

Public Document Pack



Executive Board

Thursday, 18 January 2018 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

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2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
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*Please contact Angela Scott on 0151 511 8670 or
Angela.scott@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 22 February 2018*

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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 paragraphs 3 and 5 of Part 1 of Schedule 12A to the Act.	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 14 December 2017 in The Boardroom, Municipal Building

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, D. Parr, I. Leivesley, M. Vasic, M. Reaney, E. Dawson, G. Cook and S. Wallace-Bonner

Also in attendance: Nick Atkin and Ingrid Fife (HHT) and Mark Heap and Georgia Jones, (Grant Thornton External Auditor)

**ITEMS DEALT WITH
UNDER POWERS AND DUTIES
EXERCISABLE BY THE BOARD**

Action

EXB74 MINUTES

The Minutes of the meeting held on 16 November 2017 were taken as read and signed as a correct record.

PHYSICAL ENVIRONMENT PORTFOLIO

EXB75 HALTON HOUSING TRUST (HHT) ANNUAL REPORT

The Board considered a report of the Strategic Director, People, which provided an update on the progress of Halton Housing Trust (HHT) for the past twelve months.

The Board received a verbal update from Nick Atkin, Chief Executive of HHT, and Ingrid Fife, Chair of HHT Board. They reported on progress to date in delivering some key achievements, partnerships and strategic priorities.

The Board noted some of the key organisational achievements which included the construction of 152 new homes; secured additional grant funding of £1.9m to deliver 62 new homes under the 2016-21 Shared Ownership and Affordable Homes Programme; continued the Implementation of the Digital First Programme which transformed the way services were accessed; re-housed Syrian families as part of a joint project with Halton Borough

Council and Refugee Action; and secured Disability Confident Employer status, amongst other achievements which were detailed in the report.

Members had the opportunity to ask questions and clarify information contained in the presentation before Mr Atkin and Ms Fife were thanked for attending.

RESOLVED: That the progress report be noted.

RESOURCES PORTFOLIO

EXB76 ANNUAL EXTERNAL AUDIT LETTER 2016/17

The Board received a report of the Strategic Director, Enterprise, Community and Resources, which presented the Annual Audit Letter 2016/17.

The Board was advised that the Annual Audit Letter (the Letter) summarised the findings from the 2016/17 external audit completed by Grant Thornton, the Council's external auditor. The Letter included messages arising from the audit of the financial statements and the results of the work undertaken in assessing the Council's arrangements to secure value for money in the use of its resources.

Mark Heap, Audit Lead and Georgia Jones, Audit Manager for the external auditor, Grant Thornton UK LLP, attended the meeting and reported that an unqualified opinion had been issued on the Council's financial statements. The Letter also provided an unqualified conclusion that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of its resources.

The Board wished to place on record their thanks to all Officers that had assisted in the preparation of the audit.

RESOLVED: That the Annual Audit Letter 2016/17 be approved.

EXB77 AGENCY WORKER CONTRACT PROCUREMENT - 2018 TO 2022

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding a contract for the supply of Agency Workers.

The Board was advised that in 2014, the Council accessed a contract through a framework for the supply of

agency workers. It was reported that the framework contained a number of suppliers, referred to as “Neutral Vendors” which offered a service to source agency workers from individual employment agencies covering the wide range of disciplines used by public sector bodies.

It was noted that the contract was due to end in February 2018; Halton had been the Lead Authority for the review of Agency provision on behalf of the Liverpool City Region authorities. The report set out details of the options appraisal that was conducted.

RESOLVED: That, in accordance with Procurement Standing Order 2.10.1, the Strategic Director, Enterprise, Community and Resources, be authorised to enter into a contract with the preferred supplier assessed as being the most economically advantageous and effective organisation to supply agency workers within the Liverpool City Region. The contract will be awarded for a period of four years.

Strategic Director
- Enterprise,
Community and
Resources

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO

EXB78 COUNCIL PROVISION OF RESIDENTIAL CARE FOR CHILDREN

The Board considered a report of the Strategic Director, People, on the future delivery of Council Provision of Residential Care for Children.

Following the de-registration and review of Edinburgh Road Children’s Home it was reported that a significant financial investment would be required so as to meet the required standards of a skilled team of staff and management structure to support it. The Board was advised that it was likely that an external provider would have access to, and be able to supply experienced staff and the management structure to support the service. The service would be procured on the basis of the Council maintaining ownership of the building and leasing it to a provider as part of a contract.

The report set out details of the financial implications; it was envisaged that the first placements would be of young people returning from Out of Borough provision, with future placements reducing the need to spend on external provision.

RESOLVED: That the option to commission a third party provider be approved.

Strategic Director
- People

EXB79 SUPPORTED ACCOMMODATION FOR CHILDREN IN CARE AND CARE LEAVERS

The Board considered a report of the Strategic Director, People, on a revised approach to supporting care leavers in their own accommodation.

The Board was advised that for many care leavers, there was a transition period between living in residential or foster care and taking up their own tenancy, often referred to as semi-independent or supported living. In recent times, the number of Halton care leavers had increased due to the increased number of older young people entering the care system. It was noted that some of these care leavers required significant support to make progress towards independent living.

The Care Leaver Service had tried to change the way it delivered its services to meet the challenge of efficiency while ensuring customer focus, value for money and demonstrating best practice. Members were advised that in order to develop the offer for Halton care leavers, it was proposed that support for young people be commissioned which ensured the delivery of a number of outcomes including financial support, personal safety and increasing self-esteem and resilience. A second phase would be to work with local housing providers to develop a small group setting for care leavers. The report provided further detail on both proposed phases for Members to consider.

RESOLVED: That the proposed approach be endorsed.

Strategic Director
- People

EXB80 SERVICES TO ENCOURAGE PARTICIPATION IN EDUCATION AND TRAINING TENDER

The Board considered a report of the Strategic Director, People, on the award of a contract for the delivery of services to encourage participation in education and training.

The Board was reminded that in July 2017, it had granted authority for Halton to lead on a joint procurement process for the delivery of a service with Liverpool, Wirral and Knowsley Authorities. The tender opportunity was advertised in October 2017 and the evaluation process was completed on 23 November 2017. After the initial assessment stage, a provider was identified as meeting the

criteria to go forward to the next stage. This process was completed after the Board report was written and the successful contractor was named and confirmed at the meeting.

RESOLVED: That the Strategic Director, People, be authorised to enter into a contract with Career Connect to deliver services to encourage, enable and assist young people to participate in education and training. The contract will be awarded for a period of one year with the option of three additional one year contracts.

Strategic Director
- People

EXB81 THE NATIONAL FUNDING FORMULA FOR SCHOOLS AND HIGH NEEDS UPDATE - KEY DECISION

The Board considered a report of the Strategic Director, People, which provided an update on the financial modelling undertaken and the national funding formula for schools and high needs.

The Board had previously received a report on the National Funding Formula (NFF) for schools. Extensive modelling had been undertaken to retain the lump sum value and minimise losses to Halton schools whilst keeping within the funding available. However, it was reported that there were a number of reasons why it had not been possible for Halton to introduce an interim funding formula, details of which were set out in the report. It was now recommended that the use of the transitional NFF model for 2018/19 and 2019/20 be agreed.

Reason(s) for Decision

To ensure that there was a fair distribution of resources across the schools in the Borough.

Alternative Options Considered and Rejected

Consideration was given to either retaining the existing funding formula with uplift for the increase, and retaining the 2017/18 lump sum level but retaining the principles of the NFF. However, this had not proved to be affordable or practically possible to introduce and would create some significant reductions to the budgets of some schools.

Implementation Date

1 April 2018.

RESOLVED: That the funding of schools based on

Strategic Director
- People

the transitional National Funding Formula model be approved.

HEALTH AND WELLBEING PORTFOLIO

EXB82 REDESIGN OF NIGHT TIME SUPPORT

The Board considered a report of the Strategic Director, People, on the outcome of a pilot scheme to improve the night time care in the Council's Supported Housing Network for people with learning disabilities.

The Board was reminded that a pilot scheme had been in operation which replaced Waking Night Staff with Sleep-ins at Halton's Supported Housing Network. It was reported that the pilot scheme had three main intended outcomes of safety; an improvement in the quality of life for service users; and a reduction in costs for the night time support.

The report set out a conclusion and recommendations following the end of the evaluation. Once agreed, Officers would progress to implementation which included consultation with Trade Unions and Staff and further assessment of other accommodation utilising a similar method of night time support.

RESOLVED: That

- 1) the report be noted; and
- 2) the recommendations set out in paragraph 3.4 be approved.

Strategic Director
- People

EXB83 ONE HALTON - DEVELOPMENT OF ACCOUNTABLE CARE SYSTEM

The Board considered a report of the Chief Executive, which provided an update on One Halton and the development of an Accountable Care System (ACS).

The Board was advised that an ACS was one in which several social and health care organisations provided all health and social care for a given population. There were three core elements to the system and significantly, the ACS would centre on the involvement of general practitioners in the network of providers delivering care along with local authorities as providers and commissioners of services.

In 2014/15, the Council committed to the

development of an integrated model of health and social care, and agreed a shared vision – One Halton. The development of an ACS fits the original One Halton concept, delivering across the Halton Local Authority footprint. The revised Halton Accountable Care Strategic Vision, attached at Appendix 1, built on the initial commitment of partners to improve the delivery of health and social care provision. It was reported that to achieve the ACS, partners had established the One Halton Accountable Care System Board, with a Memorandum of Understanding and Terms of Reference, both of which were attached at Appendix 2 and 3 respectively. These documents underpinned the commitment to move towards a more integrated community based system, which reduced the demand on acute services and provided care closer to home.

RESOLVED: That

- 1) the One Halton Accountable Care System Vision be endorsed;
- 2) the Memorandum of Understanding for the One Halton Accountable Care System Board be agreed; and
- 3) the Terms of Reference for the One Halton Accountable Care System Board be agreed.

Chief Executive

**PHYSICAL ENVIRONMENT PORTFOLIO AND
TRANSPORTATION PORTFOLIO**

EXB84 RUNCORN DE-LINKING OF THE SILVER JUBILEE
BRIDGE - KEY DECISION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on options for the delivery of the de-linking of the Silver Jubilee Bridge (SJB) in Runcorn and the allocation of associated financial resources.

The opening of the new Mersey Gateway Bridge and temporary closure of the SJB provided a unique opportunity to redefine the existing road infrastructure in the area of the Town close to Runcorn main-line station. It was reported that changes to the road layout and removal of certain structures would improve the visibility of the Town Centre and its connectivity to and from Runcorn Station. It would also make it easier to create and release sites for future development.

Members noted that the Council had commissioned a de-linking report setting out two key options for promoting positive access and movement to the SJB, the Expressway and the Station Quarter. After consideration of the de-linking report, a preferred option had been identified, based on the assessment of costs, technical feasibility and future proofing of the development.

Reason(s) for Decision

To unlock sites for development in and around the Runcorn Station Quarter.

Alternative Options Considered and Rejected

The options considered and rejected were outlined in section 5 of the report.

Implementation Date

March 2018.

RESOLVED: That

- 1) the development of the option as outlined in Section 5.2 of the report be agreed;
- 2) Full Council be recommended to approve a variation to the Capital Programme to cover the costs as outlined in Section 5.3 of the report; and
- 3) the Strategic Director, Enterprise, Community and Resources be authorised, in conjunction with the Portfolio holders for Physical Environment and Transportation, to take the necessary steps to ensure value for money through the appropriate procurement processes.

Strategic Director
- Enterprise,
Community and
Resources

PHYSICAL ENVIRONMENT PORTFOLIO

EXB85 RESPONSE TO WARRINGTON LOCAL PLAN CONSULTATION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought endorsement of a response on Warrington's Local Plan Consultation.

Warrington Borough Council had published a 'Preferred Development Options' document for a period of

public consultation. The document contained summary information about the level of housing and employment development Warrington would plan for, together with diagrammatic representations and conceptual masterplans for the key development areas.

Details of the proposals and the proposed development areas were set out in the report and appendices. It was reported that Halton's principal concerns were the 'Port Warrington' element and the South West Urban Extension, which would see Warrington extend across the Green Belt to join Halton's boundary. It was noted that two further consultations were planned for 2018 before submission of a document to the Secretary of State for Communities and Local Government for examination.

RESOLVED: That the response (at Appendix A) to the Warrington Local Plan Preferred Development Options Consultation (at Appendix B) be endorsed.

Strategic Director
- Enterprise,
Community and
Resources

MINUTES ISSUED: 19 December 2017

CALL-IN: 3 January 2018

Any matter decided by the Executive Board may be called in no later than 5.00pm on 3 January 2018

Meeting ended at 12.15 p.m.

REPORT TO: Executive Board

DATE: 18 January 2018

REPORTING OFFICER: Strategic Director, People

SUBJECT: Preliminary Report - Request for Halton Borough Council to lead the joint procurement of Services for Missing from Home and Care and Exploitation services for young people across Cheshire for Halton, Cheshire East, Cheshire West & Chester and Warrington

PORTFOLIO: Children, Young People and Families

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 In compliance with Procurement Standing Order 2.1, Executive Board approval is sought to commence a procurement process for the provision of Missing from Home, Care and Exploitation services for young people across Cheshire.

2.0 RECOMMENDATION: That Executive Board approves Halton Borough Council to lead a joint procurement exercise of Missing from Home and Care and Exploitation services for young people across Cheshire with Cheshire East, Cheshire West & Chester and Warrington.

3.0 SUPPORTING INFORMATION

3.0 Since 2008 Halton has commissioned a Missing from Home and Care service in order to fulfil its responsibilities under the statutory guidance on children and young people who go missing from home or care. The guidance serves to safeguard all runaways and to redress the imbalance that currently exists between services offered to runaways from the looked-after population and those who run away from home.

3.1 During 2010 and 2011 the Local Safeguarding Children Boards (LSCB'S) of Cheshire East, Cheshire West and Chester, Halton and Warrington with Cheshire Constabulary, have collaborated to produce a Pan Cheshire Joint Protocol for Children and Young People who run away or go Missing from Home or Care. The joint protocol seeks to identify and manage the risks and ensure a consistency in approach across borders and agencies.

- 3.2 During this time period the four local authority commissioners had a dialogue around the possibility of a pan Cheshire MFH service. All four local authorities agreed to go ahead with a joint commission with Halton being the lead authority, Catch 22 were the successful provider that started in 2012.
- 3.3 The Service works across all of the four local authority areas with clear links with Cheshire Constabulary's missing from home co-ordinators to support young people who have been notified as missing from home or care. There is a co-ordinated and organised response including return interviews will facilitate direct intervention work with children, young people and their families.
- 3.4 In April 2014 the Missing from Home service was expanded to include the emerging links around Child Sexual Exploitation (CSE). Both elements of the service support vulnerable children, young people and families as well as assisting with local and national requirements. The current contract is in place until 30th June 2018.
- 3.5 A contract will be awarded by Halton in collaboration with Cheshire East, Cheshire West and Chester and Warrington for an initial period of two years with a one year optional extension. This will mean the aggregate spend will be in the region of £1.8 million.
- 3.6 The Commissioners will seek the delivery of a high quality service that is effective in improving outcomes delivered by skilled practitioners which safeguards children and young people that are identified at risk. The expectation is that the Service will combine a balance of advice/guidance and direct evidenced based interventions for those that require additional support.
- 3.7 Tender submissions will be evaluated using MEAT (Most Economic Advantageous Tender) principles with a proposed weighting of 75% quality and 25% price.
- 3.8 **Value for Money**
By Halton working in collaboration with Cheshire East, Cheshire West and Chester and Warrington with a joint commissioning approach for the service, it will stimulate market interest, promote best value and encourage competitive submissions.
- 3.9 **Transparency**
Contract details will be recorded and published on the Council's Contract Register accessible via The Chest.

All Council payments in excess of £500 are published on the Council's Open Data and Financial Information Page on the internet in compliance with the Transparency Code 2014.

3.10 Propriety and Security

Compliance with anti-corruption practices will be adhered to and any of the contracts within the subject of this report will be terminated if there is any occurrence of corruption by any organisation or their staff.

3.11 Accountability

The contracts will be performance managed and service standards monitored by commissioners and the contracts team.

3.12 Position of the Contract under the Public Contracts Regulations 2015

The light-touch regime (LTR) is a specific procedure for certain service contracts that tend to be of lower interest to cross-border competition. Those service contracts include certain social, health and education services, defined by Common Procurement Vocabulary (CPV) codes.

LTR will be applied to the Services for Missing from Home and Care and Exploitation Services for young people across Cheshire.

4.0 POLICY IMPLICATIONS

4.1 The method of procurement complies with both Public Contract Regulations 2015 and the Council's Procurement Standing Orders

4.2 The authority continues to have a statutory duty to provide services to looked after children within the authority.

4.3 The service supports the Pan Cheshire Missing from Home and Care Protocol and Pan Cheshire Child Sexual Exploitation Protocol with Cheshire Constabulary

5.0 OTHER IMPLICATIONS

5.1 The independent report of Inspection of Rotherham Metropolitan Borough Council by Louise Casey CB was published in February 2015 and this has clearly highlighted Rotherham's failing to support vulnerable children and young people. This report along with others will ultimately put more scrutiny into how local authorities deal with child sexual exploitation and how they act on their duties to protect vulnerable children and young people from harm.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

This service directly relates to improving the safety and wellbeing of children and young people by reducing the incidents of missing and risky behaviour. This service supports key elements within Halton's Safeguarding and Children and Young People's Plans.

6.2 Employment, Learning and Skills In Halton

The provider will ensure that children and young people that go missing from home or care or that are vulnerable to exploitation are supported in their learning and future employment and skills development.

6.3 A Healthy Halton

The service support people to minimise reduce the risks of harm, and access relevant services to improve their physical and mental health and wellbeing.

6.4 A Safer Halton

The service provides support to vulnerable children, young people and families to assist them to access appropriate service provision within their local communities. This links to satisfaction with services and overall perception of the area in which people live.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

The current contracts for these services will end on 30th June 2018; should the above not be agreed, the services will cease delivery of the provision and there will be a detrimental effect on children and young people across Cheshire.

If contracts for Missing from Home and Care are not in place, this may lead to the Council being unable to fulfil its statutory duty regarding looked after children. Failure to have this service in place will additionally lead to vulnerable children, young people and families being placed under increased pressure.

Financial risk is minimised as tenders will be invited within existing budgets.

8.0 EQUALITY AND DIVERSITY ISSUES

The contracts specified within this report relate to the needs of individuals and families with protected characteristics as defined within the Equality Act 2010.

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

Document	Place of Inspection	Contact Officer
Equality Impact Assessment (2011)	Contracts & Commissioning Team, Second Floor, Rutland House	Barbara Butterworth

REPORT TO:	Executive Board
DATE:	18 January 2018
REPORTING OFFICER:	Strategic Director – People
PORTFOLIO:	Children, Young People and Families
SUBJECT:	School Admission Arrangements 2019
WARDS:	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This report fulfils the Local Authority's statutory requirement to consult upon and then determine Halton's School Admissions Policy for Local Authority maintained community and voluntary controlled schools, and Coordinated Admission Schemes for all primary and secondary schools in Halton, for the September 2019 intake.

2.0 RECOMMENDATION: That the Board approves the attached School Admissions Policy, Admission Arrangements and Coordinated Schemes for admission to primary and secondary schools for the 2019/20 academic year.

3.0 SUPPORTING INFORMATION

3.1 On the 9th October 2017 Halton Local Authority issued a statutorily required consultation on the proposed admission arrangements and co-ordinated admission schemes for the September 2019 intake (attached as Appendix 1). The full consultation was available on the Council's website, was issued to Chairs of Governing Bodies, the four Diocesan Authorities responsible for voluntary aided schools in Halton, to all schools in Halton who are their own admission authority, and to neighbouring local authorities.

3.2 The consultation ran until 17th November 2017 and no changes were proposed to the current oversubscription criteria for admission to Local Authority maintained community and voluntary controlled primary schools, and no change to the current oversubscription criteria for admission to Local Authority maintained community secondary schools.

3.3 The Local Authority's consultation advised that there would be no individual response to any submission made, but any responses submitted would be considered by the Council's Executive Board. No responses to the consultation were received.

3.4 The Local Authority as commissioner of school places must ensure that the admission arrangements are fair, clear and objective, and fully

comply with all statutory requirements. The arrangements proposed for the 2019/20 academic year reflect those requirements.

4.0 POLICY IMPLICATIONS

4.1 The Admissions Policy has been drawn up to maximize parental preference for Halton Local Authority maintained community and voluntary controlled schools. The oversubscription criteria contained within the Policy reflect the criteria which are considered good practice and acceptable by the Department for Education.

4.2 Parents/carers may express a preference for any school and must complete an application form which allows them the opportunity to express a preference for any school. If the school of preference is undersubscribed then all applications will be successful. If the school is oversubscribed then the oversubscription criteria will be applied and places allocated in accordance with the criteria.

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The proposed policy complies with statutory requirements in ensuring that the admission arrangements are fair and do not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with disability or special educational needs, thereby ensuring that the educational provision for children & young people in the borough is inclusive and accessible.

6.2 Employment, Learning and Skills in Halton

Educational achievement is critical to the life chances of all children in the borough and the School Admissions Policy detailing school admission arrangements in Halton underpins the requirement to promote fair access to educational opportunity.

6.3 A Healthy Halton

The School Admissions Policy is aligned to the Council's Sustainable School Travel Policy which promotes and supports measures that encourage local communities to use environmentally sustainable forms of travel, especially walking, cycling, and public transport.

6.4 A Safer Halton

The alignment of the School Admissions Policy and the Sustainable School Travel Policy promotes the safe travel and transfer of pupils to school.

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

7.1 The admission arrangements and co-ordinated schemes are proposed to maximise parental preference for Halton schools. Any amendment to the current arrangements at this time may reduce parental preference and lead to an increased number of admission appeals, adversely affecting the intake at some schools. Furthermore, any amendments may affect the Local Authority's School Organisation planning.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The proposed admission arrangements reflect any requirements of the Equality Act 2010.

9.0 REASON(S) FOR DECISION

9.1 The decision is statutorily required and any revision to the proposed arrangements may adversely affect school place planning as detailed in 7.1 above.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 Other options considered and rejected include the allocation of places through random allocation (lottery) as this method could be seen as arbitrary and random.

11.0 IMPLEMENTATION DATE

11.1 The Policy applies for the September 2019 academic intake.

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

Document	Place of Inspection	Contact Officer
School Admissions Code 2014	People Directorate	Martin West
School Standards & Framework Act 1998	People Directorate	Martin West
Education Act 2002	People Directorate	Martin West
Education & Inspections Act 2006	People Directorate	Martin West



**HALTON LOCAL AUTHORITY
SCHEME FOR THE CO-ORDINATION OF ADMISSION
ARRANGEMENTS FOR SECONDARY SCHOOLS –
2019/20 ACADEMIC YEAR**

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools in September 2019.
- 2.0** Halton Local Authority is consulting on its proposed admission arrangements and oversubscription criteria for community schools to determine a co-ordinated scheme which will apply to all schools in the authority's area for the September 2019 intake.
- 3.0** The Scheme will apply to the following schools (the proposed published admission number (PAN) detailed below):

School	PAN	Type
The Grange*	180	Community
Saints Peter and Paul Catholic College	300	Voluntary Aided
St Chad's Catholic and Church of England Joint Faith High School**	190	Voluntary Aided
Ormiston Bolingbroke Academy	180	Academy
Ormiston Chadwick Academy	190	Academy
The Heath School	210	Academy
Wade Deacon High School	300	Academy
Sandymoor School	120	Free School

*In the process of converting to academy status.

** Considering converting to academy status

Halton Local Authority (LA) is the Admission Authority for community high schools. Each Academy School (including Free Schools) has a Trust who is responsible for determining the admission arrangements for its school. The Governing Bodies of the Voluntary Aided Schools are the admission authorities for these schools. Academy Trusts and Governing Bodies of Voluntary Aided Schools are required to undertake their own consultation regarding admission arrangements.

- 4.0** From September 2018 Halton residents will be given the opportunity to complete a common preference form and express a preference, with reasons, for up to 3 secondary schools using this form for a school place in September 2019. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the DfE School Admissions Code. This form will be available on-line and parents/carers are required to apply for a school place via the Halton Borough Council website at www.halton.gov.uk/schooladmissions. Parents/carers should only complete one application form and preferences may include Halton schools and schools maintained by other LAs. Paper forms are available by request only.
- 5.0** Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided, academy and free schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. All admission authorities must operate an Equal Preference Scheme. Within an equal preference scheme all preferences are considered against each school's published admission criteria. After all preferences have been considered, if only one school named on the preference form can offer a place, the LA will send out an offer of a place. If more than one school can offer a place, parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the oversubscription criteria.
- 6.0 APPLYING FOR A SECONDARY SCHOOL PLACE FOR SEPTEMBER 2019**
- 6.1** Halton LA publishes online an "Admission to Secondary School" booklet (a Composite Prospectus). A letter and information leaflet will be issued to all year 6 pupils attending Halton Primary Schools and Halton resident pupils who attend schools in other LAs, advising parents of the online booklet and application process, and will be available at the Halton Direct Link Offices, Halton Libraries, on line via the Council's website, and from the Admissions Team. The booklet will be published online at the start of the Autumn Term, **September 2018**, and the on-line application system will be available at the same time.
- 6.2** The preference form will seek three preferences in ranked order (regardless of which LA the school preferences are for). Applications from Halton resident parents, either on-line submissions or hard copy (by request only), must be returned no later than **Wednesday 31st October 2018**.

- 6.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring LAs but **must** complete their preferences on the Halton form. Halton LA will work with its neighbouring authorities: Cheshire West and Chester, Warrington, Liverpool, Knowsley, and St Helen's, together with any other admission authority where a parent has applied for a school place.
- 6.4** On-Line Admissions: LAs are required to have a facility for parents to apply on-line for a secondary school place. This facility is in place for Halton residents via Halton Borough Council's website at www.halton.gov.uk/schooladmissions. This is the preferred method of application. Residents who cannot apply online may request a paper copy of the preference form from any of the Halton Direct Link Offices or directly from the School Admissions Team.
- 6.5** Halton LA will record all preferences on the admissions database, including those received from neighbouring LAs whose children are seeking a place at a Halton School and will forward, week beginning 19th November 2018, details of all first, second, and third preferences for admission to aided schools, for consideration in accordance with their published admission criteria.
- 6.6** The governing bodies of Voluntary aided schools should note that they must treat first, second, and third preferences equally against their admission criteria and **must** place in ranked order, against their criteria, the details of all pupils applying to their school, and must return the ranked list to the Admissions Team by Friday 14th December 2018.
- 6.7** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on **Friday 1st March 2019**, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carer then it is assumed the place has been accepted. Parents/carers who applied online will also receive an email confirming the allocated place.

7.0 OVERSUBSCRIPTION CRITERIA

- 7.1** For admission to The Grange in Runcorn (a community all through school), as this is an all through school, pupils already attending The Grange in year 6 will automatically transfer to year 7 in the School and children will not be required to complete a preference form. The remaining places will then be allocated in accordance with the following criteria:

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Siblings - pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 3) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil

7.2 The following notes apply:

a) Children who have a statement of special educational needs (to be known as Education, Health & Care Plans) will be allocated a place at the school named in the statement (Education, Health & Care Plan). If this happens this will reduce the number of places available within any of the oversubscription criteria detailed above.

b) If oversubscription occurs within any one of the above criteria, places will be allocated on distance grounds as described within the distance criteria above. In the instance of a tie regarding distance for the last place to be offered (to two decimal places in metres), a place will be offered using the electronic admission system's random allocation function.

c) Where applications are received for twins, triplets etc, the LA will apply the oversubscription criteria and will oversubscribe the school if a family would otherwise be separated.

d) The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent address. Where a child lives with parents with shared responsibility, the LA will use the address of the person receiving Child Benefit for allocation purposes. Parents may be required to submit evidence of Child Benefit upon request from the LA. It may be necessary for the Council to carry out checks that the address given is genuine and parents may be requested to produce further documentary evidence of the child's address. The above criteria will apply without reference to the Halton Borough Council boundary.

e) Where applications are received from families of UK Service personnel and other Crown servants, school places will be allocated to children in advance of the approaching school year if accompanied by an official MOD, FCO or GCHQ letter declaring a return date with full address details and providing they would meet the criteria when they return to the UK.

f) If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school, with places available, to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect the parent's rights to appeal for a place at the school(s) they have been refused.

8.0 EARLY AGE TRANSFER TO SECONDARY SCHOOL

Children of exceptional ability and maturity can be considered for transfer to secondary schools one year earlier than normal. It is the responsibility of the Head teachers of primary/junior schools to put forward the names of any pupils whom they consider are physically, intellectually, and emotionally suitable to benefit from such a transfer, and who might be educationally disadvantaged by remaining in the primary sector for a further year. However, as a first step, head teachers will discuss possible candidates with parents, the school's link adviser, and the Educational Psychologist. Parents who consider that early transfer might benefit their child should discuss this with the head teacher.

9.0 LATE APPLICATIONS FOR HALTON SECONDARY SCHOOLS

Late applications for places at Halton Local Authority maintained community schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 14 below.

If parents are making a late application to a voluntary aided school the school will advise how this will be dealt with. Late applications **must** be made on a paper copy of the preference form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application system is not available after the deadline for application, **31st October 2018**.

10.0 CHANGE OF PREFERENCE

If parents decide to change their preference after the closing date they will need to complete another preference form. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list. It should be noted that the online application process will cease on the closing date, so parents/carers will need to request and complete a paper copy of the application form.

11.0 CHANGE OF ADDRESS

If a pupil moves house **after the closing date of 31st October 2018 and before 20th January 2019**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made **after 20th January 2019**, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

12.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE

Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

13.0 WAITING LISTS

Waiting lists will be held for oversubscribed LA Maintained Community Secondary Schools. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

14.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred LA maintained community, voluntary aided, trust, academy or Free schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. The Chairman of the appeal panel will have no connection with the LA. The Panel will consist of at least one lay person and one person with experience in education, and will consist of no less than three people including the Chair. The decisions of independent appeals panels are binding on the LA and on the school's governing body.

Applications for admission to Aided Church schools, Trust and Academy schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

15.0 SCHOOLS WITH SIXTH FORMS

Each school with a sixth form **must** include in its consultation paper the arrangements they propose to use to allocate places in Year 12. It is not intended that the LA will co-ordinate admissions to sixth form, therefore applications must be sent to the relevant admission authority (i.e. the school) for consideration. Parents and children above compulsory school age have the right to make separate applications for more than one school.

Each school **must** set an admission number for its sixth form, and should say in its published information what the anticipated sixth form capacity will be. However, the published admission number **must** only relate to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted. It is not necessary for children already in the school to apply formally for places in year 12, but the admission arrangements **must** give details of any entry requirements. Children in care **must** be given highest priority within the criteria, schools **must not** interview children or their families for entry to year 12, although meetings can be held to provide advice on options and entry requirements. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Where the admission authority has not admitted up to its PAN it cannot refuse to admit applicants who have met the minimum entry. Any other applicant refused must be given the right of appeal to an independent appeal panel.

TIMETABLE FOR SEPTEMBER 2019 SECONDARY ADMISSIONS

SEPTEMBER 2018 – APPLICATION PROCESS COMMENCES

31ST OCTOBER 2018 CLOSING DATE FOR RECEIPT OF APPLICATIONS

WEEK COMMENCING 19TH NOVEMBER 2018 LA PROVIDES DETAILS OF ALL 1ST 2ND AND 3RD PREFERENCES TO VA SCHOOLS

BETWEEN 19TH NOVEMBER AND 14TH DECEMBER 2018 ADMISSION COMMITTEES OF OWN AUTHORITY SCHOOLS MUST MEET TO CONSIDER ALL APPLICATIONS (IF APPLICABLE)

NO LATER THAN 14TH DECEMBER 2018 OWN AUTHORITY SCHOOLS MUST HAVE RANKED ALL APPLICATIONS IN CRITERIA ORDER & SUBMITTED THIS LIST TO THE LA, FOLLOWING WHICH INTER-LA EXCHANGE OF DATA WILL ALSO OCCUR

1ST MARCH 2019 ONLINE NOTIFICATION OF OFFER MADE TO PARENTS APPLYING ONLINE. LETTER POSTED TO PARENTS SUBMITTING A PAPER COPY OF THE PREFERENCE FORM

FRIDAY 29TH MARCH 2019 APPEALS TO BE LODGED WITH THE LA MAINTAINING THE SCHOOL



HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS – 2019/20 ACADEMIC YEAR

- 1.0** This document is intended to fulfil the statutory requirements for admissions into reception class in maintained infant and primary schools.
- 2.0** This Co-ordinated Primary Scheme applies to all those schools detailed on pages 16 and 17 of this document. Halton Borough Council (as the Local Authority - LA) is the Admission Authority for all community and voluntary controlled schools, and the Governing Body of each voluntary aided or academy school is the admission authority for the school.
- 3.0** Parents/carers **must** complete their home LA's preference form, therefore if a non-Halton resident is seeking admission to a Halton school, (or vice-versa) they must complete their own authority's form which will then be forwarded to the relevant authority and LAs will then share any cross border applications for consideration.
- 4.0** Halton residents will be required to complete a Halton preference form and will be given the opportunity to express a preference, with reasons, for up to 3 primary schools regardless of which authority the school is in. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the School Admissions Code. This form will be available on-line and parents are encouraged to apply for a school place via the Halton Borough Council website at www.halton.gov.uk/schooladmissions.
- 5.0** Where a Voluntary Aided School requires supporting information e.g. asking for a reference from a priest or other religious minister for a faith school, or details of baptism etc parents may be required to complete a supplementary form and VA schools **must** inform parents of their requirements within their school's published admission arrangements.
- 6.0** Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided and academy schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the Code. In Halton, as

statutorily required, an Equal Preference Scheme is operated. Within the equal preference scheme all preferences are considered equally against each school's published admission criteria. After all preferences have been considered if only one school named on the preference form can offer a place the maintaining LA will send out an offer of a place. If more than one school can offer a place parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the relevant oversubscription criteria.

- 7.0** Admission authorities **must** provide for the admission of all children in the September following their fourth birthday and parents are allowed to request that the date their child is admitted to the school is deferred until the child reaches compulsory school age in that school year. In Halton this already happens. Parents can request their child attends part-time until the child reaches compulsory school age and admission authorities **must** accommodate these requests where it appears to be in the best interest of the child.
- 7.1** As recommended in the School Admissions Code the LA will allow parents/carers to defer their child's entry to school until the child is of compulsory school age, providing the parent applies, is offered, and accepts the place within the normal admissions timetable, and the place is taken up within the same academic year.
- 7.2** In addition, the LA, as detailed within the Department for Education document "Advice on the admission of summer born children" (2013), will ensure that flexibilities exist for children whose parents do not feel they are ready to begin school in the September following their fourth birthday. School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case. In these cases the School may seek the professional views of Local Authority officers including the Special Educational Needs Assessment Team, the Education Welfare Service, and the Educational Psychology Service, together with any other agencies who are involved with the child/family.
- 7.3** It should be noted that if a child is presently attending a nursery class/early years setting they do not have an automatic right to transfer to the primary school to which the nursery/early years setting is attached (the only exception being The Grange School which is an all-through school). Parents/carers are required to indicate a preference for a primary school along with all other parents/carers. The same applies for children who already have siblings already at a particular school, parents/carers must complete a preference form along with all other parents.

8.0 APPLYING FOR A PRIMARY SCHOOL PLACE FOR SEPTEMBER 2019

- 8.1** Halton LA publishes online an “Admission to Primary School” booklet (a Composite Prospectus). A letter and information leaflet will be issued to all Halton Primary Schools and will be available at Halton Direct Link Offices, Halton Libraries, on line via the council’s website, and upon request from the Admissions Team. The booklet will be published online in **September 2018** and the on-line application system will be available at the same time.
- 8.2** The preference form will seek three preferences in ranked order. All applications, whether made online or submitted in paper format (by request only) must be submitted by no later than **Tuesday 15th January 2019**. This closing date is a statutorily set closing date. The online application system will not be available after this date and late applications must be submitted on a paper copy of the preference form.
- 8.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring local authorities but **must** complete their preferences on their home LA form.
- 8.4** The Admissions Team will load all preferences onto the database including those received from neighbouring LAs (inter-LA exchange to take place week commencing **Monday 4th February 2019**). Halton LA will then forward all application details, regardless of whether they are first, second and third preferences to all Voluntary Aided schools where admission is being sought, by **Friday 22nd February 2019**. The Admissions Committee of those governing bodies **must** meet and place in ranked order against their criteria the details of all pupils applying to their school. Governing bodies must treat first, second, and third preferences equally against their admissions criteria. Voluntary Aided schools **must** then notify the Admissions Team by **Friday 8th March 2019** all pupils’ details in ranked order against their criteria.
- 8.5** The LA will then undertake a final data exchange with neighbouring LAs to ensure that all children have an allocated school by **Friday 22nd March 2019**.
- 8.6** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on **Tuesday 16th April 2019**, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carer then it is assumed the place has been accepted.
- 8.7** Parents will have until **Thursday 16th May 2019** to lodge any appeals with the LA.

9.0 OVERSUBSCRIPTION CRITERIA

9.1 If a Halton community or voluntary controlled school becomes oversubscribed, places will be allocated in accordance with the following criteria:

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Siblings – pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 3) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight-line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil.

For admission to community and voluntary controlled schools the following notes apply:

a) Children who have a statement of special educational needs (to be known as Education, Health & Care Plan) will be allocated a place at the school named in the statement (Education, Health & Care Plan). Where a child with a statement (Education, Health & Care Plan) is allocated a place this will reduce the number of remaining places available to allocate within the above oversubscription criteria.

b) If oversubscription occurs within any one of the above criteria 1-3, places will be allocated on distance grounds as described within the distance criteria (3) above. In the instance of a tie regarding distance for the last place to be offered (to two decimal places in metres), a place will be offered using the electronic admission system's random allocation function.

c) Where applications are received for twins, triplets etc, the LA will apply the oversubscription criteria and will oversubscribe the school if a family would otherwise be separated.

d) The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent home address. Where a child lives with parents with shared responsibility the LA will use the address of the person receiving Child Benefit for allocation purposes. Parents may be required to submit evidence of Child Benefit upon request from the LA. It may also be necessary for the Council to carry out checks that the address given is genuine and parents may be requested to produce further documentary evidence of

the child's address. The above criteria will apply without reference to the Halton Borough Council boundary.

e) Where applications are received from families of UK Service personnel and other Crown servants, school places will be allocated to children in advance of the approaching school year if accompanied by an official MOD, FCO or GCHQ letter declaring a return date with full address details and providing they would meet the criteria when they return to the UK.

f) If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school, with places available, to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect parent's rights to appeal for a place at the school(s) they have been refused.

9.2 THE GRANGE ALL THROUGH COMMUNITY SCHOOL

The Grange is a designated all through community school, therefore children enrolled in the nursery at the closing date will automatically transfer from the nursery to infants, infants to juniors, and juniors to secondary within The Grange. Following the transfer of those children from the nursery to reception class the remaining places will be allocated in accordance with the admissions criteria as detailed in paragraph 9.1 above. If a child is enrolled to the nursery after the primary closing date, and allocations have been made and the school is full, the child will be placed on the waiting list.

10.0 LATE APPLICATIONS FOR HALTON PRIMARY SCHOOLS

Late applications for places at Halton Local Authority maintained community and voluntary controlled schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 15 below.

If parents are making a late application to a voluntary aided school or academy the school will advise how this will be dealt with. Late applications **must** be made on a paper copy of the preference form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application system is not available after the deadline for application, **15th January 2019**.

11.0 CHANGE OF PREFERENCE

If parents decide to change their preference after the closing date they will need to request and complete another preference form. The on-line facility will not be available after the closing date. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list as detailed in paragraph 14 below. It should be noted that the online application process will cease on the closing date, so parents/carers will need to request and complete a paper copy of the application form.

12.0 CHANGE OF ADDRESS

If a pupil moves house **after the closing date of 15th January 2019 and before 22nd February 2019**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made **after 22nd February 2019**, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

13.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE

Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

14.0 WAITING LISTS

The LA will maintain waiting lists for oversubscribed community and voluntary controlled primary schools. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year application process will be applied.

15.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred community, voluntary controlled, voluntary aided trust or academy schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. The Chairman of the appeal panel will have no connection with the LA. The panel will consist of at least one lay person and one person with experience in education, and will consist of no less than three people, including the Chair.

Regulations made under Section 1 of the School Standards and Framework Act 1998 limit the size of an infant class (in which the majority of children will reach the age of 5, 6, or 7 during the school year) to 30 pupils per school teacher. Parents will have a right of appeal but an appeal panel can only uphold this appeal if it is satisfied that:

- a) It finds that the admission of additional children would **not** breach the infant class size limit; or
- b) It finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

The decisions of independent appeals panels are binding on the LA and on the school's governing body.

Applications for admission to Aided Church schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

16.0 SCHOOLS TO WHICH THIS SCHEME APPLIES:

The LA as commissioner of school places is continually reviewing and monitoring the number of places available against projected pupil numbers and updates head teachers accordingly. It is possible that occasionally, there may be certain geographical areas within the borough where demand for places is higher than the actual number of places available, and the LA will, in discussion with the school, give consideration to admitting above a school's Published Admission Number (PAN). Admitting above a school's PAN will only be agreed between the school and the LA where it is confirmed that to do so will

not affect the school in the longer term and will not have a detrimental effect on neighbouring schools and providing it does not breach infant class size legislation.

The figure in brackets denotes the school's proposed Published Admission Number for 2019 but may alter as a result of any school reorganisation.

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS TO WHICH THIS SCHEME APPLIES:

All Saints Upton C E Voluntary Controlled Primary (30)
Astmoor Primary (25)
Beechwood Primary (20)
Brookvale Primary (40)
Castleview Primary (20)
Ditton Primary (60)
Fairfield Primary (90)
Farnworth C E Voluntary Controlled Primary (60)
Gorsewood Primary (30)
Hale C E Voluntary Controlled Primary (25)
Halebank C E Voluntary Controlled Primary (15)
Hallwood Park Primary (25)
Halton Lodge Primary (30)
Hillview Primary (30)
Lunts Heath Primary (60)
Moore Primary (30)
Moorfield Primary (45)
Murdishaw West Community Primary (30)
Oakfield Community Primary (40)
Pewithall Primary (30)
Simms Cross Primary (40)
Spinney Avenue C E Voluntary Controlled Primary** (30)
The Brow Community Primary (25)
Victoria Road Primary (40)
Westfield Primary (25)
Weston Primary (30)
Weston Point Primary (20)
Windmill Hill Primary (25)
Woodside Primary (30)

** considering converting to academy status

ALL THROUGH SCHOOLS TO WHICH THIS SCHEME APPLIES:

The Grange (60) (In the process of converting to academy status).

VOLUNTARY AIDED SCHOOLS TO WHICH THIS SCHEME APPLIES:

CHURCH OF ENGLAND:

Runcorn All Saints' CE Aided Primary (20)
St Berteline's CE Aided Primary (44)
St Mary's CE Aided Primary (35)

CATHOLIC:

Our Lady Mother of the Saviour Catholic Primary (30)
Our Lady of Perpetual Succour Catholic Primary (30)
St Basil's Catholic Primary (60)
St Bede's Catholic Infant (75)
St Bede's Catholic Junior (75)
St Clement's Catholic Primary (30)
St Edward's Catholic Primary (15, to be confirmed)
St Gerard's Roman Catholic Primary & Nursery (30)
St John Fisher Catholic Primary (30)
St Martin's Catholic Primary School (30)
St Michael's Catholic Primary (30)
The Holy Spirit Catholic Primary (20)

ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:

Daresbury Primary (20)
Palace Fields Primary Academy (40)
St Augustine's Catholic Academy (15)
The Bridgewater Park Academy (20)
Widnes Academy (30)

TIMETABLE FOR SEPTEMBER 2019 PRIMARY ADMISSIONS

15th January 2019
Closing Date for applications

Monday 4th February 2019
Inter LA exchange of preferences

Week beginning **Monday 18th February 2019** preference details sent to all VA schools to rank applications in criteria order

Friday 8th March 2019 VA schools must have ranked all applications in criteria order and submitted the details to the LA

Friday 22nd March 2019
Final exchange of data between neighbouring LAs to confirm allocations

Tuesday 16th April 2019
Online notification of offer for parents submitting preferences online. Letter posted to parents submitting paper copy.

Thursday 16th May 2019
appeals to be lodged with LA

REPORT TO: Executive Board

DATE: 18 January 2018

REPORTING OFFICER: Strategic Director – People

PORTFOLIO: Children, Young People and Families

SUBJECT: Capital Programme – 2018/19

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This report provides a summary of the capital programmes for 2018/19 for the People Directorate.

2.0 RECOMMENDATION: That

- 1) The capital funding available for 2018/19 is noted;**
- 2) The proposals to be funded from School Condition Capital Allocation are approved;**
- 3) The capital allocations are put forward for inclusion in the Budget report to full Council.**

3.0 SUPPORTING INFORMATION

3.1 In October 2017 the Department for Education announced the schools Capital grant allocations for 2018/19 and confirmed that there will be no change in the methodology used in 2017/18 for 2018/19, therefore Halton should receive the same amount as in 2017/18 i.e. £1,086,031.

3.2 Halton will also receive Healthy Pupils Capital Funding in 2018/19, which is as a result of £100m of revenue generated from the Soft Drinks Industry Levy. This funding is for one financial year only and is intended to improve access to facilities such as kitchens, dining facilities, changing rooms, playgrounds and sports facilities. Details of the amount that Halton will receive has not yet been announced, and an update will be provided once the allocation has been confirmed.

3.3 The Department for Education have also announced Special Provision Capital Funding for local authorities to invest in provision for children and young people with Special Educational Needs and Disabilities aged 0-25 to improve the quality and range of provision available to the Local Authority. The funding is for a range of provision types where this benefits children and young people with education, health and care (EHC) plans aged between 0 and 25 and will commence in 2018/19. The total funding allocation across all

local authorities is £215M and Halton's allocation over a 3 year period is £500,000 (three payments of £166,666 each year if approved). Officers are reviewing current provision and identifying areas of potential need, and once this review has been undertaken the Local Authority will be consulting with relevant stakeholders including parents, carers, and educational institutions which offer special educational provision, and will determine how best to invest the capital funding over the three year period to maximise the benefit of provision. The Local Authority is then required to complete and publish its plan on the Council's Local Offer page by 14th March 2018, with continued updates in March 2019, March 2020, and March 2021. The Council's Executive Board will consider any capital expenditure proposals in a report during Spring 2018.

- 3.4 Detailed in the table below is the funding available to support capital projects across the school estate:

GOVERNMENT FUNDING	
School Condition Allocation – Local Authority maintained schools (INDICATIVE FIGURE) Allocated to fund condition and suitability projects at Local Authority maintained schools.	£1,086,031
School Condition Allocation – Voluntary Aided maintained schools (INDICATIVE FIGURE) Allocated to fund condition and suitability projects at Voluntary Aided schools.	£849,061
Healthy Pupils Capital Funding Allocated to fund improvements to facilities such as kitchens, dining facilities, changing rooms, playgrounds and sports facilities.	TBC
Special Provision Capital Fund - 2018/19 allocation Allocated to fund new places and improvements to existing facilities for children and young people with Education Health Care (EHC) Plans. Total 3 year allocation is £500,000.	£166,667
Devolved Formula Capital – Local Authority maintained schools (INDICATIVE FIGURE) Allocated directly to Local Authority maintained schools for their own use to address school building and Information Communication Technology needs.	£245,495
Devolved Formula Capital – Voluntary Aided maintained schools (INDICATIVE FIGURE) Allocated directly to Voluntary Aided maintained schools for their own use to address school building and Information Communication Technology needs.	£160,034

4.0 School Condition Allocation funding.

4.1 The table below details how the School Condition funding will be allocated.

Description	Estimated costs	Description
Computer Aided Design Plans	£2,500	Used to update plans of school buildings where improvement works have been carried out.
Kitchen gas safety / ventilation	£45,000	A rolling programme to address gas safety issues in school kitchens
Asbestos Management	£20,000	Annual update of asbestos surveys and undertaking of resulting remedial works.
Access Initiative Projects	£75,000	Fund that schools can bid for to resolve accessibility issues within school buildings.
Contingency	£83,540	Used for emergency and health and safety works that arise during the year.
Capital Repairs	£897,204	The detailed capital repairs programme for 2018/19 can be found in Appendix 1.
Total	£1,123,244	

The total amount of £1,123,244 detailed above comprises £1,086,031 School Condition Allocation, together with a required total contribution from schools of circa £37,213. The figures are based at this time on current budget costs for the works.

5.0 POLICY IMPLICATIONS

5.1 The programme of works will allow the Council to continue to meet its requirement to enhance the environments through capital projects, and to ensure the Council has sufficient school places.

6.0 FINANCIAL IMPLICATIONS

6.1 In October 2017 the DfE announced indicative capital allocations for 2018/19. The indicative capital allocation of funding for 2018/19 (£1,086,031) is the same as 2017/18. In the event that the allocation is reduced, the amount of funding available for elements of the programme will be reduced accordingly.

7.0 OTHER IMPLICATIONS

7.1 The Capital Repairs Programme will contribute to Halton's Carbon Management Programme by producing more energy efficient buildings.

8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children and Young People in Halton.

The Capital Programme will address condition and suitability issues within school buildings and will improve the learning environment for children and young people.

8.2 Employment, Learning & Skills in Halton

N/A

8.3 A Healthy Halton

N/A

8.4 A Safer Halton

N/A

8.5 Halton's Urban Renewal

N/A

9.0 RISK ANALYSIS

9.1 Capital Repairs

It is current practice for schools to contribute towards the cost of works. Whilst schools are aware of the proposed works, consultation with schools on their contribution to the proposed works will take place following the Council's consideration of the budget report in March 2018. If schools cannot or are not willing to contribute, any proposed projects will not be carried out in 2018/19.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 The Access Initiative Programme provides funding to improve the accessibility of mainstream schools for pupils with disabilities and the wider community. Consideration to access issues is given in all building projects. The capacity of schools to meet the needs of children with more complex needs and disabilities will be developed further through building works at schools.

11.0 REASON(S) FOR DECISION

11.1 To deliver and implement the capital programmes.

12.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12.1 Not applicable.

13.0 IMPLEMENTATION DATE

13.1 Capital Programmes for 2018/19 to be implemented with effect from 1 April 2018.

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

Document	Place of Inspection	Contact Officer
Schools Capital Funding Allocations 2018/19 Department for Education 19/10/2017.	People Directorate	Catriona Gallimore

Capital Repairs Programme 2018/19

Appendix 1

School	Works
Retentions	Various from 2017/18
Brookfields School	Roofing works
Brookvale Primary School	Electrical work (lighting & power wiring)
Castleview Primary School	Boiler replacement
Fairfield Primary School	M&E Contribution towards main capital works
Farnworth CE Primary School	Roofing works
Hallwood Park Primary	Windows
Halton Lodge Children Centre	Windows
Moore Primary School	Windows
Simms Cross Primary School	Roofing works
Simms Cross Primary School	Electrical work (lighting & power wiring)
Simms Cross Primary School	Windows
Spinney Avenue CE Primary School	Electrical work (lighting & power wiring)
The Bridge School	Electrical work (lighting & power wiring)
Victoria Road Primary School	Roofing works
Weston Point Primary	Roofing works
Woodside Primary School	Replacement pipework

REPORT TO: Executive Board

DATE: 18 January 2018

REPORTING OFFICER: Strategic Director, People

PORTFOLIO: Children, Young People and Families

SUBJECT: Contract for Parent to Parent Volunteer Support: Request to Waive Financial Standing Orders

WARDS: Borough-Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To request a Waiver of Procurement 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 Members approve a Waiver to the value of £150,000 for the period from 9 April 2018 to 8 April 2020, to facilitate the rapid implementation of inter-parental relationships provision as part of the existing parent to parent support contract delivered within the Troubled Families initiative.

3.0 SUPPORTING INFORMATION

- 3.1 The current contract supports the outcomes of, and is funded through, Troubled Families monies; it also provides strategic and operational support to core services for children, young people and families.
- 3.2 The Early Intervention Foundation (EIF) published a review of [evidence on inter-parental relationships](#) in 2016 which identified the inter-parental relationship as having a primary influence on children's life chances. From the studies identified in the review it can be concluded that, due to several common barriers, families in or at risk of poverty are less likely to access relationship support. In September 2017 the EIF published a guide for commissioners on reducing the impact of inter-parental conflict on children. DCLG, which is responsible for administering Troubled Families, has recently requested information from all local authorities on the inter-parental relationships support available in their area.
- 3.3 Following on from this, the existing Parent-to-Parent Volunteer Support contract has been identified as exceptionally well-placed to deliver additional provision to support this new initiative, and to do so within the

current financial envelope, complementing and enhancing the existing service and delivering the new provision without loss of momentum.

- 3.4 The Parent-to-Parent Volunteer Support service recruits, trains and supervises local volunteers to work with families meeting Troubled Families criteria, thus ensuring low staffing costs and high social value. It draws down significant resources, training and expertise from its projects in other local authority areas, providing a high level of additionality. The total annual cost of this service is £75,000.
- 3.5 The service is closely monitored through the commissioning performance management framework and formal quarterly reviews of the contract. Since the contract start date in April 2015 the service has consistently exceeded challenging performance targets. In addition to its child, young person and family-focused outcomes, a significant number of volunteers have been supported to move into further training, education and employment following their experience with the service, thus supporting wider corporate objectives.
- 3.6 The Parent-to-Parent Volunteer Support service is staffed by individuals who are qualified, skilled and experienced in delivering inter-parental relationships provision. It is anticipated that these qualified individuals would lead on delivery of the new provision and would focus equally on embedding the key elements and techniques within volunteer training and supervision processes. This would maximise the dissemination of skills, training and experience of inter-parental relationships support amongst current and future local volunteers working with the Troubled Families cohort.
- 3.7 It is proposed that the new arrangements are for a 2 year period, to coincide with the end date of the Troubled Families initiative as advised by DCLG.
- 3.8 Due to the factors outlined above, the Parent-to-Parent Volunteer Support service could begin this work with immediate effect, thus maximising outcomes within the limited time available. If a waiver is approved, no additional costs will be incurred, either through commissioning extra provision or via the resource costs engendered by a new procurement process.
- 3.9 Resulting from the drive from DCLG for local authorities to deliver inter-parental relationships support, the request for a Waiver of Procurement Standing Orders relates specifically to 1.14.3 (b): *Where compliance with Standing Orders is not practicable for reasons of urgency which could not reasonably have been anticipated.*

3.10 Summary of reasons for Waiver request

I. Cost savings and cost avoidance

This proposal ensures that no additional investment will be required to provide a new service delivering inter-parental relationships support. It will be delivered by enhancing an existing service model utilising staff skills that are already in place, funded through current budgets.

Research has identified a very limited number of providers offering the specific skills set required to deliver inter-parental relationships support, with attendant high costs. Other local authorities in the North West have bought in training and resources from specialist national providers at significant cost. This proposal will avoid these costs.

II. Quality of provision

The proposal will ensure that individuals working within the current contract, who are trained, qualified and experienced in the delivery of nationally accredited and evidence-based inter-parental support and conflict resolution programmes, will lead on delivery and disseminate skills and techniques to local volunteers.

The current provider is an established community-based organisation delivering a range of innovative programmes within the Liverpool City Region, including Troubled Families initiatives, and provides significant additionality in Halton by drawing on expertise and resources from its projects in other areas. This includes specialist volunteer training and management support for high-impact but low-frequency issues, such as children living in 'hoarded' homes, without the need for commissioning additional services in Halton. Continuing with this delivery model will add value and enhance the quality of inter-parental relationship support provision.

III. Disruption to Service

A change in provider would result in:

- i. the interruption of volunteer recruitment and training for the period leading up to, throughout and immediately following the tender process, as it would be inappropriate to train volunteers who may then have to transfer to another organisation with different training requirements and expectations. This will result in reduced service provision to families.
- ii. the potential loss of current volunteers who may be unsettled by changes to their support and supervision processes / personnel and with the lack of continuity in service provision.
- iii. the current provider enjoys a strong reputation in Halton communities and the organisation is well established. Changes to the service may deter new volunteers while a

new provider is established and becomes known and trusted locally.

4.0 POLICY IMPLICATIONS

- 4.1 This request for a Waiver of Procurement Standing Orders complies with the requirements of Standing Orders 1.14.3, Non-Emergency Procedures (exceeding a value threshold of £50,000).

5.0 FINANCIAL IMPLICATIONS

- 5.1 The requested waiver will not result in additional financial costs. The inter-parental relationships support provision would be incorporated in a contract that is costed within existing budgets.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

As noted in 3.2, research demonstrates that inter-parental conflict is a primary influence on children's long-term mental health and future life chances. The provision of specialist support to reduce the impact of this conflict within the shortest timescale available has significant implications for this priority.

6.2 Employment, Learning and Skills in Halton

Research demonstrates that the future life chances of children and young people who experience inter-parental conflict - including their education and employment potential - are diminished. The delivery of specialist provision to reduce the impact of this conflict supports this priority.

Local volunteers accessing skills, training and experience in delivering inter-parental relationship support would enhance their own employment, learning and training potential and opportunities.

6.3 A Healthy Halton

Research demonstrates the benefits to children and young people's mental health of reducing the impact of inter-parental conflict. This will also apply to parents and carers who receive the appropriate support.

6.4 A Safer Halton

Children and young people who experience reduced inter-parental conflict are likely to feel safer and more secure within their family environment and community.

6.5 Halton's Urban Renewal

None.

7.0 RISK ANALYSIS

- 7.1 A potential risk of sufficient volunteer recruitment has been offset by the control measure of broadening the offer to volunteers by linking closely to partner services to provide a range of opportunities and roles.
- 7.2 Potential project risks are identified through robust performance management processes and are resolved at the earliest opportunity.

It is not considered that a full risk assessment is required

8.0 EQUALITY AND DIVERSITY ISSUES

None.

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: 18 January 2018

REPORTING OFFICER: Director of Public Health

PORTFOLIO: Health and Wellbeing

SUBJECT: Proposed new Halton Healthy Eating and Exercise service

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to provide Executive Board with details of the proposed new Halton Healthy Eating and Exercise service.

2.0 RECOMMENDED: That the Board

- 1) Note the contents of the report; and**
- 2) approve the outlined proposals.**

3.0 SUPPORTING INFORMATION

3.1 A service review of Weight Management Services in Halton has revealed that current service provision does not meet the identified needs of the local population. Current provision includes a tiered service with Tier 2 being delivered by the Halton Health Improvement Team and Tier 3 Specialist weight management being commissioned via North West Boroughs Healthcare NHS FT. The current North West Boroughs contract comes to an end on the 31st March 2018. This provides an opportunity to develop a new model of service delivery for weight management services in Halton.

3.2 We propose developing a new Halton Healthy Eating and Exercise Service. This new service will be designed to meet the needs of local people. It will be an integrated service, there will be no service tiers, and instead patients will be offered choice based upon a holistic assessment of their weight management needs. The new Service will offer group and 1-2-1 support, dietetic support and cognitive behavioural therapy (CBT). The service will be fully compliant with NICE guidelines.

3.3 In order to provide a cost-effective service it is proposed the new Halton Healthy Eating and Exercise Service be developed by enhancing the current well performing in house provision provided by the Halton

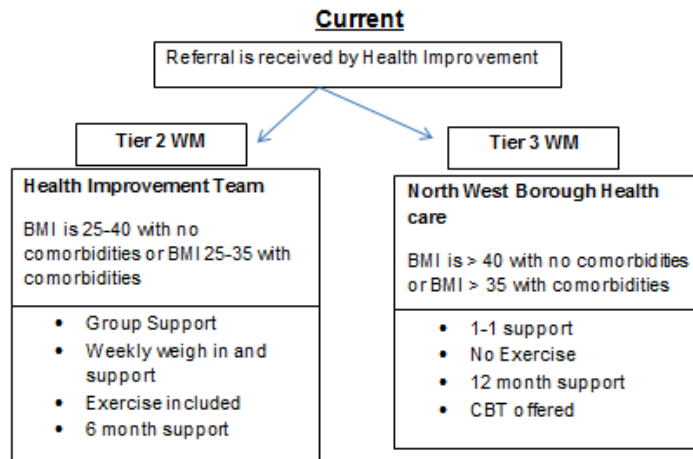
Health Improvement Team. The Halton Health Improvement Team transferred into Halton Borough Council in October 2014 and are now fully mobilised following a team restructure and in a position to host this new enhanced service.

- 3.4 A summary of the potential benefits of developing the new Halton Healthy Eating and Exercise Service include:
- A service designed to meet the needs of local people
 - No service tiers – patients are offered choice based upon a holistic assessment of their needs (not BMI thresholds).
 - A one stop shop approach avoiding multiple appointments for patients
 - Improved weight loss outcomes.
 - An efficiency saving due to reduced management costs.

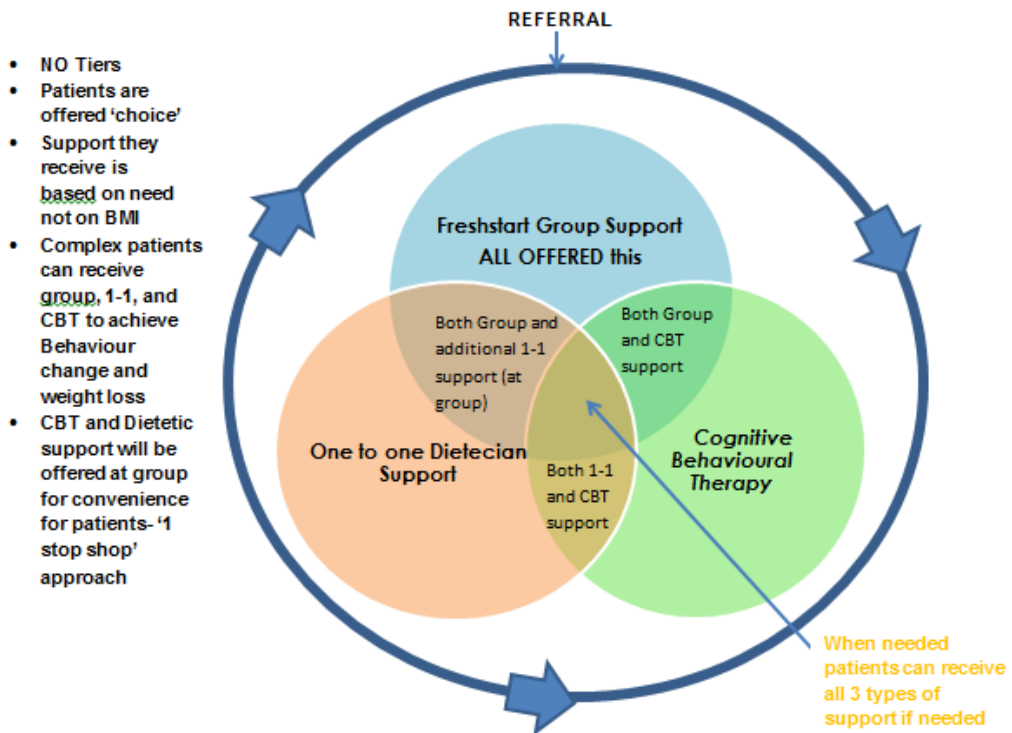
The difference between current weight management service delivery in Halton and the proposed new Halton Healthy Eating and Exercise Service are outlined in Figure 1 overleaf.

- 3.5 The proposal was approved by Chief Officers on 5th December and by the Council's HR Steering Group on 7th December. On final approval by Executive Board we will begin to set up the service, advertise posts and proceed to recruitment.

Figure 1: Difference between current weight management service



Proposed- new Halton Healthy Eating and Exercise Service



4.0 POLICY IMPLICATIONS

4.1 The redesign of the service will have a positive impact on reducing levels of overweight and obesity in Halton, a key objective under the Generally Well priority of the One Halton Health and Wellbeing Strategy.

5.0 FINANCIAL IMPLICATIONS

5.1 Initial costings show that the redesign of weight management services in Halton is expected to provide an efficiency saving due to reduced management costs.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Addressing the issue of overweight and obesity in Halton's children and young people will continue to be a key priority for the new Halton healthy eating and exercise service. It is hoped that the new integrated model will improve outcomes for this client group as described above.

6.2 Employment, Learning and Skills in Halton

Many of the diseases caused by overweight and obesity can have a debilitating effect on the sufferer, reduce their quality of life and make it difficult to carry out day to day activities. This can have an impact on those already in employment, due to increased periods of sickness, and can also have an impact on those seeking employment. Therefore, reducing overweight and obesity in Halton will have a positive impact for employers and employees in Halton.

6.3 A Healthy Halton

All of the issues raised in this report relate directly to this priority.

6.4 A Safer Halton

There are no significant implications for this priority.

6.5 Halton's Urban Renewal

There are no significant implications for this priority.

7.0 **RISK ANALYSIS**

7.1 The key risk associated with not providing an integrated healthy eating and exercise service may result in an increase in rates of overweight and obesity in Halton residents.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 An Equality Impact Assessment (EIA) is not required for this report.

9.0 **REASON(S) FOR DECISION**

9.1 To provide a more in targeted and cost effective model for healthy eating and exercise services in Halton, aimed at meeting the needs of the local population and improving health outcomes.

10.0 **ALTERNATIVE OPTIONS CONSIDERD AND REJECTED**

10.1 Consideration was given to going out to tender for a separate Tier 3 Weight Management Service. However, this did not offer the opportunities presented by having an integrated Tier 2 and Tier 3 service, i.e. the potential for improved outcomes and efficiency savings.

11.0 **IMPLEMENTATION DATE**

11.1 1 April 2018.

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

12.1 None.

REPORT TO: Executive Board

DATE: 18 January 2018

REPORTING OFFICER: Strategic Director, People

PORTFOLIO: Health and Wellbeing

SUBJECT: Direct Award of a Support Contract for Barkla Fields and Naughton Fields Extra Care Schemes

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1

The purpose of this report is to seek approval for the granting of a Direct Award of a contract for the delivery of support services at Barkla Fields and Naughton Fields Extra Care Schemes to Halton Housing Trust from 1st April 2018 to 31st March 2023.

2.0 RECOMMENDATION: That

- 1) **the Board, in compliance with Standing Order 1.14.3 and 1.14.4: Executive Board approval and acting under 1.14.3 (d); where compliance with Standing Orders would result in the Council having to forego a clear financial or commercial benefit, agrees to waive Procurement Standing Orders 3.0 to 3.1 (contracts below EU procurement thresholds); and**
- 2) **to ensure the stability and continuity of the service, support the recommendation to grant a Direct Award to Halton Housing Trust for the delivery of support services at Barkla Fields and Naughton Fields Extra Care Schemes from 1st April 2018 to 31st March 2023**

3.0 SUPPORTING INFORMATION

3.1 Background Information

Extra care services have been delivered in Halton at Naughton Fields since 2013. Prior to the contract being awarded to Halton Housing Trust (HHT) in April 2016, the Council provided the housing support element, HHT provided the housing management function and care provided by domiciliary agencies.

This resulted in a fragmented service being delivered with people being supported by 3 different provider organisations and a lack of clarity over areas of responsibility.

- 3.2 As HHT had also secured funding for another extra care scheme in Widnes, it

was felt a support service which linked into HHT's Amethyst Living service (which at the time provided a floating support service to people in HHT sheltered schemes and wider community accommodation) and housing management provision would give a more efficient, integrated service.

HHT was awarded the Extra Care Contract in April 2016 for a 12 month period, during which their second extra care scheme at Barkla Fields opened.

The HHT schemes provide 97 units of extra care accommodation, with 47 units at Naughton Fields and 50 units at Barkla Fields. Both extra care services also have facilities including communal lounges, and café/restaurant facilities.

- 3.3 In 2017 when the Council decommissioned sheltered services, the contract for the provision of extra care services at Barkla Fields and Naughton Fields was extended to March 2018, as it recognised the additional support available in extra care settings can prevent admissions into more expensive residential and nursing care services.

The Executive Board report referenced remodelling of the extra care schemes and a review being undertaken by the Council during that year.

Following the decommissioning of the Amethyst Living Service, HHT reviewed the service as they were unable to secure funding through intensive housing management for this voluntary service, and therefore the full service remodelling was not able to be completed.

The Extra Care service does however still benefit from HHT's Amethyst Living Service, which continues to provide a floating support service to customers within HHT sheltered schemes. Although this service is not funded by the Council, it can provide flexibility, additional support and added value for the Extra Care schemes during periods of leave, sickness, training etc by ensuring continuity of service provision without incurring additional costs.

Currently, HHT staff have a dual role of providing housing management and support which is considered to improve the quality of service provision.

- 3.4 A full monitoring visit has not been undertaken by the Council. Monitoring is undertaken according to a service's assessed risk, and as the service is considered to be low risk a visit was not scheduled for 2017/18.

The service has however been visited by the service Commissioner during this time, and there were no concerns or complaints raised about the service being provided by HHT.

- 3.5 The current contract is for the provision of housing related support, but it is proposed to commission a generic support service rather than housing related support to give more flexibility and allow the inclusion of support tasks that may previously have been considered outside the scope of this service.

The support service is not a statutory service, but underpins the Extra Care

provision which enables vulnerable older people to access other social care and personal care services which helps to maintain people within their own homes and prevent care home admissions.

- 3.6 Advice was sought about procurement options available for the extra care services when the current contract expires in March 2018.

A direct award to HHT is the preferred option for the following reasons:

- An integrated service providing both housing and support at Barkla Fields and Naughton Fields improves the quality of service provision
- If the same service delivery model were to be re-procured the new support provider would require consent from HHT to deliver support within the scheme which may not be granted due to historical issues
- Returning to separate housing and support providers is likely to destabilise the service
- A procurement exercise is unlikely to achieve efficiencies.

4.0 **BUSINESS CASE FOR THE EXTENSION OF CONTRACTS**

4.1 **Value for Money**

Procurement options have been considered, and a Direct award is the preferred option for the following reasons:

- A benchmarking exercise was undertaken in 2015 with neighbouring authorities across all sheltered schemes, and the service is considered to represent value for money.
- The contract value was negotiated prior to contract award in 2016 and some costs were reduced as they were absorbed within the overall cost of the service
- A procurement exercise is unlikely to realise efficiencies, and the probability is that costs would increase
- Although the service is considered to be value for money, further efficiencies may be achieved through competitive dialogue with HHT.

4.2 **Transparency**

In so far as is possible without tendering, transparency is being maintained by dealing with the report as a Part 1 item.

4.3 **Propriety**

The contract referred to in this report will be compliant with Halton Borough Council's procurement standing orders. Compliance with anti-corruption practices will be adhered to and the contract terminated if there is any occurrence of corruption by the organisation or its staff.

4.4 **Accountability**

The Director of Adult Social Services has responsibility for this contract.

The contract will be performance managed and service standards monitored by the People's Directorate's Commissioning and Quality Assurance Teams.

HHT will be required to follow financial processes and submit regular performance information. HHT will also be required to undertake an annual customer survey to include:

- Health and wellbeing outcomes achieved
- Satisfaction with the support and accommodation

5.0 **POLICY IMPLICATIONS**

- 5.1 The implementation of the Care Act in April 2015 requires support providers to focus on the achievement of outcomes, better quality and value for money, and improved integration within an evolving system of integrated health and social care services.

6.0 **OTHER/FINANCIAL IMPLICATIONS**

- 6.1 The annual contract value for Barkla Fields and Naughton Fields Extra Care schemes is £72,000, which equates to £14.24 per unit per week. This charge is considered to be value for money when benchmarked against similar services.

The service is a chargeable service, with an indicative annual income of £9,600. Currently 15 people across both schemes are liable to pay with approximately £800 income received each month,

Funding for the service is contained within the existing People Directorate budget.

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**

The provision of a high quality, effective extra care service enables older people to remain in their own home, to maintain or improve their health and wellbeing, and to access additional care and support service should their needs increase.

7.4 **A Safer Halton**

Services delivered under this contract must comply with Halton's Safeguarding Adults Policy and Procedures. Support is provided to individuals to enable them to stay safe in their own home.

7.5 **Halton's Urban Renewal**

None identified.

8.0 RISK ANALYSIS

8.1 The risks associated with this contract are low, the provision of extra care services will ensure continuity of support to older people.

The procurement risk is low as the contract value is below the EU threshold.

Financial risk is minimised as the service will be delivered within exiting budgets.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 Support services are delivered to some of the most vulnerable and socially excluded members of the community. This contract will support the Council in meeting its duties to promote inclusion and fair access to services for all local residents.

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

Document	Place of Inspection	Contact Officer
Executive Board report 15/12/2016 Older People's Support Services	Runcorn Town Hall	Kath Howarth

REPORT TO: Executive Board

DATE: 18 January 2018

REPORTING OFFICER: Strategic Director, People

PORTFOLIO: Health & Wellbeing

SUBJECT: Carers Trust

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek approval from Executive Board to award a contract to the Carers Trust for a one year period from 1st April 2018 to 31st March 2019, requiring a waiver to Procurement Standing Orders

2.0 RECOMMENDATION: That Executive Board

1) Agree to use Procurement Standing Order 1.14.3 (f), where compliance with Standing Orders would be inconsistent with joint and Partnership working or special external funding arrangements; and

2) Agree to award a contract to the Carers Trust for a one year period from 1st April 2018 to 31st March 2019.

3.0 SUPPORTING INFORMATION

3.1 Jointly funded with NHS Halton CCG, the authority currently has a contract in place with the Carers Trust that is due to expire on the 31st March 2018

3.2 The Carers Trust delivers a home based respite care service that provides practical help, personal care and emotional support to people in their own homes, replacing the care normally provided by their informal carer.

3.3 An NHS Halton CCG scoping paper looking into the commissioning and provision of end of life care recommended that further work was undertaken to support the development of a different commissioning process that will enable a new delivery model for end of life care. The service provided by the Carers Trust will fall within the remit of this end of life review, necessitating an extension of a further year to their current contract.

4.0 **POLICY IMPLICATIONS**

4.1 Continuing this service ensures that both the Authority and NHS Halton CCG are compliant with their statutory duties

5.0 **FINANCIAL IMPLICATIONS**

5.1 The total financial cost to the authority and NHS Halton CCG is £125,000 and is met through the Better Care Fund.

5.2 The cost of this contract can be met within existing budget allocations.

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

6.1 **Children & Young People in Halton**

Not applicable

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

Not applicable

6.3 **A Healthy Halton**

This service makes an important contribution to the health and social care system in Halton

6.4 **A Safer Halton**

Not applicable

6.5 **Halton's Urban Renewal**

Not applicable

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 Quality Assurance Team will continue to monitor this service and ensure the Council and Halton residents receive value for money.

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

Document	Place of Inspection	Contact Officer
End of Life Scoping Paper	Runcorn Town Hall	Damian Nolan Anne Nolan

REPORT TO:	Executive Board
DATE:	18 January 2018
REPORTING OFFICER:	Director of Public Health
PORTFOLIO:	Health and Wellbeing
SUBJECT:	2016 – 2017 Public Health Annual Report – Women and Girls' Health
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

To provide the Executive Board with some background information on the Public Health Annual Report. (PHAR) - Women and Girls' Health.

2.0 RECOMMENDATION: That the Board note the contents of the report and supports the recommendations.

3.0 SUPPORTING INFORMATION

- 3.1 Since 1988 Directors of Public Health (DPH) have been tasked with preparing annual reports - an independent assessment of the health of local populations. The annual report is the DPH's professional statement about the health of local communities, based on sound epidemiological evidence, and interpreted objectively.
- 3.2 The annual report is an important vehicle by which a DPH can identify key issues, flag problems, report progress and, thereby, serve their local populations. It will also be a key resource to inform local inter-agency action. The annual report remains a key means by which the DPH is accountable to the population they serve.
- 3.3 The Faculty of Public Health guidelines on DPH Annual Reports list the report aims as the following.
- Contribute to improving the health and well-being of local populations.
 - Reduce health inequalities.
 - Promote action for better health through measuring progress towards health targets.
 - Assist with the planning and monitoring of local programmes and services that impact on health over time.

3.4 The PHAR is the Director of Public Health’s independent, expert assessment of the health of the local population. Whilst the views and contributions of local partners have been taken into account, the assessment and recommendations made in the report are those held by the DPH and do not necessarily reflect the position of the employing and partner organisations.

3.5 Each year a theme is chosen for the PHAR. Therefore it does not encompass every issue of relevance but rather focuses on a particular issue or set of linked issues. These may cover one of the three work streams of public health practice (health improvement, health protection or healthcare public health), an over-arching theme, such as health inequalities, or a particular topic such as mental health or cancer.

3.6 For 2016-17 the Public Health Annual Report focuses on the health of women and girls in Halton. This topic has been chosen as female health is not improving at the same rate as male health. It is also to highlight key topics pertinent to female health and issues local women and girls believe to be the most significant areas for their health.

3.7 The report uses a life-course approach through the following sections:

- Start Well – Maternity
- Start Well – Girls
- Live Well
- Age Well

3.8 Each chapter covers the following areas:

- Summary of topic and why it is important
- What work has been or will be done

3.9 Summary of Chapter Content: -

Section	Chapter
Start Well – Maternity	Smoking in Pregnancy
	Mums’ Mental Health
	Family Nurse Partnership
	Breast Feeding
Start Well – Girls	HPV (Human papilloma virus) Vaccination
	Mental Health
	Physical Activity
Live Well	Sexual Health
	Mental Health
	Cancer Screening
	Alcohol
	Wider Issues
Age Well	Warm Homes
	Social Isolation and Loneliness

	Falls
Recommendations - 2016/17 - Women and Girls' Health	
Recommendations Update - 2015/16 - Assessing Needs and Taking Action	

3.10 The final version is available in hard copy and online at www.halton.gov.uk/PHAR.

4.0 POLICY IMPLICATIONS

4.1 The Public Health Annual Report should be used to inform commissioning plans and collaborative action for the NHS, Social Care, Public Health and other key partners as appropriate.

5.0 OTHER/FINANCIAL IMPLICATIONS

5.1 None identified at this time.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

Improving the Health and Wellbeing of Children and Young People is a key priority in Halton. The PHAR will highlight key topics for maternal health and children.

6.2 Employment, Learning & Skills in Halton

The above priority is a key determinant of health. Therefore improving outcomes in this area will have an impact on improving the health of Halton residents

6.3 A Healthy Halton

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

6.4 A Safer Halton

Reducing the incidence of crime, improving Community Safety and reducing the fear of crime have an impact on health outcomes particularly on mental health.

There are also close links between partnerships on areas such as scams, alcohol and domestic violence.

6.5 Halton's Urban Renewal

The environment in which we live and the physical infrastructure of our

communities has a direct impact on our health and wellbeing.

7.0 RISK ANALYSIS

7.1 Developing the PHAR does not present any obvious risk however, there may be risks associated with the resultant recommendations. These will be assessed as appropriate.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 This is in line with all equality and diversity issues in Halton.

9.0 REASON(S) FOR DECISION

9.1 The Public Health Annual Report is a statutory document.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 No alternative options were considered.

11.0 IMPLEMENTATION DATE

11.1 With immediate effect following approval by Executive Board.

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

None.

REPORT TO: Executive Board

DATE: 18 January 2018

REPORTING OFFICER: Strategic Director Enterprise Community & Resources

PORTFOLIO: Economic Development

SUBJECT: Industrial Strategy White Paper

WARDS: Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to update Members on the publication of the Government's Industrial Strategy White Paper and to set out some potential implications and opportunities for Halton. The report also considers the impact on the Liverpool City Region and beyond. A link to the Strategy can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664572/industrial-strategy-white-paper-print-ready-version.pdf

This is a 200+ page document but there is a summary provided on pages 10-15.

2.0 RECOMMENDATION: That

- 1) Members agree to the Industrial Strategy being used to inform Halton's future regeneration activities; and**
- 2) Members agree to the Council working with the Combined Authority to ensure that a future Liverpool City Region Local Industrial Strategy reflects the Borough's regeneration priorities and opportunities.**

3.0 SUPPORTING INFORMATION

- 3.1 The Government's industrial strategy White Paper, '*Building a Britain fit for the future*', was published on 27th November 2017. The 256 page document examines the UK's strengths and weaknesses, and considers the role of government in boosting the UK economy, improving productivity, embracing technology and using public procurement initiatives and the regulatory environment to support business.
- 3.2 The White Paper has been produced following extensive engagement by government with interested parties, in response to the Green Paper that was formally launched at Sci-Tech Daresbury

in January 2017. The Green Paper was considered by the Council's Employment, Learning and Skills and Community Policy and Performance Board 20 February 2017.

- 3.3 The White Paper is a significant document because it sets the agenda for government economic policy over the period of the current Parliament and beyond.
- 3.4 The document is also significant in that it confirms a notable shift in government thinking about the economy. This is a notable transition away from the laissez-faire 'let the market decide' approach taken by recent governments, towards a more structured interventionist approach to the economy. This change is because an industrial strategy is a critical component of the government's planning for post-Brexit Britain, as leaving the European Union requires making long-term decisions about Britain's economic future and supporting business sectors that may be adversely affected by the transition.
- 3.5 With the aim of making the UK the world's most innovative nation by 2030, the Government has committed to investing a further £725 million over the next 3 years in the Industrial Strategy Challenge Fund (ISCF) to respond to some of the greatest global challenges and the opportunities faced by the UK. This will include £170 million to transform the construction sector and help create affordable places to live and work that are safer, healthier and use less energy, and up to £210 million to improve early diagnosis of illnesses.
- 3.6 The Government has previously committed £1 billion to the first wave of Industrial Strategy Challenge Fund projects, including investing £246 million in next generation battery technology and £86 million in robotics hubs across the UK.
- 3.7 There will be an increase in the level of investment in Research & Development rising from 1.7% to 2.4% of GDP by 2027. This could mean around £80 billion of additional investment in advanced technology during the next decade.
- 3.8 The White Paper also confirms Government will be pressing ahead with a series of Sector Deals, with construction, life sciences, automotive and artificial intelligence the first to benefit from these new strategic and long-term partnerships with government, backed by private sector co-investment. Work will continue with other sectors.
- 3.9 In the strategy, the Government has identified four 'Grand Challenges'. These are global trends that will shape the rapidly changing future and which the UK must embrace to ensure we harness all the opportunities they bring. The four are:
 - artificial intelligence – to put the UK at the forefront of the artificial intelligence and data revolution

- clean growth – maximise the advantages for UK industry from the global shift to clean energy & growth
- ageing society – harness the power of innovation to help meet the needs of an ageing population
- future of mobility – to become a world leader in the way people, goods and services move.

3.10 Five foundations

The White Paper focuses on five 'foundations' of productivity; - ideas, people, infrastructure, business environment and places. Each foundation is supported by a range of policies designed to provide businesses with reassurance that the UK will continue to have a competitive edge.

3.11 Ideas

The White Paper notes that the UK needs to get better at turning new ideas into commercial products and services and so into increased productivity. The government and the private sector need to invest more in research and development (R&D).

- Raising total research and development (R&D) investment to 2.4 per cent of GDP by 2027
- Increasing the rate of R&D tax credit to 12 per cent
- Investing £725 million in new Industrial Strategy Challenge Fund programmes.

3.12 People

- establish a technical education system that rivals the best in the world to stand alongside our world-class higher education system
- invest an additional £406 million in maths, digital and technical education, helping to address the shortage of science, technology, engineering and maths (STEM) skills
- create a new National Retraining Scheme that supports people to re-skill, beginning with a £64 million investment for digital and construction training

3.13 Infrastructure

- increase the National Productivity Investment Fund to £31 billion, supporting investments in transport, housing and digital infrastructure

- support electric vehicles through £400 million charging infrastructure investment and an extra £100 million to extend the plug-in car grant
- boost our digital infrastructure with over £1 billion of public investment, including £176 million for 5G and £200 million for local areas to encourage roll out of full-fibre networks.
- launch and roll-out Sector Deals – partnerships between government and industry aiming to increase sector productivity; the first Sector Deals are in life sciences, construction, artificial intelligence and the automotive sector.
- drive over £20 billion of investment in innovative and high potential businesses, including through establishing a new £2.5 billion Investment Fund, incubated in the British Business Bank.
- launch a review of the actions that could be most effective in improving productivity and growth of small and medium-sized businesses, including how to address what has been called the ‘long tail’ of lower productivity firms

3.14 Business Environment

- Launch and roll-out of ‘Sector Deals’
- Drive over £20 billion of investment in innovative and high potential businesses, including through establishing a new £2.5 billion Investment Fund, incubated in the British Business Bank
- A review of actions to improve productivity.

3.15 Places

- agree local industrial strategies that build on local strengths and deliver on economic opportunities
- create a new transforming cities fund that will provide £1.7 billion for intra-city transport; this will fund projects that drive productivity by improving connections within city regions
- provide £42 million to pilot a Teacher Development Premium; this will test the impact of a £1,000 budget for high-quality professional development for teachers working in areas that have fallen behind

To ensure that the Government is held to account on its progress in meeting the ambitions set out in the strategy, an Independent Industrial Strategy Council will be launched in 2018 to make recommendations to government on how it measures success.

The strategy has three recurring themes. Firstly, skills shortages feature prominently-particularly shortages in science, technology,

engineering and maths, compared to other developed countries. Secondly, a key issue is the extraordinarily high degree of regional imbalance in the UK's economy and how devolved authorities will be vital in delivering elements of the economic strategy to address this, and thirdly, low levels of productivity. This document considers how a post Brexit Britain can reverse the UK's long-term problems associated with low productivity. In general, the UK has an underlying weakness, in that we produce less for every hour we work than our competitors

3.16 What does the Industrial Strategy mean for Halton?

Potentially, as a key component of the Government's industrial strategy is based on advanced computing, robotics and data, Halton businesses could benefit from the strategy and the initiatives associated with it. The industry sector with the largest proportion of employees in Halton is the Professional, Scientific and Technical sector (16% of all employees).

3.17 In particular, Sci –Tech Daresbury could be a major beneficiary, being one of only two national Science and Innovation campuses in the UK. It has established an international reputation and is recognised nationally as one of the major investment opportunities for innovation and science in the UK. It is renowned for its capabilities in 'Big Science' which enables Daresbury to compete more effectively with the other national campus at Hartwell, and the 'Golden Triangle' of Oxford, Cambridge and London. The Heath, and Manor Park should also benefit, given that they host a number of advanced engineering and manufacturing businesses offering high value products and services and already attract highly paid and skilled people.

3.18 The emphasis on infrastructure is a hugely important step forward, too. Halton Council will need to ensure the Borough receives a fair share of the £1.7billion Intra –City transport fund and the new £400m Charging Infrastructure Investment Fund. In addition, provision must also be made to ensure that this Council matches the central government commitment, making 25 per cent of all cars in the central government department fleet are ultra-low emission by 2022.

3.19 The White Paper contains many references to the role of devolved authorities in being partners in delivering elements of the economic strategy. It is, therefore, important that the Council engages effectively within the City Region, to ensure that the interests of Halton people and business are considered. The Government is keen to ensure that the strategy makes connections and that capacity exist in local areas to link educational institutions with the needs of the labour market. It is proposed to devolve the adult education budget to mayoral areas in 2019. This will help Mayors to ensure learners can gain the skills that local businesses need.

- 3.20 Furthermore, as a Mayoral Combined Authority, it is anticipated that the Liverpool City Region will be in the first wave of areas being invited to complete a Local Industrial Strategy for completion by March 2019. The Local Industrial Strategy will be used to identify and allocate resources as set out in the Industrial Strategy Challenge Funding which was announced.
- 3.21 Work has already been undertaken in Liverpool City Region, to prepare for this. A report was published in October 2017 by the University of Liverpool's Heseltine Institute for Public Policy and Practice, commissioned by the TUC that sets out how Liverpool City Region can create new jobs, with decent pay and conditions, by using devolved powers to pursue a place-based and innovative industrial strategy.
- 3.22 Key to this local influence will be the introduction of Skills Advisory Panels, which will be rolled out shortly, and integrated, into Mayoral Combined Authorities and Local Enterprise Partnerships to inform the analysis that feeds into the Local Industrial Strategies.
- 3.23 Whilst the Paper does not indicate exactly how Local Industrial Strategies will be supported, resourced and implemented, the intention is to bring together local organisations, including businesses, education and local government to determine local growth priorities. Skills Advisory Panels will produce rigorous analysis of the current and future supply and demand for skills and help areas form a clearer understanding of their skills requirements. They will have real, meaningful influence over the provision of education and training for those over the age of 16, and work with Mayoral Combined Authorities and Local Enterprise Partnerships to establish the best way to ensure that influence is effective, and to inform careers advice and guidance. Skills Advisory Panel analysis will be structured around the 15 new technical education routes. As well as supporting the creation of new Institutes of Technology across all regions.
- 3.24 The plans to review Local Enterprise Partnerships is also an important opportunity for this Council to secure an even stronger partnership between business and public sector. It is essential that HBC play a full part in the review.
- 3.25 The White Paper states that investment decisions need to be more geographically balanced and include more local voices. It is important that there is a recognition in the City Region of this Councils' wide role in boosting productivity that ranges from civic leadership and plan-making to local infrastructure and public health. Indeed, the White Paper rightly includes an ageing society as one of its "Grand Challenges", and specifically indicates that preventing sick days and lost productivity due to poor health and lifestyle choices should be a priority for any industrial strategy. The Halton population dashboard shows that a reduction since 2010 of 3% in the 16-64 year old age group that comprises the bulk of the workforce resident in the Borough

and in keeping with the global and national trend, the population aged 65 plus has increased by 19% since 2010.

4.0 POLICY IMPLICATIONS

- 4.1 The Industrial Strategy White Paper presents a number of challenges and opportunities for Halton as set out above.
- 4.2 On the one hand, Halton has a strong 'economic' USP, in that it is the base for some of the world's most progressive science and innovation, as well as, advanced engineering and manufacturing companies.
- 4.3 The Borough has strong representation in the sectors likely to grow over the next 10-15 years.
- 4.4 On the other hand, as outlined in the Industrial Strategy, there are a number of barriers to productivity and weaknesses that need to be addressed.
- 4.5 For example, our strategy for the future needs to be based on attracting and retaining talented and skilled people in the Borough to supply those growth sectors. At the moment there are skills shortages in these areas.
- 4.6 Future economic growth in Halton will not be supported by local residents alone.

Globally, competition for young wealth creators is becoming intense and we need to be able to attract young, talented and skilled people to Halton by:

- Building more affordable and quality housing;
- Providing a strong cultural and leisure offer;
- Continuing to provide good transport links;
- Continue to provide great schools;
- Further investment in technological infrastructure.

- 4.7 A further barrier to productivity is the quality of business premises in the Borough. Some of our estates are dated and the expectations of employers and employees is much higher now compared with when some of these estates were established. Through the Mersey Gateway Regeneration Plan Plus we will consider how we can work with the private sector to reinvest in these areas. The availability of employment sites to respond to the Borough's forecasted economic growth is also a factor. The Mersey Gateway Regeneration Plan will play a pivotal role in ensuring that as much of the Mersey Gateway hand back land is brought back into use as quickly as possible.

5.0 FINANCIAL IMPLICATIONS

5.1 There are no further financial implications identified in this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 The Industrial Strategy has a number of implications for all the Council's priorities. This is because the Government has acknowledged that the UK's productivity lags behind other countries and to address this requires state intervention at all levels. The White Paper focuses on sectors that are already competitive and productive. Whilst sectors such as science and innovation are well represented in Halton and stand to benefit from the funding identified in the White Paper, nevertheless it extends to other areas and considers, for example, how health and social care, education and skills can contribute to driving productivity.

6.2 It is suggested that these themes will need to be reflected in the emerging (Corporate) Halton Plan.

7.0 RISK ANALYSIS

There are no immediate risks arising from the report.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no Equality and Diversity issues arising from the report.

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

The link to the Government's Industrial Strategy Web Page is provided below:

<https://www.gov.uk/government/policies/industrial-strategy>

REPORT TO: Executive Board

DATE: 18 January 2018

REPORTING OFFICER: Strategic Director – Enterprise, Community and Resources

PORTFOLIO: Resources

SUBJECT: Directorate Performance Overview Reports for Quarter 2 - 2017 - 18

1.0 PURPOSE OF REPORT

1.1 To report the Council's performance for the second quarter period to 30th September 2017. The reports detail 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; and**
- 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 – People Directorate (Children and Young People)

Appendix 2 – People Directorate (Adult Social Care)

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 Overview Report - Children and Young People

Reporting Period: Quarter 2, 01 July 2017 – 30 September 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 Speech and Language (AMc)

Halton Borough Council and Halton Clinical Commissioning Group (CCG) have taken the opportunity to jointly commission Children and Young People's Speech and Language Therapy Services so that they are delivered by a single organisation to all children and young people in Halton with communication needs. The Council and the CCG will share responsibility for all parts of the service and for children and young people's outcomes. Services will include delivery of high quality, evidence based provision and specialist assessment and intervention for children and young people with needs at all levels, provided in schools, nurseries and other education settings, in clinic and a range of community venues.

The organisation awarded the contract is ChatterBug Ltd, a social enterprise that also provides speech and language therapy services in other local authority areas. The new service started 1 September 2017. Staff from previously commissioned organisations have transferred to ChatterBug via the Transfer of Undertakings (Protection of Employment) Regulations and so wherever possible children and young people will continue to receive services from the same speech therapist. The new service will operate from bases in both Runcorn and Widnes.

2.2 Categorisation Letter (AMc)

In September 2017 each Headteacher and Chair of Governors in Halton received a categorisation letter. The categorisation process uses a variety of information to decide upon the differentiated level of support and challenge, provided as a universal offer to schools, by our School Improvement Advisors. The purpose is to provide a rigorous, objective and transparent categorisation process which will help to inform school self-evaluation. The change to the process reflects the requirements within the Common Inspection Framework (August 2016) to take account of:

- *The overall consistency in performance, trends of improvement or decline, and differences between groups.*
 - *The accuracy of the schools assessment of pupils' progress and attainment.*
- (School Inspection Handbook, August 2016, p23, paragraph 78)

2.3 School Funding 2018-19 (AMc)

In July 2017 the government confirmed the introduction of the national funding formula (NFF) for schools. It also announced the new arrangements for funding high needs provision. There will be a two year transitional period with increased funding across the two years, before full implementation of the NFF in 2020-21.

The Secretary of State announced that there will be a 0.5% increase per pupil in primary and secondary schools and that a minimum per pupil funding level would be introduced at £3,300 for primary pupils in 2018-19 and £4,600 for secondary pupils. There is to be a further 0.5% per pupil increase for 2019-20 while the minimum per pupil funding level would be increased to £3,500 for primary pupils and £4,800 for secondary pupils.

The Minimum funding guarantee remains in place although local authorities have the flexibility of setting at between 0% and -1.5%. More funding will be allocated to schools on the basis of deprivation and low prior attainment but the lump sum allocated will be reduced.

The indicative school allocations were released by the Department for Education in early October 2017. These show the difference between the current allocation a school receives and that they would receive under transitional NFF or full NFF. This information showed that some of Halton's smaller primary schools and Halton's secondary schools would not be allocated sufficient funding to meet their increased costs. Representation was made to the Schools Minister, Nick Gibb MP, however he did not agree to make any changes.

3.0 Emerging Issues

3.1 Horizon scanning/National drivers

Capital for SEN (AMc)

In August 2017, the Department for Education announced Special Provision Capital Funding for local authorities to invest in the provision for children and young people with Special Educational Needs and Disabilities aged 0-25 to improve the quality and range of provision available to the local authority. The funding is for a range of provision types where this benefits children and young people with education, health and care plans (EHCP) between 0-25 years old.

The total funding allocation across all local authorities is £215m and Halton's allocation of a three year period is £500,000 (three payments of £166,666 each year if approved). Officers are reviewing current provision and identifying areas of potential need. Once this review has been undertaken the local authority will be consulting with parents, carers, schools, colleges and other institutions which offer special educational provision. From this the local authority will determine how best to invest the capital funding over the three year period to maximise the benefit of provision. The local authority is then required to complete and submit a plan to the Department of Education and publish the plan on the Council's Local Offer page by 14 March 2018, with continued updates in March 2019, 2020 and 2021. The Council's Executive Board will consider any capital expenditure proposals in a report in Spring 2018.

Children and Social Work Act 2017 (TC & AMc)

Consultation is now underway on the relevant sections of the Children and Social Work Act 2017. One consultation is on the expanded role of the Virtual School Head and additional

duties for schools for children previously in care. Another consultation is on the statutory principles for local authorities and partners to follow as Corporate Parents, and the extension of duties to care leavers up to the age of 25 (currently 21), which may have resource and financial implications to the local authority.

3.2 Halton Specific

Preventing Exclusion (AMc)

In 2015-16 there were 25 permanent exclusions of Halton pupils. In 2016-17 this figure rose to 53 permanent exclusions of Halton pupils.

2015-16		2016-17	
Key Stage	Reasons for Exclusion	Key Stage	Reasons for Exclusion
KS2 = 4	Weapon related = 1	KS2 = 5	Weapon related = 6
KS3 = 8	Drug related = 2	KS3 = 27	Drug related = 6
KS4 = 13	Assault = 7	KS4 = 22	Assault = 7
	Behaviour = 15		Behaviour = 34

These figures show that there is a concerning increase in the number of exclusions taking place in Halton, with verbal abuse and persistent behaviour being the predominant reasons. Proportionally we have much higher levels of permanent exclusions than many other boroughs.

The majority of these children and young people have Social and Emotional and Mental Health (SEMH) difficulties as defined by the SEND Code of Practice (paras 6.32).

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit hyperactivity disorder or attachment disorder.

Halton have devised a new protocol for schools to use where pupils are identified with challenging behaviour. The protocol will:

- Support schools to carry out the “Assess, Plan, Do, Review” cycle of the SEND Code of Practice for children with SEMH. (Paras 6.45 – 6.54)
- Underpin the partnership work between schools and Halton local authority to ensure that there is good discipline in schools, as it is agreed that this is essential in ensuring that all pupils can benefit from the opportunities provided by education (Exclusions guidance September 2017 page 6)
- Support schools in the early identification of unmet needs of children and young people and remove barriers to engagement and learning (Exclusions guidance Point 19)
- Support schools to promote positive mental health by supporting them to use best practice as outlined in the advice document ‘Mental Health and behaviour in schools’.
- Ensure that schools have a robust, clear and evidence based approach to the identification of and response to SEN (SEN COP Parag 6.14).

- Ensure that everyone fulfils their responsibilities and is accountable in meeting the needs of children and young people with SEMH and in sustaining them in mainstream provision, if this is assessed as being appropriate by multi-agency professionals.
- Ensure that there is no drift in providing advice, support and, where robustly evidenced and assessed as appropriate, additional resources in meeting the needs of children and young people with SEMH.
- Ensure that resources across schools and the local authority are being used to create an inclusive ethos for all Halton pupils.
- Identify any critical urgent issues as they are emerging in order to utilise the combined resources of schools and the local authority to address these and remove barriers.

4.0 Progress against high priority equality actions

- 4.1 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>

5.0 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.

It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget. Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

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

Ref	Measure	16/17 Actual	17/18 Target	Current	Direction of Travel	Quarterly Progress
PED01 01	Monitor the average length of time between a child returning home and their return interview for those missing from care/home (Commissioned Service)	72 hours	72 hours	96 hours		
PED01 02	Reduce the number of young people who repeatedly run away in Halton (SCS SH04)	156	115	83		
PED01 03	Monitor the number of young people going missing in the year	395	N/A	229		
PED01 04	Monitor the number of young people flagged as at risk of Child Sexual Exploitation (snapshot at the end of the quarter)	24	N/A	24		
PED01 05	Reduce the number of children subject of fixed term exclusions	244 instances 181 children	270	61 instances 48 children (July – Sept)		
PED01 06	Reduce the rate of permanent exclusions	0.046 %	0.035 %	0.033% 6 children		
PED01 07	Increase the number of children involved in early intervention (e.g. CAF) (All those who have had a CAF at any point in the year)	560	650	705		
PED01 08	Monitor the rate of referrals to Children's Social Care per 10,000 0-18 year olds	368	N/A	349		
PED01 09	Reduce the number of children and young people who enter the care system	97	70	40		

Supporting commentary:

PED01 01, 02 and 03: During the quarter there have been 113 individuals reported as missing, and this is a slight decrease on the number of individuals in quarter 1. With regard to repeat individuals there are 38 individuals responsible for 155 instances of missing.

PED01 04: The numbers have remained stable, and multi-agency meetings ensure that there is effective and pro-active action to support those at risk of CSE.

PED01 05 and 06: Data for this quarter includes the summer holidays. During the last academic year there was a significant increase in exclusion activity. Please see the emerging issue section above for new protocol for schools and the local authority.

PED01 07: CAF data shows an increase in those involved in CAF during the year to date.

PED01 08: Whilst there was a reduction in referrals in quarter 2 from quarter 1, the rate remains stable for the end of year forecast.

PED01 09: This area is closely monitored and analysis undertaken on a regular basis. There is ongoing exploration of the reasons for children entering care and regular scrutiny in this area.

Ref:	Milestones	Quarterly Progress
PED01a	Monitor and review the effectiveness of iCART (June 2017)	
PED01b	Establish and implement a multi-agency locality provision (March 2018)	
PED01c	Develop a system to identify, assess and support vulnerable adults (March 2018)	
PED01e	Develop performance information which ensures that early intervention is responsive to trends of those being referred to children's social care	

Supporting commentary:

PED01a: Weekly performance meetings with the principal managers, divisional managers and support from the performance team have ensured an ongoing improvement in the percentage of contacts and referrals for both Children's social care and early intervention being authorised within timescales.

PED01b & PED01e: Early Intervention managers participate in a monthly performance challenge meeting with Divisional Managers, Children's Social Care managers, and the Operational Director which monitors trends and performance.

PED01c: We are focussing on strengthening partnerships including attending a range of multi-agency forums and exploring colocation within partner sites. We attended an interview as part of an expression of interest process to request continued support from Making Every Adult Matter and involvement in a complex adults piece of research. Adults performance have agreed to support internal performance reporting.

Objective: Raise attainment and progress at Key Stage 2 (PED02)



Ref	Measure	16/17 Actual	17/18 Target	Current	Direction of Travel	Quarterly Progress
PED02 01	Increase the percentage of children reaching the expected standard in reading at KS2	63.4%	N/A	69%		
PED02 02	Increase the percentage of children reaching the expected standard in writing at KS2	65.9%	N/A	72%		
PED02 03	Increase the percentage of children reaching the expected standard in maths at KS2	64.9%	N/A	70%		
PED02 04	Increase the percentage of children achieving the expected standard in Reading, Writing and Maths (SCS CYP02)	46.8%	N/A	56%		
PED02 05	Increase the average key stage 1 to 2 progress score for reading	-0.32	N/A	-0.05		
PED02 06	Increase the average key stage 1 to 2 progress score for writing	-1.47	N/A	-0.48		
PED02 07	Increase the average key stage 1 to 2 progress score for maths	-0.51	N/A	-0.41		
PED02 08	Increase the percentage of Children in Care achieving expected outcomes at KS2 (SCS CYP16)	Refer below				

Supporting commentary:

All attainment data provided is provisional unvalidated data only.

PED02 08: Analysis of individual children in care is available from the Virtual Head Teacher. Positive outcomes overall are reported.

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 2017 and identify actions, including levels of support and intervention, required to improve inspection outcomes (March 2018).	
PED02b	Develop data tracking system (March 2018).	
PED02c	Conduct the annual analysis of school performance data for all primary schools during September to December 2017 (with further reviews undertaken at key points in the performance data release cycle).	
PED02d	Analyse, evaluate and report end of Key Stage 2 achievement outcomes (December 2017).	
PED02e	Identify areas of need and support for Children in Care and Free School Meals pupils (December 2017).	

PED02f	With schools, monitor the impact of Pupil Premium and its impact on raising achievement (March 2018).	
PED02g	Ensure appropriate deployment of school improvement challenge and support for identified schools and settings, including school to school support and wider system leadership (March 2018).	

Supporting commentary:

PED02a: Revised categorisation of schools has been undertaken. See Key Developments section above for detail.

PED02b: Comment to follow in Q3.

PED02c: High level performance data on schools performance has been shared with primary and secondary head teachers and the Education Strategic Partnership Board.









PED02d: Unvalidated KS2 outcomes were shared with Children and Young People's PPB in September 2017. A more detailed information analysis will be provided in January 2018.

PED02e: The Children in Care and Care Strategy has been drafted with each agency identifying key areas of development and support over and above their statutory duties. This is now being finalised ready for publication and sign off by the CIC Partnership Board and the Children's Trust. The strategy will run from 2017-19.

PED02f: School improvement officers, including associated School Improvement advisors have continued to support individual schools with strategies to diminish the difference in attainment and progress of vulnerable groups. A diminishing the difference network group provides further challenge and support to those schools who participate in this network.

PED02g: Schools and settings have been sent their categorisation letter in September. Please see the Key Developments section above.

Objective: Raise achievement in Early Years (PED03)

Ref	Measure	16/17 Actual	17/18 Target	Current	Direction of Travel	Quarterly Progress
PED03 01	Increase the percentage of children achieving a good level of development in Early Years Foundation Stage (SCS CYP)	62%	62%	61%		
PED03 02	Increase the percentage of 2 year old funded children achieving a good level of development	47%	20%	49%		
PED03 03	Increase the take up of Early Years Entitlement for 3 and 4 year olds	93%	92%	98%		
PED03 04	Monitor the percentage of Early Years settings (pre-schools, day care, out of school clubs, childminders) with overall effectiveness of Good or Outstanding	97%	90%	97%		
PED03 05	Reduce the good level of development attainment gap for disadvantaged children and their parents at EYFS	24%	19%	Not available		





Supporting commentary:

All attainment data provided is provisional unvalidated data only.

PED03 03: There is a more encouraging picture for take up of Early Years Entitlement at this point.

Additional measure information around the take up of 2 year olds shows that target of 497 from DfE has been exceeded with 544 in Halton.

PED03 04: The proportion of providers with an outcome of Good or Outstanding continues to be above the national average and regional neighbours.

Ref:	Milestones	Quarterly Progress
PED03a	Develop data tracking system across early years (March 2018).	
PED03b	Implement recommendations from the Early Years Review and OFSTED Early Years thematic report (March 2018).	
PED03c	Analyse the outcomes of children who have accessed funding two year old placements (January 2018).	
PED03d	Complete RAG categorisation process for all EYFS settings by October 2017, and identify actions, including levels of challenge, support and intervention required to improve quality of educational provision.	

Supporting commentary:

Ref	Measure	16/17 Actual	17/18 Target	Current	Direction of Travel	Quarterly Progress
PED03a:	Work is currently being undertaken to identify the most appropriate tracking system for use across all early years providers and the local authority.					
PED03b:	The One Halton Child Development Steering group has produced an action plan which addresses the recommendations of both the Early Years review and the thematic Early Years Ofsted report. The new strategy and parents' guide has been completed and will be issued to all partners in November.					
PED03c:	This information will be available in January 2018.					
PED03d:	EYFS settings have been RAG rated and support and intervention identified.					

Objective: Improve the offer for children and young people with SEND (PED04)

Ref	Measure	16/17 Actual	17/18 Target	Current	Direction of Travel	Quarterly Progress
PED04 01	Increase participation in the POET Survey (Parent/Guardians)	N/A	70	109		
PED04 02	Increase the percentage of Education Health Care Plans completed within 20 weeks	23%	80%	67%		
PED04 03	Increase the number of schools identified as Nurture Champions	12 schools	20%	21 schools		
PED04 04	Increase the percentage of Statements converted to Education Health Care Plans to meet published timescales	N/A	90%	77%		
PED04 05	Increase the number of people accessing the Local Offer (proxy measure of number of page views)	37,215	40,000	10,108		

Supporting commentary:

PED04 02 and 04: Halton are expected to complete all of the conversions by 31 March 2018 and are confident that this target will be achieved. Timescales for completion of assessments are improving.

PED04 03: Nurture groups have increased dramatically over the year. 21 schools attend the nurture network meetings. Satisfaction with the content and training is high. Three schools have received whole staff awareness and support this half term and are setting up for September. Training is planned in more schools in September.

PED04 05: See emerging issues for information around Local Offer page views.

Ref:	Milestones	Quarterly Progress
PED04a	Develop and refine the annual analysis of progress data for children and young people with additional SEND funding through Enhanced Provision or Education Health Care Plans (March 2018).	
PED04b	Undertake a review of all SEND provision within the borough (March 2018).	
PED04c	Improve provision in Halton for young people with challenging behaviour and social, emotional and mental health challenges (March 2018).	
PED04d	Evaluate qualitative data through Personal Outcomes Evaluation Tool (POET) of family and individual views with the SEND reform process in Halton, to increase satisfaction with their experience (March 2018).	

Supporting commentary:

PED04a: In the recent Triage meetings with schools they are requested to submit their data on the progress of all those having additional funding from the High Needs budget. We will be exacting in our new procedures to challenge use of budget on progress evidence towards longer term outcomes.



PED04b: This is ongoing. There is an additional budget of £50,000 from DfE to spend on specialist resource over the next 3 years. Data research has been organised to look at the presenting and predicted needs of children in order to focus our development priorities.

PED04c: See Emerging Issues section above.

PED04d: Analysis of the POET Survey 2017 shows increased satisfaction with Halton's services and processes for both Children and young people and their families. In some cases the data shows Halton exceeding the national average. A full analysis of the survey will be reported to SEND Strategic Board in November.

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

Ref	Measure	16/17 Actual	17/18 Target	Current	Direction of Travel	Quarterly Progress
PED05 01	Reduce the percentage of 16-17 year olds not in education, employment or training	4.4%	4.4%	Refer comment		
PED05 02	Reduce the percentage of 16-17 year olds whose activity is not known	0.8%	0.8%	Refer comment		
PED05 03	Increase the percentage of 19 year olds achieving a Level 2 qualification	84.3%	84.3%	Awaited		
PED05 04	Increase the percentage of 19 year olds	54.4%	54.4%	Awaited		

	achieving a Level 3 qualification					
PED05 05	Monitor the percentage of young people progressing to Higher Education (SCS CYP13)	28%	28%	Awaited		
<p>Supporting commentary:</p> <p>All targets have been revised in line with the publication of 2015/16 data (shown in the 2016/17 data column as published with a timelag) and the new DfE calculations.</p> <p>PED05 01 and 02: Data not reported at this point due to the timing of the start of the academic year not aligning with the reporting quarters. From 1st September every young person Post 16 becomes NEET as their previous placement expires and until confirmation has been received of them starting a new academic year they remain NEET.</p>						
Ref:	Milestones					Quarterly Progress
PED05a	Develop the 14-19 Commissioning Statement to reflect Local Enterprise Partnership priorities (March 2018).					
PED05b	Develop a Post 16 monitoring framework to demonstrate how providers are supported and challenged in the borough (March 2018).					
<p>Supporting commentary:</p> <p>PED05a: The previous 14-19 Commissioning Statement document format has been revised to better meet the needs of the 14-19 team and Strategic Analysis and Work Priorities. The document has been ratified by Senior Leadership Team and shared with the Halton Association of Secondary Headteachers.</p> <p>PED05b: Monitoring framework has been written in draft form so it can be linked to School Improvement Strategy when revised.</p>						

6.0 Financial Summary

6.1 EDUCATION, INCLUSION AND PROVISION

Revenue Budget as at 30th September 2017

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<i>Expenditure</i>				
Employees	5,970	2,923	2,936	(13)
Premises	112	31	31	0
Supplies & Services	2,624	1,056	1,003	53
Transport	5	1	0	1
Schools Transport	926	233	371	(138)
Commissioned Services	2,678	890	890	0
Agency Related Expenditure	1,595	752	745	7
Independent School Fees	2,463	1,036	1,036	0
Inter Authority Special Needs	175	1	1	0
Pupil Premium Grant	83	43	43	0
Nursery Education Payments	5,129	3,120	3,120	0
Special Education Needs Contingency	91	45	45	0
Capital Finance	150	118	118	0
Total Expenditure	22,001	10,249	10,339	(90)
<i>Income</i>				
Fees & Charges	-301	-295	-291	(4)
Government Grants	-639	-582	-582	0
Reimbursements & Other Income	-933	-411	-411	0
Schools SLA Income	-181	-168	-166	(2)
Transfer to/from Reserves	-587	-487	-487	0
Dedicated Schools Grant	-13,052	0	0	0
Inter Authority Income	-578	15	15	0
Rent	-104	0	0	0
Total Income	-16,375	-1,928	-1,922	(6)
Net Operational Expenditure	5,626	8,321	8,417	(96)
<i>Recharges</i>				
Central Support Services Costs	1,770	836	836	0
HBC Support Costs Income	-79	-39	-39	0
Premises Support Costs	226	113	113	0
Transport Support Costs	209	79	79	0
Net Total Recharges	2,126	989	989	0
Net Department Expenditure	7,752	9,310	9,406	(96)

Comments on the above figures

Supplies and services are currently projected to be under budget. However, this could change within the year as various aspects of these budgets are used for needs led services within the divisions.

Schools Transport is still showing quite a large over spend. This has been the case for the past couple of years, and the figures are based on current projections. The Council has a statutory responsibility to provide Special Educational Needs pupils with transport and there is currently a large demand for this. All efforts are being made to try and identify where efficiencies in the service could be made. The projection for Schools Transport will continue to be monitored and will be updated throughout the year.

Agency Related Expenditure is still showing a projected under spend and again this is subject to change. As mentioned in the Supplies and Services section this is needs led expenditure and this could increase if any more schools require additional support from the LA.

Budget Holders are making every effort to ensure that expenditure is tightly controlled and kept to the minimum. Based on current demand it is forecast the department will have a year-end overspend against available budget in the region of £200k.

Capital Projects as at 30th September 2017

Capital Expenditure	2017/18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Asset Management Data	5	1	1	4
Capital Repairs	815	322	322	493
Asbestos Management	38	8	8	30
Schools Access Initiative	55	0	0	55
Basic Needs Projects	396	0	0	396
School Modernisation Projects	68	47	47	21
Lunts Heath	200	91	91	109
Universal Infant School Meals	2	2	2	0
Early Education for 2yr Olds	8	8	8	0
Hale Primary	3	2	2	1
Fairfield Primary School	655	670	670	-15
Weston Point Primary	128	100	100	28
Kitchen Gas Safety	50	0	0	50
Small Capital Works	106	15	15	91
The Bridge School vocational centre	360	0	0	360
Total Capital Expenditure	2,889	1,266	1,266	1,623

Comments on the above figures.

Asset Management (CADS) works, kitchen gas safety works and small capital works will continue in response or in line with any emergency Health and Safety issues. Asbestos programme surveys are being updated and remedial work carried out where necessary.

Some Capital Repairs works were completed during the Easter and Summer holidays. Remaining works are planned to be completed before financial year end.

Unallocated Basic Need funding will be allocated throughout the year as required. Any balance will be deferred to 2018-19.

Work has commenced on Lunts Heath classroom extension and this is expected to be completed by the end of October 2017.

School modernisation project works have been completed. The final invoice is expected soon.

Hale Primary classroom extension, Early education for 2 year olds and Universal School Meals projects are complete.

Fairfield Primary construction work to the infants and junior schools and MUGA pitch are now complete. Works have commenced to enhance the grass playing field. Overspend on this project is expected to be funded from underspends on other projects within the Education Capital programme.

Weston Point classroom extension works commenced May 2017 and will be completed by the end of October 2017.

A feasibility study has been carried out at The Bridge School vocational centre. Work is expected to commence prior to the financial year end.

6.2 CHILDREN AND FAMILIES DEPARTMENT

Revenue Budget as at 30 September 2017

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<i>Expenditure</i>				
Employees	8,850	4,136	4,121	15
Premises	264	112	107	5
Supplies and Services	930	424	460	(36)
Transport	6	3	43	(40)
Direct Payments/Individual Budgets	228	133	274	(141)
Commissioned Services	277	108	94	14
Out of Borough Residential Placements	3,706	1,500	2,978	(1,478)
Out of Borough Adoption	80	57	57	0
Out of Borough Fostering	612	145	1,034	(889)
In House Adoption	215	87	154	(67)
Special Guardianship	1,092	572	718	(146)
In House Foster Carer Payments	1,829	802	802	0
Care Leavers	164	86	74	12
Family Support	53	31	33	(2)
Emergency Duty Team	89	0	0	0
Contracted Services	4	2	2	0
Capital Finance	6	0	0	0
Early Years	97	28	109	(81)
Total Expenditure	18,502	8,226	11,060	(2,834)
<i>Income</i>				
Adoption Placements	-45	-11	0	(11)
Fees and Charges	-15	-6	-5	(1)
Sales Income	-26	-26	-26	0
Rents	-97	-24	-24	0
Dedicated Schools Grant	-47	-24	-24	0
Reimbursements & Other Grant Income	-345	-237	-235	(2)
Government Grants	-67	-67	-67	0
Transfer from Reserves	-93	-93	-93	0
Total Income	-735	-488	-474	(14)
Net Operational Expenditure	17,767	7,738	10,586	(2,848)
Recharges				
Premises Support	374	191	191	0
Transport Support	47	21	21	0
Central Support Service Costs	2,215	1,092	1,092	0
Net Total Recharges	2,636	1,304	1,304	0
Net Department Expenditure	20,403	9,042	11,890	(2,848)

Comments on the above figures

The net departmental expenditure is £2.85m above budget profile at the end of the second quarter of the financial year, most of which directly relates to social care services.

Expenditure relating to employee costs is £15,000 below budget profile at the end of the second quarter. This is due to some vacancies not being backfilled whilst the recruitment process takes place and the use of agency staff reducing significantly compared to the first half of the last financial year. This has resulted in a reduction in agency costs from £258,480 in the first half of 2016/17 to £88,282 in the first half of this financial year.

Supplies and Services expenditure is above expected budget to date. Every effort is made to keep controllable costs to a minimum and managers carefully monitor this expenditure, making sure that only essential goods and services are purchased. Included within supplies and services are court costs of £79,886, which are £43k over budget at the end of the second quarter. These costs are difficult to control as they are dependent upon the outcome of court cases and they will continue to be a budget pressure.

Transport related expenditure is also above anticipated budget at the end of the second quarter. This is due to increased demand around the service. Contracts will need to be carefully monitored and reviewed on a regular basis to make sure that they are for essential journeys only.

Expenditure relating to Direct Payments/Individual Budgets is over budget profile. This is due to demand continuing to grow in this area and the children coming into the service with additional levels of complex needs is increasing. Halton Clinical Commissioning Group (HCCG) is robustly carrying out continuing healthcare assessments, which has resulted in the number of joint funded packages of care reducing. All packages of care need to continue to be reviewed to see if any costs can be reduced, but still ensuring all needs are still being met. This continues to be a pressure area throughout the financial year.

Out of Borough Residential placement costs are significantly above budget to date and will continue to be a budget pressure for the remainder of the year. The anticipated outturn forecast for 2017/18 is estimated to be £2,852,000 over budget. In quarter two an additional eight children entered the service at a cost of £741,263 to the end of the financial year, one child's costs increased by £81,479 to the end of the financial year and one child moved to a foster placement reducing costs by £102,475. One child also left the service reducing annual costs by £176,144. There continues to be a large amount of work undertaken to reduce, where appropriate, the cost of placements, particularly around the young people who are aged 16+ and moving into semi-independent accommodation. These figures are a snapshot of the service at this point in time and there is a risk that additional pressures from new service users will increase overspend levels during the remainder of the financial year.

Costs relating to Out of Borough Fostering placements are also significantly over budget to date and they will continue to place pressure on the budget. The anticipated outturn forecast for 2017/18 is estimated to be £1,785,000 over budget. This has increased from £1,620,000 at the end of quarter one. This increase directly relates to the number of children who have come into the service from the beginning of July to the end of September. Nine additional children have entered the service in quarter two at a cost of £249,467 and three placements ended in the same period reducing costs by £84,722. This resulted in an increase in the costs to the end of the financial year of £164,745. Included in these costs are one group of three siblings whose costs are £88,299 to the end of the financial year and one group of four siblings whose costs are £92,930 to the end of the financial year. Of the packages that have ended one child returned home and two moved into residential placements which are at a much higher weekly cost. Every effort is made to utilise in house foster carers but due to the lack of available foster carers in the borough that is not always possible, therefore out of borough placements need to be sought at a higher weekly cost.

Expenditure relating to In House Adoption is above budget to date. This mainly relates to residence orders and adoption allowances. Residence orders are similar to special guardianship orders, but the carer does not have parental responsibility. At present there are twenty eight children subject to a residence order, at a total cost of £1,966.98 per week. There are fourteen families with a total of twenty five children receiving an adoption allowance at a total cost of £2,254.49 per week. As with special guardianship orders these are made by the family court and not the council, so it is difficult to estimate how many more of them will be agreed throughout the financial year.

Income relating to adoption placements is underachieving against budget. It is difficult to know if/when an out of borough adoption placement will be agreed, so as a result it will be difficult to predict if this income will be achieved.

Special Guardianship Orders expenditure is also over budget profile and will continue to be a budget pressure this financial year. At present there are one hundred and twenty two children subject to a special guardianship order at total cost of £27,255.29 per week. A special guardian has parental responsibility until a




child reaches 18 years of age and as these orders are again made by the family court and not the council so it is difficult to estimate how many more of them will be agreed throughout the financial year.

The Early Years net divisional expenditure is £81,000 over budget at the end of the second quarter. Expenditure relating to employee costs at the two day care centres, Warrington Road Integrated Centre and Ditton Early Years Centre is £10,500 over budget profile as a result of expenditure on agency staff. Halton Borough Council's day care centres offer full cover for 0-5 year olds between 8am to 6pm. However employees are contracted to a 37 hour week, whereas in the private sector it is 40 hours allowing them to cover this 10 hour day without the need for overtime or agency staff. Income to date is below target by £72,000; Warrington Road Integrated Centre £44,000 and Ditton Early Years Centre £25,000 are the main areas of concern and this level of underachievement is expected to continue throughout 2017/18. If full occupancy levels could be achieved, this would lead to an increase in variable costs, particularly employee costs due to statutory minimum staffing ratios required and therefore this would not be enough to produce a balanced budget. Fees had not increased since 2013/14 until a review was carried out and a £1.00 per day increase was implemented at the beginning of the new academic year which started in September. However, if the fees were to increase again to a level at which the day care centres became self-sustaining, they could find it difficult to compete with places offered in the private sector and occupancy levels could fall. Therefore this option would also not be enough to provide a balanced budget. This area needs to be carefully monitored throughout the remainder of the financial year and will continue to be a pressure area in 2017/18 and beyond.

The expected outturn position for the department to 31 March 2018 is anticipated to be circa £5.7m, based on the current levels of children receiving services.




7.0 Appendix I

7.1 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.

7.2 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.

7.3 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

Reporting Period: Quarter 2 – Period 1st June – 30th September 2017

1.0 Introduction

1.1 This report provides an overview of issues and progress within the Directorate that have occurred during the second quarter 2017/18.

2.0 Key Developments

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

Adult Social Care:

Review of the North West Boroughs Acute Care Pathway and Later Life and Memory Services:

The review of the services described above took place in late 2016 and early 2017, and all areas are now in the phase of implementing the recommendations arising from the review. For Halton, the implications of this include:

- Developing a local borough management structure within the North West Boroughs which can relate more directly to the strategic and operational mental health systems in the area. This has now taken place and local management processes are in place. Social Services managers link closely to the new arrangements, and the local NW Boroughs managers are involved in planning and development groups
- Redesigning the delivery of community mental health services so that they meet the needs of residents of both Widnes and Runcorn (and the related smaller communities)
- Developing new care pathways across primary and secondary care and the council, which intervene with people at a much earlier stage in their mental health condition, and which provide less intensive alternatives to referral to the more specialist North West Boroughs mental health services, helping more people to be supported in their own communities. This piece of work, led by NHS Halton Clinical Commissioning Group and fully supported by council staff, has nearly been completed and there was a successful workshop held at the end of September 2017 to raise awareness of these changes and developments
- Work is still continuing with a partnership approach across the council, the CCG and the North West Boroughs, to identify people with complex mental health conditions who have been placed in high cost specialist nursing or residential placements outside the Borough, to see whether local services are in a position to

offer them more effective support. A number of people have already successfully achieved a greater level of independence as a result.

Developing the use of the Mental Health Resource Centre in Vine Street, Widnes:

Work is continuing to redesign the way in which this resource is used, to tie in with some of the changes described above and ensure a more responsive local mental health service. A capital allocation is being provided by the Borough council, the CCG and the North West Boroughs to reshape the lower part of the building, to allow the North West Boroughs Assessment and Home Treatment team to be based there, and to develop a small crisis resource. Upstairs – which already houses the council's successful Community Bridge Building Team and the Mental Health Outreach Team is being turned into a flexible working area, which will allow social workers to be based in the Centre. This in turn will have positive implications for the way in which all the services work together.

Redesign of Mental Health Social Work Service and Mental Health Outreach Team:

As reported in the last Quarterly Monitoring Report, an internal review of the delivery of the mental health social work service in Halton resulted in a decision to change the way social workers working in the mental health system deliver their service. From 1st October 2017, they will no longer act as formal care co-ordinators, and will only use the council's electronic case record system; this will simplify their role and will ensure that they can focus on their core social work tasks, whilst still working fully alongside their health service colleagues. Detailed work has been taking place to ensure that there are clearly understood pathways for assessment, risk management and care management (including the assessment of the needs of carers), and these have been agreed with the managers in the North West Boroughs. A clear statement of social work roles and tasks has been developed.

A similar internal review of the role of the Mental Health Outreach Team has also taken place, and they are now moving towards delivering a more time-limited service for people with a full range of mental health conditions. This new approach will provide specific interventions, developed with the person themselves, to meet their needs and aspirations, with the aim of reducing reliance on higher level services and promoting much greater engagement with their communities.

Halton's Supported Housing Network:

HSHN provides support and care for 55 adults with disabilities across 19 properties in the Halton area, enabling them to maintain their own tenancies. The service promotes people to live as independent as possible while providing support and guidance with daily living skills. The service creates meaningful opportunities to support tenants to maintain a healthy lifestyle and access their local community. The new structure introduced as a result of the Efficiency Review completed last year is 10 months in and early teething problems have been resolved. In tandem with the new structure the service has adopted a new electronic rota system improving efficiency, reducing errors and costs. The service is currently looking at the possibility of remodelling its night time support. A pilot has been running over the summer and the service will be reporting back to members in the very near future.

Learning Disability Nurses:

- There continues to be an increase in referrals to the team. The complexity and support required for the individuals is also increasing.
- As part of the Cheshire and Merseyside implementation of the National Learning Disability Mortality Review programme (LeDeR) all of the nurses have completed training to be able to undertake mortality reviews.
- The team have booked the Family Planning Association to complete sexual health training.
- The team are working with NWBH with the Dynamic Risk Database. To identify those individuals at risk of admission to a Mental Health Inpatient setting.
- The team have representatives attending the ALD partnership Board, transition group and health groups.
- Nurses within the team are monitoring individual's mental health alongside the psychiatrist and community provision.
- The team have attended a number of Care and Treatment Reviews and have avoided admissions into MH assessment and treatment units.
- Joint work is ongoing with children's ' services supporting parents with learning disabilities.
- A member of the team has supported a number of individuals undergoing cancer treatment.
- The team are changing the way they deliver Health Action Plans to align these more closely to the annual health checks and outcome.

Care Management:

We continued to work with Meridian to conduct a study of our Social Work provision across Assessment teams IAT, Complex Care, Widnes and Runcorn, as part of our ongoing improvement process. Meridian is an international organisation specialising in process and efficiency improvement. They have extensive experience in the health and care sector and have worked throughout Ireland and the UK in the last 20 years assisting Boards, Trusts, Hospitals, Health and Care providers in service redesign, capacity planning and improving our client service.

Our primary aim is to ensure that we establish fairness and consistency in the allocation of workload for all staff. Team managers have worked closely with Meridian to review the thresholds and procedures within the three Care Management teams; Complex Care Runcorn, Complex Care Widnes and the Initial Assessment Team. We have been particularly interested in reviewing the allocation process, Duty systems and our internal Panel processes. We seek to share good practice across the teams to implement a more consistent approach to these key activities. We believe that this will provide the best outcomes for our service users through increased consistency.

Quite early on in the project staff had indicated that they would prefer to spend more time working with service users rather than on administration/carefirst. It was confirmed as part of the Meridian study that a significant percentage of time is dedicated to these areas. In response to this we are looking to reduce the form filling processes. We have therefore worked, to streamline key CareFirst forms in an attempt to reduce duplication of data

entry and improve the flow of key information. This is a complex and detailed piece of work as we must remain fully compliant with the Care Act whilst meeting all statutory reporting requirements as required by the Performance team, we are continuing to implement this.

Progress:

- Work is allocated to ensure fairness and consistency for all staff
- Management are empowered with the skills and knowledge to drive through the necessary change
- Priority CF6 forms have been reviewed and adapted to reduce duplication and re-work
- Workload supervision completed to establish an accurate and appropriately active caseload per worker
- Increase frequency of outcome focused reviews to a standard 6 month interval
- Measure productivity in a new way using Performance report to evidence completed activities per unique worked day by team

A dedicated working group looking at strengthen on our compliance with the Care Act, programme of updated training took place in May 2017, which was positively received. Alongside this we have devising further tools and documentation to ensure that service user communication is consistent and transparent while remaining person-centred. The developed 'conversation tool', a revised consent to share form and a refined version of the service user feedback questionnaire have now been implemented. An additional programme of training on strengths based social work practice ran in September, to promote excellent social work practice, to help support and empower people to live the lives they want.'

Emphasising the use of professional engagement and judgement, as opposed to procedural approaches, with a focus on the individual, taking a holistic and co-productive approach to keeping the person at the centre of all decisions, identifying what matters to them and how best outcomes can be achieved. It is about enabling people to find the best solutions for themselves, to support them in making independent decisions about how they live.

Occupational Therapy

Following on from the endorsement of the Occupational Therapy, progression policy the team now have an advanced OT practitioner in place who is now working, looking at improvements in working practice. A report on single-handed care was brought to SMT and further work is underway to develop this area. We are bench-making other areas

Blue Badge

The Blue Badge Scheme helps disabled people with severe mobility problems to access goods and services by allowing them to park close to their destination, whether they are a driver or a passenger.

The scheme was introduced in 1971 under Section 21 of the Chronically Sick and Disabled Person's Act 1970. It was amended by the Disabled Persons' Parking Badges Act 2013 and the scheme as it currently stands is governed by the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 (plus amendments).

A revised Blue Badge Policy, Procedure & Practice (PPP) following comprehensive review was presented to SMT in June 2017. highlighted two key issues that have arisen during the review process with regards to:

- Enforcing correct use and tackling potential abuse of the scheme; and
- The eligibility requirements for organisational badges.

The draft Policy has been submitted to the September HPPB and agreed, it has been to Pre-Agenda and agreed to have endorsement finalised at Exec Board on October 19th 2017.

Madeline McKenna:

Last year Your Housing Group (YHG) announced proposals to decommission Madeline McKenna Court a 23 bedded care home in Hough Green. The sale of the home to the Local Authority was eventually agreed and the home and staff will now transfer to the Council on the 1st November.

Public Health:

Halton has recently won the Healthcare Pioneers Award 2018 for Public Health transformation. This was awarded for an innovative partnership between Halton Local Authority and Public Health and Halton CCG and Cheshire Fire and Rescue Service for working to identify people aged over 65 years of age at risk from atrial fibrillation in their own homes through the Fire Brigade's Safe and Well Visits.

3.0 Emerging Issues

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

Adult Social Care:

Halton Women's Centre

This highly-regarded service was at risk of closure earlier in the year when the charity which had been commissioned to run it decided that they had to close. Considerable work has taken place over the summer of 2017 to develop a position which allows it to continue; management of the Centre has now been drawn into the borough council, until a detailed review can make recommendations about its longer-term future. This review is expected to be completed by late autumn 2017.

Named Social Worker Pilot

A newly developed Transition Team in Halton, was set up in February this year as a pilot. The team will ensure the smooth transition of young people with disabilities, from 14 years old to 25 who are leaving children's service into Adult services.

The Team has now been nominated to work as part of a government scheme to pilot "Named Social Workers", an approach championed by Lyn Romeo Chief Social Worker.

One-to-one support for people with learning disabilities, autism and mental health conditions is set to be trialled in Halton as part of a £400,000 Government investment. The extra investment follows the early success of a named social worker pilot scheme introduced last year across six local authorities which was received positively by those who used the service and their families.

The first stage of the earlier pilots has given a clear sense of the difference that a named social worker can make in transforming learning disability services – for example:

- A number of individuals were discharged from hospital, when this was not previously planned for them;
- They had greater choice over where they would live and were more involved in their care
- They felt better supported by their social worker, with stronger relationships and trust built

Halton Borough Council will receive £92,827 for the scheme, which will give people frequent contact with their dedicated social worker. Halton Borough Council's Executive Board Member for Health and Wellbeing, Cllr Marie Wright, said: "This is good news as providing a dedicated caseworker, who has an ongoing responsibility for someone's support, means they can be a primary point of contact, challenge decisions and advocate on that person's behalf."

'The Ambition of the Halton Borough Council, Named Social Worker pilot, is to identify all young people in Halton, who have an Educational and Health Care Plan and will require a Transitional assessment. The overall aim is to ensure that all 17/18 year olds with Complex Physical and / Learning disabilities will have an identified named social worker, who will remain open to them, throughout their Transition journey.

We will be working with young people and their families, as well as health, Education, housing and providers to ensure that all future planning is seamless to support young people leaving children's services.

For the next six months, people with these conditions will be given one primary point of contact to provide advice, work with family and carers and encourage patients to live more independently in the community. The aim is to cut down unnecessary long spells in hospitals and other NHS inpatient facilities.

Health Minister Jackie Doyle-Price said: "This is a fantastic scheme in Halton that will give people personalised community care and more support to live independently. It is an important step forward as we aim to transform learning disability services for people both in Bradford and across the country."

The pilot is part of the Department's response to the 2015 'No voice unheard, no right ignored' consultation, which sought views on strengthening the rights of people with learning disabilities, autism and mental health conditions to enable them to live more independently.

The Department has also funded the Innovation Unit – a social enterprise – and the Social Care Institute of Excellence to support the local areas, co-ordinate the pilot and to evaluate the scheme. The second phase of the pilot will now be rolled out across Bradford, Halton and Shropshire.

Autism Strategy

There is work underway to develop a new autism strategy. There has been a paper survey sent out to adults (and their carers) and children (and their parents) with autism and there will follow two consultation processes, one for adults and another for children. Local groups and organisations in the 3rd sector will also be invited to meet and provide views on behalf of the users of their services. It is expected that the strategy will be fully completed and published by the 31st March 2018.

Re-ablement

Re-ablement services are working with partners to develop and expand in order to offer an improved service for people upon discharge from hospital. The service aims to ensure a speedy discharge from hospital to home and to improve outcomes for people who use the service.

Delayed Transfers of Care

Integrated discharge teams at Warrington and Whiston hospitals and North West Boroughs Partnership work to ensure the planning of discharges for people who require support commences at an early stage after admission. People are tracked during their admission and assessment and support planning is undertaken at the earliest possible stage. Services are mobilised to meet assessed need at discharge. Delayed Transfers of Care most frequently occur where people have complex needs and where demand for care at home exceeds supply. Work continues to stabilise the care home and domiciliary care provision in the borough.

Millbrow

Poor standards in infection control and environmental hygiene have been evidenced through inspection by Infection Control specialist team and Environmental Health team. In relation to infection control, despite precautionary measures being taken and corrective action, the required level of improvement has not been achieved. During their inspection, the regulatory body CQC have identified serious safeguarding concerns regarding caring practices in the home including nutrition and hydration, falls and medication management and a poor staff culture. Four Seasons have decided to close the home and de register the service and the Council are currently seeking to purchase the service and prevent the need for people to find alternative accommodation. We are working alongside Four Seasons to ensure that residents are safe, cared for and informed.

Public Health:

We are entering the annual flu season. Based on the recent experience of the Winter Flu season from the Southern Hemisphere, it is quite likely that this years' circulating flu strain is a particular virulent strain and will have an even greater impact upon our health services and winter pressures. Halton has a Winter Flu Plan which aims to increase uptake as much as possible amongst key risk groups, with a particular focus on young children and older people in care settings. In addition to this plan, we are facilitating some joint working across the LDS footprint to encourage system working and breaking down traditional barriers to vaccination delivery to maximise the possible impact we can

have on flu vaccinations and help prevent a significant impact upon our local health economy this winter.

4.0 Progress against 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 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>

5.0 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. It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget. Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

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.

Commissioning and Complex Care Services

Key Objectives / milestones

Ref	Milestones	Q2 Progress
1A	Monitor the effectiveness of the Better Care Fund pooled budget ensuring that budget comes out on target	✓
1B	Integrate social services with community health services	✓
1C	Continue to monitor effectiveness of changes arising from review of services and support to children and adults with Autistic Spectrum Disorder.	✓
1D	Continue to implement the Local Dementia Strategy, to ensure effective services are in place.	✓
1E	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.	✓

1F	The Homelessness strategy be kept under annual review to determine if any changes or updates are required.	<input checked="" type="checkbox"/>
3A	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.	<input checked="" type="checkbox"/>

Supporting Commentary

1a - A financial recovery plan is in place to ensure the budget comes out on target

1b - Multi-disciplinary Team work is ongoing across primary care, community health care and social care

1c - A new All-Age Autism strategy is being developed with key stakeholders and people with autism and their carers. A delivery plan will be co-designed to ensure the effectiveness of services in Halton continues.

1d - The Halton Dementia Action Alliance facilitated a half day training session for over 40 GP practice Staff (Admin/reception, practice Managers, Health Care Assistants and Nurses) to receive training that incorporates the NHS Tier 1 Dementia Awareness standard and Dementia Friends session. The session also had a work shop on the tools and resources to support practices, available Alzheimer's Society Dementia Friendly Communities. This was in response to a number of enquiries, received by the supporting Policy Officer from GP practices, for dementia awareness training.

The refresh of the dementia delivery plan was undertaken during Q2 (to be signed off at the next meeting, Nov 2017). Particular focus will be on people with dementia, and their carers', experience when in hospital, understanding respite provision and care home education.

During Q2 Halton was invited by the NHS NW Coast Strategic Clinical Network for Dementia to undertake some work around care home education. Working in collaboration with the network, and Halton's Care Home Liaison Team, HBC and the CCG are reviewing care home education provision with a view to rolling out a training module on dementia care that can be used across the care home market in Halton to standardize the quality of care.

1e - As described above, this work has been continuing throughout this Quarter to implement the recommendations of the review of services in late 2016. All milestones are being achieved and local pathways have been developed.

1f - The annual homelessness strategy review event will take place in December 2017. The action plan is presently being reviewed and will be updated to reflect key priorities.







The homelessness strategy is due to be fully reviewed 2017/2018 and consultation events with partners are due to commence December 2017. A five year strategy documents will be completed and passed to senior management for approval early 2018. The strategy will include a five year action plan, which will determine the LA priorities and key objectives, to ensure it reflects economical and legislative changes.

3a - The work on developing Accountable Care System is ongoing.

Key Performance Indicators

Older People:

ASC 01	Permanent Admissions to residential and nursing care homes per 100,000 population 65+ <i>Better Care Fund performance metric</i>	515.3	635	206.3		
ASC 02	Delayed transfers of care (delayed days) from hospital per 100,000 population. <i>Better Care Fund performance metric</i>	519	TBC	280 days per 100,000 per month		
ASC 03	Total non-elective admissions in to hospital (general & acute), all age, per 100,000 population. <i>Better Care Fund performance metric</i>	3381	13,289	3,500 per 100,000		
ASC 04	Hospital re-admissions (within 28 days) where original admission was due to a fall (aged 65+) (directly standardised rate per 100,000 population aged 65+) <i>Better Care Fund performance metric</i>	N/A	N/A	N/A	N/A as no target	N/A
ASC 05	Proportion of Older People (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services (ASCOF 2B) <i>Better Care Fund performance metric</i>	62.12%	65%	N/A	N/A	N/A
Adults with Learning and/or Physical Disabilities:						
ASC 06	Percentage of items of equipment and adaptations delivered within 7 working days	93%	96%	91%		N/A
ASC 07	Proportion of people in receipt of SDS (ASCOF 1C – people in receipt of long term support – include brief definition) (Part 1)	74%	78%	72%		N/A
ASC 08	Proportion of people in receipt of SDS (ASCOF 1C – people in receipt of long term support – include brief definition) (Part 2) DP	44%	44%	28%		N/A
ASC 09	Proportion of adults with learning disabilities who live in their own home or with their family (ASCOF 1G)	86.90%	87%	94.50%		
ASC 10	Proportion of adults with learning disabilities who are in Employment (ASCOF 1E)	6.9%	7%	5.02%		
ASC 11	Out of Borough Placements – number of out of borough residential placements	32	30	NYA	NYA	NYA
People with a Mental Health Condition:						
ASC 12	Percentage of adults accessing Mental Health Services, who are in employment.	N/A	N/A	0.49%	N/A	N/A

ASC 13 (A)	Percentage of adults with a reported health condition of Dementia who are receipt of services.	52.86%	TBC	11.10%	N/A	N/A
ASC 13 (B)	Percentage of Carers who receive services, whose cared for person has a reported health condition of Dementia.	11.57%	TBC	14.33%	N/A	N/A
Homelessness:						
ASC 14	Homeless presentations made to the Local Authority for assistance In accordance with Homelessness Act 2002.	NA	500	85	<input checked="" type="checkbox"/>	
ASC 15	Homeless Households dealt with under homelessness provisions of Housing Act 1996 and LA accepted statutory duty	NA	100	10	<input checked="" type="checkbox"/>	
ASC 16	Number of households living in Temporary Accommodation	1	17	7	<input checked="" type="checkbox"/>	
ASC 17	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)	6.62	6.00%	1.93	<input checked="" type="checkbox"/>	
Safeguarding:						
ASC 18	Percentage of VAA Assessments completed within 28 days	83.5%	88%	77.75%	<input type="checkbox"/>	
ASC 19	Percentage of existing HBC Adult Social Care staff that have received Adult Safeguarding Training, including e-learning, in the last 3-years (denominator front line staff only).	48%	56%	47%	<input checked="" type="checkbox"/>	
ASC 20 (A)	DoLS – Urgent applications received, completed within 7 days.	73%	80%	N/A	N/A	N/A
ASC 20 (B)	DoLS – Standard applications received completed within 21 days.	77%	80%	N/A	N/A	N/A
ASC 21	The Proportion of People who use services who say that those services have made them feel safe and secure – Adult Social Care Survey (ASCOF 4B)	81.30%	82%	N/A	N/A	N/A
Carers:						
ASC 22	Proportion of Carers in receipt of Self Directed Support.	99.4	TBC	99.06%	N/A	N/A

ASC 23	Carer reported Quality of Life (ASCOF 1D, (this figure is based on combined responses of several questions to give an average value. A higher value shows good performance)	8.10%	9	N/A	N/A	N/A
ASC 24	Overall satisfaction of carers with social services (ASCOF 3B)	48.90%	50	N/A	N/A	N/A
ASC 25	The proportion of carers who report that they have been included or consulted in discussions about the person they care for (ASCOF 3C)	78.80%	80	N/A	N/A	N/A
ASC 26	Do care and support services help to have a better quality of life? (ASC survey Q 2b) Better Care Fund performance metric	93.30%	93%	N/A	N/A	N/A

Supporting Commentary

Older People:

ASC 01 As at the end of quarter 2 we have placed 46 clients into permanent residential / nursing care. For the same period in 2016/17 we had placed 45 clients. Performance slightly less compared to last year due to a change in population figures.

ASC 02 Target is for 450 delayed days per month on average, this equates to 346 per 100,000 population per month. The figure reported in Q2 relates to the three month period Jun/July/Aug. Septembers data will not be available until mid-November. Halton had a very good June and July with 258 and 325 delayed days respectively, however August saw 514 delayed days. Over the three month period this averages 365 days per month, a rate of 280 per 100,000. This is almost exactly the same as the same period last year.

ASC 03 The target for the full year is 13,289 per 100,000. The CCG has individual monthly targets. For the period Jun/July/Aug the CCG saw 4550 non-elective admissions, (a rate of 3500 per 100,000) against a target of 4317 (rate of 3320) so missed the target. This was also above the same number of admissions in the same period of last year (4408 admissions, rate of 3390). Although Q2 was above target the CCG had a good start to the year and the cumulative YTD position is only slightly above target. The performance over the winter period will be a key determinant if this target is to be met.

ASC 04 Data not currently available due to data issues with the CSU. No refresh on data is available beyond 2015/16.

ASC 05 Annual collection only to be reported in Q4.

Adults with Learning and/or Physical Disabilities:

ASC 06 Figure provided is at the end of August as HICES data for September has yet to be received, therefore direction of travel cannot be assigned.

ASC 07 There is no comparable data for the same period in 2016/17. Current performance

on track to achieve target at year end.

ASC 08 There is no comparable data for the same period in 2016/17.

ASC 09 Target exceeded.

ASC 10 We are on track to meet this target.

ASC 11 Data is not yet available for Q2.

People with a Mental Health Condition:

ASC 12 This is a new indicator for 2017/18, therefore no comparable data.

ASC 13 This is a new indicator for 2017/18, therefore no comparable data.
(A)

ASC 13 This is a new indicator for 2017/18, therefore no comparable data.
(B)

Homelessness:

ASC 14 In accordance with the Homelessness legislation, all Local Housing Authorities have a statutory duty to administer and address homelessness within the Borough. It must offer advice and assistance and give due consideration to all applications for housing assistance.

The Local Authority must have a reason to believe that an applicant may be homeless or threatened with homelessness, and make the necessary enquiries in accordance with the Homelessness Act 2002, to determine whether a duty is owed under Part 7 of the Housing Act 1996

The figure identified for quarter two is low, however, this is due to the increased prevention activity administered by the Housing Solutions Team. The team fully utilise the prevention initiatives and financial resources available to assist client and resolve homelessness.

ASC 15 Part 7 of the Housing Act 1996 sets out the powers and duties of housing authorities where people apply to them for assistance in obtaining accommodation.

The Local Authority has a statutory duty to provide both temporary and secure accommodation to clients accepted as statutory homeless. The figures are generally low, which is due to the high level of officer activity and initiatives to prevent homelessness.

ASC 16 National and Local trends indicate a gradual increase in homelessness, which will impact upon future service provision, including temporary accommodation placements.

The introduction of the Homelessness Reduction Act 2016 will have a big impact upon homelessness services, which will result in a vast increase in the use of the temporary accommodation provision.

The Housing Solutions Team are 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.

ASC 17 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 strive 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.

Safeguarding:

ASC 18 Performance slightly down compared to the same period last year. However, an exception report detailing assessments open longer than 28 days is sent to the teams monthly for them to action.

ASC 19 The figures will exceed last year's records and are on focus to meet this years extended targets.

ASC 20 Data not available due to reporting issues which are being investigated.
(A)

ASC 20 Data not available due to reporting issues which are being investigated.
(B)

ASC 21 Annual collection only to be reported in Q4.

Carers:

ASC 22 New indicator for 2017/18 therefore no comparable data.

ASC 23 Annual collection only to be reported in Q4.




ASC 24 Annual collection only to be reported in Q4.











ASC 25 Annual collection only to be reported in Q4.

ASC 26 Annual collection only to be reported in Q4.

Public Health

Key Objectives / milestones

Ref	Milestones	Q2 Progress
PH 01a	Increase the uptake of smoking cessation services and successful quits among routine and manual workers and pregnant women	
PH 01b	Work with partners to increase uptake of the NHS cancer screening programmes (cervical, breast and bowel)	
PH 01c	Ensure Referral to treatment targets are achieved and minimise all avoidable breaches. AND/ OR Increase awareness among the local population on the early signs and symptoms of cancer.	

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.	
PH 02b	Maintain the Family Nurse Partnership programme.	
PH 02c	Facilitate the implementation of the infant feeding strategy action plan	
PH 03a	Expansion of the Postural Stability Exercise Programme.	
PH 03b	Review and evaluate the performance of the integrated falls pathway.	
PH 04a	Work in partnership to reducing the number of young people (under 18) being admitted to hospital due to alcohol	
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	
PH 04c	Ensure those identified as having an alcohol misuse problem can access effective alcohol treatment services and recovery support	
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.	

PH 01a Throughput of clients accessing smoking cessation services in Halton is marginally lower during Q2 2017 (July-September) than the same period in 2016. However, most Stop Smoking Services nationally are experiencing reductions in throughput and throughput is often seasonal, with greater numbers of people setting a quit date at the turn of the calendar year.

Halton CCG has received £75,000 of funding from NHS England for use in this financial year (2017/18) 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. Home visits are offered to allow pregnant women referred into the service.

PH 01b Haltons Health Protection Forum oversee's the cancer screening programmes, including screening uptake. A sub group of this meeting has just been formed to enable closer scrutiny and action planning regarding screening and immunisation, recognising that a steady decline has been observed in both of these over recent years (since 2013 transition of responsibility to PHE). We will be working across all screening programmes to identify approaches to increase uptake and reverse the recent declines.

We have completed an extension to the Bowel Screening Navigator pilot which had shown early success and have identified very significant improvements in uptake, by up to 10%. We are seeking ways to develop a sustainability plan to embed this activity in the long term and extend the approach across Breast and Cervical screening programmes also.

PH 01c Significant improvements were seen this quarter in Cancer waiting time performance following improved processes at Warrington & Halton Hospitals NHS Foundation Trust in escalation procedures and early identification of potential breaches.

Halton is engaging closely with partner trusts through the Cancer Alliance and LDS workstreams which are focussing on, amongst other things, improving pathways to improve the 2 week and 62 day treatment outcomes. The 2 week target has been achieved although the 62 day target has not been achieved this quarter.

We continue to participate in early signs and symptoms awareness campaigns, and have recently participated in the Be Clear On Cancer Respiratory Symptoms campaign.

PH 02a 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 includes 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.

The Health Visiting Service is delivering all the 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 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. The service will be an integral part of the new 0-19 Service.

PH 02c 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, and all families have access to introduction to solid food sessions.

For the first time both Bridgewater Community NHS Trust and Halton Children's centres were assessed by UNICEF, to determine if they are Baby Friendly. All agencies successfully achieved BFI stage 3, which is the highest

award. UNICEF gave very positive feedback on staff's skills and knowledge in supporting families to breastfeed.

Photos of local mums have been made into art work to celebrate International Breastfeeding Week. The response we received was amazing and we've turned the pictures into posters which are being displayed in various locations in Runcorn and Widnes.

- PH 03a** Health Improvement continues to provide the "Age Well programme" across the borough. Work is underway to integrate the Age well service in with intermediate care to facilitate safer discharges back to the community for those accessing intermediate services, both residential and in the community. HIT Continue to deliver staff training to frontline professionals to raise awareness of falls prevention and the appropriate falls pathways. Week comm. 25th September as part of falls prevention the team delivered in partnership, a community programme under the banner of healthy active ageing to raise awareness of the various activities that are available for older people across the borough and encourage referrals into services.
- PH 03b** Over this Qtr the falls steering group has reconvened to look to develop a new strategy 2018 -2022. As part of this work there are a number of work streams focusing on different parts of the pathway – health promotion, secondary prevention and recovery post falls. A multi-agency clinical working group has been set up to review the current service against NICE guidelines and make recommendations for service changes/development. A comprehensive training programme is to be rolled out to raise confidence in the use of screening tools and to increase capacity in service via staff having the skills to work more effectively with patients to improve strength, balance and gait without referring for specialist services.
- PH 04a** 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** Work continues to raise awareness among the local community of safe drinking recommendations and to train staff across the health, social care, criminal justice, community and voluntary sector in alcohol identification and brief advice (alcohol IBA).
- PH 04c** CGL continue to support individuals with alcohol misuse problems in Halton and support their recovery. During Q1, the service received 79 new referrals for alcohol only (50) or alcohol and non-opiate problems (29). Local data








suggests that by the end of Q1 110 individuals were engaged in structured treatment where alcohol was the primary concern, and 41 were involved in post treatment recovery support. A further 47 clients were in receipt of support for non-opiate and alcohol problems. For Q1, 25.9% of individuals who have commenced extended brief interventions have completed successfully.

PH 05a Mental Health delivery group action plans are now being signed off. Halton and its partners continue to promote mental health and wellbeing and develop awareness campaigns across the Borough. This quarter Halton Health Improvement team launched its first monthly mental health hub in September which brings together appropriate support organisations and raises awareness; providing Halton residents with a direct link to support and help they need.

PH 05b The action plan has been updated and continues to be implemented. The plan links closely with the Cheshire and Merseyside No More Suicides strategy. Champs are leading on a collaborative approach to gain Suicide Safer Community Status.

Key Performance Indicators

Ref	Measure	16/17 Actual	17/18 Target	Q2	Current Progress	Direction of travel
PH LI 01	A good level of child development (% of eligible children achieving a good level of development at the end of reception)	61.9% (2015/16)	65.0% (2016/17)	Annual data only	?	N/A
PH LI 02a	Adults achieving recommended levels of physical activity (% adults achieving 150+ minutes of physical activity)	48.5% (2015)	49.0% (2016)	Annual data only	?	N/A
PH LI 02b	Alcohol-related admission episodes – narrow definition (Directly Standardised Rate per 100,000 population)	841.7 (2015/16)	841.7 (2016/17)	839.6 (2016/17) Provisional	✓	↑
PH LI 02c	Under-18 alcohol-specific admissions (crude rate per 100,000 population)	55.5 (2013/14-2015/16)	54.1 (2014/15-2016/17)	58.9 (2014/15-2016/17) Provisional	✗	↓
PH LI 03a	Smoking prevalence (% of adults who currently smoke)	16.6% (2016)	16.2% (2017)	Annual data only	?	N/A
PH LI 03b	Mortality from cardiovascular	92.0	89.8	102.2	✗	↓

	disease at ages under 75 (Directly Standardised Rate per 100,000 population) <i>Published data based on calendar year, please note year for targets</i>	(2016)	(2017)	(Jul '16 – Jun '17) <i>Provisional</i>		
PH LI 04a	Self-harm hospital admissions (Emergency admissions, all ages, directly standardised rate per 100,000 population)	341.5 (2015/16)	332.3 (2016/17)	336.7 (2016/17) <i>Provisional</i>		
PH LI 04b	Self-reported wellbeing: % of people with a low happiness score	12.7% (2015/16)	11.1% (2016/17)	Annual data only		N/A
PH LI 05	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>	177.2 (2016)	169.2 (2017)	184.2 (Jul '16 – Jun '17) <i>Provisional</i>		
PH LI 06ai	Male Life expectancy at age 65 (Average number of years a person would expect to live based on contemporary mortality rates) <i>Published data based on 3 calendar years, please note year for targets</i>	17.3 (2013-15)	17.6 (2014-16)	Annual data only		N/A
PH LI 06aii	Female Life expectancy at age 65 (Average number of years a person would expect to live based on contemporary mortality rates) <i>Published data based on 3 calendar years, please note year for targets</i>	18.8 (2013-15)	19.1 (2014-16)	Annual data only		N/A

PH LI 06b	Falls and injuries in the over 65s (Directly Standardised Rate, per 100,000 population; PHOF definition)	3016. (2015/16)	3000.5 (2016/17)	3301.2 (2016/17) Provisional		
PH LI 06c	Flu vaccination at age 65+ (% of eligible adults aged 65+ who received the flu vaccine, GP registered population)	72.2% (2015/16)	75.0% (2016/17)	71.5% (2016/17)		

Supporting Commentary

PH LI 01 - No new data currently available

PH LI 02a - No new data currently available.

A new calculation method has been generated for this indicator – from next year historical data will not be comparable and targets/in-year values may change.

PH LI 02b - We now have direct access to hospital admissions data (HES); as such we are able to update annual progress with provisional data prior to the release of published data. Based on provisional data, we achieved the target for alcohol-related admission episodes.

PH LI 02c - We now have direct access to hospital admissions data (HES); as such we are able to update annual progress with provisional data prior to the release of published data. Based on provisional data, we failed to meet the target for under-18 alcohol specific admission episodes.

PH LI 03a - No new data currently available.

PH LI 03b - 35 deaths from cardiovascular disease in Q2.

PH LI 04a - We now have direct access to hospital admissions data (HES); as such we are able to update annual progress with provisional data prior to the release of published data. Based on provisional data, the 2016/17 rate is slightly above the target set.

PH LI 04b - No new data currently available

PH LI 05 - Currently missing target, but too early in the year to state whether we will achieve target.

PH LI 06ai - No new data currently available.




PH LI 06aii - No new data currently available.

PH LI 06b - We now have direct access to hospital admissions data (HES); as such we are able to update annual progress with provisional data prior to the release of published data. Based on provisional data, we failed to meet the target for falls injuries in 2016/17.

PH LI 06c - For 2016/17, we failed to meet the 75% target for flu vaccinations amongst the over 65.




APPENDIX: Explanation of Symbols

Symbols are used in the following manner:

Progress	Objective	Performance Indicator
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.

Performance Overview Report – Enterprise, Community & Resources

Reporting Period: **Quarter 2 – 1st July 2017 – 30th September 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

Revenues and Financial Management

2.2 The audit of the 2016/17 year end accounts has been completed by the Council's External Auditor (Grant Thornton). They provided an unqualified audit opinion and reported their findings to the Business Efficiency Board on 27 September 2017, at which the Council's Statement of Accounts was approved for publication. The Audit Findings Report provided an unqualified opinion and it highlighted the Council's financial statements were well presented with officers responding in a timely manner to requests for information and queries.

2.3 In support of the unqualified VFM conclusion for 2016/17, Grant Thornton reviewed and concluded the Council has proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

2.4 The Council net spend position for the first quarter of the year was reported to Executive Board on 21st September 2017. Net expenditure was £0.8m above the profiled budget to date figure of £21.5m. Capital spending as at 30 June 2017 totalled £39.4m, which is 34% of the total capital programme of £116.4m.

2.5 Progress is being made with applying various business rate relief announced as part of the Chancellors 2017 Spring Budget, including:

- Business Rate Pub Relief – Relief has been awarded to 11 local pubs, applications are expected from a number of other establishments.
- Support to Small Business Relief – Pending final software testing, the Council will provide rate relief to 8 properties with approximate relief value of £15k.
- Local Discretionary Relief – The Council has funding of £166k to provide relief to local businesses who have seen an increase in their 2017 rateable value. We will shortly be writing to identified businesses to ask them to apply for the relief.

Audit, Procurement & Operational Finance

- 2.6 In July the Council successfully implemented a prepaid card solution that will now be the default option for new Direct Payment users. The implementation went well and a number of clients are already successfully using prepaid cards and the option of prepaid cards will be made available to existing Direct Payment users later in the year.
- 2.7 The Annual Governance Statement (AGS) was approved by the Business Efficiency Board at its September meeting. In the AGS the Council recognised three significant governance challenges that it currently faces. These include maintaining effective governance arrangements at a time of continuing funding pressures, the potential impact of the LCR Combined Authority on the Council's own governance arrangements, and the need for the Council to maintain a robust IT governance framework in response to the ever increasing frequency and sophistication of cyber-attacks.
- 2.8 In September the Council's internal audit arrangements were externally assessed through a peer review process. The assessment involved interviews with key stakeholders, such as the Chair of the Business Efficiency Board, Chief Executive, Strategic Director – Enterprise, Community & Resources and the Operational Director Finance. The initial feedback is that the Council's arrangements are compliant with the standards and a report confirming this will be received and presented to the next meeting of the Business Efficiency Board.

Human Resources, Organisational Development, Policy, Performance and Efficiency

- 2.9 Following formal consultation stage with staff and trade unions a redesigned service model and staff structure for the Policy, People, Performance and Efficiency Division has now been finalised. The model divests recruitment and payroll work to enable a more focused approach in both disciplines. The new Division will consist of a Recruitment & Resourcing function, A Pay & Pensions function and an Employment Relations function sitting within a HR Service Centre. Alongside that will be an Organisational Development and Corporate Strategy function. And the implementation date for the new model is 18th December 2017.
- 2.10 Manager training has completed on the new absence management policy, implemented on 1st July 2017. Compliance with the new processes and procedures appears high. A post-implementation review will be undertaken following six months of operation in the new calendar year.
- 2.11 The Council's Apprenticeship Policy is now operational, with proposals for ten new placements coming forward during the reporting period. It is anticipated that these will be progressed and recruited to during Quarter 3.
- 2.12 To continue to add value and flexibility to Learning & Development, renewal of the e-learning system has taken place for a further 2-years, enabling employees to access learning at a convenient time and place. Therefore, reducing time away from the workplace, reducing the need to travel to a training venue and aiming to capture a wider audience.

ICT Infrastructure

- 2.13 As part of the growing requirement for the centralisation of data and the delivery of cloud based working through the Halton services solution additional digital storage devices have been added distributing the data across the Halton Data Centres as part of the data centre development programme.

- 2.14 UPS (uninterrupted power supplies) replacement within the Municipal Data Centre is currently underway this will be an out of hours programme spread over the coming weeks. The UPS systems work in conjunction with the authorities on site Generators at all data centre locations for improved business continuity services for all users of the Halton Data Centre solution.
- 2.15 Since 1999 the authority has been heavily involved in the provision of internet connectivity to all schools in Halton and IT Services have provided a coordinated management service which has enabled schools and academies to obtain lower costs than would obtained that they negotiated the contracts as individual schools. As part of the Council's Co-ordinated IT Management Services to schools the rollout of the Virgin Media Internet Connectivity for schools is now almost complete. There are regrettably 5 local schools which will be unable to take advantage of this new connection arrangement for technical reasons.
- 2.16 The current Virgin Media 5 year contract with schools and academies was due to expire in 2017. During this process schools and academies were kept informed of the ongoing situation. Halton Borough Council ICT Services began negotiations in 2016 looking at how to best provide internet connectivity on behalf of the schools and academies. HBC IT began by approaching Virgin Media with a view to a 'like for like' replacement but were unable to proceed on this due to the actual product (a Metro-Ether-VPN facility) being withdrawn by Virgin Media in favour of new connectivity methods. During this process schools and academies were kept informed of the ongoing situation. The next step was for ICT Services to follow the required procurement framework to enable a contract between schools / academies and 'A Leased Line Circuit provider'. Virgin Media are on this framework (along with other providers) so it seemed sensible to obtain provision from them as they were able to provide the cheapest connectivity option and for many schools and academies an increase in speed without a commensurate increase in cost – the majority of schools and academies realised the same speed for less money and many received high speed connectivity for less money.
- 2.17 The authorities Cloud Services Delivery and VDi upgrade continues to be successfully rolled out across all users. With User feedback being positive in terms of the added flexibility offered by the solution and the simplified and faster management of issues. The programme will continue into the New Year as additional resource is allocated to the programme to move the phase 1 delivery closer to completion.
- 2.18 Foster Carers Extranet continues in development. The aim of this web based solution is to allow all communications with Foster Carers to be secure and electronic and replace all paper based communication. This will be a model for future physical mail replacement solutions.
- 2.19 The on-line DBS/Recruitment/ Health Checks project to support HR functions is nearing completion and will remove a considerable amount of the physical administration involved in the recruitment process. Applicants will apply for Jobs, DBS checks and complete Health Questionnaires on line removing postal delays and allowing validation of information online so reducing any rework involved in chasing missing/ incorrect information.
- 2.20 The Regional Adoption Agency solution went live on the 1st September. This system allows the regions Local Authorities the ability to place staff within a central team but linked to the originating Local Authority thereby .
- 2.21 Halton's Public Sector Network Code of Connection was approved this month by GCHQ for a further 12 months and this followed some considerable changes in the security requirements of the Code.
- 2.22 The End of Live Palliative care system has now become fully operational. This system connects Halton's Social Care teams to GP's to deliver a more holistic provision of services at a critical point for the individual patient.

Legal and Democracy

- 2.23 Throughout the quarter, Communications and Marketing and Legal staff have been heavily immersed in final preparations for the opening of Mersey Gateway.
- 2.24 Work has started with Members on a review of Committee structures. An initial meeting took place to scope the work and identifying strengths and weaknesses in the Council's current arrangements.

Community and Environment

Catering, Stadium and Registration Services

- 2.25 The British Drum Corps Championships have been held at the Stadium for the fifth year in a row. The comments in their event programme read "*We are back in Widnes, Cheshire once again for an unprecedented fifth championship at the fantastic Select Security Stadium in what is arguably the finest stadium to have ever hosted the DCUK Championships and a venue that has taken on a somewhat homely and traditional feel*". The championships saw 11 troops from all over the Country compete with over 600 individual competitors and attracted over 1,500 spectators.
- 2.26 The Stadium has once again been selected by the Rugby Football League to host a number of regional and National finals and Everton Ladies first home game has attracted over 1,400 spectators which reflects the growing interest from fans and from sponsors in this aspect of game.
- 2.27 With Everton Ladies gaining promotion they will join Liverpool Ladies in playing in this seasons Ladies Premier League for the first time in three years, Everton's first home game attracted over 1,400 spectators, due to the tremendous success of the England Ladies football team in the European Championships there is a lot of interest presently in the woman's game attracting far more sponsors than previous years.
- 2.28 Following the success of the Elton John concert, the Stadium is continuing to work in developing further opportunities. A number of Tribute Bands have now been scheduled to appear and the new partnership with Ticket Master is proving fruitful in engaging with an audience beyond the immediate area.

Library and Sport and Recreation Services

- 2.29 Widnes Library refurbishment project has now begun and is expected to be completed during the coming quarter. Updated information is being provided through the Libraries section of the Council's website which is available [here](#).
- - The Society of Chief Librarians have recently published a report on the future of family learning in public libraries – [The Experiential Library](#). And the findings of the report will be used to further enhance the value and impact of family learning activity in Halton Libraries.
- 2.30 Since the Leisure Centre service restructure, implemented on the 1 June 2017 it has proven difficult to recruit into a number of positions, such as Swimming Instructors, Leisure Attendants and Group Workout Instructors. However it is anticipated that recruitment to the majority of posts will be completed during Quarter 3 and Fitness and swimming membership is still thriving, with the communication plan being key to achieving this.

- 2.31 New partnership has been established with RGU Coaching who work with a number of local schools and offer high quality sports sessions in a safe and friendly environment. They intend to utilise Brookvale at low usage times (Saturday) to run football fun session for two hours for children whose parents who may wish or need to shop. With Christmas approaching numbers are expected to be high (60-80 per session) for these DROP 'N SHOP sessions and the planning of other sporting activities such as badminton, tennis, basketball and fitness classes (kids and adults) is underway.
- 2.32 A charity bike ride held at Kingsway Leisure Centre on 14 July was a huge success with 24 cyclists taking part and raising over £700. Footage of the event can be seen at <https://youtu.be/v83vWRGylvE>
- 2.33 There are now 34 community bookings of the indoor facilities at the Frank Myler Pavillion and the Active Halton Community Programmes Project has 46 new participants' forms completed. Of these 50% of people became aware of the sessions through family and friends and 30% were not previously taking exercise of 30 minutes or more.
- 2.34 Tennis for free at Victoria Park started on 8th July and although bad weather caused 3 sessions to be cancelled the project saw a total of 55 contacts over 5 weeks, (14 different families, and ages ranging from under 5's to 50+.)
- 2.35 A Pilot project was carried out by the Sports Development and Health Improvement Teams with the aim of families being active together and to provide education on healthy eating and living. The camp was over 3 days in August and the pilot was oversubscribed with 41 people booking with children's ages ranging from 2 – 16 years. Feedback from the event was positive and consideration will be given to undertaking further events should resources allow.
- 2.36 The Summer Sports Development programme was based around outreach in the parks and community fun days and saw a total of almost 800 taking part in various activities.

Waste & Environmental Improvement

- 2.37 In September, the Council delivered a number of activities during National 'Recycle Week'. The aim of the week is to encourage the public to recycle more, by demonstrating the benefits of recycling items from all around the home. Details of the events were posted on social media and residents were able to go along to speak with officers for advice and guidance on recycling and waste prevention. Positive feedback was received from members of the public with and it is estimated that officers engaged with over 300 residents during the events.
- 2.38 In addition a new programme 'Walk In Days' has commenced at the Council's Halton Direct Link shops. The aim of the programme, which sees Waste Management Officers at the shops one day per week, is to increase resident engagement, promote the Council's recycling services and help provide detailed advice on recycling related enquiries. The programme will be piloted over a number of weeks and, if successful, a scheduled programme will be developed that will see 'Walk in Days' delivered across further Council buildings.
- 2.39 In addition to delivering preventative engagement initiatives such as those above the Council has also continued to utilise its enforcement powers to tackle environmental offences to minimise the impact of such anti-social behaviour across the borough. This has resulted in the successful prosecution of those committing offences and reinforces the Council's commitment to protecting both the environment and the interests of local residents and their general health and wellbeing.
- 2.40 In one instance this has resulted in an offender who failed to engage with the Council through interview being fined a total of £884 by the Court and another having a warrant issued for their arrest following their failure to appear at Court.

- 2.41 In addition to the prosecutions listed above, Officers have also made use of new Powers to issue Fixed Penalty Notices for fly-tipping offences; having issued 3 since their implementation in March of this year as well as a further 6 Fixed Penalty Notices for small scale fly-tipping incidents.
- 2.42 As well as undertaking enforcement actions, Council Officers are heavily involved in proactive partnership working. In recent weeks this has seen Officers working closely with a local Housing Association to tackle problems with fly-tipped refuse in an area of the New Town. This has resulted in the issuing of 19 warning letters and 2 residents being invited to attend a formal investigatory interview and these actions have helped to significantly reduce the numbers of incidents in the area.
- 2.43 Following on from the success of a pilot initiative in 2016, discussions have recently been held with Cheshire Constabulary in relation to carrying out joint HBC/Police enforcement patrols in areas suffering from significant littering, dog fouling, fly-tipping and anti-social behaviour problems. It is hoped that the joint patrols will be introduced over the coming weeks and in addition to reducing problems, the initiative seeks to offer reassurance to those residents who suffer as a result of the irresponsible actions and behaviour of others.
- 2.44 The community centres website is now live and includes an online booking enquiry form and some images of the centres. The contact details and locations for all of the centres have been updated and information is now available on-line in respect of the activities at the various centres. The web address is: <http://haltoncommunitycentres.co.uk/>
- 2.45 Social media presence has also improved with the promotion of a new inclusive community centres Facebook page for the five centres. Early indications are very positive and it is proving very useful for marketing larger events. The intention is to focus on linking the page to other HBC services and increasing followers.

Opens Space Services

- 2.46 In August a new café franchise began operating in Victoria Park. The new 'Espositos' café is Italian themed and involved a complete refit of the Victoria Park pavilion. The franchisee has made a significant investment in the facility which has already proved to be very popular with park users.
- 2.47 A new Town Park team started working in the Boroughs Town Park in Quarter 2. The team is funded through the 'Energy from Waste Environmental Fund' and having them based in Town Park has allowed significant improvements to be made.
- 2.48 A major refit at The Brindley Theatre was also completed during Quarter 2. Works included the reupholstering of seating, new carpets, painting and a full refurbishment of the stage area and has invigorated the fabric of the building to provide an improved offering to users of the facility.

Economy, Enterprise & Property

Investment & Development Services

- 2.49 Lakeside Phase 2 continues on site with completion delayed slightly due to complications with highways works. A planning application for Phase 3 was submitted by Keepmoat and the Council is currently in negotiations with regards to the land purchase offer.
- 2.50 Alstom have completed the Training Academy and have taken on the first cohort of apprenticeships. With Stobart having secured planning consent for a new office HQ at Viking Park.

- 2.51 The Halton Business Growth Programme continues to progress well and there are currently 109 Halton Businesses participating in the programme. To date 79 businesses have been assisted and 19 jobs created.
- 2.52 Regional Growth Fund (RGF) Rounds 3 & 4 has to date created 124 sustainable jobs and a further round of monitoring visits is presently being undertaken with companies who have received funding which is expected to see this figure rise.

Property Services

- 2.53 A preferred contractor is now in place following the tender exercise being completed for the New Pavillion at Crow Wood Park. However site investigations have indicated poor ground conditions that mean the foundation design has had to be reconsidered and revised prices obtained which has delayed the anticipated start date on site.
- 2.54 Works have now commenced on site in Kingsway Learning Centre, which will see the Library Service move in its entirety to the ground floor once complete. Two new office spaces are being created at first floor level which will accommodate 26 workstations in total, which will allow us to start vacating Kingsway House once complete. In addition to the office spaces 30 agile workstations will be created for general use by Council staff with works being due for completion in late November.
- 2.55 A number of stakeholder engagement sessions have now been held in order to help develop the brief for the feasibility study that's being undertaken in respect of the proposed Integrated Health & Wellbeing Hub for Windmill Hill. The consultants have facilitated a number of stakeholder meetings with regards the project and the target date for completion of the feasibility study is by 31st Dec 2017.

Employment, Learning & Skills

- Work with council departments (HR and Independent Living Services) has commenced to develop a HEP Award in Care to assist in the recruitment and retention of HBC adult social care staff and Riverside College will also support this initiative which is anticipated to reduce reliance on the use of Agency workers and provide enhanced continuity for both residents and the Council.
 - Over fifty households within the Borough will be supported as part of the forthcoming Households into Work project.
 - Members of the Division supported a number of consultations associated with skills plans at the Combined Authority. These include a large employer skills survey, a Skills Strategy and a Careers Hub.
- 2.56 The Council manages the ESF Employees Support in Skills contract on behalf of the Combined Authority and during Quarter 2 a wide range of activity took place in support of this programme. This included Procurement of the Liverpool City Region Apprenticeship Growth Plan, Health & Construction Sector Skills for Growth Agreements, Apprenticeship Hub website and Educational Theatre performances. It also included delivery of 7 Skills Shows reaching in excess of 6,000 residents, along with 234 outreach meetings giving tailored support to 1,466 individuals (residents, employers and key stakeholders).

Policy, Planning and Transportation

- 2.57 The coordination of the works for the Mersey Gateway is now complete and the Silver Jubilee Bridge is now closed to vehicular traffic on for refurbishment, which will take about 18 months to complete (pedestrian access will be maintained except during working hours Monday - Friday).
- 2.58 Work is ongoing with Mersey Gateway Crossings Board on the feasibility for future delivery of West Bank – Widnes Loops link road – consultants have been commissioned by the Council to examine this further, with final report expected November 2017. Further feasibility report has also been produced for Runcorn SJB delinking and Watkinson Way Gyrotory grade separation.
- 2.59 Work is ongoing on Halton’s response to Highway Management Code of Practice, and ensuring continuous improvement on Self-Assessment for Incentive Funding, to deliver lifecycle planning and steady state maintenance and work is ongoing to prepare design and business case to deliver on next year’s EA Flood Risk funding allocation at Windmill Hill
- 2.60 Design work on the carriageway reconfiguration on the Silver Jubilee Bridge for its use following opening of the new crossing is ongoing and being co-ordinated with the delinking works within the MerseyLink contract (Widnes side), the STEP scheme for cycle improvements on the approaches to SJB and the project to develop potential delinking schemes on the Runcorn side.

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*Benefits*

- 3.1 The Department for Works and Pensions have recently indicated that the bulk migration of legacy claims, such as Housing Benefit, to Universal Credit which was due to take place in 2019 is being delayed, and is expected to commence in 2022.

Revenues and Financial Management Division

- 3.2 Confirmation has been received from DCLG that the 100% rate retention policy operating within the Liverpool City Region will continue for at least another year through to 31st March 2019. Further details on any changes to the pilot are still to be discussed and agreed and further information will be provided as this becomes available.
- 3.3 Work is underway to update the Medium Term Financial Strategy as new information is received. The Budget Working Group will meet shortly to consider saving proposals for 2018/19 and the Medium Term Financial Strategy is expected to be reported to Executive Board in November 2017. Work is also underway on preparing the Council’s 2018/19 revenue budget and three year capital programme.
- 3.4 Government has now issued a consultation on the 2018/19 finance settlement and the Council will contribute towards consultation responses made by both the Liverpool City Region and SIGOMA (Special Interest Group of Municipal Authorities).

Audit, Procurement & Operational Finance

- 3.5 The Council has formally expressed an interest in signing up to a joint counter fraud initiative with the Department of Work and Pensions local fraud investigators, which is being rolled out across local government. The intention is to provide a more efficient and effective approach to fighting fraud and corruption through greater collaboration at a local level.
- 3.6 Earlier in the year an announcement was made by the Justice Department regarding changes to the personal injury discount rate, which relates to how insurers finalise the compensation amount in large loss personal injury claims. The impact of the change is that the total compensation paid out to people seriously injured or suffering long term trauma/disability is going to increase significantly. As a result of this development it is anticipated that the Council will face premium rate increases across the Employers and Public Liability insurance classes when policies are renewed for 2018/19.

Human Resources, Organisational Development, Policy, Performance and Efficiency

- 3.7 As previously reported, the Policy and HR functions still await final regulations and implementation in respect of the Public Sector Exit Payment Cap and Public Sector Exit Payment Recovery regulations. It was anticipated that these legislative items may have been clarified by autumn, however it now appears unlikely that they will emerge before 2018.
- 3.8 Policy / HR colleagues will work on data collection and analysis in the coming months to ensure that the Council can meet its obligation in the reporting of any Gender Pay Gap within the Council. Regulations require that we publish information during by 30th March 2018.
- 3.9 It was reported last quarter that Local Government Unions had submitted a pay claim to Local Government Employers for 2018/19. The claim is for a 5% increase across all NJC staff pay points, and the deletion of NJC pay points 6, 7, 8 & 9. It was noted that this is a challenging claim given the fiscal position of local government generally. The claim remains subject to national negotiation and the Council will await information and direction from the National Employers on this matter.

ICT Infrastructure

- 3.10 Following a number of key security changes Halton Borough Council is looking for a supplier to provide either: an on-premises or cloud based Web Filtering Gateway Solution that meets with the 'Prevent' agenda and more closely manages the threat landscape that exists today and in the coming years. The prevent agenda is a major and complex change to how schools web filtering is managed as any solution chosen is expected to not only deal with the management of year group access level but to also manage the radicalisation agenda, together with corporate requirement in terms of security compliance and the levels of public internet access management the authority delivers through many of its public locations. This is now becoming a complex and highly managed environment that needs to comply with an ever increasing Government and security services prescribed agenda. This solution will have to be live by April 2018 in order to manage compliance requirements.
- 3.11 The Care First 6 replacement project has been initiated by the authorities Procurement Team and following an initial tender request a number of submissions have been received and currently under evaluation by the Peoples directorate .
- 3.12 Hybrid Mail project- roll out will identify opportunities not only to send physical mail cost effectively but also to replace physical mail with electronic media where possible. All Teams will be visited across the Council as the process develops in order to ensure any changes are made in conjunction with other related initiatives.

Legal and Democracy

- 3.13 The Boundary Commission for England is expected to publish its proposals for new Parliamentary Constituencies in the North West early in Quarter 3. These will be assessed, and advice given on how the Council may wish to respond.

Community and Environment

Library and Sport and Recreation Services

- 3.14 A company has been appointed to complete an indoor facilities needs assessment across Halton. Audit work is being completed with local indoor facilities and local sports clubs who use indoor sports facilities and this will help to facilitate the development of an effective strategy for the future of Leisure in Halton.

Economy, Enterprise & Property

Investment & Development Services

- 3.15 The LEP have interviewed for the appointment. It is anticipated that an appointment will be made shortly to the post of Key Account Manager to manage a portfolio of foreign owned SME's in Halton, Knowsley, Sefton and the City of Liverpool. The appointee will 'hot desk' in Halton and work with Council Officers to Key Account Manage the Borough's most significant foreign owned companies
- 3.16 Manufacturer Live & Smart Factory Expo, the UK's largest dedicated manufacturing event, will take place at the Liverpool ACC in November 2017 and Council Officers have organised a series of tours of both local manufacturing companies and Sci-Tech Daresbury BIG Team members will also staff the LCR Host City Stand on November 16 & 17.

Property Services

- 3.17 Following the opening of the Mersey Gateway Bridge the process of handing back the temporary use areas to Property Services will now start to be programmed in and the Council's requirements fully determined.
- 3.18 The water retail market was deregulated as of April 2017 as such there is now a requirement to procure these services via a competitive exercise. Discussions have taken place on a Liverpool City Region basis in respect of this and a proposal to enter into a procurement process as a City region is now being considered. However as the retail arm of the water industry only forms circa 7% of overall water charges as such no significant monetary savings are considered likely.
- 3.19 The Minimum Energy Efficiency Standards (MEES) will be coming into force in April 2018. They represent one of the most significant environmental policies to impact the public sector in several years as they will make it unlawful from April 2018 to let buildings in England and Wales which do not achieve a minimum EPC rating of 'E'. Whilst we have significantly reduced our commercial property portfolio over recent years we are likely to let property in the future and the likely impact of the Policy will be assessed over the coming months.
- 3.20 The Government's Clean Growth Strategy is due to be published in October. The strategy is aimed at growing the economy whilst reducing carbon emissions much further, and in respect of this the public sector will clearly be on the front line of both reducing our own emissions but also promoting a reduction in emissions across wider industry. It is envisaged that more challenging emissions targets

will be set by Government within the strategy which will impact on how we manage and use our buildings.

Policy, Planning and Transportation

Development Management

- 3.21 The 'Delivery and Allocations Local Plan' (DALP) will update the relevant sections of the Core Strategy and will replace the UDP which dates from 2005. Once the DALP is adopted, Halton's development plan / local plan will consist of the updated Core Strategy, the DALP, and the Joint Waste Local Plan. The DALP sets out the future development ambitions for the Borough to 2037. A very important aspect of the DALP is that it allocates land for development.
- 3.22 The draft document has recently been to the Environment Policy and Performance Board and there is also a Member Local Plan Working Party reviewing the emerging document. It is anticipated that a public consultation will be undertaken in the autumn, with a final document being submitted to the government for examination in summer 2018. The Draft DALP is currently with Executive Board for consideration.
- 3.23 Warrington Borough Council has recently undertaken public consultation on their 'Preferred Development Options' for its replacement Local Plan. Warrington's proposals raise significant issues that affect Halton. The proposals include:
- 22,260 dwellings (20 years at 1,113 per annum)
 - 381 ha. of employment land accommodating jobs growth of 31,000.
 - Green Belt release to accommodate 8,791 dwellings and 251 Ha. of employment land.
- 3.24 Halton has raised concerns that relate to the Green Belt Gap between Runcorn/Moore (Halton) and Warrington as affected by the proposals for the Port Warrington element of Warrington Waterfront and the South West Urban Extension (SWUE)

Traffic Division

- 3.25 A new Upper Tier COMAH site has been designated in Widnes; it is the Emerald Kalama Ltd site in Dans Road. The site has moved to Upper Tier Status due to the increase in the inventory of two substances, which are already stored / involved in industrial processes on the Emerald Kalama site.

Structures

- 3.26 A proposal from the contractor to implement a part-time closure of the footbridge on SJB during the arch painting works is currently being evaluated. This is a risk mitigation measure designed to protect the public while scaffolding operations are underway.
- 3.27 An opportunity to obtain LGF1 funding towards the SJB arch painting scheme is currently being taken forward with Merseytravel.

4.0 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 Councils 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>





5.0 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. It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.

Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

Financial Management

Key Objectives / milestones



Ref	Milestones	Q2 Progress
FS 01	Report Medium Term Financial Strategy to Executive Board - November 2016.	
FS 02c	Provide quarterly monitoring reports on the overall budget to Executive Board.	
FS 03b	Publish the Statement of Accounts by 30th September 2016.	
FS 04	Establish Treasury Management Policy and report to Council - March 2016.	
FS 05	Establish and report prudential indicators to Council - March 2016.	







Supporting Commentary

Progress remains on target to report the Medium Term Financial Strategy to Executive Board in November 2017 and the financial forecast is being regularly updated.

The Quarter 1 monitoring report on the overall budget was reported to Executive Board on 21 September 2017, which highlighted a number of potential pressures emerging for which is required to keep spending within budget by year-end.

Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q2 Actual	Q2 Progress	Direction of travel
FS LI 01	Receive an unqualified external audit opinion on the accounts.	Yes	Yes	Yes		




Ref	Measure	16 / 17 Actual	17 / 18 Target	Q2 Actual	Q2 Progress	Direction of travel
FS LI 04	Proportion of Council Tax that was due that was collected.	95.04%	94.75%+	55.37%		
FS LI 05	The percentage of Business Rates which should have been received during the year that were received.	97.65%	95.00%+	55.74%		
FS LI 06	Average time for processing new claims (Housing & Council Tax Benefit).	19.94 (Days)	20 (Days)	20 (Days)		

Supporting Commentary

There has been some minor deviation in collection rates and processing times when compared to last year and this is to be expected.

Policy, People, Performance & Efficiency Service

Key Objectives / milestones

Ref	Milestones	Q2 Progress
PPPE 01a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy May 2017	
PPPE 01b	Review and refresh annual training calendar September 2017 .	
PPPE 04d	Ongoing monitoring of agency usage and spend April, September, December 2017, and March 2018 .	

Supporting Commentary

PPPE 01a

Activity underway in respect of all actions. Formation of new Organisational Development Service from December will aid prioritisation of key aspects. Refer to narrative in Key Developments.















PPPE 01b

Complete.

PPPE 04d

Regular dialogue with agency contract provider is ongoing. Quarterly business review meetings undertaken to keep track of deployment and financial performance in this area. More detailed reporting due in Quarter 3 report.

Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q2 Actual	Q2 Progress	Direction of travel
PPPE LI 01	The number of working days / shifts lost due to sickness (Corporate)	8.66 (Days)	9.5 (Days)	2.33 (Days)		
PPPE LI 02	Total Full Time Equivalent Staffing Establishment	3,637	For Information Only	4,731	N / A	N / A
PPPE LI 03	% of training delegates attending as proportion of places reserved.	82.00%	90.00%	88.00%		
PPPE LI 04	The percentage of top 5% of earners that are ¹					
	▪ women	55.47%	50.00%	56.96%		
	▪ from BME communities.	2.41%	1.50%	2.47%		
	▪ with a disability	1.00%	8.00%	0.85%		
PPPE LI 05	No of staff declaring that they meet the definition of disability within the Equality Act 2010 as a % of the total workforce.	1.35%	10.00%	1.34%		
PPPE LI 06	Minority Ethnic community staff as % of total workforce.	1.00%	1.00%	0.97%		

Supporting CommentaryPPE LI 01

Currently on track to meet the target for the year. There has been a slight reduction from Q1 2017/18 but is performing better than at the same period in 2016/17.

PPE LI 02

Reported for information purposes only.

PPE LI 03

Good performance against indicator target in Q2, and improvement shown on 16/17 outturn. Lower performance than same period last year (which was 93%). Service is satisfied that L&D interventions are being appropriately targeted. Feedback shows that satisfaction with service remains high.

PPE LI 04

Positive movement of the three component indicators from the same period (Q2) in 2016/17, however recruitment in to 5% of earners is very limited, and as such scope for significant change is low.

PPE LI 05

Target based on wider community profile. Very unlikely to be met, however nominal movement in this indicator is positive.

PPE LI 06

There has been a decrease in this indicator during the quarter. Fluctuation may occur in year due to staff turnover, however forecasting this is difficult.





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

Ref	Milestones	Q2 Progress
ICT 01b	Further development of Cloud Services Platform - March 2017 .	
ICT 01c	SharePoint and Records Management enhancements - March 2017 .	
ICT 01e	Further development of commercial ICT opportunity within desktop, hosting and DR provision - March 2017 .	

Supporting Commentary

Work has progressed as planned during the second quarter period.



Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q2 Actual	Q2 Progress	Direction of travel
ICT LI 01	Average availability of the Council's operational servers (%).	99.01%	99.00%	99.00%		
ICT LI 02	Average availability of the Councils WAN infrastructure (%).	99.14%	99.00%	99.00%		

Supporting Commentary

The availability of servers and WAN infrastructure remains almost at ceiling.







Legal & Democracy**Key Objectives / milestones**

Ref	Milestones	Q2 Progress
LD 01a	Review constitution - May 2017 .	
LD 02b	To induct all new Elected Members by October 2017 .	

Supporting Commentary

The revised Constitution was approved by Council in May and MAP meetings are continually offered throughout the calendar year with all new Members having been through the induction programme.

Key Performance Indicators


Ref	Measure	16 / 17 Actual	17 / 18 Target	Q2 Actual	Q2 Progress	Direction of travel
LD LI 01	No. Of Members with Personal Development Plans (56 Total).	86.00%	100%	70%		
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	7 (Days)	10 (Days)	7 (Days)		
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 (Days)	3 (Days)	1		

Supporting Commentary

Progress towards all Members having a Personal Development Plan remains good at Quarter 2 and the figure is slightly higher than last year.

Policy, Planning & Transportation**Key Objectives / milestones**

Ref	Milestones	Q2 Progress
PPT 01a	Review progress against Liverpool City Region (LCR) Silver Jubilee Bridge (SJB) maintenance strategy and deliver 2017/18 major bridge maintenance works programme.	
PPT 02a	To deliver the 2017/18 LTP Capital Programme March 2018.	

PPT 03a	Ensure continued unrestricted availability of the Highway network and to allow future maintenance to be delivered on a steady state, lifecycle planned basis.	
PPT 06a	Ensure that at least one exercise is carried out each financial year to test the COMAH plans March 2018	

Supporting Commentary

PPT 01a

Site works for Task 21 have been completed ahead of schedule. Arrangements for the SJB monitoring and inspection activities within Year 2 are on course for site completion during the autumn

PPT 02a

Design works has commenced as part of Year 3 STEP programme to improve parking and access to Runcorn East Rail station and a scheme to improve connectivity between Runcorn Town Centre to Heath Business Park was completed in the period. Design work has commenced to provide improvements to cycling and walking from Runcorn Town Centre to Widnes Town centre across a reconfigured Silver Jubilee bridge deck.

In addition we have commenced design work to improve walking and cycling access to businesses along Astmoor busway including upgrading existing traffic signal junction equipment. Works to provide for north/south cycle route have commenced on site for West Runcorn intended to replace the cycling provision on Central Expressway.

Phase 2 and 3 of reconstruction of the Kingsway central reserve has commenced in the period and are programmed to be completed February 2018.

PPT 03a

Footway reconstruction programme is progressing well with works programmed for South Lane, Thomas Street, Clinton View, Kenneth Road and Cradley.

Site investigation is due to commence in October on the carriageway maintenance programme.

The annual programme of Bus Stop upgrades will continue although with ITB funding considerably reduced this year we will not be able to upgrade as many stops as in previous years.

















Work is ongoing on Halton's response to the new Highway Management Code of Practice, and ensuring continuous improvement on Self Assessment for Incentive Funding, to deliver lifecycle planning and steady state maintenance.

PPT 06a

The Runcorn Site COMAH Operators Exercise took place in April 2017 and went well.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
PPT LI 02	Net additional homes provided	700	552	N / A	N / A	N / A
PPT LI 03	Number of affordable homes delivered (gross)	138	138	N / A	N / A	N / A
PPT LI 04	Processing of planning applications (%) as measured					

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
	against targets for,					
	a) 'major' applications	77.8%	60%	100%		
	b) 'minor' applications	88.9%	80%	82%		
	c) 'other' applications	100%	80%	91%		
PPT LI 05	To ensure a rolling five year supply of housing land. Deliverable supply (units) as a % of rolling 5 year requirement.	105%	105%	151%		
PPT LI 12	Damage to roads and pavements (% above intervention levels) repaired within 24 hours.	100%	100	N / A	N / A	N / A
PPT LI 16	Bus service punctuality, Part 1:					
	a) Percentage of buses starting route on time	96.22%	98.55%	96.42		
	▪ Percentage of buses on time at intermediate timing points	86.52%	95.00%	87.95		
PPT LI 19	% of bus stops with Quality Corridor accessibility features. (Total No. of stops – 603)	73% (434)	78.00% (470)	73% (434 Bus stops)		
PPT LI 20	Number of local bus passenger journeys originating in the authority area in one year (000's)	5,719	5,676	2,739		

Supporting Commentary

PPT LI 02 & 03

Figures reported annually

PPT LI 04

On Track.

PPT LI 05

Draft SHLAA 2017 indicates a 5 year supply of 151%

PPT LI 12

Data is only currently available up to January 2017 due to staff shortages.

PPT LI 16

Both indicators continue to perform well given the current level of roadworks. The operators continue to monitor services to identify problem areas and make changes to the service schedules as required.

PPT LI 19




Due to the reduction in funding it is anticipated that this indicator will fall short of the expected target for 2017/18. By the close of the year 74% of the bus stops will be compliant.

PPT LI 20

Passenger numbers have remained at the same level as last year. The bus network will change significantly once the Mersey Gateway opens and as result it is not possible to identify the effect on passenger numbers.

Community & Environment

Key Objectives / milestones

Ref	Milestones	Q2 Progress
CE 01	Deliver a programme of extended informal learning opportunities meeting identified local targets - March 2018	
CE 02	Deliver a promotion and educational campaign - September 2017 and January 2018 .	
CE 04	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 2018 .	

Supporting Commentary

CE 01Supporting people to develop online skills:

459 adults attended IT clinics to learn digital skills and to support job seeking.

Providing opportunities to learn new skills:

More than 100 people attended code clubs to learn how to make computer games, animations and websites by learning how to code.

Fun Palaces at Ditton and Halton Lea Libraries were attended by more than 300 people. Activities delivered by the community for the community included digital music, painting, coding and quilting.

CE 02












A full marketing promotion was undertaken in September that has had a positive effect on meal numbers

CE 04

In September, the Council delivered a number of activities during National 'Recycle Week'. The aim of the week is to encourage the public to recycle more, by demonstrating the benefits of recycling items from all around the home. The national theme for Recycle Week this year was "Recycling – It's worth it" and throughout the week Officers held events at the following locations;

- Castlefields and Upton Community Centres
- Runcorn and Widnes Markets
- Runcorn Shopping Centre Halton Direct Link

Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 187 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 01	% Take up of free school meals to those who are eligible - Primary Schools.	75.66%	87.00%	71.2%		
CE LI 02	% Take up of free school meals to those who are eligible - Secondary Schools.	65.22%	77.50%	62.25%		
CE LI 05	Residual household waste per household.	580kgs	575kgs	251kgs		
CE LI 06	Household waste recycled and composted.	43.63%	44%	50.32%		
CE LI 08	Number of physical and virtual visits to libraries (annual total)	562,648	600,000	322,558		
CE LI 09	% of the population taking part in sport and physical activity at least twice in the last month.	N/A	TBC	60.8%		N/A

Supporting CommentaryCE LI 01

This figure is the combined figure for UIFSM and those who are eligible for FSM in Primary schools, there is presently a "void" period that has caused the figure to fall which is due to the time lapse from registering for Universal Credit and being informed of acceptance, School Meal Management are looking at ways to reduce this lapsed time period.

CE LI 02

This figure is not far short of the previous years actual. The target was set optimistically high.

CE LI 05

This is a cumulative figure. Estimated performance in Q2 is better than the corresponding period from last year and it is anticipated that this target will be met.

CE LI 06

Estimated performance in Q2 is better than the corresponding period from last year and it is anticipated that this target will be met.




CE LI 08

Seasonal fluctuations mean this is on target.

CE LI 09

For the data published 12.10.17 there is six months of data in common between this and the first publication and therefore looking at changes over time is not yet appropriate. This will be possible when the third set of data is published on 22 March 2018. National average 60.6%

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

Ref	Milestones	Q2 Progress
EEP 01a	Develop Halton Inward Investment Prospectus December 2017	
EEP 01c	Deliver Youth Employment Gateway (YAG) December 2017	
EEP 04a	Develop Options Appraisal for Council's Office Accommodation – September 2017	

Supporting CommentaryEEP 01a

The Halton Inward Investment prospectus is an integral part of the development of the 'Halton Tomorrow' visioning document and will provide a local accent to the Liverpool City Region prospectus detailing the specific sites and propositions that make up the 'Halton Offer'. The prospectus will be completed in Quarter 3 2017\18.

EEP 01c

Performance remains very good at end of Q2 (Sept 2017)











- **246** 18-24 year old unemployed people started on programme (October 2015 – December 2016) (original profile = 201 starts)
- **123** job starts (profile target = 101 by December 2017)
- **48** sustained jobs (26 weeks in work) (profile target = 70 by December 2017)

The IDS Officer commenced employment at the end of August 2017 Following in-house training, file audit checks and verification of job starts and sustained outcomes have been prioritised.

EEP 04a

Options have been presented to Management Team. The detail is being worked up. On track.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO ₂ e)	17,804 tonnes CO ₂ e (actual 15/16)	15,882 tonnes CO ₂ e (target 17/18)	16,043 tonnes CO ₂ e (actual 16/17)		
EEP LI 04	Number of Jobs Created (from projects managed by EEP)	122	200	104.5		
EEP LI 05	Number of Jobs Created (from projects managed by EEP)	122	200	104.5		
EEP LI 08	Number of People supported into work	543	400	174		
EEP LI 14	Number of inward investment enquiries per annum.	221	250	111		

Supporting CommentaryEEP LI 01

The reporting requirements for emissions have been amended whereby the figures for academies are no longer included. The figure for 2015/16 has therefore been amended to reflect the change to ensure the comparison to the 2016/17 figure is meaningful. The overall emissions for 2016/17 amount to 16,043 tonnes, which equates to a 9.8% reduction from the previous year, well within the target set.

The overall emissions of 16,043 tonnes is broken down into the following five categories:-

- School Buildings 5128t, Corporate buildings 5364t
- Unmetered supply 3913t
- Fleet Transport 1297t & Business Mileage 341t.
- There was a reduction in emissions across all areas, Street Lighting had the largest annual reduction in the amount of 15.6%.

The annual figure for this indicator is a year behind and therefore only reported in the following year. The revised target for 2017/18 is 15,882.

EEP LI 04

This indicator relates to the average unit cost per workstation within the 4 main administration buildings, Rutland House, RTH, Kingsway House & the Municipal Building. The costs include all utilities, NNDR, maintenance, security, cleaning, rent & service charge where applicable.

EEP LI 05

97.5 jobs created at Alstom and Stobart. The Business Support Programme has created 7 sustainable jobs in Quarter 2.

EEP LI 08

In Q2 80 individuals were supported into work of which:

- 60 - ESF Ways to Work/YEG projects

- 13 - Ingeus Work Programme contract
- 7 – People Plus Work Programme contract




EEP LI 14

48 commercial property\inward investment enquiries were managed in Quarter II 2017/18. The cumulative inward investment enquiries total (Quarter 1 – 4) is, therefore, 111 (44.4%) against a target of 250




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 is <u>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	N / A
	Indicates that the measure cannot be compared to the same period last year.

REPORT TO: Executive Board

DATE: 18 January 2018

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 20% discretionary business rate relief for Halton Christmas Toy Appeal for the period 15th November 2017 to 24th December 2017, be approved.

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 registered 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 business rate relief has been received as outlined below, from Halton Christmas Toy Appeal which is a registered charity. The Council's normal policy is to award 15% discretionary rate relief in such circumstances, with the organisation meeting the remaining 5% themselves.

**Halton Christmas Toy Appeal,
25 Albert Square, Widnes**

- 3.4 Halton Christmas Toy Appeal is a locally based registered charity, which arranges for donated new and unused toys and gifts to be distributed to disadvantaged children in the Halton area.
- 3.5 The premises are used as a drop-off point for local residents and local businesses to donate toys and gifts. The charity will only occupy for the premises for a short period from 15th November 2017 until 24th December 2017, as their purpose is to ensure that disadvantaged children in Halton who would not ordinarily receive a Christmas present, will have a present on Christmas Day.
- 3.6 The charity has previously occupied a similar property for the same charitable purposes in 2016 and discretionary rate relief was granted for the period of occupation.
- 3.7 As a registered charity, the organisation automatically qualifies for 80% mandatory rate relief. The organisation has now applied for discretionary rate relief for the period of occupation. The cost of each to the Council in 2017/18 for the period of occupation would be as follows;

Actual cost of 80% mandatory rate relief	£ 914.11
Actual cost of 15% discretionary rate relief	£ 171.40
<u>Total</u>	<u>£1,085.51</u>

- 3.8 The remaining 5% of the business rates liability which the organisation would then meet themselves totals £57.13. However, given the nature of the charity, the very short period of occupation of the premises and the administrative cost of collecting such a small balance, it is recommended that in this instance 20% discretionary rate relief is granted on an exceptional basis. The total cost to the Council of granting 20% discretionary rate relief would be £228.53.

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.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The Appendix presents the potential annual costs to the Council of granting rate relief and the actual cost in the current financial year.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The organisations provide a service to children and young people.

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 There are no key risks associated with the proposed action.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The applicant offer 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 Liability	Mandatory Rate Relief Awarded	Annual Cost of Mandatory Rate Relief to HBC	Disc. Rate Relief Claimed	Annual Cost of Disc. Rate Relief to HBC	Actual Rates Liability 2017/18 (part year)	Actual Rates Payable 2017/18 (part year)	Actual Cost of Disc. Rate Relief to HBC 2017/18
		£		£		£	£	£	£
Halton Christmas Toy Appeal	25 Albert Square Widnes WA8 6JW	10,426.55	80%	8,341.24	20%	2,085.31	1,142.64	228.53	228.53

REPORT TO: Executive Board

DATE: 18 January 2018

REPORTING OFFICER: Strategic Director Enterprise, Community & Resources

SUBJECT: Highways Capital Improvement Term Contract Tender

PORTFOLIO: Transportation

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of the report is to notify members that the Strategic Director, Strategic Director Enterprise, Community & Resources has given approval to proceed with a procurement process with regards to the provision of a capital projects delivery contract for the implementation of projects to deliver highway improvement works across the Borough.

2.0 RECOMMENDATION: That Members note that a procurement process will be entered into via The Chest, with the purpose of securing a capital projects delivery contract for the implementation of projects to deliver sustainable highway improvement works across the Borough.

3.0 SUPPORTING INFORMATION

3.1 This contract will assist the Council as the Highway Authority with the delivery of its current programme of capital funded projects. There is, therefore, a need to make arrangements to secure a new contract which will commence from 1st June 2018.

3.2 At present capital funded schemes have been delivered through the existing Highway Maintenance and Improvement Term Contract and it is proposed that this new Highways Capital Improvement Term Contract will run alongside the existing contract thus providing greater flexibility in delivery.

3.3 It is proposed that the new arrangements are set up for a 3 year period with an option to award a one year extension. This would be in line with current capital funding arrangements for Sustainable Transport Enhancement Package (STEP) schemes, funded via the City Region. The tender process will start in February 2018, with a commencement date being 1st June 2018.

- 3.4 Based on current funding via LCR through STEP allocations, it is anticipated that the annual value of the contract in total is likely to be in the region of £800k thus making the value of a three year contract in the order £2.4m. This figure is above the OJEU threshold; as such the contract is subject to European procurement rules and will be tendered accordingly. The open procedure will be used whereby expressions of interest are first obtained and then assessed.
- 3.5 The tender submissions will be evaluated on both price and quality; this being on a 30% price, 70% quality ratio and the most economically advantageous tender will be reported to this Board.
- 3.6 The cost of the works that will be met through this contract will be met from approved budget allocations for capital funding received via Liverpool City Region and Local Transport Plan Integrated Transport Block.

4.0 POLICY IMPLICATIONS

- 4.1 The method of procurement fits with the Council's procurement policy, the tender process being carried out in conjunction with the Procurement Centre of Excellence, using 'The Chest' procurement portal.

5.0 OTHER IMPLICATIONS

- 5.1 The above contract will ensure that we continue to deliver capital funding in a cost effective manner ensuring the Highway Authority fulfils its capital funding obligations statutory duties.

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

The primary objective of the present STEP funding is to assist with access to employment sites.

6.3 A Healthy Halton

Improved sustainable links to employment sites should encourage more people to walk and cycle, and hence develop healthier lifestyles

6.4 A Safer Halton

Improvements to walking and cycling links will be designed to improve the safety of the traveling public with improved crossing points and low energy street lighting.

6.5 Halton's Urban Renewal

Providing improved sustainable links to employment areas will improve the public realm and the reputation of the borough, thereby making it potentially more attractive to investors and to those who may wish to live here.

7.0 RISK ANALYSIS

Failure to enter into this contract would mean that the delivery of capital funded projects would fail to meet funding deadlines leading to decreased opportunity to bid successfully for future funding.

8.0 EQUALITY AND DIVERSITY ISSUES

None

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

None.

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

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