school without permission of the headteacher, the parent would be guilty of the offence, unless one of the statutory defences was available, e.g. sickness.

Accordingly, where a parent does not seek permission (or seeks permission but is refused) and they take the child out of school, then they are not abiding by the rules of the school and they could be subject to prosecution if they failed to pay any penalty notice issued. The Court concluded that the penalty notice process is an opportunity to recognise where a parent should not have removed their child, but to spare them criminal conviction.

Halton Borough Council's current Penalty Notice Protocol will remain, and requires no alteration.

3.2 Halton Specific

Children's Social Care (TC)

Demand for children's social care is now showing a steady and consistent pattern of reduction. This is following the work on early intervention and the development of iCART. Number of children with a child protection plan have consistently reduced and have now stabilised. However, numbers of children in care have continued to increase. This is a complex picture as we have older children who entered care three years ago now beginning to leave care, and the age profile of children entering care reducing as entrants are coming into care at a younger age. The average length of time children remain in care is 2.6 years with younger children often having a shorter period of care.

The number of children with a plan for adoption has increased, as has the number who leave care to live with family members via Special Guardianship orders. However, we have an increase in the children placed at home under care orders (as have other local authorities). The introduction of a 26 week timescale for completion of care proceedings has meant that courts and children guardians have become more risk averse, and require the assurance of a care order if the child remains in the care of a parent. A renewed focus is now on those cases, and returning to court to discharge the care order in a more timely manner.

Model for Enhanced Provision for pupils in mainstream schools and academies (AMc)
Enhanced provision was introduced in Halton a number of years ago with the intention of providing funding to pupils on a short term basis as early as possible once a specific need had been identified and without the requirement for schools to go through the statementing process.

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 2016-17 business plan.

5.0 Progress against 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 April 2011.





The council's latest annual progress report in relation to achievement of its equality objectives is published on the Council's website <http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>

6.0 Performance Overview

6.1 The following information provides a synopsis of progress for both milestones and performance measures across the key business areas that have been identified by the local authority contributing the priority of Children and Young People.

Objective: Improve outcomes for children and young people through effective multi-agency early intervention (PED01)

Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED01 01	Monitor the average length of time between a child returning home and their return interview (Commissioned Service)	72 hrs	72 hrs	48 hours		
PED01 02	Reduce the number of young people who repeatedly run away in Halton (Commissioned Service)	127	115	38 (Q4) 156 YTD		
PED01 03	Monitor the number of young people who go missing in the year (Commissioned Service)	223	N/A	98 (Q4) 395 (YTD)		
PED01 04	Monitor the number of young people flagged as at risk of child sexual exploitation (snapshot at the end of the quarter)	17	N/A	24		
PED01 05	Reduce the Secondary School persistent absence rate	5.1%	5%	Available end May 2017		
PED01 06	Reduce the number of children subject to fixed term exclusions	303	270	244		
PED01 07	Reduce the rate of permanent exclusions	0.04%	0.035%	0.046%		







PED01 08	Increase the number of children involved in early intervention (e.g. CAF) (All those who have had a CAF involvement recorded during the year)	593	650	560		
PED01 09	Monitor the rate of referrals to childrens social care per 10,000 0-18 yr olds	336	N/A	368		
PED01 10	Reduce the number of children and young people who enter the care system	81	75	97		

Supporting commentary:

PED01 01: During this quarter return interviews are being completed within 48 hours.

PED01 02 & 03: Within this quarter, in Halton, Catch22 has seen another increase in the number of notifications received from Police and social care by 30%. The number of children with missing incidents are similar to the previous quarter. Demographics of children missing in Halton are consistent each quarter with children averaging around 15 years old and an even split between boys and girls. This area of focus is prioritised by Halton Safeguarding Children Board within the Child Sexual Abuse and Missing from Home sub-group. Additional reporting from Catch22 is being arranged for the Operational Director of Children and Families Service.

PED01 08: All CAFs are now recorded on the new eCAF system. A housekeeping exercise during the transition means that we are now confident that all recorded eCAF are open and active.

Ref:	Milestones	Quarterly Progress
PED01a	Establish a multi-agency front door for complex dependency programme (April 2016).	
PED01b	Establish and implement a multi-agency locality provision (March 2017) .	
PED01c	Multi-agency information Sharing Agreement to be in place (March 2017).	
PED01d	Implement the Cheshire IT Portal (revised implementation timescale to March 2018).	
PED01e	Implement the regional adoption agency (amended timescale from March 2017 to June 2017).	
PED01f	Use performance information effectively to ensure that early intervention is responsive to trends of those being referred to childrens social care (March 2017).	

Supporting commentary:

PED01a: The multi-agency iCART service has continued to develop over Q4 and this has been enhanced with the addition of a housing solutions officer on a part-time basis and two adult coordinators. Agreements have been made with all relevant multi-agency partners that their input into iCART will continue without any additional funds being offered which, is positive and ensures that the improved multi-agency service is able to continue. Revised iCART processes and guidance are almost complete.

PED01b: Work is ongoing to establish multi-agency teams across locality bases. Refurbishment work has been completed at a number of children's centres to create additional space for multi-agency teams. Partners are well engaged through weekly Working Together meetings to ensure a multi-agency response to assessed needs at level 2.

PED01c: Completed

PED01d: Halton has agreed to be one of the ICT Portal pilot areas and work is in progress around the development of a data feed register and information governance is presently being agreed. This is a complex project and the timescale for implementation needs to be revised until March 2018.

PED01e: Following a change to the timetable as a result of funding changes from the Department for Education this has now been resolved and will be implemented 1 June 2017.

PED01f: Performance reports are now in place supported by a fortnightly performance meeting.

Objective: Close the gap in attainment at Key Stage 2 including between vulnerable groups and their peers (PED02)

Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED02 01	Reduce the gap in attainment for pupils attaining the expected standard at Key Stage 2 in Reading, Writing and Maths between disadvantaged pupils and their peers	As this is a new system of assessment it is not possible compare with previous data		24%	As this is a new system of assessment it is not possible compare with previous data	
PED02 02	Increase the percentage of pupils achieving the expected standard at KS2 in Reading, Writing and			47%		

	Maths		
PED02 03	Increase the percentage making sufficient progress in Reading KS1 to KS2	-0.2	
PED02 04	Increase the percentage making sufficient progress in Writing KS1 to KS2	-1.4	
PED02 05	Increase the percentage making sufficient progress in Maths KS1 to KS2	-0.4	
PED02 06	Increase the percentage of Children in Care achieving expected outcomes at KS2	Refer comments below	

Supporting commentary:

PED02 06: KS2 Outcomes 2015-16

There were nine children in the 12 mths+ care cohort. Eight children were placed in borough. No child had a school move and only 1 had a placement move during Year 6. 3 children have EHCP, with 1 child attending a Special School. All children's attendance was above 90%, with 7 being above 95%. 8 children were in Good or better schools.

Outcomes

Attainment measure = % achieving expected standard and gap to Halton non-care peers:

- Reading – CIC 33% with a gap of 30%
- Writing – CIC 33% with a gap of 32%
- Maths – CIC 33% with a gap of 32%
- RWM – CIC 11% with a gap of 37%

Analysis:

Prior attainment at Key Stage 1 was not good for this cohort – Level 2 and Level 2b+ were the previous expected standards: 5 children did not achieve Level 2 in Reading 5 and 6 did not achieve Level 2b+; for Writing 6 did not achieve Level 2 and 7 did not achieve Level 2b+; for Maths 5 did not achieve Level 2 and 6 did not achieve Level 2b+.

There were 2 children who were either in Special School or judged to not be able to achieve the expected standards in the tests. If these 2 children are taken out of the data the attainment difference does close slightly (Reading 20%, for Writing and Maths 22%).







Progress measure = how the child performs in comparison to the children nationally who have the same prior attainment banding as them at Key Stage 1.

- Reading – CIC 44% with a gap of 4%
- Writing – CIC 33% with a gap of 14%
- Maths – CIC with a gap of 4%

Analysis:

The progress data for children in care is a positive picture with the gap being very small in Reading and Maths. This means that given their starting point Halton children in care are making accelerated progress compared to other children with the same prior attainment.

There is evidence of accelerated progress for individual children (3 in Reading, 3 in Writing and 4 in Maths). 1 child achieved the higher assessed outcome of Greater Depth at the Expected Standard in Writing.

Ref:	Milestones	Quarterly Progress
PED02a	Based on data analysis and feedback from the Cross Service Monitoring Group, undertake categorisation process for all schools by October 2016 and identify actions, including levels of support and intervention, required to improve inspection outcomes.	
PED02b	Conduct the annual analysis of school performance data for all primary schools during September to December 2016 (with further reviews undertaken at key points in the data release cycle).	
PED02c	Analyse, evaluate and report end of Key Stage 2 achievement outcomes, including success in closing the gap (December 2016).	
PED02d	Identify areas of need and support for Children in Care and Free School Meals pupils (December 2016).	
PED02e	With schools, monitor the impact of Pupil Premium in closing the gap between Free School Meals and non-Free School Meals pupils (March 2017).	
PED02f	Ensure appropriate deployment of school improvement support for identified schools and settings, including school to school support as appropriate (March 2017).	

Supporting commentary:

PED02a: A revised categorisation process system has been shared with schools. All head teachers and Chairs of Governors have received the schools categorisation letter. Link officers are meeting with schools to identify actions. School categories have been reviewed in the spring term and any changes will be shared with individual schools affected at the beginning of the summer term.

PEDO2b: Performance data is being analysed as it is released and shared with schools, settings, officers and Council members. Further validated data has been shared with headteachers and members.

PEDO2c: Reports have been shared at PPB with validated data. A members briefing was held to share the changes to the assessment processes with members, identifying both successes and key challenges.

PEDO2d: The Children in Care and Care Leaver strategy has been reviewed and identifies areas for support. These include the development of more apprentice opportunities, support for schools in managing attachment issues, and supporting children in care to achieve their potential. Progress of implanting the Strategy is monitored through the Children in Care Partnership Board.

PEDO2f: Schools and settings have been categorised and levels of support identified linked to the schools category or degree of vulnerability. School to school bids have been written in collaboration with Teaching schools and outcomes are awaited. Any school causing concern is identified support through Halton's school improvement service and the wider school improvement system. Any schools considered at risk of a decline in standards will receive additional support and challenge.

Objective: Raise achievement in Early Years (PEDO3)

Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PEDO3 01	Increase the percentage of children achieving a good level of development in Early Years Foundation Stage	55%	65%	62%		
PEDO3 02	Reduce the good level of development attainment gap between those previously in receipt of 2 year old early years entitlement and their peers at EYFS	21%	12%	20%		
PEDO3 03	Increase the take up of Early Years Entitlement for vulnerable 2 year olds	536	580 (revised target from DfE)	547		
PEDO3 04	Increase the take up of Early Years Entitlement for 3 to 4 year olds	92%	95%	93%		
PEDO3 05	Monitor the percentage of Early Years settings (pre-schools, day care, out of school clubs, childminders) with overall effectiveness of Good or Outstanding	84%	84%	97%		
PEDO3 06	Reduce the good level of development attainment gap for disadvantaged children and their peers at EYFS	19%	16%	Data available after Q4		

Supporting commentary:

PEDO3 01: There has been an increase in good level of development of 7% and the gap to the national average has reduced by 4%.

PEDO3 02: Attainment has increased for both groups with the gap narrowing by 1%.

PEDO3 04: Officers have worked to increase take up resulting in a small increase on the previous year.







PEDO3 05: Figures show significant improvement across the sectors. Exceeded target.

Ref:	Milestones	Quarterly Progress
PEDO3a	Analyse the outcomes of children who have accessed funded two year old placements to ensure this provision is closing the gap between the most vulnerable children and their peers (January 2017).	
PEDO3b	Complete RAG categorisation process for all EYFS setting by October 2016 and identify actions, including levels of support and intervention required to improve inspection outcomes.	
PEDO3c	Through the annual conversation, ensure that the performance of all children's centres is in line with expectations. This will need to take into account any changes required as a result of revised Ofsted frameworks (March 2017).	
PEDO3d	Analyse, evaluate and report on the outcome of the Early Years Pupil Premium (March 2017).	
PEDO3e	Act on research findings from the Early Years Review undertaken by Ofsted and commissioned research (March 2017).	

Supporting commentary:

Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED03b:	EYFS settings have been RAG rated and support and identification identified. Halton currently only have two settings not rated as good or better by Ofsted.					
PED03c:	Children's centres continue to perform well with high levels of engagement and access. The proposed national review of children's centres has still not been announced and inspections remain suspended.					
PED03d:	The information requires is collected by settings and shared with Early Years Consultant Teachers. By the end of the summer term 2017, a local authority template will be populated to share the impact of Early Years Pupil Premium at a local authority level. There is a revised timescale for completion now agreed for September 2017.					
PED03e:	Following the Early Years review and Ofsted Early Years thematic inspection, a One Halton Strategic Group has been established to create an Early Years vision and strategic action plan. Recommendations are being acted upon and have been shared at an Early Years event in November 2016. The One Halton strategic group meet frequently and a range of task and finish groups have been established to address key priorities identified.					

Objective: Improve the offer for children and young people with SEND through effectively implementing the SEND Reforms (PED04)




Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED04 01	Increase participation in the POET survey from parents/guardians/carers	33	35	Results of survey awaited		
PED04 02	Increase the percentage of Education Health and Care Plans completed within 20 weeks	26.8%	50%	66%		
PED04 03	Increase the number of schools identified as Nurture champions	0	8	12		
PED04 04	Increase the percentage of Statements converted to Education Health Care Plans to meet published timescales	22.9%	80%	Data not available August 2017		
PED04 05	Increase the number of people accessing the Local Offer (proxy measures of sessions measured annually in October)	3868	3950	7295 (Public) 10573 (Including HBC & Site Admin)		

Supporting commentary:

PED04 01: Halton is aiming to significantly increase the participation in the evaluation and are working closely with the parent/carers association, settings and agencies to increase involvement.

PED04 03: Nurturing schools award is currently 12 Schools attending the Halton network with an identified nurture group 8. 2 schools are in the process of setting up nurture groups 8 schools have expressed interest or have a variant nurture group.

PED04 05: Target exceeded, both by public only usage and including HBC staff, and site admin usage. Improved publicity of the Local Offer by parents/carers, young people and professionals has had a significant impact in reaching this target. The improvements to content and layout has also contributed to this increased usage.

Ref:	Milestones	Quarterly Progress
PED04a	Conduct the annual analysis of progress data for children and young people with additional SEND funding through Enhanced provision or Education health care plans (March 2017).	
PED04b	Improve provision in Halton for young people with social, emotional and mental health challenged (March 2017).	
PED04c	Evaluate qualitative data through Personal Outcomes Evaluation Tool (POET) of family and individual views within the SEND reform process in Halton to increase satisfaction with their experience (March 2017).	











Supporting commentary:

PED04a: The data currently being collected from schools using a simplified matrix model that can illustrate progress in smaller steps than current assessment measures.

PED04b: Halton has increased and improved the types of provision available to young people experiencing social and emotional health issues. There is a range of universal, targeted and specialist provision for young people. In Q4 over 300 young people achieved a Duke of Edinburgh or Mayors Award. The provision was also inspected by the CQC and was acknowledged for outstanding features with no areas in need of improvement.

PED04c: The POET survey will finish at the end of the academic year. The responses will then be evaluated, analysed and reported.




Objective: Improve participation and skills for young people to drive Halton's future (PED05)

Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED05 01	Reduce the percentage of 16-17 year olds not in education, employment or training	5.1%	5%	4.2%		
PED05 02	Reduce the percentage of 16-17 year olds whose activity is not known	3.7%	3.5%	0.9%		
PED05 03	Increase the percentage of 19 year olds achieving a Level 2 qualification	86.9%	87.5%	84.3%		
PED05 04	Increase the percentage of 19 year olds achieving a Level 3 qualification	56.5%	57.5%	54.4%		
PED05 05	Monitor the percentage of young people progressing to Higher Education	25%	25%	28%		

Supporting commentary:

PED05 03 & 04: The decline seen in achievement for Halton has also been seen regionally and nationally.

PED05 05: The cohort of 2015/16 information has been released by DfE and shows an increase in those progressing to HE.

Ref:	Milestones	Quarterly Progress
PED05a	Develop the 14-19 Commissioning statement to reflect Local Enterprise Partnership priorities (March 2017).	
PED05b	Implement the European Social Fund coaching programme, integrated to Raising the Participation Age strategy (March 2017).	
PED05c	Develop a Post-16 monitoring framework to demonstrate how providers are supported and challenged in the borough (March 2017).	

Supporting commentary:

PED05a: Updated data has been included in the document which is currently in draft format. A final update to the text is required to reflect the data before completion.

PED05b: A contract is in place with a company to deliver this programme from 1 July 2016 to 31 July 2018.




PED05c: Monitoring framework has been written, and is currently in draft format to be linked to the School Improvement Strategy when this is revised.

7.0 Financial Summary

Awaited from Finance.




8.0 Appendix I

8.1 Symbols are used in the following manner:

Progress		Milestone	Measure
Green		Indicates that the milestone is on course to be achieved within the appropriate timeframe.	Indicates that the annual target is on course to be achieved.
Amber		Indicates that it is uncertain, or too early to say at this stage whether the milestone will be achieved within the appropriate timeframe.	Indicates that it is uncertain or too early to say at this stage whether the annual target is on course to be achieved.
Red		Indicates that it is unlikely or certain that the objective will not be achieved within the appropriate timeframe.	Indicates that the target will not be achieved unless there is an intervention or remedial action taken.

8.2 Direction of Travel indicator

Where possible measures will also identify a direction of travel using the following convention:

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

8.3 Key for responsible officers:

- AMc** Ann McIntyre, Operational Director, Education, Inclusion and Provision Service
- TC** Tracey Coffey, Operational Director, Children and Families Service

Directorate Performance Overview Report

Directorate: People Directorate (Adult Social Care)

Reporting Period: Quarter 4 – Period 1st January – 31st March 2017

1.0 Introduction

1.1 This report provides an overview of issues and progress within the Directorate that have occurred during the fourth quarter 2016/17.

2.0 Key Developments

2.1 There have been a number of developments within the Directorate during the fourth quarter which include:

ADULT SOCIAL CARE

Safeguarding Adults Peer Review

St Helens Council undertook a Safeguarding Peer Review on 5th and 6th January 2017. It was agreed that they would focus on two main areas:

1. To review whether Halton Borough Council through its adult safeguarding, policies, procedures and practice are helping to protect and deliver positive outcomes for service users and families
2. To review whether the “Adults Voice” is heard in front line practices and by Halton’s Safeguarding Adults Board

The Peer Review Team found strong political and Senior Management leadership and commitment, including at the most senior levels. A strong partnership approach and established, effective networks were prevalent in all areas of the Review. Individuals across the range of stakeholders participating were constructive, committed and engaged in an honest and open way, indicating willingness to learn and embrace change. The Review Team feel Halton has a strong platform on which to build future safeguarding arrangements.

The Peer Review Team identified 6 recommendations

- Review the role of the Integrated Safeguarding Unit
- Update the Interagency Safeguarding Policy, Procedures and Good Practice
- Review the scope of SAB
- Review the application of Carefirst
- Develop actions to address the recommendations
- Share the outcome of the review with all participants

These recommendations have been collated into an action plan and progress will be monitored by the Safeguarding Adults Board to ensure that Halton is helping to keep people safe and working as effectively as possible in order to do this.

Review of the 5Boroughs Acute Care Pathway and Later Life and Memory Services (the Tony Ryan Review): work is continuing in Halton to redesign mental health services to achieve two main aims: to provide help and support to people at an earlier stage in their condition, so as to reduce the likelihood of needing long term specialist mental health support from the 5BoroughsPartnership, and to help people who are already involved with the 5BoroughsPartnership to regain full independence and live full and meaningful lives in the community wherever possible.

As a part of this, the use of the existing inpatient beds in the Brooker Unit in Runcorn has been reviewed, and following a public consultation the decision has been made to move some of the inpatient services for people with dementia and memory loss to another specialist location. This will allow more effective delivery of local mental health inpatient provision for people with mental illnesses, but it should also provide a better-quality specialist service for people with dementia. The 5Boroughs have made arrangements to ensure that patients' families can easily access the new location.

The Community Multi-Disciplinary Team Model

A number of legislative and policy developments have contributed to the development of the community multi-disciplinary approach in Halton, further integrating health and social care in the borough. The model for Community MDTs in Halton consists of staff from several different professional backgrounds, including GPs, Social Workers, Community Care Workers District Nurses, Community Matrons. The MDT will work in an integrated way, aligned to GP practices. The model works with four GP Hubs: Widnes North, Widnes South, Runcorn West and Runcorn East. Each Hub has clusters of GP surgeries. Each GP surgery has its own MDT, working with an identified GP patient population. The model promotes the MDT have dedicated meetings to look at unplanned admissions to hospital and at complex cases. Referrals can be taken daily and directed to the relevant professionals in the MDT.

A steering group has been working to enable IT sharing of information via different computer systems and the integrated assessment process. A number of workshops have been held with staff to improve integrated working. A launch event was held on Tuesday 21st March, During the event staff teams were divided into 4 neighbourhood hubs. Discussions covered; how will you work together as an integrated team and and what do you see as the benefits if the new team, a ten minute discussion took place re each question. The day was received positively from all staff

Transition Team

In February 2017, the Transition Team was developed in Halton. The team consists of 3.5 Social Workers from both Children and Adult services. with strong links with practitioners from child health and SEN. The Aim of the team is to have a joined-up approach to transition from education, health and social care with increased and targeted co-ordination and communication from all agencies from a younger age. The age range for referrals will be from age 14 years up to the age of 26 years or until appropriate to transfer into generic adult services, following the transition from long-term education/training. The creation of the team was following the, NICE guidance 'Transition from children's to adults' services for young people using health or social care services', stating, ' during and after a young person moves from children's to adults' services, It aims to help young people and their carers have a better experience of transition by improving the way it's planned and carried out. It covers both health and social care. The overarching principles strategically and operationally is for Young people and their carers

to be involved in transition service design, delivery and evaluation and taking a strengths-based and person-centred approach to the Assessment process, with detailed transitional planning, which changes alongside the young person's development.

PUBLIC HEALTH

There are a number of pilots that are proving very successful and need to be continued. Stress management techniques and a quit buddy has significantly increased the number of pregnant women who quit smoking. Similarly, the bowel screening follow up pilot is increasing the number of people who return their sample and are caught early when bowel cancer can be easily treated.

3.0 Emerging Issues

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

ADULT SOCIAL CARE

Deprivation of Liberty Safeguards (DoLS)

The long awaited recommendations from the Law Commission in relation to the DoLS were published on the 13th of March 2017 the final can be found using the following link;

<http://www.lawcom.gov.uk/project/mental-capacity-and-deprivation-of-liberty/>

In total, there are 47 recommendations contained within the document. The main recommendation that may impact on the Local Authority that have been identified so far are;

- Authorisations will be determined by the Care Plans and Risk Assessments, and must include a Capacity Assessment and Best Interest Assessment/Decision. They can be Authorised up to 28 days before the placement is due to commence, so should be an automatic part of Advance Care Planning.
- Independent scrutiny is to be provided by somebody, employed by the Local Authority, that wasn't involved in arranging the placement or package of care .
- It will include People in the Community whose care is managed by the Local Authority, i.e. Supported Accommodation/Shared Living Arrangements or where somebody care package is so extensive that they are unable to access the community independently, but will not have to go to the Court of Protection.
- Will include 16 and 17 year olds. (CSC have been advised of this, and a link to the Recommendations has been provided to them).
- Hospital Managers will be responsible for authorising their own, as will the NHS for those receiving CHC funding.
- Two major changes in that it now allows for Transport arrangements to be part of the Authorisation, so if someone wanders away from a placement they can be transported back, and it allows for placements for the safety of other people.
- The role of the BIA will largely disappear, with a new role, that of the Approved Mental Capacity Professional (AMCP), being introduced. They will become involved only on the more contentious cases, potentially likely to go to Court.
- If a placement is made against the express known wishes of the person or their RPR/Donee of attorney, or Court Appointed Deputy, **OR** the placement is made for the protection of others, referrals to the AMCP **must** be made for overall assessment as to the appropriateness of the arrangements and final approval.
- Provision is made to allow for regular placements i.e. someone on rolling respite, so that new applications won't need to be made and approved.

- The first Authorisation can be for up to a period of twelve months, as can the first review, but thereafter can be for a period of up to 3 years, reducing the number of reviews required.
- Old assessments can be used, provided that there are no major changes in the person's presentation, or to the proposed arrangements.

The Government have yet to respond to these recommendations

Mental Health Resource Centre, Vine Street: for some time, this valuable resource has been underused, with the ground floor vacant since the previous tenants left. Work has been taking place with the CCG and 5Boroughs to scope the potential for the Trust's Assessment Team to move into these premises. This would allow for much closer working relationships between the Assessment Team, the Outreach Team and the Bridge Building Team (the two latter teams are already in the building), which will increase the opportunities for community support for people with mental health needs. It will also provide a more community-focused resource for the 5Boroughs, and importantly will support the delivery of crisis response services at all times. Capital funding has been obtained to make the necessary improvements to the building, and these works should take place through the summer of 2017.

5BoroughsPartnership new name: as from 1st April 2017, the 5boroughsPartnership will be changing its name to the North West Boroughs Healthcare NHS Trust.

Social Work for Better Mental Health: Halton, along with Sefton Borough Council, is an early implementer of this national programme to define the roles and functions of social work in mental health services. Halton's work was recently fed back into a national conference about this issue and was well received. The detailed self assessment has been completed and external facilitators are preparing a report to support service redesign. It has already been established in Halton that the nature of the social work service in mental health will have to change, to allow social workers to focus more on their core tasks, and this programme will completely support the redesign process.

People with complex mental health conditions who are placed out of borough: the council and CCG are working together to identify and review all the people with complex mental health needs who have been placed out of borough because of a lack of suitable local facilities. These placements are often at very high cost and have the added disadvantage that they remove people from their familiar home environments and networks. Some people have already been successfully brought back to more independent living much nearer to Halton as a result of this work. Discussions are also taking place with neighbouring local authorities and the 5Boroughs to see whether additional resources can be developed to meet the needs of this group of people.

Mental Health Serious Incidents: in the summer of 2016, a number of tragic serious incidents relating to people with complex mental health problems took place in Halton. These types of incidents are always investigated internally to ensure that any possible lessons can be learned, but because of the unusual spike in such incidents, the Adult Safeguarding Board agreed that two of them should be subject to more independent scrutiny, and the rest should be examined to see if there were any predictable themes emerging. All these reviews will be reporting in Quarter 1 of 2017/ 18, and any implications for the delivery of social care services will be made the subject of an action plan which will be closely monitored.

The Network

The proposal is to introduce a pilot to assess the efficiency and impact of Waking Night staff.

As part of the assessment the service will use an electronic system known as 'Just Checking' (<http://www.justchecking.co.uk/media-toolkit/>) to assist with the evaluation. Simply it is:

- A series of small, wireless sensors which are triggered as a person moves around their home. The sensor data is sent by the controller, via the mobile phone network, to the Just Checking web-server.
- Users log on to the Just Checking website, to view the chart of the activity.
- The system needs no other input. There is nothing to wear and no buttons to push.
- Installation is simple. You don't need a phone line or broadband. There are instructions with the kit and a telephone helpline

The increased use of Assistive Technology, e.g. moisture alarms on beds for those who suffer incontinence, will be included in the pilot. The combination of the technology and the switch to Sleep-ins should generate an improved quality of life for services users in better sleep, less intrusion by staff, greater dignity and independence. This technology is already in place. We are testing to what extent Waking staff are required.

The advantages are:

- The study will help to focus on the most effective combination of staff and technology to empower service users to be more independent.
- It is a powerful assessment tool for managers and care managers who are working together to model the best services.
- Activity monitoring gives you a better understanding of when support is required, and confirms the optimum level. It shows the effect of staff activity, encouraging them to focus on enablement.
- The data collected from the Just Checking system will help us make an informed decision as to how we can work smarter in the future.

Care Management

The working group looking at strengthening our compliance with the Care Act are devising further tools and documentation to ensure that service user communication is consistent and transparent while remaining person-centred.

The 'conversation tool' in particular picks up on the notion of strengths-based working and is aimed at opening up dialogue through informal conversation as opposed to simply completing assessment paperwork. The concept of 'social pedagogy' (as a holistic and relationship-centred way of working with people who have care and support needs) is to be explored further with teams and talks with the University of Central Lancashire are progressing to look at dedicated care act learning input.

A stand-alone guidance looking at: 'securing a person's property in emergency care situations' has been devised. This maps to changes under the Care Act and clarifies responsibilities.

Following on from the endorsement of the OT progression policy the team are keen to looking at improvements in working practice.

PUBLIC HEALTH

The number of people reporting a low level of happiness is increasing. We need to monitor this and ensure we market all our local assets that get people out and about and socialising. We are still missing our referral to treatment targets for cancer. A campaign should be developed to alert people to the dangers of missing appointments for cancer diagnosis.

4.0 Risk Control Measures

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. During the development of the 2015/16 Business Plan, the service was required to undertake a risk assessment of all key service objectives with high risks included in the Directorate Risk Register.

As a result, monitoring of all relevant 'high' risks will be undertaken and progress reported against the application of the risk treatment measures in Quarters 2 and 4.

Progress against high priority equality actions





There have been no high priority equality actions identified in the quarter.



6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Communities Directorate. The way in which the Red, Amber and Green, (RAG), symbols have been used to reflect progress to date is explained at the end of this report.

Adult Social Care

Key Objectives / milestones

Ref	Milestones	Q4 Progress
CCC1	Continue to monitor effectiveness of changes arising from review of services and support to children and adults with Autistic Spectrum Disorder. March 2017 (AOF 4) (KEY)	
CCC1	Continue to implement the Local Dementia Strategy, to ensure effective services are in place. March 2017 (AOF 4) (KEY)	
CCC1	Continue to work with the 5Boroughs NHS Foundation Trust proposals to redesign pathways for people with Acute Mental Health problems and services for older people with Mental Health problems. March 2017 (AOF 4) (KEY)	
CCC1	The Homelessness Strategy be kept under annual review to determine if any changes or updates are required.	

	March 2017. (AOF 4, AOF 18) (KEY)	
CCC2	Ensure Healthwatch is established and consider working in partnership with other Councils to deliver this. March 2017 (AOF 21)	
CCC3	Undertake on-going review and development of all commissioning strategies, aligning with Public Health and Clinical Commissioning Groups, to enhance service delivery and continue cost effectiveness, and ensure appropriate governance controls are in place. March 2017 (AOF 21 & 25)	

Supporting Commentary

CCC1 Continue to monitor effectiveness of changes arising from review of services and support to children and adults with Autistic Spectrum Disorder

A new autism strategy is being developed to reflect future direction of travel of services supporting children and adults with autistic spectrum disorder

A dedicated transition team has been formed, focusing on children and young adults with disabilities) aged 14-25 and their movement through the transition from children's to adult services thus ensuring improved outcomes for children and adults with Autistic Spectrum Disorders.

CCC1 - Continue to implement the Local Dementia Strategy, to ensure effective services are in place

During Q4 the Halton Dementia Delivery Group have initiated a review of the strategy delivery plan. The Halton Dementia Action Alliance event in March was used to bring together 60 stakeholders, including people living with dementia and carers, to identify priorities and potential actions for delivery. The Dementia delivery group will continue to refine the actions into deliverable and measurable outcomes to commence in Q1 17/18.

A carer resilience programme (START) was introduced during Q4, delivered by the Halton Carers' Centre. The impact of the intervention will be reported through the Dementia Delivery Group.

The Admiral Nurse Service continues to integrate into the the community pathway, reporting good outcomes from the most complex cases they support. Currently in the region of 90 cases are being supported by the team.

The post diagnosis community pathway continued to promote its single point of access, to prioritise an increase in referrals from Primary Care.

CCC1 - Continue to work with the 5Boroughs NHS Foundation Trust proposals to redesign pathways for people with Acute Mental Health problems and services for older people with Mental Health problems

NHS Halton CCG have been leading a multiagency process – fully supported by the council – to implement the recommendations from the Tony Ryan report, as described earlier in this Monitoring Report. The work in both areas continues to develop and borough council services are being redesigned to meet the desired aims.

CCC1 - The Homelessness Strategy be kept under annual review to determine if any changes or updates are required

The annual homelessness strategy review event took place in December 2016 and was

well attended. The action plan is presently being reviewed and will be updated to reflect key priorities.









The homelessness strategy is due to be fully reviewed in July 2017 and consultation events with partners will be arranged. A five year action plan will be completed to determine the LA priorities and to ensure it reflects economical and legislative changes.

CCC2 – Ensure Healthwatch is established and consider working in partnership with other Councils to deliver this

In quarter 4, Healthwatch have undertaken 3 Enter and View visits at residential care homes; met with NHS Halton CCG to discuss the findings of 2 reports into local primary care services; carried out 5 outreach/engagement meetings; provided feedback at a range of meetings with the council and CCG; and distributed two e-bulletins to over 650 subscribers.

CCC3 - Undertake on-going review and development of all commissioning strategies, aligning with Public Health and Clinical Commissioning Group, to enhance service delivery and continue cost effectiveness, and ensure appropriate governance controls are in place.

Key Performance Indicators

Ref	Measure	15/16 Actual	16/17 Target	Q4 Actual	Q4 Progress	Direction of travel
CCC 3	Adults with mental health problems helped to live at home per 1,000 population	3.21	3.00	2.37		
CCC 4	The proportion of households who were accepted as statutorily homeless, who were accepted by the same LA within the last 2 years (Previously CCC 6).	0	0	0		
CCC 5	Number of households living in Temporary Accommodation (Previously NI 156, CCC 7).	15	17	1		
CCC 6	Households who considered themselves as homeless, who approached the LA housing advice service, and for whom housing advice casework intervention resolved their situation (the number divided by the number of thousand households in the Borough)	5.1	5.5	6.62		

Supporting Commentary**CCC3 - Adults with mental health problems helped to live at home per 1,000 population**

Although this target does not appear to have been achieved, this is attributable to changes in reporting and does not include short term services for Q4, revised figures will be provided once year end returns have been submitted.

CCC4 - The proportion of households who were accepted as statutorily homeless, who were accepted by the same LA within the last 2 years

The Authority places strong emphasis upon homelessness prevention and achieving sustainable outcomes for clients.

This target is no longer collected, therefore, the Authority will cease reporting on this priority from Q1 2017/18.

Additional priority targets will be added to reflect the true picture of homelessness within the Borough.

CCC5 - Number of households living in Temporary Accommodation

National and Local trends indicate a gradual increase in homelessness, which will impact upon future service provision, including temporary accommodation placements.

The changes in the TA process and amended accommodation provider contracts, including the mainstay assessment, have had a positive impact upon the level of placements and positive move on process.

The Housing Solutions Team is community focused and promote a proactive approach to preventing homelessness. There are established prevention measures in place which are fully utilised by the Housing Solutions team to ensure vulnerable clients are fully aware of the services and options available.

The emphasis is focused on early intervention and empowerment to promote independent living and lifestyle change.

CCC6 - Households who considered themselves as homeless, who approached the LA housing advice service, and for whom housing advice casework intervention resolved their situation (the number divided by the number of thousand households in the Borough)

The Housing Solutions Team promotes a community focused service, with emphasis placed upon homeless prevention.

The officers now have a range of resources and options that are offered to vulnerable clients threatened with homelessness. The team strives to improve service provision across the district. Due to the early intervention and proactive approach, the officers have continued to successfully reduce homelessness within the district.

Key Objectives / milestones

Ref	Milestones	Q4 Progress
PA 1	Monitor the effectiveness of the Better Care Fund pooled budget ensuring that budget comes out on target (AOF 21 & 25) March 2017 (KEY)	<input checked="" type="checkbox"/>
PA 1	<i>Integrate frontline services with community nursing</i> (AOF 2, 4, & 21) March 2017	<input checked="" type="checkbox"/>
PA 1	Monitor the Care Act implementation (AOF 2,4, 10, 21) NEW (KEY)	<input checked="" type="checkbox"/>
PA 1	Develop an integrated approach to the delivery of Health and Wellbeing across Halton (AOF 2, 4, 21) March 2017	<input checked="" type="checkbox"/>
PA 2	Continue to establish effective arrangements across the whole of adult social care to deliver personalised quality services through self-directed support and personal budgets. March 2017. (AOF 2, AOF 3 & AOF 4)	<input checked="" type="checkbox"/>

Supporting Commentary**PA 1 - Monitor the effectiveness of the Better Care Fund pooled budget ensuring that budget comes out on target**

Budget is monitored effectively, work is progressing to ensure the budget is balanced at the end of the year.

PA 1 - Integrate frontline services with community nursing

An integrated MDT model is now developed and implemented via a series of workshops. Social Workers and District nurses have been grouped in alignments with GP Hubs with a series of workshops supporting the process.

PA 1 - Monitor the Care Act implementation

Quarterly review continues to monitor activity in respect of the Care Act duties and responsibilities.

PA 1 - Develop an integrated approach to the delivery of Health and Wellbeing across Halton

We have an in-house integrated wellness services that provides health and well-being advice and support across Halton.





PA2 - Continue to establish effective arrangements across the whole of adult social care to deliver personalised quality services through self-directed support and personal budgets.

A dedicated steering group has worked to strengthen our compliance with the Care Act in relation to strengths based approaches, devising further tools and documentation to ensure that service user communication is consistent and transparent while remaining person-centred.

Making Safeguarding Person continues to be operational in teams with new staff receiving training.

We are developing a “making it real” news-letter across to let the public know work that has been happening on personalised services.

Key Performance Indicators

Ref	Measure	15/16 Actual	16/17 Target	Q4 Actual	Q4 Progress	Direction of travel
PA 2	Percentage of VAA Assessments completed within 28 days	85% (estimated - further data quality work ongoing to confirm this)	85%	83.5%		
PA 6a	Percentage of items of equipment and adaptations delivered within 7 working days	97%	95%	93%		

Supporting Commentary

PA 2 - Percentage of VAA Assessments completed within 28 days




While this figure is below the target, this does not represent the final year end figure due to timings of running reports against loading of data. Updated figures will be provided once the year end returns have been submitted.











PA 6a - Percentage of items of equipment and adaptations delivered within 7 working days

While this figure is below the target, this does not represent the final year end figure due to timings of running reports against loading of data. Updated figures will be provided once the year end returns have been submitted.

Public Health

Key Objectives / milestones

Ref	Milestones	Q4 Progress
PH 01a	Work with PHE to ensure targets for HPV vaccination are maintained in light of national immunisation Schedule Changes and Service reorganisations. March 2017	
PH 01b	Working with partners to identify opportunities to increase uptake across the Cancer Screening Programmes by 10%. March 2017	
PH 01c	Ensure Referral to treatment targets are achieved and minimise all avoidable breaches. March 2017	

PH 02a	Facilitate the Healthy Child Programme which focusses on a universal preventative service, providing families with a programme of screening, immunisation, health and development reviews, and health, well-being and parenting advice for ages 2½ years and 5 years. March 2017	
PH 02b	Maintain the Family Nurse Partnership programme March 2017	
PH 02c	Facilitate the implementation of the infant feeding strategy action plan. March 2017	
PH 03a	Expansion of the Postural Stability Exercise Programme. March 2017	
PH 03b	Review and evaluate the performance of the integrated falls pathway. March 2017	
PH 04a	Work in partnership to reducing the number of young people (under 18) being admitted to hospital due to alcohol. March 2017	
PH 04b	Raise awareness within the local community of safe drinking recommendations and local alcohol support services through delivering alcohol awareness campaigns, alcohol health education events across the borough and ensuring key staff are trained in alcohol identification and brief advice (alcohol IBA). March 2017	
PH 04c	Ensure those identified as having an alcohol misuse problem can access effective alcohol treatment services and recovery support. March 2017	
PH 05a	Monitor and review the Mental Health Action plan under the Mental Health Governance structures (covering actions to promote mental health and wellbeing and the early detection and effective treatment of mental health conditions).	
PH 05b	Implementation of the Suicide Action Plan. March 2017	

PH 01a Work with PHE to ensure targets for HPV vaccination are maintained in light of national immunisation Schedule Changes and Service reorganisations.

The throughput of clients accessing Halton Stop Smoking Service between April 2016 to December 2016 (end of Q3) compared to the same period in 2015 is showing an increase from 568 to 672. This is against a national downward trend of most stop smoking services experiencing a reduction in throughput. The number of people quitting smoking in Halton in 2016 -2017 has also increased from 360 - 397 when compared to the same period in 2015 - 2016.

Halton's smoking prevalence at time of delivery for pregnant women has also reduced each quarter in 2016-2017 compared to the same quarters in 2015-2016. **This is a very significant improvement.**

**SATOD (Smoking at time of Delivery)
2015-2016**

Q1	Q2	Q3
19%	18.1%	18.5%

SATOD (Smoking at time of Delivery)

2016 -2017

Q1	Q2	Q3
15%	17.3%	16.4%

Halton CCG has received £75,000 of funding from NHS England for use in this financial year (2016/17) to reduce maternal smoking rates. An action plan with focussed outcomes has been developed outlining joint proposals for the use of this funding for evidence based effective interventions to reduce maternal smoking.

PH 01b Working with partners to identify opportunities to increase uptake across the Cancer Screening Programmes by 10%.

We are working with partners to increase uptake of screening programmes. We are just below the national average for breast screening and cervical screening but significantly so for bowel screening. We are improving bowel screening uptake through piloting an innovative approach of following up patients with a telephone call who have not returned their sample. To date this has been very successful in the pilot GP Practices and provided we have sufficient funding we can roll this out across Halton.

We are working with an army of volunteers to spread the word on early signs and symptoms of cancer. We are also working with the Halton Cancer Support Service to market signs and symptoms. Uptake in all screening areas is increasing.

Cancer Screening Coverage, 2016*Source: Public Health Outcomes Framework, 2017*

Screening Programme	Halton	North West	England
Breast Coverage	74.1%	72.2%	75.5%
Bowel Coverage	53.3%	56.8%	57.9%
Cervical Coverage	71.8%	72.3%	72.7%

PH 01c Ensure Referral to treatment targets are achieved and minimise all avoidable breaches.

Referral to treatment targets were not met. The overarching reasons given are that patients defer appointments or do not attend. Further work needs to be done to convince patients it is really important that they attend cancer diagnosis appointments no matter what else is occurring.

PH 02a Facilitate the Healthy Child Programme which focusses on a universal preventative service, providing families with a programme of screening, immunisation, health and development reviews, and health, well-being and parenting advice for ages 2½ years and 5 years.

The health child programme is being combined under one specification for children aged 0-19, (25 with special educational needs). The procurement process for this new programme is under way. The specification will include health visiting, Family Nurse partnership, School Nursing, NCMP, Vision and hearing screening, and immunisations. The vaccination and Immunisation

component of the programme is commissioned by NHS England. The new integrated specification should improve consistency of approach, streamline services and improve efficiencies.

Child development is a priority area for One Halton, and a working group is developing and refreshing an action plan. The commissioned independent report into child development and the outcomes from the themed Ofsted visit have been used to form the framework for the action plan. Recently published school readiness data for 2015/16 shows a 7% improvement in Halton, narrowing the gap with England.

The Health Visiting Service is delivering all the new components of the national Healthy Child Programme, including assessing mothers' emotional health at 6-8 weeks and completing an integrated developmental check at 2-21/2. The early years setting and health visitors share the findings from the development checks to identify any areas of concern, so that services can collaboratively put in place a support package as required. A group is working to further develop the integrated check, improve data sharing and consistency of plans following the check.

PH 02b Maintain the Family Nurse Partnership programme

Family Nurse Partnership is fully operational with a full caseload; it continues to work intensively with first time, teenage mothers and their families. The service works with some very complex cases and is building their multidisciplinary links across a wide range of agencies, to improve outcomes for these families.

PH 02c Facilitate the implementation of the infant feeding strategy action plan.

The implementation of the infant feeding action plan is underway, with oversight from the Halton Health in the Early Years group.

Breastfeeding support continues to be available across the borough in community and health settings. The infant feeding coordinator and children's centres are working towards achieving BFI (Unicef Baby Friendly Initiative) in the children's centres and are due to be inspected in the summer of 2017, alongside a Bridgewater inspection. This involves training children's centre staff, and auditing their practice.

The team continue to maintain baby welcome premises and are refreshing the Halton Early Years award, which encourages healthy living practices in early years settings, and includes breastfeeding. A Survey is underway to discuss dads attitudes towards breastfeeding, and what support they would like. Public health England has recently launched a national breastfeeding campaign, and the infant feeding team facilitated a Halton women to be in the press discussing her experiences, to try and raise the profile of breastfeeding locally.

PH 03a Expansion of the Postural Stability Exercise Programme.

Key activity this quarter:

- Currently delivering six Age Well exercise classes per week, three in both towns, level 1, 2 and 3 (level 1 being for most complex clients). Level 3 classes have become a maintenance class – 'Keep it Moving'. Classes work on a rolling programme with a review every 15 weeks up

to 45 weeks in total.

- A total of 72 individual clients have attended and been supported through the service in quarter 4
- The service is building stronger links with Sure Start to Later Life in an attempt to raise awareness of events and helping people to stay in touch with friends that they have made as part of the class.
- The service has been rebranded and is now called “Age Well exercise”

PH 03b Review and evaluate the performance of the integrated falls pathway.

The review of the falls pathway has seen some changes within the service, this has included an improved telephone health initial assessment which hopefully will see a reduction in the number of assessment visits for clients and will help to improve the efficiency of the pathway.

PH 04a Work in partnership to reducing the number of young people (under 18) being admitted to hospital due to alcohol

Good progress continues to be made in reducing the number of young people being admitted to hospital due to alcohol. Key activity includes:

- Delivery of alcohol education within local school settings (Healthitude, R U Different, Amy Winehouse Foundation, Cheshire Police, Alcohol education Trust, wellbeing web magazine).
- Delivery of community based alcohol activity.
- Delivering early identification and brief advice (alcohol IBA) training and resources for staff who work with children and young people).
- Running the Halton Community Alcohol Partnership which brings together partners to reduce underage drinking and associated antisocial behaviour.

Working closely with colleagues from Licensing, the Community Safety team, Trading Standards and Cheshire Police to ensure that the local licensing policy helps prevent underage sales and proxy purchasing.

PH 04b Raise awareness within the local community of safe drinking recommendations and local alcohol support services through delivering alcohol awareness campaigns, alcohol health education events across the borough and ensuring key staff are trained in alcohol identification and brief advice (alcohol IBA)

Work continues to raise awareness among the local community of safe drinking recommendations and to train staff in alcohol identification and brief advice (alcohol IBA).

PH 04c Ensure those identified as having an alcohol misuse problem can access effective alcohol treatment services and recovery support

CGL continue to support individuals with alcohol misuse problems in Halton and support their recovery. During the last 12 months to January 2017, a total of 291 individuals underwent alcohol treatment. A further 103 individuals underwent treatment for alcohol and drug misuse (alcohol and non-opiate drugs).

PH 05a Monitor and review the Mental Health Action plan under the Mental Health Governance structures (covering actions to promote mental health and wellbeing and the early detection and effective treatment of mental health conditions).

The action plan and activity reports from sub groups are reviewed at the Mental Health Oversight Board.










A review of the Mental Health Strategy and refresh of high level indicators based on new national policy drivers has been completed and approved by the Mental Health Oversight Group. This is currently being taken to the subgroups for a refresh of the individual action plans required to achieve the objectives




PH 05b Implementation of the Suicide Action Plan.

The action plan continues to be overseen by the Halton Suicide Partnership group.

Activity towards becoming a Suicide Safer Community is underway and a series of training programmes have been rolled out to multiple partners and agencies across a multi disciplinary footprint.

Key Performance Indicators

Ref	Measure	15/16 Actual	16/17 Target	Q4	Current Progress	Direction of travel
PH LI 01	Mortality from all cancers at ages under 75 Directly Standardised Rate, per 100,000 population <i>Published data based on calendar year, please note year for targets.</i>	167.0 (2015)	176.0 (2016)	177.2 (2016)		
PH LI 02	A good level of child development	54.7% (2014/15)	54.6% (2015/16)	61.9% (2015/16)		
PH LI 03	Falls and injuries in the over 65s. Directly Standardised Rate, per 100,000 population (PHOF definition).	3360.0 (2014/15)	3294.1 (2015/16)	Annual data only		
PH LI 04	Alcohol related admission episodes - narrow definition Directly Standardised Rate, per 100,000 population	767.2 (2014/15)	808.4	834.85 (Q2 15/16 – Q1 16/17)		
PH LI 05	Under 18 alcohol-specific admissions Crude Rate, per 100,000 population	48.6 (12/13 - 14/15)	48.6 (2015/16)	Annual data only		N / A

PH LI 06	Self-reported wellbeing: % of people with a low happiness score	11.8% (2014/15)	12.7% (2015/16)			
----------	---	--------------------	--------------------	---	---	---

Supporting Commentary

PH LI 01 Mortality from all cancers at ages under 75 Directly Standardised Rate, per 100,000 population

Q4 (Oct-Dec) 2016 increases in the number of deaths from cancer amongst residents aged under 75, has meant the 2016 target was not met.

PH LI 02 A good level of child development

This indicator has seen an improvement in 2015/16, narrowing the gap between Halton and England.

PH LI 03 Falls and injuries in the over 65s. Directly Standardised Rate, per 100,000 population (PHOF definition)

Data used is annual, published data.

2015/16 data is not yet available.

This will remain the case until a solid source of local data can be attained.

PH LI 04 Alcohol related admission episodes - narrow definition Directly Standardised Rate, per 100,000 population

Although an increase was seen between 2014/15 and 2015/16, the provisional quarterly rate to Q1 2016/17 shows a slight decrease.

PH LI 05 Under 18 alcohol-specific admissions Crude Rate, per 100,000 population




No update from previous quarter available

PH LI 06 Self-reported wellbeing: % of people with a low happiness score

Annual data reflects an increase in Halton of people who report feeling unhappy from 2014/15 to 2015/16, meaning we did not meet the target.




APPENDIX: Explanation of Symbols

Symbols are used in the following manner:

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

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

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.

REPORT TO: Executive Board

DATE: 15 June 2017

REPORTING OFFICER: Strategic Director, Enterprise, Community & Resources

PORTFOLIO: Community & Sport

SUBJECT: Extension of Brindley Café

WARD(S) Mersey

1.0 PURPOSE OF THE REPORT

1.1 To consider a proposal for the extension of the Brindley Theatre café, in order to provide improved facilities for customers and opportunities to generate additional income.

2.0 RECOMMENDATION: That

- 1) the proposal for the extension of the Brindley Theatre café facility, as outlined in the report and appendices, be approved; and**
- 2) Council be asked to include £80,000 within the 2017/18 Capital Programme for this scheme, to be funded as outlined in paragraph 5.1.**

3.0 SUPPORTING INFORMATION

3.1 The Brindley Theatre opened in September 2004. Since then visitor numbers have increased. In the last 5 years that increase has accelerated and the Brindley Theatre in 2016 sold 85,985 tickets. Many people also visit The Brindley Theatre without buying tickets for the sole purpose of visiting the café.

3.2 Currently the café is able to seat 40 people. It has remained unaltered since the Brindley opened in 2004. At peak times all of the seats become occupied very quickly and many potential customers leave without purchasing any food or beverages. This represents a loss of income for the Council. When popular sell out shows are on the facility is unable to meet all of the demand, which further reduces the income generation opportunities.

3.3 By extending the café as suggested in appendix 1 and 2 seating space for 80 would be created. This doubles the current seating provision. This would allow more produce to be sold thereby

increasing the profitability of the café. A better food offer could be provided. This could include pre-theatre meals which the current facilities are unable to offer due to space constraints.

3.4 The works will include the construction of a single storey extension under a single-ply membrane flat roof and parapet detail to keep in appearance with the existing building. The extension would provide approximately an additional 35m² of seating space.

3.5 Locating the extension to the rear elevation of the venue is considered the most suitable location as it would allow the existing facilities to be extended without relocation. This would prevent the need for any major alteration works to other areas of the venue. The existing floor mounted fin heating coils would be relocated to the new curtain walling position and the floor infilled.

3.6 Additionally, a new door will be installed in the rear wall of the converted office/new kitchen storage room to allow access into the stage void adjacent to the room for emergency purposes. Mechanical ventilation via an extract fan system will be installed to the existing window within the converted kitchen store room to provide the required ventilation.

3.7 Aesthetically, the proposed location would have minimal impact on the appearance of the venue as it would not be visible from the surrounding street/road. The extension would be sympathetic to the buildings original design both internally and externally. The location of the extension would also allow construction with minimal disruption/interruption to the daily activities of the venue.

3.8 The proposed extension of the Brindley Theatre café would therefore provide much needed additional facilities for customers. It is also anticipated that this would generate additional income for the Council, over and above any additional running costs and capital financing costs.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications.

5.0 FINANCIAL IMPLICATIONS

5.1 The estimated capital cost of carrying out the proposed works is £80,000 to be funded from external borrowing. The annual financing costs associated with this are approximately £5,500 and will be financed through the additional net income which the increased capacity will generate.

5.2 The café in its current form currently generates income of approximately £100,000 per year which generates a small profit.

The extension of the facility will improve the scope for profitability as the fixed costs of the café facility will be spread across an increased number of customers.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

Provision for children of all ages, including very young children, would be made within the enlarged and refurbished facility.

6.2 Employment, Learning & Skills in Halton

By increasing the capacity of the café more products will be sold and it is likely that additional staff would have to be employed.

6.3 A Healthy Halton

The enlarged and refurbished café would offer a range of healthy food options.

6.4 A Safer Halton

There are no Safer Halton implications.

6.5 Halton's Urban Renewal

By creating more seating space at The Brindley café more people would be encouraged to visit the facility. That in turn leads to increased footfall within the Runcorn Old Town centre.

7.0 RISK ANALYSIS

7.1 Failure to carry out the proposed works will mean that the café's profitability would remain as it is and may even decline. It is essential that all income generation opportunities are maximised.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The facilities will be accessible by all members of the community.

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

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

Cafe Extension Works

Works will comprise of the following:

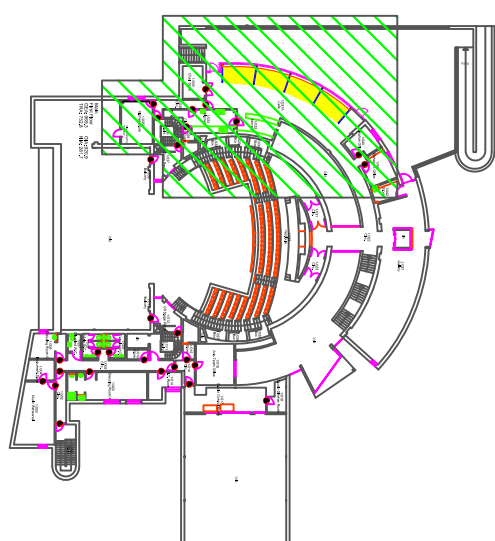
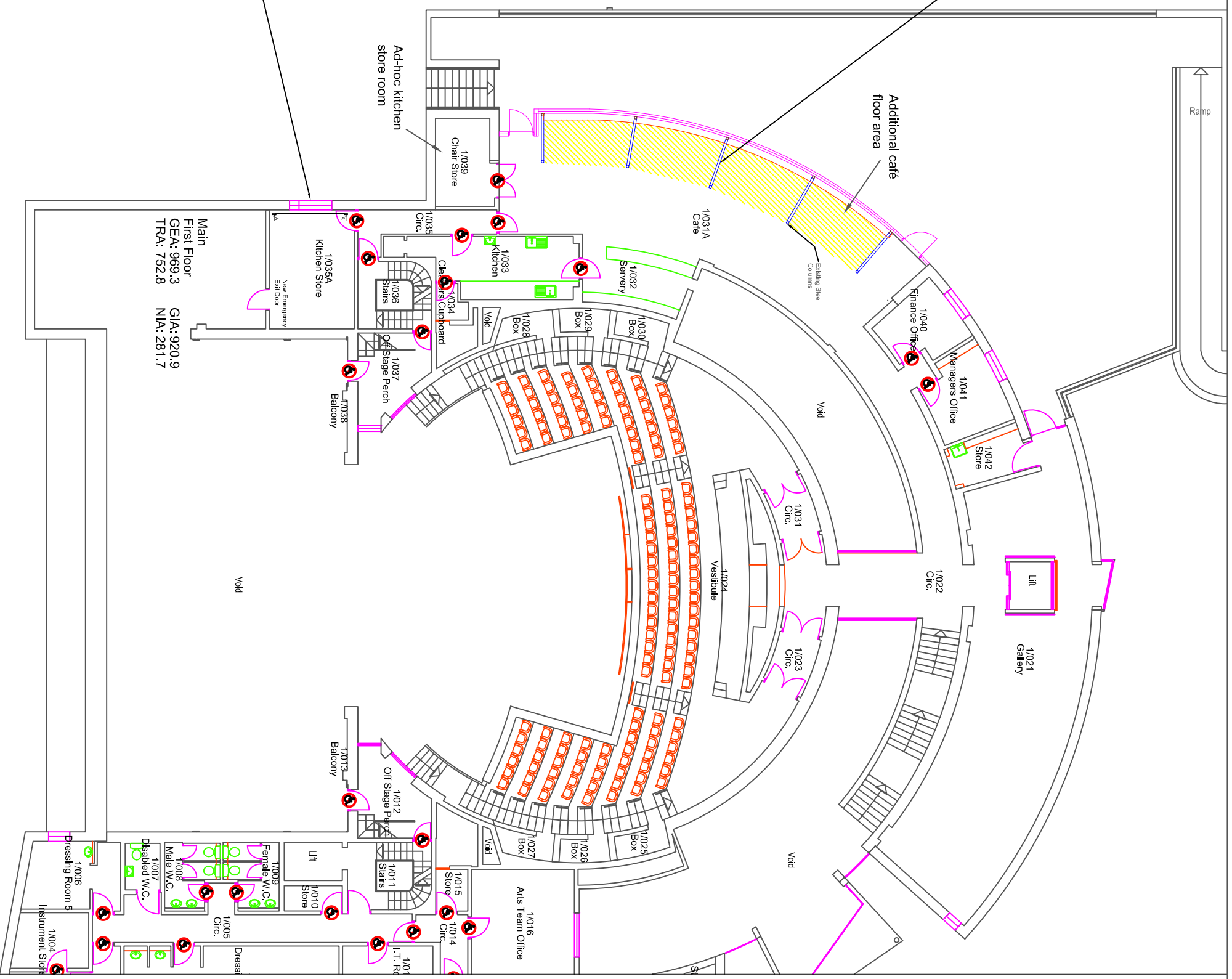
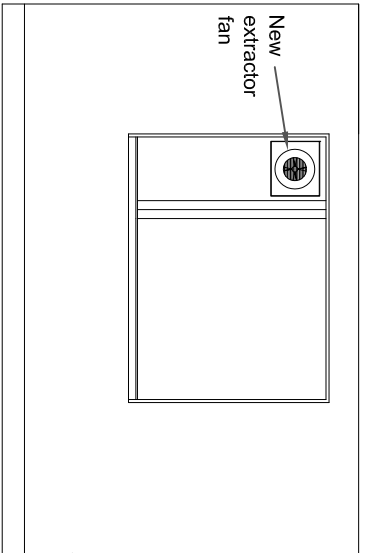
- Relocation and extension of existing curtain wall as shown to a larger radius as far as the buildings masonry facade.
- To retain the existing steel columns as shown.
- To install new steel columns to the inside of the curtain wall to support the new roof structure along with connecting beams to the existing columns as indicated.
- The existing floor fin heating coils to be relocated adjacent the curtain walling.
- To install new flooring to additional space to match existing.
- To install new ceiling and lighting to match existing.

These works are to be carried out to provide an extra 35 square meters of additional space in the Cafeteria area to accommodate users.

Kitchen Store Alteration Works

Works will comprise of the following:

- To strip out all existing office fixtures and fittings, dado trunking, furniture, flooring etc. and dispose of materials.
- Install vinyl sheet flooring.
- All walls to be made good and redecorated to match existing.
- The installation of an extractor fan in the opening casement window as indicated in the section below.
- The forming of a new emergency exit door into the void space to the rear of the kitchen store.



Works Location Plan

Rev	Date	Description
-----	------	-------------



ARCUS CONSULTING
 Arcus Consulting LLP
 Century Building 303 Tower House Brunswick Business Park Liverpool L3 4BU
 T 0151 708 1080 www.arcus.uk.com
 F 0151 708 1081 info@arcus.uk.com

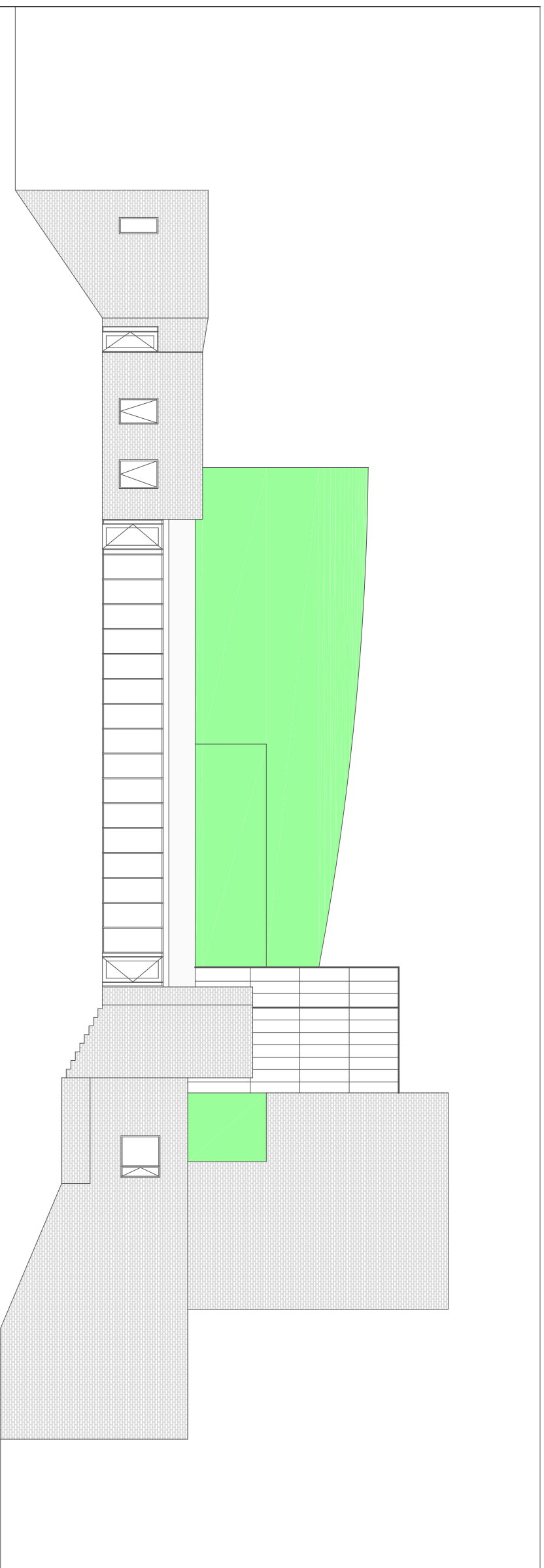
Client
 Halton Borough Council

Project
 The Brindley - Cafe Extension

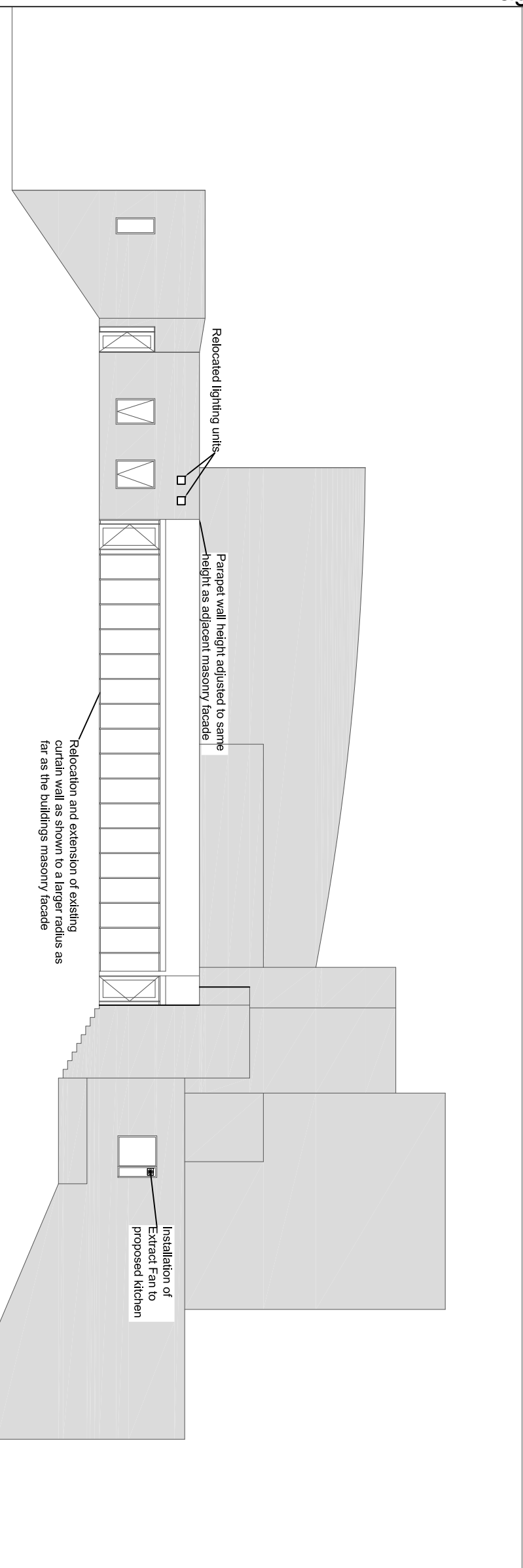
Title
 Proposed First Floor Plan

Scale	Date
1:200 @ A3	May 2017
Job No	Drawing No
P4611	P4611/101
Drawn	Approved
CT	DM

This drawing is the copyright of Arcus. Contractors must check all dimensions on site. Only figured dimensions are to be worked to.

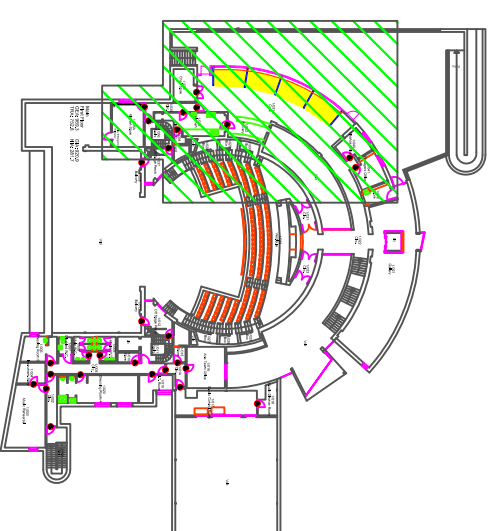


Existing Elevation



Proposed Elevation

Rev Date Description



Works Location Plan



ARCUS CONSULTING LP
 Century Building 303 Tower House Brunswick Business Park Liverpool L3 4BU
 T 0151 708 1080 www.arcusuk.com
 F 0151 708 1081 info@arcusuk.com

Client
 Halton Borough Council

Project
 The Bindley - Cafe Extension

Title
 Existing and Proposed Elevations

Scale	Date
1:200 @ A3	May 2017
Job No	Drawing No
P4611	P4611/102
Drawn	Approved
CT	DM

This drawing is the copyright of Arcus. Contractors must check all dimensions on site. Only figured dimensions are to be worked to.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted