

Public Document Pack



Executive Board

Thursday, 15 July 2021 2.00 p.m.
The Council Chamber, Runcorn Town
Hall

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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1. MINUTES	1 - 10
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 Ann Jones 0151 511 8276 or ann.jones@halton.gov.uk for further information.

The next meeting of the Committee is on Thursday, 16 September 2021

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PART II	
<p>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(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.</p>	
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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, 17 June 2021 in The Bridge Suite, Halton Stadium, Widnes

Present: Councillors Wharton (Chair), Dennett, Harris, M. Lloyd Jones, J. Lowe, T. McInerney, Nelson, Nolan, Thompson and Wright

Apologies for Absence: None

Absence declared on Council business: None

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

Also in attendance: One member of the press

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

	<i>Action</i>
EXB1 MINUTES	
<p>The Minutes of the meeting held on 18 May 2021 were taken as read and signed as a correct record.</p>	
<p>CORPORATE SERVICES PORTFOLIO</p>	
EXB2 DISCRETIONARY NON-DOMESTIC RATE RELIEF	
<p>The Board considered a report from the Strategic Director – Enterprise, Community and Resources, which presented an application for discretionary non-domestic rate relief, under Section 47 of the Local Government Finance Act 1988.</p> <p>It was reported that an application for discretionary rate relief had been received from 'Have a Heart Foundation', who were a registered Charity, in respect of their new premises located at 47 Runcorn Shopping Centre, Runcorn.</p> <p>The report provided information on the Charity and details of the costs of granting 15% top-up discretionary rate relief to them for the 2021/22 financial year; full details were provided at Appendix one to the report.</p>	

RESOLVED: That the Board approves a 15% top-up discretionary rate relief to the 'Have a Heart Foundation' in respect of 47 Runcorn Shopping City, Runcorn for the 2021/22 financial year.

Strategic Director
- Enterprise,
Community and
Resources

EXB3 WASTE, WATER & ANCILLARY SERVICES CONTRACT

The Board received a report of the Strategic Director – Enterprise, Community and Resources, advising of the intention to undertake a procurement exercise via a suitable framework in respect of the provision of a Waste, Water and Ancillary Services contract.

It was reported that since the deregulation of the water industry on 1 April 2017, United Utilities entered into a joint venture with Severn Trent Water to create 'Water Plus' which by default, had acted as the Council's provider of waste, water and ancillary services ever since.

It was reported that the Yorkshire Purchasing Organisation (YPO), the North East Procurement Organisation (NEPO) and Manchester Council all now had suitable frameworks in place, from which this service could be obtained. It was noted that the only provider on each framework was 'Wave' who were the leading national water retailer and were formed from two established regional entities.

Due to demonstrating excellent value in becoming the only provider on each of the above frameworks, as such it was the intention to award a contract to Wave via one of these frameworks, subject to the prices being competitive against costs over recent years, and a suitable term being available. A minimum contract of 3 years with the option of a one-year extension was intended. The report presented the likely costs of the contact over a 4-year period.

RESOLVED: That Members note the intention to undertake a procurement exercise via a suitable framework in respect of the provision of a Waste, Water and Ancillary Services Contract, and subject to competitive prices and a suitable contact term being available, note intention to award a contract to 'Wave' as the sole provider on the various frameworks available.

Strategic Director
- Enterprise,
Community and
Resources

EXB4 2020/21 FINANCIAL OUTTURN POSITION

The Board considered a report from the Operational Director – Finance, advising of the Council's overall revenue and capital net spending outturn position for the year

2020/21.

It was reported that the final accounts for 2020/21 were nearing completion. The revenue spending position for each Department was shown in Appendix one; which presented a summary of spending against the operational revenue budget; and Appendix two provided detailed figures for each individual Department. In overall terms, the outturn position for the year showed that net spend was under the approved budget by £2.340m. This was a significant improvement on the forecast overspend of £1.180m reported at the end of quarter 3. The reasons for the improved financial position were presented in the report and the key budget variances for the quarter were noted in the following Departments:

- Children and Families;
- Adult Social Care Department;
- Education, Inclusion and Provision;
- Public Health and Public Protection;
- Finance; and
- Policy, Planning and Transportation.

Members were also advised of the financial impact of Covid-19 and a summary of the general Government funding made available to the Council to date was outlined.

RESOLVED: That the report be noted.

Operational
Director - Finance

ADULT SOCIAL CARE PORTFOLIO

EXB5 FULL COST DOMICILIARY CARE CLIENTS RECEIVING SUPPORT FROM TWO CARERS - KEY DECISION

The Board considered a report of the Strategic Director – People, advising of the costs relating to full cost domiciliary care clients who receive support from two carers, with the Council covering the cost of the second carer. Approval was sought to charge these clients for both carers with effect from 1 September 2021.

Members were aware that within Adult Social Care, a Full Cost Clients Task and Finish Group was established in 2019, to look at full cost clients in residential care and the level of support provided by the Council (which went beyond the legislative requirements) to those that were deemed able to afford the cost of their own care.

In November 2019, Executive Board agreed some changes to practice relating to this group, allowing the

Council to continue supporting vulnerable people whilst also mitigating the risks to the Council. Due to the Covid-19 pandemic, it had been necessary to put those changes on hold. The Task and Finish Group had now re-convened to consider when it would be appropriate to progress with the changes.

During the course of its work in relation to the above, the group had also examined practice relating to domiciliary care clients (as well as those in residential care) and discussions took place in relation to the fact that clients with care provided by two people were only charged for one carer, with the Council paying the provider for the other.

The report outlined details relating to legislative obligations; the impact of changing practice; and the proposed course of action should the Board agree that both existing and new domiciliary care clients with two carers, who were deemed able to meet/contribute to the cost of their care, should pay for both carers.

Reason(s) for Decision

Executive Board approval is required to enable the Council to begin charging full cost domiciliary care clients with two carers for both carers (rather than one which is currently the case) in line with the Care Act.

Alternative Options Considered and Rejected

Continuing to subsidise the cost of domiciliary care provision for those with two carers who were deemed able to afford the cost of their own care was neither fair nor cost-effective. It was simply not equitable that full cost domiciliary care clients with two carers were only paying for one carer, which represents half the cost of the actual package of care.

Consideration was given to whether clients with two carers could move to single handed care, however, it was felt that two carers would only be put in place for those genuinely in need of assistance of two as determined through the assessment process. As detailed at paragraph 3.12, a review of care needs revealed that in most cases two carers were required due to the equipment that was in place and in order to ensure the safety of staff.

Implementation Date

1 September 2021.

RESOLVED: That Executive Board

Strategic Director
- People

- 1) note the contents of the report: and
- 2) approve the plans to charge full cost domiciliary care clients for both carers with effect from 1 September 2021.

EXB6 **ROUGH SLEEPER STRATEGY FOR HALTON AND BOND GUARANTEE SCHEME POLICY**

The Board considered a report from the Strategic Director – People, which presented the final draft of the Rough Sleeper Strategy for Halton and the local Bond Guarantee Scheme Policy, and requested approval for the publication of each document.

The Board noted that both documents fell under the remit of the Housing Solutions Team and had been developed in response to Government guidelines and policy, taking into account the impact of Covid-19 and duties of the local authority. They formed part of a suite of policy and strategy in place to support the Council's objectives in reducing homelessness and rough sleeping.

The report outlined the priority areas for each Strategy and gave some financial information for the costings for each.

RESOLVED: That Executive Board

Strategic Director
- People

- 1) notes the contents of the report and appendices; and
- 2) approves the publication of both documents.

HEALTH AND WELLBEING PORTFOLIO

EXB7 **PRELIMINARY ESTIMATE REPORT - THE PROCUREMENT OF A NEW INTEGRATED SPECIALIST COMMUNITY SUBSTANCE MISUSE SERVICE FOR HALTON - KEY DECISION**

The Board received a report from the Director of Public Health, requesting authorisation to conduct a procurement exercise to determine the most economically advantageous and effective organisation to deliver an Integrated Specialist Adult Community Substance Misuse Service for Halton.

It was reported that supporting people living with

addictions was a mandatory element of the Public Health Grant and as such, the provision of local services was a key local requirement. The Joint Strategic Needs Assessment (JSNA) and the Health and Wellbeing Strategy identified the local problems caused by the use of substances, and reducing the harm caused by alcohol in particular remained a key local, regional and national priority. The report discussed the aims of the misuse service and provided information about substance misuse amongst the people of Halton.

Members were presented with the Business Case and the financial provision for the Service, as contained within the Public Health ring fenced grant. It was noted that a contract commencement date would be 1 October 2021 for a period of 3 years, with the option for two one-year extensions.

Reason(s) for Decision

A decision is required to enable the procurement exercise to commence. As the value of the proposed contract will exceed the EU threshold for services of this type, Executive Board approval was sought.

Alternative Options Considered and Rejected

None

Implementation Date

The new procurement process will commence immediately.

RESOLVED: That the Executive Board approves the preliminary estimates report and the commencement of the procurement of a new integrated Specialist Adult Community Substance Misuse Service for Halton.

Director of Public Health

ENVIRONMENT AND URBAN RENEWAL PORTFOLIO

EXB8 EAST RUNCORN CONNECTIVITY CORRIDOR SCHEME DEVELOPMENTS

The Board considered a report of the Strategic Director - Enterprise, Community and Resources, which sought approval to develop a transport scheme for East Runcorn Connectivity Corridor (ERRC).

It was reported that initial pre-development funding was available from the Liverpool City Region (LCR)

Combined Authority on a competitive basis to develop schemes such as the ERRC.

The ERCC scheme was highly complex and it was estimated that delivery of all elements would be over a ten-year period. Therefore, in advance of site works being procured, a considerable amount of planning and preparation needed to be undertaken to inform options and investigate construction details. The purpose of this advanced pre-development work was to create a well designed, feasible, and cost effective scheme.

Members were advised that as part of the LCR's Transport Pipeline, the ERCC was an ambitious scheme that would support the delivery of new homes and employment opportunities by providing a resilient, sustainable transport corridor within East Runcorn. The area was home to the Enterprise Zone, business parks and large housing sites and the scheme would significantly enhance the existing transport network in the Borough. The proposed ERCC scheme consisted of four elements, these were outlined in the report, paragraph 3.2.

RESOLVED: That

- 1) a transport scheme covering the East Runcorn connectivity Corridor be developed and added to the Council's Capital Programme (paragraphs 3.8 and 5.10);
- 2) an initial programme (Year 1) covering technical investigations to inform options appraisal and scheme feasibility be approved (Appendix 1);
- 3) Mott MacDonald, an external consultant, be commissioned via Direct Award under the Warrington Consultation Framework to undertake the Year 1 programme (paragraph 3.10); and
- 4) approval be delegated to the Operational Director - Policy, Planning and Transportation, in consultation with the Portfolio Holder Environment and Urban Renewal, to advance the initial programme (Year 1) for the scheme.

Strategic Director
- Enterprise,
Community and
Resources

EXB9 HIGHWAY SAFETY INSPECTION POLICY

The Board received a report of the Strategic Director – Enterprise, Community and Resources, which presented a revised Highway Safety Inspection Policy and requested its

adoption.

Members were advised that the revised policy was based on the Liverpool City Region Highway Safety Inspection Framework that was drafted in accordance with the recommendation set out in the *Well Managed Highway Infrastructure Code of Practice 2016*, relevant to highway safety inspections. This introduced a move to a risk based approach with regard to safe use of the highway.

It was noted that Section 41 of the Highways Act 1980, placed a statutory duty on all Highway Authorities to maintain the highway network under their control; for there to be a breach of Section 41, there must have been a failure to maintain or a failure to repair the highway.

Members were advised of a collaboration of local authorities, as listed in the report, who had contributed to this framework of principles in order to provide a regionally consistent special defence by virtue of Section 58 of the Highways Act 1980, in an action against the Council for an alleged breach of Section 41. Appended to the report at Appendix A was the Highway Safety Inspection Policy and Guidance and B, the Inspection Areas and Frequencies.

RESOLVED: That the Board approved the revised Highways Safety Inspection Policy (Appendix A) and the schedule of inspection areas and frequencies (Appendix B).

Strategic Director
- Enterprise,
Community and
Resources

CLIMATE CHANGE PORTFOLIO

EXB10 PUBLIC SECTOR DECARBONISATION FUND

The Board received a report of the Strategic Director – Enterprise, Community and Resources, which provided an update on a recent bid to the Public Sector Decarbonisation Fund and to seek approval for additional funding from the Capital Programme to support the bid.

The Council developed a bid focussed on the DCBL Stadium, which included replacing the current gas boilers with air source heat pumps; replacing existing lighting fittings with new energy efficient LED lighting; replacing single glazed windows; and installing additional insulation.

The report provided Members with details of the bid process and it was reported that in February 2021, the Council was awarded £1,295,846 to deliver the improvements. Since the award of the funding a number of cost variations had been identified, which would increase

costs for the project by approximately £370,000, these were discussed in the report.

RESOLVED: That

- 1) the award of £1,295,846m from the Public Sector Decarbonisation Fund be noted; and
- 2) Council be asked to include the Decarbonisation Scheme at a gross cost of £1,677,673 within the 2021/22 capital programme, to be funded as set out within paragraph 3.4.

Strategic Director
- Enterprise,
Community and
Resources

EXB11 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

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

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following item of business, in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

DEPUTY LEADER'S PORTFOLIO

EXB12 RUNCORN OLD TOWN INVESTMENT PLAN AND RUNCORN STATION DEVELOPMENT

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which provided an update on the Runcorn Old Town Investment Plan (ROTIP) and also outlined potential future capital and revenue resource requirements, which would be needed to further develop the projects contained within the ROTIP.

RESOLVED: That the recommendations presented in the report be approved.

Strategic Director
- Enterprise,
Community and
Resources

MINUTES ISSUED: 22 June 2021

CALL-IN: 29 June 2021 at 5.00 pm

Any matter decided by the Executive Board may be called in no later than 5.00pm on 29 June 2021.

Meeting ended at 2.30 p.m.

REPORT TO: Executive Board

DATE: 15 July 2021

REPORTING OFFICER: Strategic Director Enterprise, Community and Resources

PORTFOLIO: Corporate Services

SUBJECT: Taxi Licensing – Policy changes relating to taxi driver medicals

WARDS: Borough wide

1. PURPOSE OF REPORT

To receive a report from the Regulatory Committee meeting which is to be held on 30 June 2021 recommending that the Executive Board approve the amendments to the medical element of the Taxi Licensing Policy for Hackney Carriage and Private Hire Drivers.

2. RECOMMENDED: That the Executive Board -

- (1) Agree a minimum standard for 3rd party medical assessments
- (2) Delegate the authority of approving who can undertake medical assessments in accordance with current policy to the Licensing Manager
- (3) Allow a technical exemption for certain licence holders from having to undertake the same medical assessment twice

3. BACKGROUND INFORMATION

- 3.1 On 30 June 2021 the Regulatory Committee will consider an amendment to the medical element of the Taxi Licensing Policy for Hackney Carriage and Private Hire Drivers (see attached Committee item at Appendix 1 together with details of the current policy)
- 3.2 The current medical policy requires all new applicants and drivers renewing their licences to obtain a DVLA Group 2 Medical from either -
 - (1) the applicants own registered medical practitioner (or another registered medical practitioner from the same practice or group practice) who has access to their medical history, or
 - (2) The Council's preferred Occupational Health Facility North West Boroughs Healthcare NHS Foundation Trust which is based at Hollins Park Winwick Warrington.

3.3 During the past 3 years licensed drivers (and new applicants) have advised the licensing section of problems they have encountered with the medical assessment. These problems include:

- Their own medical centre not undertaking the required medical assessment
- Appointment dates considerably far into the future
- Exceptionally high costs charged for the assessment

3.4 Further checks have found that following the pandemic some local medical centres have taken the decision not to undertake these assessments any more. The issue has been exacerbated by the fact that North West Boroughs Healthcare NHS Foundation trust (Hollins Park) have yet to restart assessing drivers. This has caused a backlog of applicants who are waiting on medical assessments in order to obtain or renew their licence.

3.5 It is anticipated that the Regulatory Committee will resolve to agree to the policy changes on 30 June 2021. However, the next Executive Board thereafter is not until 16 September 2021 and, if any policy changes were left until then, the backlog will only worsen. This report has therefore been submitted to the Executive Board prior to the meeting of the Regulatory Committee in an effort to alleviate the problem. However, the Regulatory Committee will have made its recommendations by the meeting of the Executive Board and an update will be provided to this effect.

4 CONSULTATION

4.1 As part of a consultation the local taxi trade were contacted on 16 April 2021 by email for any comments on the matter. Details of the consultation were also posted on the Council's website with a closing dated for comments or opinions made by 21 May 2021

4.2 A total of 5 written responses were received from the taxi trade and these are set out in the attached Regulatory Committee agenda item.

5 OPTIONS

The options available to the Regulatory Committee at the meeting on 30 June 2021 are to recommend –

- Agreement to some or all of the potential changes
- Amendment to some or all of the potential changes or
- Rejection of the potential changes

6. POLICY IMPLICATIONS

6.1 The subject matter of this report is to adopt policy changes.

7. IMPLICATIONS FOR THE COUNCILS PRIORITIES

7.1 Children and Young People in Halton

N/A

7.2 Employment Learning and Skills in Halton

N/A

7.3 A healthy Halton

N/A

8.4 A Safer Halton

N/A

8.5 Halton's Urban Renewal

N/A

9. RISK ANALYSIS

N/A

10. EQUALITY AND DIVERSITY ISSUES

N/A

11. LIST OF BACKGROUND PAPERS UNDER SECTION 100D LOCAL GOVERNMENT ACT 1972

None under the meaning of the Act.

APPENDIX 1

REPORT:	Regulatory Committee
DATE:	30 th June 2021
REPORTING OFFICER:	Strategic Director Enterprise, Community and Resources
PORTFOLIO:	Resources
SUBJECT:	Taxi Licensing Matter
WARDS:	Borough-wide

1. PURPOSE OF REPORT

To consider amendments to the medical element of the Taxi Licensing Policy for hackney carriage and private hire drivers as set out below.

2. RECOMMENDED

That the Committee considers the proposals and make appropriate recommendations to the Executive Board.

3. INTRODUCTION AND BACKGROUND INFORMATION

3.1 Halton Borough Council's current policy on deciding the fitness part of the "fit and proper person" test is to apply the DVLA Group 2 Medical Assessment. A copy of the current policy can be found at Appendix A of this report.

3.2 During the past 3 years, licensed drivers (and new applicants) have advised the licensing section of problems they have encountered with the medical assessment. These problems mostly relate to:

- their own medical centre not undertaking the required medical assessment
- appointment dates considerably far into the future
- exceptionally high costs charged for the assessment

- 3.3 Further checks have found that following the pandemic further local medical centres have taken the decision not to undertake these assessments any more. This issue has been exacerbated by the fact that North West Boroughs Healthcare NHS Foundation Trust (Hollins Park) have yet to restart assessing drivers.
- 3.4 The Committee is responsible for determining the Council's policies in connection with the grant, variation, suspension or revocation of licences relating to taxi and private hire (see Terms of Reference of the Regulatory Committee part 17B).
- 3.5 However, the Constitution must now be interpreted in accordance with the case of R (On the application of 007 Stratford Taxis Limited v Stratford on Avon District Council 2011. This Court of Appeal decision interpreted the meaning of the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 in respect of matters which must be dealt with by a Council's Executive or by a committee of its council. Essentially, the court held that: (1) it was clear that individual applications relating to taxi matters must be dealt with by the equivalent of this Council's Regulatory Committee and (2) matters calculated to facilitate, or be conducive or incidental to such applications must also be dealt with in the same way but (3) any "plan or strategy" associated with such a function would be an executive function and therefore have to be determined by a council's executive. The Stratford case concerned the introduction of a wheelchair access policy. The decision was taken by the Council's cabinet rather than its Licensing Committee. The challenge from the taxi trade was that the Licensing Committee should have adopted the policy. This element of the challenge was rejected by the court.
- 3.6 Consequently, any decision of the Regulatory Committee on matters contained in this agenda will be by recommendation to the Executive Board.
- 3.7 In deciding whether or not to adopt or to recommend the adoption of a policy the following questions should be addressed:
- 3.7.1 Has proper consultation been undertaken?
- 3.7.2 Are the proposals necessary and proportionate?

4. SUPPORTING INFORMATION

- 4.1 Consider amending the current policy in order to:**

- **Agree a minimum standard for 3rd party medical assessments**
 - **Delegate the authority of approving who can undertake medical assessments in accordance with current policy to the Licensing Manager**
 - **Allow a technical exemption for certain licence-holders from having to undertake the same medical assessment twice**
- 4.2 The purpose of a minimum standard is to ensure that the same quality of medical assessment is undertaken irrespective of whether it is conducted by an individual's own GP or an approved 3rd party.
- 4.3 A significant number other licensing authorities (Liverpool, St Helens and Sefton Councils included) have been using 3rd party companies to undertake their driver's medicals for a number of years.
- 4.4 The benefits of 3rd party medical companies are reduced costs and considerably more flexibility on dates/times of appointments.
- 4.5 Unfortunately not all licensing authorities require the medical examiner to have sight of a driver's medical history. This can have obvious consequences as the medical examiner can only make their decision of whether an individual meets the required medical standard based on the information they have available to them.
- 4.6 An example of what the minimum standards could look like are as follows:
- Only medical assessment packs issued by Halton Borough Council licensing team are allowed to be used
 - Where the applicant is not using their registered GP to conduct the medical assessment then they must obtain a recent summary care record from their medical practice. The summary care record must be presented to the examining medical officer when attending their examination.
 - Photo identification (passport or DVLA licence) must be presented at the medical.

These standards must be met by both the applicant and the medical assessment provider.

- 4.7 The purpose for requesting delegation for approving the medical assessment providers to the Licensing Manager is to save having to refer the matter back to the Regulatory Committee and then the Council's Executive Board should a medical assessment provider

need to be changed due to non-compliance with the proposed standards or that they cease to trade. Not doing so may result in an applicant being denied a licence and therefore unable to work while a new provider is being referred through the Council's appropriate licensing channel.

- 4.8 At present there a small number of hackney carriage/private hire licence-holders who also hold licences to drive heavy goods vehicles (HGV) and public service vehicles (PSV). These individuals also have to undertake the DVLA Group 2 medical assessment in order to drive very large vehicles. At present they have to successfully pass the same medical assessment twice at similar times. One for Halton Borough Council and a further one for the DVLA. This means that 2 lots of medical fees are paid by the same person as well as time taken to undertake such assessments.
- 4.9 It is still believed to be good practice to require a person applying for a licence to driver hackney carriage/private hire vehicles for the first time to undertake a DVLA Group 2 medical assessment even if they already hold a HGV/PSV licenses. This is because of the potential time lapse between completing a medical for their HGV/PSV licence and applying for a hackney carriage/private hire licence i.e. up to 24 years.
- 4.10 For consideration is that upon applying to renew a hackney carriage/private hire driver's licence, licensing staff could request the applicant sign a medical self-declaration and verify that the applicant has successfully passed a DVLA Group 2 medical by checking they still hold the appropriate status with the DVLA.
- 4.11 As and when a hackney carriage/private hire decides not to renew their HGV/PSV licence then DVLA Group 2 medicals would then resume in line with existing policy.

5. CONSULTATION

- 5.1 As part of a consultation the local trade were contacted on 16th April 2021 by email for any comments on this matter. Details of the consultation were also posted on the Council's website with a closing date for comments or opinions to be made by 21st May 2021.
- 5.2 The following replies were made to the licensing team as part of the consultation process. Each person submitting their views on this matter has had their identities removed but has been referred to with a number for audit purposes only. No comment has been amended, corrected or rephrased.

5.2.1 Number 1

Medical Consultation

1). Where drivers can obtain medicals from

It is correct that ever since the introduction of the current medical policy whereby restrictions allowed only for the registered GP and Hollins Park to conduct medicals. The provision by both is very poor and fraught with difficulties regarding the obtaining of an appointment within the time scale for the application/renewal of licences. In particular, referring to GP practice, taxi medicals are quite literally placed on to the back burner. This is now grossly exacerbated with the pandemic making GP appointments virtually unobtainable.

The recommendation of an additional contract outside of the GP infrastructure may help. It is our recommendation in addition to this, that applicants may obtain a medical from any GP. Historically this was the case and a small number of GPs were popular with the trade due to the lower charges. Competition lowers prices.

With the computerisation of GP records, patients/applicants records can be accessed by any Doctor of medicine across the United Kingdom. This takes away the lack of background knowledge provided by access to medical records. Quite frankly, with GP practices adopting nominated doctors (partners from the same practice) to perform such examinations (medicals) rather than the regular GP of the applicant/patient our proposal is very much the same as the current policy, standards wise and should introduce much needed capacity and possibly costs savings.

The Department of Transport allow any GP to perform medicals for LGV and PCV applicants where Group 2 medicals are mandatory unlike taxi medicals which is merely adopted or best practice of DoT guidance. That is to say it is not legally binding to have Group 2 medicals as taxis actually fall within Group 1.

5.2.2 Number 2

I am all for a new service provider for the taxi badge medical. In the past I've been overcharged, and messed around.

5.2.3 Number 3

Thank you for inviting comment regarding the proposed changes. We welcome the proposed changes for a number of reasons:

We are trying to employ additional Taxi Drivers to support our business expansion in Cheshire. We hope to employ 65 additional

drivers each year for the next 5 years. In the past 12 months we have only been able to license and employ 21 which is well short of our target and the main reason for this being that appropriate candidates have been unable to obtain Taxi Medical through their GP's due to Covid reduced services.

The proposed changes will certainly enable us to employ more people. As an example we have one gentleman who agreed to join us as a driver in Sept 2020 who is still waiting unable to get a GP medical. This is quite an intolerable situation and most people simply don't have the means to wait that long in order to start work. Currently we still have a large number of applicants wishing to join us but are stuck with their GP unwilling to process a medical.

The difficulty in obtaining medicals is making it very difficult to recruit people because the delays are off putting and this forces them to find other work elsewhere.

Many GP's have wised up to this situation and are raising the cost. We had to pay £180 recently to one GP practice for a Taxi Medical.

I believe that LA's in Cheshire are finding it challenging to award essential Transport Contracts due to a shortage in drivers. No doubt the difficulty in obtaining medicals is a contributing factor.

Thank you very much for allowing me to comment on the challenges we face in relation to this matter.

5.2.4 Number 4

Hi I believe that if a driver requires a medical they should be able to go to any approved examinations example is my doctor's beeches no longer do them and advised me that they refer there patients to a approved taxi and lorry drivers medical in st Helen's which I have advised nick wheeler on at a cost of around £60 which is substantially less then Hollins park which is around £150 as long as examinations me standards are safe I don't see why we should be made to pay excessive amounts

5.2.5 Number 5

I would support these changes fully.

5.3 Members of the Regulatory Committee may add any weight to the above comments as they see reasonable.

6. REGULATORS' CODE 2014

- 6.1 The Regulators' Code 2014 requires regulators (such as the Council) to take into account a number of factors when introducing new policies.
- 6.2 For example, paragraph 1.2 of the Code states: "When designing and reviewing policies, operational procedures and practices, regulators should consider how they might support or enable economic growth for compliant businesses and other regulated entities, for example, by considering how they can best:
- understand and minimise negative economic impacts of their regulatory activities;
 - minimise the costs of compliance for those they regulate;
 - improve confidence in compliance for those they regulate, by providing greater certainty; and
 - encourage and promote compliance."
- 6.3 The Code also states that regulators should base their regulatory activities on risk. In the present case the balancing exercise is to weigh any negative consequences on the taxi trade against the positive consequences on the public who use the services of the trade.
- 6.4 It is taken as read that unnecessary burdens should never be imposed and that all actions need to be proportionate.

7. OPTIONS

- 7.1 The options available to the committee are to **recommend**:
- Agreement to some or all of the potential changes or
 - Amendment to some or all of the potential changes or
 - Rejection of the potential changes.
- 7.2 Should the Committee recommend a course of action other than outright rejection of any potential changes the policy will need to be altered. The Committee would therefore be requested to include within the resolution a delegation of the task of preparing detailed wording and other consequential matters.

8. POLICY IMPLICATIONS

- 8.1 Any changes made would change elements of existing policy relating to applicants applying to hold a hackney carriage and private hire driver's licence (referred to as a Single Status Driver's Licence) issued by Halton Borough Council.

9. OTHER IMPLICATIONS

None

10. IMPLICATIONS FOR THE COUNCILS PRIORITIES

10.1 Children and Young People in Halton

None

10.2 Employment Learning and Skills in Halton

N/A

10.3 A Healthy Halton

N/A

10.4 A Safer Halton

None

10.5 Halton's Urban Renewal

N/A

11. RISK ANALYSIS

There are no associated risks which have been identified with this item.

12. EQUALITY AND DIVERSITY ISSUES

There are no equality or diversity issues related to a review

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

Document	Place of Inspection	Contact Officer
1. Taxi Consultation File	Licensing Section	Kay Cleary Nick Wheeler
2. Current licensing policies		

APPENDIX A

Driver Medical Standards Policy Document

The Local Government (Miscellaneous Provisions) Act 1976 sets out the legal requirement for local authorities to only grant a hackney and/or a private hire driver's licence when they are satisfied that the applicant is a fit and proper person to do so. The legislation does not provide a definition of what is a fit person however guidance was provided by the Department for Transport (DFT) in their publication "Taxi and Private Hire Vehicle Licensing: Best Practice Guidance - March 2010".

"It is clearly good practice for medical checks to be made on each driver before the initial grant of a licence and thereafter for each renewal. There is general recognition that it is appropriate for taxi/PHV drivers to have more stringent medical standards than those applicable to normal car drivers because:

- they carry members of the general public who have expectations of a safe journey;*
- they are on the road for longer hours than most car drivers; and*
- they may have to assist disabled passengers and handle luggage.*

It is common for licensing authorities to apply the "Group 2" medical standards – applied by DVLA to the licensing of lorry and bus drivers – to taxi and PHV drivers. This seems best practice."

Like most local authorities, Halton Borough Council accepted the guidance provided by the DFT and adopted the DVLA Group 2 Medical Standard for all of its licensed drivers (with minor differences to the frequency of renewal assessments) as part of its own policy along with the following requirements:

DVLA Group 2 Medicals for driving hackney carriages and private hire vehicles licensed by Halton Borough Council will only be accepted where they were undertaken and the certificate correctly completed and signed by either of the following:

1. The applicants own registered medical practitioner (or another registered medical practitioner from the same practice or group practice) who has access to your medical history can conduct the medical examination and complete the certificate of fitness
2. The Council's preferred Occupational Health facility, North West Boroughs Healthcare NHS Foundation Trust which is based at Hollins Park House, Hollins Lane, Winwick, Warrington, WA2 8WA

Medical assessments are required as follows:

- When making an application to become a licensed hackney carriage/private hire driver for the first time
- After the initial application a further medical assessment is required when renewing an application prior to turning 45 (you will reach age 45 years during the licence period for which you are applying for)
- Then every 6 years with the renewal application
- When renewing an application prior to turning 65 (you will reach age 65 years during the licence period for which you are applying for)
- After the age of 65 a medical will be required every 2 years
- A licence-holder may be required to have medical assessments more frequently if stated by the medical examiner at a previous medical examination
- Where an existing licence-holder has declared a medical condition that requires a further assessment to confirm they meet the DVLA Group 2 Standards*
- Where there is reasonable evidence to suggest a licensed driver may not reach the DVLA Group 2 Standards*

*This decision will be made by the Licensing Manager in accordance with the current guidance provided by the DVLA publication “Assessing Fitness to Drive - A Guide for Medical Professionals”.

The DVLA Group 2 Medical Assessment is undertaken as private work due to it not provided free by the NHS. The cost will be met by the applicant direct to whoever conducts the assessment and is not included in any part of the licensing fee.

Driver Medical Assessment Policy Implementation Document

Where can a medical assessment be undertaken?

DVLA Group 2 Medicals for driving hackney carriages and private hire vehicles licensed by Halton Borough Council will only be accepted where they were undertaken and the certificate signed by either of the following:

1. The applicants own registered medical practitioner (or another registered medical practitioner from the same practice or group practice) who has access to your medical history can conduct the medical examination and complete the certificate of fitness
2. The Council's preferred Occupational Health facility, North West Boroughs Healthcare NHS Foundation Trust which is based at Hollins Park House, Hollins Lane, Winwick, Warrington, WA2 8WA. Tel 01925 664071

What do I need to take to a medical assessment?

If you are undertaking your medical assessment at you own medical practice then you will need to take a medical assessment pack which will be provided to you by the licensing section. The pack will contain notes about the medical, a medical assessment sheet and certificate for the medical examiner to complete.

If you book your medical assessment with North West Boroughs Healthcare NHS Foundation Trust then you only need to take photo identification with you on the day of the assessment i.e. DVLA Driver's licence or valid passport.

When are medicals required?

A successful DVLA Group 2 Medical Assessment is required as follows:

- When making an application to become a licensed hackney carriage/private hire driver for the first time
- After the initial application a further medical assessment is required when renewing an application prior to turning 45 (you will reach age 45 years during the licence period for which you are applying for)
- Then every 6 years with the renewal application
- After the initial application a further medical assessment is required every 6 years with the renewal application
- When renewing an application prior to turning 65 (you will reach age 65 years during the licence period for which you are applying for)
- After the age of 65 a medical will be required every 2 years
- A licence-holder may be required to have medical assessments more frequently if stated by the medical examiner at a previous medical

examination. The licence may be suspended and/or revoked if this is not complied with

- Where an existing licence-holder has declared a medical condition that requires a further assessment to confirm they meet the DVLA Group 2 Standards*. Depending on the nature of the medical matter the licence may be suspended until such time that the DVLA Group 2 standard is met. In some circumstances the licence may be revoked due to the severity of the condition.
- Where there is reasonable evidence to suggest a licensed driver may not reach the DVLA Group 2 Standards*. The licence-holder will be advised in writing of what is required in order to satisfy the licensing section that they do meet the DVLA Group standard. A reasonable decision will be taken based on the individual circumstances as well guidance from the DVLA's current publication.

*This decision will be made by the Licensing Manager in accordance with the current guidance provided by the DVLA publication "Assessing Fitness to Drive - A Guide for Medical Professionals".

What does this cost?

There is no set cost for a DVLA Group 2 medical assessment which means that you should ask this question before booking. North West Boroughs Healthcare NHS Foundation Trust will require payment before an appointment is given anyway. Some medical centres in Halton do the same but not all.

What is the difference between my own medical practice and North West Boroughs Healthcare NHS Foundation Trust?

In most circumstances the choice is entirely up to the applicant or licence-holder, however please note that not all medical centres in Halton will undertake this medical assessment. If this is the case there is no alternative but to book your medical assessment with North West Boroughs Healthcare NHS Foundation Trust.

REPORT TO: Executive Board

DATE: 15 July 2021

REPORTING OFFICER: Operational Director – Finance

PORTFOLIO: Corporate Services

SUBJECT: 2021/22 to 2023/24 Capital Programme

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 Council approved the capital programme for 2021/22 on 04 March 2021. Since then new capital grant allocations have been received and slippage to capital projects for 2020/21 has been rolled forward to 2021/22. The purpose of this report is to bring all the separate elements together and report on the Council's total planned capital programme expenditure and associated funding over the next three years.

2.0 RECOMMENDED: That:

- (i) **Council be recommended to approve the updated capital programme for 2021-24, including forecast spend and funding, as set out in Table 1 and Table 2;**
- (ii) **The Strategic Director Enterprise, Community and Resources in liaison with the portfolio holder Transportation, finalise the detailed implementation programme of Highways and Transportation schemes to be delivered in 2021/22.**

3.0 SUPPORTING INFORMATION

3.1 The 2021/24 Capital Strategy Statement was approved by Council on 25 February 2021. It provides a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It summarised the expected capital spend over the medium term and the sources of funding available.

3.2 At the time of writing the Capital Strategy Statement estimates of capital allocations at that time were known to be subject to variations. This report updates the latest position, which includes confirmed and indicative capital grant allocations for 2021/22 and future years.

3.3 The capital programme is subject to regular review and monitoring reports are presented on a quarterly basis. Information is presented to

show the actual spend incurred to date and how this compares to the capital allocation for the year. A forecast is provided to indicate if the capital programme will be utilised in full during the year or if there is any expected slippage to capital schemes.

Planned Capital Programme Expenditure

- 3.4 Table 1 below presents the planned Capital Programme for 2021/22 onwards based on current information for approved schemes, funding available and slippage of scheme expenditure from 2020/21. The capital programme is subject to continuous change as new resources and projects are identified, and will be updated throughout the year as revisions are approved by Council.

Table 1 - Planned Capital Programme Expenditure 2021/22 to 2023/24

	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
People Directorate				
Asset Management Data (CAD's)	25.0	-	-	25
Schools Capital Repairs	1,111.0	-	-	1,111.0
Asbestos Management	12.0	-	-	12.0
Schools Access Initiative	50.0	-	-	50.0
Basic Need Projects	605.6	-	-	605.6
Ashley School	6.0	-	-	6.0
Early Education for 2 year olds	0.4	-	-	0.4
Fairfield Primary School	7.0	-	-	7.0
Small Capital Works – Schools	76.8	-	-	76.8
SEND capital allocation	752.7	-	-	752.7
SCA Unallocated	986.0	-	-	986.0
Healthy Pupils Capital Fund	0.1	-	-	0.1
Chestnut Lodge	4.0	-	-	4.0
Woodside Primary	3.0	-	-	3.0
Grants – Disabled Facilities	600.0	600.0	600.0	1,800.0
Stair Lifts	270.0	270.0	270.0	810.0
Joint Funding RSL Adaptations	270.0	270.0	270.0	810.0
ALD Bungalows	199.0	-	-	199.0
Millbrow Care Home	1,000.0	-	-	1,000.0
People Directorate Total	5,978.6	1,140.0	1,140.0	8,258.6
Enterprise, Community & Resources Directorate				
Stadium Minor Works	30.0	30.0	30.0	90.0
Stadium Decarbonisation Scheme	1,200.0	-	-	1,200.0
Open Spaces Schemes	650.0	600.0	600.0	1,850.0
Upton Improvements	13.0	-	-	13.0
Crow Wood Park	50.0	5.0	-	55.0

Brookvale Pitch Refurbishment	500.0	-	-	500.0
Leisure Centre	10,897.0	8,000.0	-	18,897.0
Children's Playground Equipment	65.0	65.0	65.0	195.0
Landfill Tax Credit Schemes	340.0	340.0	340.0	1,020.0
Crow Wood Park Play Area	20.0	-	-	20.0
Runcorn Town Park	280.0	300.0	300.0	880.0
Peelhouse Lane Cemetery	20.0	-	-	20.0
Litter Bins	20.0	20.0	20.0	60.0
IT Rolling Programme	700.0	700.0	700.0	2,100.0
3MG	199.3	-	-	199.3
Murdishaw redevelopment	38.0	-	-	38.0
Equality Act Improvement Works	390.1	300.0	300.0	990.1
Widnes Market Refurbishment	44.1	-	-	44.1
	2021/22	2022/23	2023/24	Total
	£'000	£'000	£'000	£'000
Broseley House	388.9	14.8	-	403.7
Solar Farm Extension	146.1	-	-	146.1
Foundary Lane Residential Area	1,682.3	-	-	1,682.3
Kingsway Learning Centre Improved Facilities	37.2	-	-	37.2
Kingsway Learning Centre Equipment	8.5	-	-	8.5
Halton Lea TCF	1,062.3	-	-	1,062.3
Property Improvements	200.0	200.0	200.0	600.0
Bridge Maintenance	2,024.6	-	-	2,024.6
Highways Maintenance	685.3	-	-	685.3
Highway Challenge Fund Part 1 & Part 2 - unallocated	1,426.7	-	-	1,426.7
Additional Pot Hole Funding	269.2	-	-	269.2
KRN Highways Maintenance - additional	1,214.4	-	-	1,214.4
Integrated Transport	1,062.7	-	-	1,062.7
Measures to Assist Buses	60.0	-	-	60.0
Street Lighting - Structural Maintenance	709.6	200.0	200.0	1,109.6
Street Lighting - Upgrades	2,744.7	-	-	2,744.7
Widnes Loops	2,791.8	-	-	2,791.8
SUD Green Cycle / Walk Corridors	281.7	-	-	281.7
Windmill Hill flood Risk Management Scheme	212.3	-	-	212.3
Emergency Active Travel Fund (EATF) - Runcorn & Runcorn Hospital	40.0	-	-	40.0
EATF - Hough Green, Greenoaks & Widnes Town Centre Connectivity	120.0	-	-	120.0
EATF - Cycle Storage Provision	18.7	-	-	18.7
EATF - Runcorn Busway	1,817.6	-	-	1,817.6

Risk Management	404.1	120.0	120.0	644.1
Fleet Replacements	3,817.2	2,590.0	1,207.0	7,614.2
Silver Jubilee Bridge - Major Maintenance Scheme	320.5	-	-	320.5
Silver Jubilee Bridge - Decoupling / Runcorn Station Quarter	1,114.0	-	-	1,114.0
Silver Jubilee Bridge - Lighting	493.2	-	-	493.2
Enterprise, Community & Resources Directorate Total	40,610.1	13,484.8	4,082.0	58,176.9
Total Capital Programme	46,588.7	14,624.8	5,222.0	66,435.5

3.5 The Council receives two principal sources of formula based capital funding from Government to improve local transport conditions, namely Integrated Transport Block (ITB) used to fund small transport improvements and Highways Maintenance Block (HM) used to maintain the highway, associated structures and covering works such as resurfacing, bridge maintenance and street lighting. ITB and HM allocations are paid direct to Liverpool City Region Combined Authority (LCRCA), as the co-ordinating body for the funding.

3.6 A detailed implementation programme of local capital projects which will be undertaken using ITB allocations has not yet been finalised for 2021/22. This is a result in a delay of finalising funding allocations. A detailed programme will be set over the coming months and the full allocation will be spent or fully committed by the end of the financial year.

Funding the Programme

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

Table 2 Capital Programme Funding 2021/22 to 2023/24

	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
Specific & General Grants	20,090.3	1,140.0	1,140.0	22,370.3
External Contributions	1,804.1	1,211.0	1,206.0	4,221.1
Borrowing	20,911.8	9,190.0	807.0	30,908.8
Revenue Contributions	122.1	-	-	122.1
Capital Receipts	3,660.4	3,083.8	2,069.0	8,813.2
Total Funding	46,588.7	14,624.8	5,222.0	66,435.5

3.8 The Council will continue to seek and secure further additional external resources to reduce on-going revenue implications and enhance the capital programme. For example, through Section 106 agreements.

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

Capital Receipts

- 3.11 Available capital receipts are used to fund the capital programme. Sales from the disposal of surplus land and buildings may only be used to fund capital expenditure. These funds cannot be used to fund revenue expenditure, with the exception of up to 4% of the proceeds of the sale of capital assets being allowable to fund the revenue cost of disposing of an asset.
- 3.12 Estimates of capital receipts over the medium term are based on forecast land and building sales.
- 3.13 Table 3 below shows the expected balance of capital receipts over the next three years. The Council attempts to maintain a minimum value of £3m of retained receipts towards funding the capital programme.

Table 3 Capital Receipts

	2021/22 £'000	2022/23 £'000	2023/24 £'000
Balance B/F	2,082.2	5,751.4	7,102.6
In-Year Anticipated Receipts	14,725.8	4,035.0	2,100.0
Receipts Utilised	-11,056.6	-2,683.8	-1,669.0
Balance C/F	5,751.4	7,102.6	7,533.6

The in-year anticipated receipts includes anticipated receipts for the disposal of all the remaining land at HBC Fields (with corresponding repayment of grant liability) and Mersey Gateway handback sites. If any disposals do not materialise this will reduce the balance of capital receipts available to use on capital projects.

4.0 POLICY IMPLICATIONS

- 4.1 None

5.0 FINANCIAL IMPLICATIONS

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

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

6.2 Employment, Learning & Skills in Halton

6.3 A Healthy Halton

6.4 A Safer Halton

6.5 Halton's Urban Renewal

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

7.0 RISK ANALYSIS

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

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

7.3 The capital programme is heavily funded from prudential borrowing; of total capital expenditure, £30m or 48% will come from future and existing borrowings. Risks exist in schemes funded from prudential borrowing. It is important to recognise on undertaking borrowing that a clear plan exists which identifies how the principal and interest will be re-paid on the borrowing end date.

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

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

7.6 Balance of capital receipts is below the Council minimum value of £3m at 31 March 2021 but forecast to increase over the medium term. Use of future capital receipts should be monitored against this target to ensure annual standing items within the capital programme remain affordable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no equality and diversity issues.

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

9.1 None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 15th July 2021

REPORTING OFFICER: Strategic Director - Policy & Resources

PORTFOLIO: Corporate Services

SUBJECT: Directorate Performance Overview Reports for Quarter 4
2020 - 21

1.0 PURPOSE OF REPORT

1.1 To report the Council's performance for the fourth quarter period to 31st March 2021. 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**
- 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, including the implementation of high-risk mitigation measures, 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".

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 – People (Children and Young People)

Reporting Period: Quarter 4 2020/21

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 (CYP). 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 **Troubled Families New Phase**

The Ministry of Housing, Communities and Local Government (MHCLG) in March 2021 announced ‘In 2021-22, we want to take the Troubled Families Programme into a new phase, with a refreshed vision, strengthened objectives and an even stronger momentum to tackle barriers and create lasting change. We are launching the next phase of the programme – Supporting Families – which will focus on building the resilience of vulnerable families, and on enabling system change locally and nationally. This means ensuring that every area has joined up, efficient local services, able to identify families in need and provide the right support at the right time.’ For Halton the commitment is still the same supporting vulnerable families via whole family support from a lead professional where families are experiencing multiple complex problems. The partnership will continue to identify families in need of extra help, target services more effectively and track family level outcomes over the long term. For Halton during 2021/22 we can claim successful outcomes for 236 families.

2.2 **OFSTED report regarding how remote learning is working for children with special Educational Needs and Disabilities**

During the response to Covid, as governors will be aware remote learning was the offer for many children during lockdown. For children with Special Educational Needs and Disabilities (SEND), this did create some additional difficulties. However many schools, settings and colleges found wonderful ways to meet the needs of pupils with Special Educational Needs and Disabilities (SEND).

During autumn term 2020 and Spring Term 2021, Ofsted inspectors carried out a range of interim visits and have shared some of the findings with regard to how well children and young people’s needs were met.

Main messages

- “Careful selection and sequencing of curriculum content is the essential starting point for providing remote education. This means really focusing on the most important things for children and young people with Special Educational Needs and Disabilities (SEND) to learn.
- Structure, routine and consistent support continue to be important for many children and young people with Special Educational Needs and Disabilities (SEND). However, the flexibility of asynchronous approaches to remote education is really helping some children and young people with Special Educational Needs and Disabilities (SEND) to learn and make progress.
- Effective communication with families and carers is crucial. Strengthening relationships with parents and carers and giving them the knowledge and practical help, they need to support their child’s learning has had a positive impact and may have longer-term benefits

- We know that the disruption to essential education, health and care services has had a huge impact on children and young people with Special Educational Needs and Disabilities (SEND). Not all children and young people with Special Educational Needs and Disabilities (SEND) will return to their education setting on 8 March. Some are clinically vulnerable. Some may need to wait longer to return to training sites, and others may be sent home to self-isolate. For the further education sector, learners returning to training sites may take slightly longer.”

Ofsted have shared some slides and video to share some effective practice which can be seen using the link.

<https://www.gov.uk/government/publications/remote-education-and-send/how-remote-education-is-working-for-children-and-young-people-with-send>

Sexual Abuse in Schools - Special Edition

You will no doubt have heard on the news and online, a website called ‘Everyone’s Invited’ has gained publicity due to the huge volume of victims of peer on peer sexual abuse who have disclosed their own personal testimonies. Not all of the disclosures are about schools, however over 100 schools have so far been named on the website – some multiple times – and there are instances where reports were made to individuals in positions of trust by pupils, which have then been suppressed, dismissed or ignored.

Following this, the Department for Education (DfE) have tasked Ofsted with completing a review into sexual abuse in schools. The terms of reference for this review have now been published and full details can be found here:

<https://www.gov.uk/government/publications/ofsted-review-of-sexual-abuse/ofsted-review-into-sexual-abuse-in-schools-terms-of-reference>

What is the purpose of ‘Everyone’s Invited’?

Everyone’s Invited is a website, set up in 2020, where young people can submit testimonies of sexual violence and abuse. The aim of the website is to eradicate rape culture by revealing the abuse that happens in schools in the hope that it leads to change. At the time of writing, over 12,000 have been submitted with many schools being named.

Given the current focus, it would be prudent and advisory that all schools reflect upon their current practice and ensure that reporting procedures are an enabler, not a blocker, to young people feeling able to disclose. Advice and guidance has been circulated to all schools by the Safeguarding Children in Education Officer.

Not in Education Employment or Training (NEET) and Not Known

Despite the significant change to the experience of education for young people since March 2020 Halton’s young people have achieved exceptionally positive outcomes in continuing their engagement with education and training. Once again in 2021 we have seen a reduction in the number of 16 and 17 year old young people who are Not in Education Employment or Training (NEET) or whose activity was not known to the authority (Not Known). The Department of Education measure Not in Education Employment or Training (NEET) and Not Known figures annually as a 3 month average of performance from December to February.

The number of young people in Halton who are Not in Education Employment or Training (NEET) Or Not Known from the 16-18 year old cohort for 2020/21 is 4.0% compared to 4.3% in 2019/20 and 5.1% in 2018/19. The National figure for 2020/2021 is 5.5%.

This is a really positive result demonstrating how well the partnerships across schools, the College, Post 16 providers, support services and the Local Authority (LA) is in making a real difference to the progression opportunities for young people.

2.3 Careers Guidance in school and September Guarantee

The offer should be appropriate to the young person's needs and can include:

- full-time education in school sixth-forms or colleges
- an apprenticeship or traineeship
- employment combined with part-time education or training

As part of a Stable Careers Programme (Gatsby Benchmark 1) and following on from Personal Guidance (Gatsby Benchmark 8) the Local Authority asks schools and the College to provide information about the intended destination for all Year 11 and Year 12 pupils in April, with further updates being sent throughout the summer term.

Previous year's performance: Percentage of Year 11 and Year 12 pupils with an offer of education or training for September 2020

Offer Made	2020
Halton	96.8%
LCR Average	96.2%
Statistical Neighbours	96.1%
North West	96.0%
England	94.3%

3.0 Emerging Issues

3.1 Assessment Procedures for summer 2021 Teacher Assessed Grades

On 25th February 2021 the Department for Education (DfE) published a press release regarding arrangements for the assessment and grading of pupils who were due to sit General Certificate of Secondary Education (GCSEs), Advanced Subsidiary (AS) - and Advanced (A) -levels this summer.

Pupils will receive grades awarded and determined by teachers and will only be assessed on what they have been taught.

Teachers will be able to draw on a range of evidence when determining grades, including the optional use of questions provided by exam boards, as well as mock exams, coursework, or other work completed as part of a pupil's course, such as essays or in-class tests.

No algorithm will be used.

Teachers will submit grades to exam boards by 18 June and results days for General Certificate of Secondary Education (GCSEs), Advanced (A) -levels and some vocational qualifications will take place in the week **of 9 August 2021**. These earlier dates provide additional time for appeals to be completed, so students reliant on those outcomes to achieve their college or university offer have the best chance of accessing a place.

Further guidance will be published by exam boards before the end of the spring term, to support teachers in making their judgements.

3.2 **Statutory Framework for the Early Years and Foundation Stage (EYFS)**

In September 2021 the revised 2021 version of the Statutory Framework for the Early Years Foundation Stage (EYFS) will come into effect and will be mandatory for all early years' providers in England.

The Early Years Foundation Stage (EYFS) sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

3.3 **Early Years Foundation Stage (EYFS)**

The completion of the Early Years and Foundation Stage (EYFS) profile is non-statutory in 2021. The DfE released a statement as follows:

*The Early Years and Foundation Stage (EYFS) Profile is a valued assessment by teachers and early years' professionals and is a **crucial tool in supporting children's development and the transition from reception to year 1**. It is for that reason we are requiring teachers and early years practitioners to use their best endeavor's to still complete the Early Years and Foundation Stage (EYFS) Profile for children in the summer term, if at all possible, and to provide this important information to parents and to Year 1 teachers, should the situation at the time allow.*

The Early Years and Foundation Stage (EYFS) framework has been revised and the new framework is to be implemented across all schools from September 2021. This includes changes to the Early Years and Foundation Stage (EYFS) profile for 2022. Schools are encouraged to attend LA led briefings on the new Early Years and Foundation Stage (EYFS) framework if they have not already done so.

<https://www.gov.uk/government/publications/changes-to-the-early-years-foundation-stage-eyfs-framework/changes-to-the-early-years-foundation-stage-eyfs-framework>

The national **reception baseline assessment (RBA)** is to be implemented across all schools from September 2021 and will be completed in the first 6 weeks of the reception year. Some schools have opted to be 'early adopters' of the reception baseline assessment (RBA) this year.

<https://www.gov.uk/guidance/reception-baseline-assessment>

3.4 **Key Stage 1 (KS1) and Key Stage 2 (KS2) Standard Assessment Tests (SATs) and Teacher Assessment**

On the 6th January, Gavin Williamson, Secretary of State for Education announced that: *Statutory key stage 1 and key stage 2 tests and teacher assessments planned for summer 2021, including the key stage 2 tests in reading and mathematics, will not take place.*

We know that schools will continue to use assessment during the summer term to inform teaching, to enable them to give information to parents on their child's attainment in their annual report and to support transition to secondary school. We strongly encourage schools to do this, using past test papers if they wish. Primary assessments have a crucial role in supporting pupils to grasp the basics of reading, writing and mathematics and to prepare them for secondary school.

3.5 Phonics Screening Check

There is no statutory requirement to complete the year 1 and year 2 phonics screening checks in 2021. Schools may however choose to complete a screening check for year 1 pupils, and also for year 2 pupils who did not achieve the threshold in autumn 2020, using phonics checks from previous years.

The results of the Year 2 phonics check completed in the autumn term 2020 should be reported to parents in the annual report.

3.6 Year 4 Multiplication Tables Check (MTC)

This is an online assessment designed to determine whether pupils are able to fluently recall their multiplication tables up to 12 through a set of 25 timed questions. The June 2021 [multiplication tables check \(MTC\)](#) is optional for schools who choose to administer the check to some or all of their year 4 pupils. Schools can now access MTC service through [DfE Sign-in](#).

Schools will be able to view pupil results, however there is no requirement to report these results to parents or carers as the assessment is not statutory for this year. No performance data will be published.

3.7 Holiday Activity Fund

Building on the success of last year's Halton Activity Fund (HAF) there is now funding available for 2021. This has been expanded to cover 6 weeks during Easter, summer and Christmas school holidays.

Funding is targeted at those children eligible for means tested free school meals. There will be flexibility in how provision is delivered but should include a lunch time meal, activity and enrichment per session. Schools that want to apply for funding or schools that want to open premise will be supported to do so. Sessions can be face to face, online or offline (activity packs and hampers)

4.0 Progress against high priority equality actions

5.2 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	19/20 Actual	20/21 Target	Current	Direction of Travel	Quarterly Progress
PED01 01	Increase the number of children with an early help assessment (measured as those subject to CAF, pre-CAF or specific target interventions in Children's Centres at any point in the year) (financial year cumulative to end of quarter)	421 open 1047 activity 290 pre CAF	N/A	716 EH Intervention 170 MAP (prov)		N/A



Supporting Commentary: Val Armor

Data is provisional at this time. When QA processes are completed after the Eclipse migration and Eclipse procedures are in place this figure will be refreshed for Q2 2020/21.

Early help assessments have seen a steady increase year on year.


The assessments which have transitioned from CAF (Common Assessment Framework) to MAP (Multi Agency Plan) for internal staff only are now on the eclipse system, there is continued work at the MAP working group with regards to the roll out of the MAP for external partners. This means that the reporting system for MAPs held in the borough is currently in two systems so manual adding is needed at present. However once training is completed it will all be on one system. All school have now been trained by a team of super users in early help. This has been very successful and started on early years in May 2021

Early help provision in locality and children centres has continued throughout the lockdown and creative ways have successfully been explored and implemented to support families from a virtual platform. The children centres are now in a position to offer some small group work in doors and are concentrating on the 02 agenda for families with young babies in lockdown.

PED01 02	Maintain overall attendance at schools: Primary –Pri PRU – PRU Secondary – Sec Special – Spec Total	Autumn Term 2020 (Halton data) Primary 96.08% Secondary 92.80% Special 80.99% PRU 62.27%	95%	Spring Term 2021 (Halton data) Primary 94.15% Secondary 83.35% Special 52.22% PRU 46.07%		
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Supporting Commentary: Debbie Houghton

Schools were only open to vulnerable children from January to 8th March 21, which has had a significant impact on the spring term attendance data. Since 8th March 2021, all pupils are now back in school. From January to 8th March 2021 vulnerable children not attending school were required by Department for Education (DfE) to be given an authorised absence code, whereas children who were not vulnerable received an X code which did not impact upon their attendance. The definition of vulnerable children was also widened from previous lockdowns, so applied to significantly more children. This has meant that this period of time has significantly impacted on the attendance of vulnerable children not attending school. This is shown in the amount of authorised absence 5.2% at primary, 14.9% at secondary, 46.74% at special schools and 34.18% at the PRU. Unauthorised levels of absence are very low in primary at 0.66%, 1.75% at secondary and 1.04% at special and higher at the PRU 19.76%. The spring term data above therefore cannot be compared directly to the autumn term data when all pupils (except those extremely clinically vulnerable) were expected to attend. It is important to note that although vulnerable children were encouraged and supported to attend school, attendance was not statutory and many of these children did access their education at home as did children not classed as vulnerable.

Ref:	Milestones	Quarterly Progress
PED01a	Work with schools to maintain the level of attendance at Primary and Secondary Schools. Martin West / Debbie Houghton (March 2021)	

Supporting commentary: Martin West / Debbie Houghton


From January to 7th March 2021 attendance was not statutory and therefore statutory processes such as legal action for non-attendance could not be used. Following lockdown restrictions in January 2021, the Education Welfare Service (EWS) again supported schools with vulnerable pupils and their families, encouraging attendance and providing advice and support to parents and schools. The EWS made contact with parents of vulnerable children who were not attending through phone calls, home visits to speak to families and children, made appropriate referrals to other services were needed. EWS also supported

were pupils were struggling to work from home or were parents were not contacting schools to establish any issues and then working with schools to help resolve them including taking out work and laptops for children who met the criteria. We continued to work in partnership with other professionals including SEN and Social Care, attending Multi Agency Plan (MAP), Child in Need (CIN) and Child Protection (CP) meeting for pupils open to EWS. EWS also provided regular updates to schools on Government Guidance around managing and recording attendance and use of attendance codes.

From 8th March 2021 the EWS monitored school attendance together with schools. This identified pupils who didn't return or attendance is poor. EWOs completed home visits to families where children didn't return to establish why and offer support if needed including reassurance and setting out attendance expectations. EWS worked with schools through telephone conversations and sending letters to parents setting out expectations for attendance. If new issues were raised for example mental health then referrals will be made to appropriate agencies for support.

Throughout regular bulletins were provided to schools with up to date information around a range of issues including attendance, although EWS were also on hand to deal with day to day queries from schools and parents.


The EWS again supported the Children in Care Team in monitoring daily school attendance of vulnerable pupils within Halton.

PED01b	As a result of the review of Early Help Services, plan and implement transformation model. Val Armor (March 2021)	
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Supporting commentary: Val Armor

The transformation model of early help assessments has been completed and the borough has fully transitioned to MAP – multi agency plans. All schools have been trained and now early years settings will be trained by end of May. Health colleagues will then be trained.

The next transformation model is the development of the parenting offer in Halton. There is an operational sub group mapping out the needs of the borough and funding is being sought for a parenting coordinator role which is very much needed in the borough to really unpick some of the deep rooted parental issues our families are facing.

PED01c	Workforce development, including targeted training, to be further developed and implemented Val Armor (March 2021)	
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Supporting commentary: Val Armor

Training has been delivered less this year due to the restrictions but early help and intervention staff are embedding all training into their work including Solihull, systemic and nurturing approaches. The parenting Halton steering group are also embedding parental conflict agenda and looking to broaden the staffing across parenting.

Level 4 training for practitioners used through the apprenticeship levy is continuing and will be completed by July 21st 2021.

Some staff are currently studying play therapy. More online training has been accessed during the lockdown which has been a huge positive and a matrix of all staff training is currently being worked on.

Objective: Keeping Children and Young People safe by improving practice (PED02)

Ref:	Measure	19/20 Actual	20/21 Target	Current	Direction of Travel	Quarterly Progress
PED02 01	Monitor the rate of referrals to Children's Social Care per 10000 0-18 year olds (Forecast annualised rate at end of financial year)	422	500 (full year)	465 (prov)		








Supporting commentary: Angela Povey


The rate of referrals to social care has continued to increase, whilst it is difficult to directly link the increase to the impact of COVID-19, we have seen trends in data that would support this hypothesis, i.e. when there was a reduction in provision of universal services there was a reduction in referrals, when services reopened, we experienced an increase. We continue to use the assessment toolkit in order to improve the quality of referrals, ensuring we have all relevant information at the earliest opportunity for children to receive the appropriate level of support as soon as possible. The Multi-Agency Contact challenge meetings continue to review and monitor the responses and decision making.

PED02 02	Monitor the rate of children in need per 10000 0-18 year olds (snapshot at end of quarter)	362	380	221 (prov)	N/A	N/A
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Supporting commentary: Angela Povey





The number of children in need has remained the same during the last quarter, figures have fluctuated, however, 636 for March 21 is same as March 20. We have continued to experience an increase in complex of cases. The number of contacts has also fluctuated throughout the year, however, March 2021 saw the highest number of contacts i.e. 903 with the lowest in August of 518; March 2020 was 670. The number of contacts have increased, with the conversion to referral/allocation also increasing. This demonstrates CIN cases are being effectively managed, seeing the throughput of cases. Whilst we are unable to evidence the increase is a direct link between children returning to school and COVID-19 restrictions easing, the data throughout the year would support this hypothesis. The temporary Duty and Assessment Team has continued to support the progression of cases and plans and alleviate the additional pressures due to capacity within the CIN Teams.

Ref:	Measure	19/20 Actual	20/21 Target	Current	Direction of Travel	Quarterly Progress
PED02 03	Monitor the rate of children subject to a child protection plan per 10000 0-18 year olds (snapshot at end of quarter)	54	45	50 (prov)		N/A
<p><u>Supporting commentary:</u> Angela Povey Open cases are fluctuating but for January to March 2021 appear in line with North West averages. We have continued to see an increase of complex cases particularly in children under 5 years old. We have seen an increase in allocations/referrals, this correlates with the increase of contacts received. The temporary Duty and Assessment Team has continued to support the progression of cases and plans. It is believed, the increase is linked to surge of new cases coming in as a result of COVID-19 and easing of restrictions.</p>						
PED02 04	Monitor the rate of children in care per 10000 0-18 year olds (snapshot at end of quarter)	99	90	103 (prov)		N/A
<p><u>Supporting commentary:</u> Liz Davenport We track and monitor all Children In Care (CIC) on a monthly basis and plan for discharge of care when safe and appropriate to do so. We are heading in a good direction and thus far we have discharged 8 children from care, 2 children have been made subject to Special Guardianship Order's (SGO) in favour of their foster carers and 2 children have been formally adopted.</p>						
PED02 05	Reduce the number of children and young people who enter the care system (financial year, cumulative to end of quarter)	95	68	75 (prov)		N/A
<p><u>Supporting commentary:</u> Liz Davenport Children enter care either through an emergency due a crisis or to S47 or on a planned basis. All entries to care are subject to approval of the Divisional Manager (DM) and therefore deemed appropriate for safeguarding reasons, all CIC are monitored and tracked accordingly.</p>						
PED02 06	Reduce the average caseload in CIN Teams (snapshot end of quarter)	21	18	22		
<p><u>Supporting commentary:</u> Angela Povey The introduction of the temporary Duty and Assessment Team has enabled the CIN Teams to focus on CIN cases in order to progress plans and appropriately reduce the level of need and progress cases to Early Help where appropriate.</p>						
PED02 07	Increase the proportion of missing incidents where a return interview is completed (financial year, cumulative to end of quarter)	72%	85%	88%		
<p><u>Supporting commentary:</u> Clare Hunt For this time period, there have been 164 return interviews completed with 44 young people by the commissioned service. 88% of young people completed a return interview and 90% were completed within 72 hours. Declines for return interviews have decreased with 19 incidents</p>						
PED02 08	Reduce the number of children who repeatedly run away in Halton (in last 12 months, snapshot end of quarter)	114	N/A	10 (Q4)	N/A	N/A
<p><u>Supporting commentary:</u> Angela Povey; Liz Davenport; Clare Hunt For this reporting period, there has been a total of 165 notifications, a decrease from the previous quarter, there have been ten CYP with repeat missing incidents. 7 of the 10 repeat CYP are in care, 3 CYP are home accommodated. The 10 CYP that made 5 or more incidents during the quarter, accounted for 60% of all missing incidents in the quarter. 18% of all CYP for the quarter are within the repeat cohort. All of the CYP that fit in this cohort received at least one return home interview during the quarter, there were 2 declined interviews. The commissioned service has supported the repeat cohort to reduce missing episodes this quarter through direct work, taking a different approach both with face to face and virtual contacts.</p>						
PED02 09	Reduce the number of children who go missing in the year (number of children recorded as missing in last 12 months, snapshot end of quarter)	265	N/A	55 (Q4)	N/A	N/A
<p><u>Supporting commentary:</u> Angela Povey; Liz Davenport; Clare Hunt There has been a decrease since last quarter of 59 missing incidents. There was also a decrease in the number of CYP making these incidents, 56 compared to 67 in the previous quarter. 82% of the CYP making incidents in this quarter are aged 10 – 15years, the remaining 18% were aged 16-18years. The reasons for missing incidents remain consistent with the previous quarter, boundary issues, older peers and own substance misuse. Additionally, 'other' was selected, a high proportion of these were relating to CYP wanting to spend time with friends.</p>						
PED02 10	Record the number of young people flagged as at risk of Child Sexual Exploitation (snapshot end of quarter)	26	20	19		



Ref:	Measure	19/20 Actual	20/21 Target	Current	Direction of Travel	Quarterly Progress
<p><i>Supporting commentary: Angela Povey</i> Young people are now being appropriately recorded as at risk of Child Sexual Exploitation within our new case management system.</p>						
PED02 11	Record the number of young people flagged as at risk of Child Criminal Exploitation (snapshot end of quarter)	N/A	12	35		N/A
<p><i>Supporting commentary: Angela Povey As above.</i></p>						

Ref:	Milestones	Quarterly Progress
PED02a	Embed a systemic model of social work practice across the whole service; social workers, managers and senior leaders. Tracey Coffey (March 2021)	
<p><i>Supporting commentary: Tracey Coffey</i> This is underway</p>		
PED02b	Review and update Workforce Strategy in line with the Knowledge and Skills framework and the Professional Capabilities Framework. Developing the competencies, skills and knowledge of the workforce making them motivated, stable and ambitious will improve the outcomes for families and keep them at the heart of everything we do. (Tracey Coffey) March 2021	
<p><i>Supporting commentary: Tracey Coffey</i> This is underway</p>		
PED02c	With a focus on multi-agency risk assessment, reduce caseloads to a sustainable and manageable level to give workers capacity to deliver quality and focussed interventions to improve outcomes for vulnerable children. Angela Povey (March 2021)	
<p><i>Supporting commentary: Angela Povey</i> The Temporary Duty and Assessment Team has continued and has been operational since 10.08.2020. This has enabled the CIN Teams to focus on multi-agency risk assessments. This continues to address drift and delay of cases and ensure plans progress, ultimately reducing caseloads to a sustainable and management level to give workers capacity to deliver quality and focused interventions to improve outcomes for vulnerable children. However, as anticipated we have experienced a further surge of referrals as a result of the impact of COVID-19 and a consequence of restrictions and lockdown.</p>		
PED02d	Monitor demand for statutory services for children and young people Angela Povey (March 2021)	
<p><i>Supporting commentary: Angela Povey</i> The demand for statutory services will continue to be monitored and consideration given to capacity due to the impact of COVID-19. As predicted we have again experienced a surge of referrals of complex cases as a consequence and result of restrictions of lockdown and an increase in contacts and referrals when universal services resumed and children returned to school.</p>		

Objective: Improve outcomes for Children in Care and Care Leavers (PED03)

Ref:	Measure	19/20 Actual	20/21 Target	Current	Direction of Travel	Quarterly Progress
PED03 01	Reduce the number of children who are placed in residential care (snapshot at end of quarter)	31	20	34 (prov)		
<p><u>Supporting Commentary:</u> Liz Davenport This continues to be reported on and monitored through Permanency Leadership board and children identified and targeted to plan for step down from residential, we also engage in regional events to promote the identification of children requiring foster care. Due to the complexity of some CIC needs and local and regional sufficiency this remains a challenge for us-in addition to that of the global pandemic.</p>						
PED03 02	Reduce the number of children who are placed in independent fostering agencies (snapshot at end of quarter)	61	35	49		
<p><u>Supporting Commentary:</u> Liz Davenport/Sam Murtagh We currently have more of our CIC placed in our mainstream fostering households than previous years so progress is improving. There is a lack of sufficiency locally and nationally which increases the need for Independent Fostering Agency (IFA) as a placement choice for children rather than a more expensive residential placement. However due to the targeted success of the fostering team a number of mainstream carers have been presented to panel recently and are awaiting an ADM, which will improve resources available in house. A more localised IFA framework has been implemented across The Liverpool City Region from December 2020, initial results appear too positive with more children placed more locally either within or close to Halton.</p>						
PED03 03	Increase the percentage of children in care making progress against their expected outcomes (based on termly Personal Education Plan (PEP) outcomes of children making the expected rate of progress in line with their peers with the same prior attainment across reading, writing and maths)	N/A	N/A		N/A	N/A
<p><u>Supporting Commentary:</u> Sharon Williams Early Years 89% have made progress in more than one area (11% - 2 children, have remained at Autumn stages)</p> <p>Primary 56% have made progress in one or more area since the Autumn term, however some schools reported that Spring term assessments were yet to take place. It also needs to be taken into consideration that PEPs take place throughout the term, therefore PEPs in January may have made more progress by the end of the term. This is compared to 45% in Spring 2020.</p> <p>Secondary 66.1% are making expected progress from starting points in two or more areas. These assessments have been conducted by teacher assessments and formal assessments haven't been completed due to the lockdown during the Spring Term.</p>						
PED03 04	Increase the percentage of children in care with 95% or above attendance (attendance is cumulative across an academic year – data is based on the term that the QMR falls within)	N/A	N/A		N/A	N/A
<p><u>Supporting Commentary:</u> Sharon Williams Primary data</p> <ul style="list-style-type: none"> 65% had 100% attendance and/or engagement of at least 90% in their remote learning offer A further 13% had 95 – 99% attendance and/or engagement An additional 4 % had 90 – 94% attendance and/or engagement. <p>Giving a total Of 82% who had above 90% attendance and/or engagement</p> <p>Secondary data</p> <ul style="list-style-type: none"> 53.4% had 100% attendance and/or engagement of at least 90% in their remote learning offer A further 14% had 95 – 99% attendance and/or engagement <p>Giving a total of 67.4% who had above 90% attendance and/or engagement</p> <p>Engagement with the agreed plan was monitored on a daily basis by the school and the Virtual School. If engagement dropped below 90% then a multi-agency risk discussion was carried out to resolve the issues. If a return to school was agreed, this was then brokered by the Virtual School to ensure all support was put in place. The remote learning offer and the quality of the provision were monitored by Halton's School Improvement Service through their termly visits and by the Virtual School through their discussions with the Designated Teachers including during PEP meetings.</p>						

Unfortunately we have some secondary age young people who have complex issues which meant they had poor attendance prior to the lockdown. All steps were put in place to mitigate against this but for a small group of young people this did not improve their attendance. However, on the converse we did have some secondary age young people who were struggling with attendance prior to the lockdown whose engagement did substantially improve.



PED03 05	Maintain the percentage of Care Leavers in suitable accommodation (snapshot at end of quarter)	92%	95%	93.7% (prov)		
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Supporting Commentary: Sam Murtagh/Liz Davenport

The Care Leavers Accommodation Group (CLAG) continues to meet monthly to track and place all Care Leavers requiring suitable accommodation, with an increasing number of successful outcomes.

Due to Covid-19 and lack of movement in the transfer or properties and evictions the availability of accommodation has limited however this appears to be improving from January 2021.

Recently a trainer flat has been secured from the largest local Registered Social Landlord for 16/17 year old Care Leavers to offer an opportunity of trialling independent living whilst remaining in their current placement – this will be developed in the coming quarter and is a positive addition to the support available for Care Leavers.

PED03 06	Increase the percentage of Care Leavers in Education, Employment or Training (snapshot at end of quarter)	68%	65%	39% (prov)		
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Supporting Commentary: Liz Davenport


Post 16 worker now in post with clear targets and expectations. Working closely with CIC&CL team to target this cohort of young people. Post 16 PEPs will have clear SMART targets that focus on raising achievement and include both short and long term educational planning.

PED03 07	Benchmarking year – Percentage of CIC Residential and Leaving Care placements that have received a Quality Assurance Visit from the Placements Team within the previous 12 months (cumulative from April to end of quarter)	N/A	N/A	Residential 50% Leaving Care 84.2%	N/A	N/A
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Supporting Commentary: Sam Murtagh

The delivery of on-site quality assurance visits has continued to be significantly impacted by Covid-19 lockdowns and localised restrictions, however throughout this period urgent visits have continued to take place. More recently following appropriate risk assessments a virtual pre visit has been implemented following providers submitting self-assessment documents, this has then been followed up by a virtual visit prior to a time-limited on site visit – adhering to all the required Covid-19 guidance and law.



This % figure has slightly decreased this quarter for Leaving Care this relates to 2 different providers being used and the time to complete the planned visits – this is expected to increase again next quarter back to 100%. The Residential figure has remained stable this quarter, this has been much slower than expected due to the substantial increase in Residential placements being required this quarter (8 new placements in total). Overall there has been a 25% rise in Residential placements from the outset of Covid-19. Quality Assurance visits continue to be risk based taking account of current OFSTED rating, distance, cost and any issues raised. It is expected that the Residential figure will increase to 60% next quarter.

PED03 08	Report on the budget spent on independent and out of borough placements for Children in Care (Forecast end of year) (Liz Davenport/Sam Murtagh)	9,672,589	N/A	Year end Residential £9,695,579 IFA £2,201,092 Total £11,896,671 (*these figures include all Covid-19 related costs)		N/A
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Supporting Commentary: Liz Davenport/Sam Murtagh

There has been a 25% increase in the number of Residential placements currently commissioning since the onset of Covid-19. All associated Covid-19 costs relating to inability for young people to move into other types of placements due to lockdown directives have been apportioned elsewhere however are included in the figures above. There is now a Children's Continuing Care panel in place chaired by Health colleagues to enhance timely joint funding agreements. Its planned that the information about the Continuing Health Care assessment process will be outlined / reminded to the Social Work teams

The rising costs of individual placement packages (seen Regionally and Nationally) and the growing number of young people placed within residential provision has significantly increased the spend in this area.

Ref:	Milestones	Quarterly Progress
PED03a	Review the process for children entering and exiting care to ensure there is a sufficient range and choice of provision to meet their needs. Tracey Coffey (March 2021)	
<i>Supporting Commentary: Tracey Coffey</i> <i>This has been completed and is informing the revised sufficiency strategy</i>		
PED03b	Review and quality assure the commissioning of services for Children in Care and Care Leavers to ensure that they meet the needs of Halton's population and inform future commissioning decisions. Sam Murtagh (March 2021)	
<i>Supporting Commentary: Sam Murtagh</i> <i>Quality assurance of currently accessed placements is ongoing as highlighted in PED03 07. A procurement timeline has now been developed to commission a Leaving Care support service to deliver into an existing council owned site in Runcorn which will operate as a four bed Leaving Care group living, the same provider will also deliver some floating support to young people in their own accommodation – either Registered Social Landlords property or sourced from the private sector. The timescale for this tender has been significantly impacted by Covid-19 due to provider's capacity to engage with a pre tendering engagement exercise and the practicalities of hosting on site visits. It is planned this will be in place in 2021 with the service in place for late summer.</i>		
PED03c	Through the quality assurance of Personal Education Plans (PEP), identify areas of need and support to improve outcomes for individual Children in Care. Sharon Williams (March 2021)	
<i>Supporting Commentary: Sharon Williams</i> <i>Two areas identified by Ofsted in the ILACS March 2020 have been strengthened. Post 16 and Early Years workers have been appointed with clear targets and expectations. PEPS are being tracked, monitored and scrutinised as per usual process in the VS. The VS now has additional capacity through Early Years and Post 16 to drive improvements.</i>		



Objective: Improve the offer for children and young people with disabilities and those with Special Educational Needs (PED04)

Ref:	Measure	19/20 Actual	20/21 Target	Current	Direction of Travel	Quarterly Progress
PED04 01	Increase the percentage of EHCP assessments completed within 20 weeks (academic year cumulative to end of quarter)	49%	75%	2021 YTD= 80.9%		
<i>Supporting Commentary: Adrian Leach/ Eileen Picton</i> <i>During the last reporting period the number of Education Health Care (EHC) needs assessment requests has increased as schools have welcomed back a higher proportion of their pupils following the 8th March restriction easing. This increase in requests to assess has moved Halton back in line with the number of requests to assess being seen prior to the Covid-19 pandemic. Since the start of 2021 the SEN Assessment Team have been at the establishment number of assessment co-ordinators. Since April the team has also had a new interim manager in place. Currently fully staffed the tem is better able to meet demand in terms of the number of new requests for EHC needs assessments. Improvement in the timeliness or advice being received by educational psychologists and health services has had a significant impact on the assessment team's ability to consistently finalise plans within the 20 week timescale. Where plans go over 20 weeks this is due to pressure to find suitable provision or where there are ongoing discussions with parents regarding the contents of a draft plan.</i>						
PED04 02	Reduce the number of incidents of fixed term exclusion (academic year cumulative to end of quarter)	707	500	240		
<i>Supporting Commentary: Vanessa Nice / Scott Middlehurst</i> <i>Schools have reported an increase in dis-regulated children post-lockdown and are reporting that some pupils have found the transition back to fulltime schooling a challenge in terms of self-regulation and maintaining good behaviour. This could have led to an increase in behaviour incidents, Fixed term exclusions. However, during the last 15 months the LA has provided schools with robust advice and support in order to meet the needs of their cohorts. There has been a decline in fixed term exclusions owing to school's recognition of the importance of behaviour as a communication of need and supporting it as they would support any other area of SEN.</i>						

The Secondary Behaviour Teacher now works with all 8 secondary schools and has provided training to Initial Teacher Training (ITT), Newly Qualified Teachers (NQTs) and Recently Qualified Teachers (RQTs) in these schools. The secondary lead is also providing bespoke, in-class packages of support to a number of school staff.



The Primary Behaviour Teacher is working in a large number of schools across the borough and has provided one-off support and longer packages of support to schools. The primary lead is also providing bespoke mental health and behaviour management training to schools.

There has been a reduction numbers of FTEs during the first part of Spring Term. Persistent disruptive behaviour was highest reason at 26%, followed by Verbal abuse/Threatening behaviour against an adult 22%.

PED04 03	Reduce the number of children subject to fixed term exclusions (academic year cumulative to end of quarter)	349	350	169		
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Supporting Commentary: Vanessa Nice / Scott Middlehurst

Because of the national lockdown and school closures, there were reduced numbers of FTEs during the first part of Spring Term. 81.3% of FTEs were given to boys and 18.8% given to girls. This is a decrease in FTEs for girls from 22.3% at the same point in 2019-2020 (and obviously an increase for boys from 77.7%).

PED04 04	Reduce the number of children subject to a permanent exclusion (academic year cumulative to end of quarter)	21	30	11		
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Supporting Commentary: Vanessa Nice / Scott Middlehurst

.4 of the 11 PEx were in Autumn and 7 occurred between March 8th (end of school closures) and Easter break on 1st April.
KS1 – 1 KS2 – 1 KS3 – 2 KS4 – 7


PED04 05	Report on the proportion of children subject to EHCP placed in independent and out of borough provisions (snapshot end of quarter) – long term target is to reduce	N/A	N/A	Refer comment	N/A	N/A
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Supporting Commentary: Adrian Leach / Eileen Picton

Currently Halton places a number of children with Education Health Care Plan's (EHCP) in independent non-maintained special schools outside of the borough the current proportion of pupils with EHCPs in independent special schools is 7.2%. This is almost double the national average (4.1%). The reliance on out of borough independent provision is primarily a result of a mix and balance of specialist provision in borough that does not meet the needs of the cohort. This places significant strain on the council core grant through increased costs for home to school transport as well as the schools' grant high needs block (£1.1m overspent in 2020/21)

A number of work streams are in place to address this issue and these form the core of Halton SEND Strategy's Inclusive Education priority. This includes the development of a sufficiency strategy to more closely align provision to need, and a range of interventions to support more inclusive mainstream provision (to free up space in Halton specialist provision: see PED04 07) Specific developments already in train to address Halton's reliance on OOB INMSS are:

- Development of an SEMH free school in partnership with St Helens Metropolitan Borough Council and The Star Academy Trust
- Development of more flexible resource base provision
- Supporting Ashley school to be able to take a wider level of need for pupils with speech and communication and autistic spectrum conditions

PED04 06	Report on the budget spent on independent and out of borough (OOB) provision for SEND (Forecast end of year)	N/A	£250000 reduction	ISS/NMSS OOB Schools end of year £4,280,879 Overspend of £1,108,429	N/A	
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Supporting Commentary: Sam Murtagh

There were 3 starters in Quarter 4 compared to 10 starters in Quarter 4 of 2019/20. The projected overspend has reduced by £152,983 in Q4

Work has continued reviewing all current available placements in borough including Mainstream, Resource bases and Special Schools whilst at the same time being clear about likely future needs both in terms of number of pupils and types of needs. This work will result in a SEND Sufficiency Strategy statement



The Social Emotional Mental Health (SEMH) Re-integration service level agreement continues with The Bridge School in Halton, this enables pupils to return to their home mainstream school. The performance continues to be positive both with regard to embedding the change to practice in terms of the home school remaining involved through-out the re-integration placement at The Bridge School, no exclusions to date and also in terms of actual reintegration plans and timescales. Children are able to remain on the reintegration pathway for a maximum of 12 weeks. The next group of pupils are planned to reintegrate in late June 2021.

PED04 07	Increase the percentage of children subject to EHCP placed in mainstream provision (snapshot end of quarter)	44%	30%			
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Supporting Commentary: Adrian Leach


Despite progress being made over the last year with regards to the proportion of new plans naming mainstream provision Halton still lags some way behind the national average in terms of all pupils with EHCPs. 26.3% compared to 34.3% nationally. It is one of Halton's four strategic priorities for SEND to improve education inclusion, including mainstream schools confidence and ability to meet the needs of pupils with special educational needs. Work streams within the priority include:

- Embedding nurture based approaches to meet the needs of pupils to ensure they are ready to learn.
- Revising and relaunching the local area's graduated response to provide a toolkit of strategies for schools, settings and providers.
- Working with key schools on a Whole School SEND project supported by the national association for special needs (NASEN)
- Embedding the local areas inclusion charter for schools

PED04 08	Monitor the percentage of Special Schools with overall effectiveness of Good or Outstanding	100%	100%	100%		
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Supporting Commentary: Jill Farrell

100% of Special schools are rated good or outstanding by OFSTED.

Ref:	Milestones	Quarterly Progress
PED04a	Develop and Implement the Social Emotional and Mental Health Strategy (SEMH) by March 2021. Impact to be monitored through the action plan. (Adrian Leach)	

Supporting Commentary: Adrian Leach




The proposed SEMH Strategy is embedded within the broader revision of Halton's SEND Strategy. Monitoring and progress and delivery of the SEND strategy is undertaken by the SEND strategic partnership.

PED04b	Review the current framework of support for children and young people with disabilities, including short breaks provision and direct payments (March 2021) with all recommissions co-produced with parents and young people. (Sam Murtagh/ Val Armor)	
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Supporting Commentary: Sam Murtagh/ Val Armor

The direct payments component has been delayed due to Covid-19 as the priority has been to maintaining commissioned service support to the most vulnerable young people, particularly during the national lockdown. The current commissioned providers have continued to work extremely hard to offer innovative ways of supporting young people with disabilities and their families throughout, zoom calls, online design activities, social activities, shopping delivery etc. – some service have continued to offer face to face services to our most vulnerable young people. All short breaks services have been commissioned in a co-produced manner involving parents and young people, an example of this has been the setting up of swimming lessons for young people with disabilities – this came from a conversation with a number of parents when we were evaluating the most recent tenders for short breaks – unfortunately due to the national lockdowns and government restrictions the lessons were only able to be delivered for three weeks however the funds remain in place for when they are able to be delivered in a safe manner. With the planned National roadmap published plans are ongoing to start the lessons as soon as possible and over deliver if possible

All commissioned short breaks now in place with regular performance reports being submitted and interrogated. A grant application with NHS England for additional funding (£10k) for the delivery of different types of short breaks for young people who have had services disrupt due to Covid-19 was successful with delivery taking place in the Easter holidays. The feedback about the collaborative bid (Commissioning, CCG, Disabled children services) from the evaluators was extremely positive. Work has also started linking in with the Holiday Activity Fund which is focussed on young people who access Free School Meals for support delivery during summer school holidays based on nutrition, enrichment, a healthy lunch and physical activity.

PED04c	Improve the quality of assessment criteria for Education Health and Care Plans. (Adrian Leach)	
<p>Supporting Commentary: Adrian Leach A multi-agency task and finish group has been reviewing and revising the local areas graduated response. The graduated response sets out clearly for schools families and professionals the expectations about how children and young people with SEND should be supported prior to needing and EHCP. The expectations around levels of need requiring an EHCP.</p>		
PED04d	Quality assure all provision currently being utilised to ensure that provision meets the needs of our children and young people (Sam Murtagh)	
<p>Supporting Commentary: Sam Murtagh The quality monitoring visits that restarted in the autumn term in line with National lockdown requirements – as at year end with 17% of NMISS schools having now received a monitoring visit which covers 37% of pupils placed within independent and non-maintained settings. The monitoring framework used has been reviewed and updated and also shared with the Designated Clinical Officer at Warrington and Halton CCG (Clinical Commissioning Group), who have agreed to accompany the Council to schools that have a clinical offer. Further work will take place with the Parent/Carer forum in relation to completion and promotion of the Parental feedback information to be utilised in the visits.</p>		
PED04e	Review in borough specialist provision and revise to meet the needs of Halton's children and young people (Ann McIntyre)	
<p>Supporting Commentary: Ann McIntyre A Sufficiency Strategy is now been developed to set out the key areas of need and how this need will be addressed in Halton</p>		

Objective: Raise achievement across Early Years and all Key Stages, and diminish the difference between vulnerable groups and their peers (PED05)


Ref:	Measure	19/20 Actual	20/21 Target	Current	Direction of Travel	Quarterly Progress
PED05 01	Ensure all eligible children for the vulnerable 2 year old funding access quality EY provision (internally collected termly information – may not match to published data from Jan census)	90%	100% of eligible	85%	Refer comment	Refer comment
<p>Supporting Commentary: Jill Farrell / Belinda Yen/Gail Hodgkinson-Vaughan The DfE provided a target of 583 children to be placed. We have placed 495 (includes 12 Out of Borough (OOB) settings) which equates to 85%. This number is slightly lower than usual; process of placement continues as normal, however some places were declined until parents felt more comfortable for their children to return/commence due to the effects of the pandemic. 100% of day care and pre -school settings are good or outstanding; funded two year olds are only placed in good/outstanding provision</p>						
PED05 02	Increase the take up of Early Years Entitlement for 3 to 4 year olds.	93%	96%	97%		
<p>Supporting Commentary: Jill Farrell / Belinda Yen/Gail Hodgkinson-Vaughan Halton funded 1868 3 & 4 year olds out of a population of 1932 ONS statistics.</p>						
PED05 03	Monitor the percentage of Early Years settings (pre-schools, day care, out of school clubs, childminders) with overall effectiveness of Good or Outstanding (snapshot end of quarter)	95%	N/A	95%	95%	N/A
<p>Supporting Commentary: Jill Farrell /Belinda Yen/Gail Hodgkinson-Vaughan 100% of pre-schools and day care provisions are graded as good/outstanding; 2 new day cares have not yet been inspected; 76 childminders are registered in Halton (8 have not yet been inspected; 8 received a “met” outcome as children were not present at point of inspection; 6 childminders are graded as Requires Improvement; all others are good/outstanding) There is no change since the last QMR and no inspections have taken place, due to the pandemic. Inspection activity for OFSTED re-commenced on 4th May 2021, although to date no Early Years provision has been inspected since then.</p>						
PED05 04	Monitor the percentage of Primary schools with overall effectiveness of Good or Outstanding N.B. 6 out of the 8 schools are academies. (snapshot end of quarter)	87.8%	N/A	Refer comment	Refer comment	N/A
<p>Supporting Commentary: Jill Farrell</p>						

Due to the pandemic, only monitoring visits have taken place and therefore inspection gradings have not changed. Inspection activity re-commenced on 4th May 2021.



PED05 05	Monitor the percentage of Secondary schools with overall effectiveness of Good or Outstanding (snapshot end of quarter)	50%	N/A	Refer comment	Refer comment	N/A
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Supporting Commentary: Jill Farrell

Due to the pandemic, only monitoring visits have taken place and therefore inspection gradings have not changed. Inspection activity re-commenced on 4th May 2021. 6 of the 8 secondary schools are academy schools. We are working closely with our maintained schools providing challenge and support to improve outcomes and achievement for all.

Ref:	Milestones	Quarterly Progress
PED05a	Monitor and evaluate educational outcomes and the impact of funding streams (including Free EY Entitlement, Pupil Premium) to raise achievement for all and diminish the difference between vulnerable groups and their peers (March 2021). (Jill Farrell)	Refer comment
Supporting Commentary: Jill Farrell		
<i>Due to the pandemic, statutory assessments in primary schools have been paused and in secondary schools, teacher assessed grades will be submitted. Therefore there is no public data published. Schools have been asked to share effective practice and also any barriers to learning so that support and training can be developed as appropriate. Wider work with schools focusing on meeting all pupils' needs and achievement for all vulnerable groups is continuing as a key focus.</i>		
PED05b	Review the process of risk assessment for schools and settings to target support and drive improvement. Jill Farrell (March 2021)	Refer comment
Supporting Commentary: Jill Farrell		
<i>Schools are risk assessed based on information shared. Whilst public performance data is not available; wider information is known regarding changes in senior leadership and school performance prior to Covid-19 and during the pandemic including attendance; behaviour; inclusion; governance; leadership capacity etc. The categorisation and risk assessment process will be amended due to the impact of Covid-19, however support will be targeted based on levels of need.</i>		
PED05c	Build engagement, capacity and understanding of the strategic role of governors (Jill Farrell) (March 2021)	Refer comment
Supporting Commentary: Jill Farrell		
<i>Governor recruitment, training and access to CPD is ongoing. Unfortunately during the pandemic uptake has been limited, although training has been provided virtually throughout. This remains a key area to continue developing.</i>		
PED05d	In partnership with schools, review and design an effective curriculum model for the region that meets pupils needs whilst raising ambitions (Jill Farrell) (March 2021)	Refer comment
Supporting Commentary: Jill Farrell		
<i>This work was interrupted due to the pandemic as schools have responded to their own curriculum needs. Partnership working with schools has been strengthened throughout the pandemic, although focusing upon wider aspects than a regional curriculum model.</i>		
PED05e	Launch Halton Learning Alliance (HLA) Strategic Partnership to develop an inclusive, ambitious approach developing contributing, successful citizens locally, nationally and globally. All educational stakeholders and community members acting with morale purpose for Halton children, young people and community members (March 2021, Jill Farrell)	
Supporting Commentary: Jill Farrell		
<i>Halton Learning Alliance was successfully launched in March 2021 and was well attended by the school and college sector. Colleagues agreed to the key principles and vision. The shadow board is now progressing to develop operational work following this launch.</i>		

Objective: Improve participation and skills for young people to drive Halton's future (PED06)

Ref:	Measure	19/20 Actual	20/21 Target	Current	Direction of Travel	Quarterly Progress
PED06 01	Maintain the percentage of 16-17 year olds not in education, employment or training (NEET) (snapshot end of quarter, end of year information February)	4.0%	4.0%	3.4%		
Supporting Commentary: Háf Bell						
<i>The annual figure reported above as current is an average of December 2020 – February 2021 results. The direction of travel is very positive, particularly given the effect the pandemic has had on the experience of education and employment opportunities. The rise of the Not Known figure below will have impacted the NEET figure, there is the potential within those whose activity is Not Known that some are NEET.</i>						




PED06 02	Maintain the percentage of 16-17 year olds whose activity is not known (snapshot end of quarter, end of year information February)	0.3%	0.3%	0.6%		
<i>Supporting Commentary: Háf Bell</i> The annual figure reported above as current is an average of December 2020 – February 2021 results. Our ability to track the activity of young people has been hindered by the limitations on contact with young people. In previous years we would visit people in their homes if we were unable to contact them via phone, email or social media, this we have chosen not to do during the pandemic to limit the amount of staff travel around the borough.						
PED06 03	Increase the percentage of 16-17 year olds with an offer of learning (September guarantee)	97.4%	98%	96.8%		
<i>Supporting Commentary: Háf Bell</i> There was a reduced number of young people with confirmed offers of learning or training for September 2020, reported as the current figure above. Some young people waited to see how the national picture in relation to Covid-19 developed before making a decision about what they would do next. September 2021 figures are not yet available.						
PED06 04	Increase the percentage of 16-17 year olds participating in education or training that meets the Government definition of full participation (known as Raising the Participation Age)	91.8%	92%	92.2%		
<i>Supporting Commentary: Háf Bell</i> The annual measure is taken in March each year; March 2021 figures are reported as current above. We have observed more young people, particularly 17 year olds, continuing in education instead of leaving to take up employment without training, meaning we are making positive progress in this measure.						
Ref:	Milestones					Quarterly Progress
PED06a	Closely monitor the cohort of young people not in education, employment or training and identify common patterns/issues to inform actions, guide the effective use of resources and to identify any future commissioning needs (Háf Bell) (March 2021)					
<i>Supporting Commentary: Háf Bell</i> The focus for 2020/21 has been on ensuring young people are aware of how to access our support and to prioritise young people who have previously suffered from anxiety, or who approached us asking for additional support. Changes were made to our way of working because of lockdowns and restrictions and the impact on young people. This means we have used information to guide the effective use of our resources, although the environment we were responding to was very different to what we expected when planning for 2020/21. As we continue to review whether the country is able to move away from all social distancing restrictions permanently in the future we will continue to consider the impact on young people and how we can support them through our commissioned services.						
PED06c	Work with schools, the College and training providers to report where young people progress to Post 16 as quickly as possible, so those who haven't been progressed can be identified and contacted to offer support (Háf Bell) (October 2020)					
<i>Supporting Commentary: Háf Bell</i> Whilst we continued to have excellent communication with and from schools and the College the process of supporting young people into the next phase of education or training post 16 became more difficult being done at a distance. All schools continued to maintain contact with young people and support where they could, but some young people were not sure what they wanted to do in September 2020 because of the Covid-19 situation.						
PED06d	Work with Post 16 education and training providers in the borough to support the development of provision that does have clear progression opportunities (Háf Bell) (March 2021)					
<i>Supporting Commentary: Háf Bell</i> Covid-19 has meant the focus has been on developing a blended offer.						

6.0 Financial Summary

Attached to e mail




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 Overview Report – People (Adult Social Care and Health)

Directorate: People Directorate

Reporting Period: Quarter 4 - 1st January 2021 to 31st March 2021

1.0 Introduction

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

2.0 Key Developments

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

Adult Social Care:

Discharge Process – With effect from Tuesday 9th February 2021, there was a change in Halton's Hospital Discharge processes from Whiston Hospital. Halton's Hospital Workers who were previously part of the Whiston's Integrated Discharge Team along with St Helen's staff, now form part of HBC's Care Management Division rather than IDT.

Contracts – Work has progressed on the development of a number of new contracts during Q4. These include the new contract with Age UK – Mid Mersey to deliver Wellbeing & Engagement Services in Halton and the contract to provide the Halton Domestic Abuse Services.

The Autism strategy is entering its final year. Focus for this year will be to take stock of progress made and initiate a review of the current strategy and development of the next 3 year plan. Positive regard in organisations and across the Halton community for autism as part of the different variations of the brain that form the spectrum of human experience is critical to the development of an effective, forward looking strategy. Emphasis on the upcoming plan will be on better involvement in of autistic people in the development of the strategy as well as in the subsequent work to move this forward. Engagement of autistic adults who have no other diagnosis in the process is critical to the success of this process. Following the completion of the a post graduate certificate in Autism 2 practice managers from adult services will be involved in this process focusing on how language and the use of language is critical to how autistic people in Halton are viewed and view themselves.

Care Management

From March 2020 in response to the Covid-19 Pandemic, the care management service temporarily drew together its teams to form a new Single Point of Access (SPA) service, which was introduced to deal with **all** Adult Social Care enquiries/referrals. This involved Care Management Teams (IAT, CCR, CCW & SCIP) being reconfigured into a single team covering 7 days a week (8am – 6pm), with input from/working alongside staff in the

Capacity & Demand Team/RARS/Community Therapy. The teams are still required to have flexible arrangements around hospital discharges and covid-19 pandemic requirements. The teams continue to have capacity issues and increased demand for services throughout the lockdown.

We had started with a launch of a programme of work and training in March 2020 just before the pandemic, on Strengths Based Approaches. This approach focuses on an individuals' 'strengths' and connecting people to community based 'assets' or services, which fits well into place-based working. This work has been on hold during the pandemic, an attempt to re-initiate was found unworkable at this time. But it is hoped to restart this as lockdown is lifted over the coming summer months.

Dementia Connect – the current Dementia Community Advisor service will now operate under the Alzheimer's Society's new community model, Dementia Connect. Halton is the first area in the North West to introduce Dementia Connect. A briefing note has been sent to members to outline the new model and Alzheimer's Society have a communication plan in place to promote to Halton stakeholders. The service access and administration will benefit from Dementia Connect's central hub, whilst the service objectives and outcomes remain as outlined in our original contract with Alzheimer's Society.

Communities Division

An overhaul and refresh of the Learning Disabilities Strategy for Halton is to begin shortly. In partnership with all stakeholders the strategy will pull together the levels and variety of current provision, identify gaps and set a new more coherent and ambitious plan for the future.

The LFT/PCR testing centre based at Moorfield rd. continues to test staff from Day Services and Supported Living on a weekly basis. Staff are completing 2 LFT and 1 PCR tests per week. The Supported Living Services provided by the Independent Sector have joined with the Communities Division and are providing detailed information on numbers of tests and vaccines for staff and service users in their services. Across the sector there is at least 80% of staff and service users vaccinated meaning that come the removal of lockdown measures service users will be able to return to their work, education or day service much more safely and rapidly.

Mental Health Services:

The Halton Women's Centre: the award to the Centre of a considerable sum of money to support women who have had contact with the criminal justice system has been described in previous monitoring reports. It is therefore very pleasing to report that there has been a further award of funding to develop this further. The funding is intended to promote probation support in a more relaxed setting, whilst also providing them with services which will help them to engage with their local communities more effectively. Many of these women have long-term mental health needs, complex lives (including experience of domestic violence), poor self-esteem and emotional issues. The initial funding has already been used to employ a support worker, and the additional funding is to be used to employ a further part-time worker, as well as upgrading the IT facilities in the Centre so that there is an IT suite available to the women who use the centre. The employment of additional support staff will allow the development of the Centre into the Widnes area.

The Centre continues to support a wide range of other women, and the services and groups provided within the Centre continue to expand, particularly as the Covid regulations relax. The Centre has been reopened to a number of groups, following the strict guidance from the Council's Property Services about the appropriate safety measures that had to be put in place. Throughout the lockdown period, the Centre also maintained contact with a considerable number of women by telephone, providing them with regular support and advice.

North-West Boroughs (NWB) Mental Health Trust: the work to deliver the take-over of most of the NWB's mental health services by MerseyCare is now nearly complete. Some elements of the NWB's activity changed on 1st April 2021: some services in the Wigan are now transferred to the Greater Manchester Mental Health Trust. There were some concerns in Halton that this might disadvantage local residents who used those services, but transfer arrangements have been put in place to avoid this risk, and no problems have been reported. The remaining transfer of the NWB's mental health services to MerseyCare will take place at the beginning of July 2021. At that point, the NWB services will effectively

Public Health

Plans for the implementation of the Targeted Lung Health Check Programme are now in final stages and it is hoped that the programme will go live from June 2021. Further details to be available soon.

Covid infection rates are now low and we starting to reopen health services. There is a substantial waiting list and the CCG has put a Restoration Programme in place.

Plans for the implementation of the Targeted Lung Health Check Programme are now in final stages and it is hoped that the programme will go live from June 2021. Further details to be available soon.

Halton has become part of the government programme for adult obesity. It will align with our new Weight Management Strategy.

Halton is part of the new Cheshire and Merseyside Mental Health in schools programme.

Halton is also part of a new initiative to address substance misuse.

3.0 Emerging Issues

Adult Social Care

Intermediate Care Review - Work has continued over the past few months on the development of a new Intermediate Care (IC) Model. It was anticipated that the introduction of the new model and associated Single Point of Access would take place on 1st April 2021, however this has not been possible, as work still needs to be finalised on the associated staffing model. It is anticipated that the new model will be introduced within the next 3 months.

Lilycross - Lilycross has continued to operate as a designated setting for Cheshire and Merseyside under the Winter Discharge Designation Settings scheme, however during Q4 the number of Covid +ve beds was reduced from 24 to 16. With effect from 1st April

2021, NHS Halton Clinical Commissioning Group will take over the contract from HBC with the Provider, under a one-year NHS contract.

Halton Community Dementia Advisor Service contract (incorporating Dementia Connect, as above) is due to expire at the end of September 2021.

Communities Division

Staff refusing vaccinations is a concern. While numbers are low people who refuse pose a moral and operational dilemma. There are solutions and services can make reasonable adjustments in the short term but there needs to be some clear overall guidance that will support managers to overcome obstacles easily.

Mental Health Services:

White Paper: Reforming the Mental Health Act: after some considerable delays, the White Paper on reforms to the Mental Health Act was finally published in January 2021. Although the White Paper is primarily about law reform, it also focuses on issues such as organisational culture, workforce and the systems which impact upon practice. There are a number of overarching themes:

- Increased choice and control
- Decreased use of compulsory powers
- A renewed focus on supporting people in the community
- Providing better mental health care overall

The White Paper sets out four key principles, in much the same way as happened with the Mental Capacity Act:

- Choice and autonomy: ensuring patients' views and opinions are respected
- Least restriction: ensuring Mental Health Act powers are used in the least restrictive way
- Therapeutic benefit: ensuring patients are supported to get better and discharged as soon as possible
- The person as an individual – ensuring patients are seen and treated as individuals

A consultation process was set out in the White Paper, with 36 questions addressing the potential changes and developments to the Act. Halton Borough Council has submitted a detailed response to this consultation.

It is likely that it will take until the end of 2021 until the various responses from around the country have been collated and considered. A new Mental Health Bill will be drawn up and is expected to be considered by parliament in 2022, depending on the parliamentary programme. Implementation of the act is likely therefore to be in late 2022 or early 2023.

Mental Health Crisis Breathing Space (MHCBS): this national programme, set up by HM Treasury, is due to be implemented in early May 2021. It is designed to ensure that people who are in debt can receive advice and support during a "breathing space" period, during which creditors are not permitted to pursue debts or enforcement action, or add interest to any outstanding debts. During the breathing space period, debt advisers will work with the person concerned to ensure that their debts are properly managed.

There are two elements to the scheme: a standard breathing space which is open to anyone who qualifies for the support, and a Mental Health Crisis Breathing Space. This latter element was put in place because it was recognised that mental health problems and debt are often very closely linked, but that people with complex mental health needs may not have the emotional resources to effectively address their debts.

For people in a mental health crisis this can be even worse, which is why this element exists. A person who qualifies for this support will revive debt advice for the duration of their mental health crisis, plus an additional 30 days.

The MHCBS will have considerable implications for the Council's Approved Mental Health Professional (AMHP) workforce. AMHPs have been defined as the only professional group to decide whether a person is in mental health crisis, and will then be expected to refer the person to a dedicated national online service, which will then allocate the work to a local debt advice service. The AMHP will have to identify someone from a small group of professionals who can then act as the

contact point for the debt adviser, or undertake this role themselves. This will potentially add a considerable amount to their already complex caseloads.

Work will therefore be taking place to analyse and set up the process required to implement the MHCBS, and this will be further reported on in the next Quarterly Monitoring Report.

Section 140 Mental Health Act: this section of the Act lays duties on CCGs to ensure that there are adequate numbers of mental health beds available in their locality to admit people detained under the Mental Health Act in situations of special urgency. Locally and nationally, there have been continuing concerns about suitable bed availability for people being detained under the Act, with many accounts of people having to be placed in hospitals far from their home areas. This can pose real problems for AMHPs who undertake Mental Health Act assessments, as delays in finding beds can make already complex situations even more difficult.

Recently the Chief Social Worker has written to all Directors of Adults Social Services to urge that local agreements are set up with CCGs, to ensure that beds are available when needed. This will be taken up with the local CCG and reported on in the next Quarterly Monitoring Report.

Public Health

Health inequalities have widened as a result of the pandemic and system wide plans are being developed to address this.

Cancer screening programme boards have not yet recommenced. Local activity is continuing with engagement with all services to encourage uptake and maximise participation in the screening programmes. The Cancer Prevention Board will soon be recommencing with cancer screening a key priority.

Access to Vision and Hearing Screening has been impacted by the pandemic and the service has been working to implement a programme of catch up as part of the recovery plans for work with local schools.

4.0 Risk Control Measures

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. During the development of the 2017/18 Business Plan, the service was required to undertake a risk assessment of all key service objectives with high risks included in the Directorate Risk Register.

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

Progress against high priority equality actions






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

6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the 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	Q4 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.	☑
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.	☑

Supporting Commentary

1A. Pooled budget is on target to balance at the end of the year.

1B. Work continues under the One Halton programme to develop integrated teams, across health and social care.

1C Implementation of the strategy is on target.

1D. The revision of the One Halton Dementia Strategy delivery plan has not yet been restarted due to COVID priorities, but during the last quarter recommendation papers have been published from Alzheimer's Society (Carers, Housing), which will form part of future discussions about the direction of the delivery plan and ASC priorities. HBC has reinstated Dementia Friends Awareness sessions for staff as part of the corporate training calendar and in support of HBCs commitment to become more a dementia friendly organisation.


1E. Completed



1F. Continues to be monitored on an annual basis.

3A. Continues to be developed across One Halton framework.

Key Performance Indicators

Older People:		Actual 19/20	Target 20/21	Q4	Progress	Direction of Travel
ASC 01	Permanent Admissions to residential and nursing care homes per 100,000 population 65+ Better Care Fund performance metric	TBC	635	TBC	TBC	TBC
ASC 02	Delayed transfers of care (delayed days) from hospital per 100,000 population. Better Care Fund performance metric	N/A	TBC	TBC	TBC	TBC

ASC 03	Total non-elective admissions in to hospital (general & acute), all age, per 100,000 population. Better Care Fund performance metric	4893	5182	3793	<input checked="" type="checkbox"/>	
ASC 04	Proportion of Older People (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services (ASCOF 2B) Better Care Fund performance metric	78%	85%	N/A	N/A	N/A
Adults with Learning and/or Physical Disabilities:						
ASC 05	Percentage of items of equipment and adaptations delivered within 7 working days (VI/DRC/HMS)	39%	97%	TBC	TBC	TBC
ASC 06	Proportion of people in receipt of SDS (ASCOF 1C – people in receipt of long term support) (Part 1) SDS	72%	80%	TBC	TBC	TBC
ASC 07	Proportion of people in receipt of SDS (ASCOF 1C – people in receipt of long term support) (Part 2) DP	35%	45%	TBC	TBC	TBC
ASC 08	Proportion of adults with learning disabilities who live in their own home or with their family (ASCOF 1G)	88.73%	87%	TBC	TBC	TBC
ASC 09	Proportion of adults with learning disabilities who are in Employment (ASCOF 1E)	5.04%	5.5%	TBC	TBC	TBC
Homelessness:						
ASC 10	Homeless presentations made to the Local Authority for assistance In accordance with Homelessness Act 2017. Relief Prevention Homeless	1822	2000 1000 500 250	N/A	N/A	N/A
ASC 11	LA Accepted a statutory duty to homeless households in accordance with homelessness	114	150	N/A	N/A	N/A

	Act 2002					
ASC 12	Homelessness prevention, where an applicant has been found to be eligible and unintentionally homeless.	TBC	150	N/A	N/A	N/A
ASC 13	Number of households living in Temporary Accommodation Hostel Bed & Breakfast	105 15	150 80	N/A	N/A	N/A
ASC 14	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%	7.0%	N/A	N/A	N/A
Safeguarding:						
ASC 15	Percentage of individuals involved in Section 42 Safeguarding Enquiries	TBC	TBC	TBC	TBC	TBC
ASC 16	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).	61%	85%	62%		
ASC 17	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)	89%	90%	N/A	N/A	N/A
Carers:						
ASC 18	Proportion of Carers in receipt of Self Directed Support.	100%	99%	TBC	TBC	TBC
ASC 19	<i>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)</i>	7.6%	8%	N/A	N/A	N/A

ASC 20	Overall satisfaction of carers with social services (ASCOF 3B)	52.1%	52%	N/A	N/A	N/A
ASC 21	The proportion of carers who report that they have been included or consulted in discussions about the person they care for (ASCOF 3C)	77.6%	80%	N/A	N/A	N/A
ASC 22	Do care and support services help to have a better quality of life? (ASC survey Q 2b) Better Care Fund performance metric	89.1%	93%	N/A	N/A	N/A

Supporting Commentary

Older People:

ASC 01 Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.

ASC 02 National reporting has been suspended due to the Pandemic, data is not available, there is no date provided for this to resume.

ASC 03 The very low numbers reported in Q4 are the direct result of fewer people attending A&E and being admitted due to changes in people's behaviour during coronavirus pandemic. People have been avoiding healthcare settings including A&E. In addition, significant bed pressures at the acute hospital sites due to Covid-19 admissions have meant that the usual process of admit to assess (0 LOS) has not been happening to the same degree, resulting in a more pronounced reduction in the 0 LOS admissions compared to 1+ LOS admissions.

ASC 04 Annual collection only to be reported in Q4.

Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.

ASC 05 Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.

Adults with Learning and/or Physical Disabilities:

ASC 06 Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.

ASC 07 Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.

ASC 08 Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.

ASC 09 Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.

Homelessness:

ASC 10 No data received for Q4

ASC 11 No data received for Q4

ASC 12 No data received for Q4

ASC 13 No data received for Q4

ASC 14 No data received for Q4

Safeguarding:

ASC 15 Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.

ASC 16 Despite the pandemic the number of people undertaking safeguarding training has surpassed the previous year figures, however, they remain less than the target set.

ASC 17 Annual collection only to be reported in Q4, (figure is an estimate).
Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.

Carers:

ASC 18 Quarter 4 Data is currently unavailable due to year-end processes taking place, however an update will be provided prior to the PPB meeting.













ASC 19 This is a biannual survey which would have been due to have been administered later in 2020, however due to COVID-19, this has been postponed and will not take place until 2021 and biannually thereafter





ASC 20 This is a biannual survey which would have been due to have been administered later in 2020, however due to COVID-19, this has been postponed and will not take place until 2021 and biannually thereafter

ASC 21 This is a biannual survey which would have been due to have been administered later in 2020, however due to COVID-19, this has been postponed and will not take place until 2021 and biannually thereafter

ASC 22 This is a biannual survey which would have been due to have been administered later in 2020, however due to COVID-19, this has been postponed and will not take place until 2021 and biannually thereafter

Public Health**Key Objectives / milestones**

Ref	Milestones	Q4 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	Work with partners to continue to expand early diagnosis and treatment of respiratory disease including Lung Age Checks, and improving respiratory pathways.	
PH 01d	Increase the number of people achieving a healthy lifestyle in terms of physical activity, healthy eating and drinking within recommended levels.	
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 and develop an enhanced offer through the 0-19 programme for families requiring additional support, For example: teenage parents (through Family Nurse Partnership), Care leavers and support (when needed) following the 2 year integrated assessment.	
PH 02c	Maintain and develop an offer for families to help their child to have a healthy weight, including encouraging breastfeeding, infant feeding support, healthy family diets, physical activity and support to families with children who are overweight.	
PH 03a	Continue to develop opportunities for older people to engage in community and social activities to reduce isolation and loneliness and promote social inclusion and activity.	
PH 03b	Review and evaluate the performance of the integrated falls pathway.	
PH 03c	Work with partners to promote the uptake and increase accessibility of flu and Pneumonia vaccinations for appropriate age groups in older age.	
PH 04a	Work in partnership to reduce 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 in the community and within secondary care.	
PH 05a	Work with schools, parents, carers and children's centres to improve the social and emotional health of children.	
PH 05b	Implementation of the Suicide Action Plan.	
PH 05c	Provide training to front line settings and work to implement workplace mental health programmes.	

PH Supporting commentary

01a Halton Stop Smoking Service has continued to deliver the service remotely throughout COVID 19 to support local people to stop smoking. The voucher scheme previously used by the service to request products from Pharmacies has now been replaced by requesting products for clients directly through the pharmacists database – PharmOutcomes. The intention is to continue using PharmOutcomes when services resume post COVID. CO monitoring and Lung Age checks had to be stopped as well as the pregnancy incentive voucher scheme due to COVID 19. Through the use of digital platforms and contact with all referring agencies we have continued to promote the service to encourage referrals into the service. However, there has been a decrease in all referrals during COVID. Extra emphasis is placed on pregnant smokers, routine and manual smokers, smokers with respiratory disease, and smokers with mental health, where extra support is required. To date Halton Stop Smoking Service has received 105 pregnant smoker referrals, only 58 referrals from Midwives and the remaining 29 referrals from GP's. Out of 105 referrals, 87 clients engaged with the service and 27 pregnant smokers successfully quit - achieving a quit rate of 31%. Although only 18 clients did not engage with the service, albeit remotely, the quit rate is lower than previous years. This reflects the need to resume house visits and the pregnancy incentive voucher scheme for pregnant smokers when face 2 face consultations resume in June 2021.

Among the Routine and Manual group, there have been 163 smokers accessing the service and 86 smokers quitting – achieving a current quit rate of 53%. To date the service has seen a total of 770 clients that have been referred into the service, either by professional partners or self-referred. The service has a quit rate of 57% currently. However, data for Q4 is still not complete as there are 59 clients awaiting 4 week review outcomes some of which will be quits. The service has now set up a FB page where advice and tips on stopping smoking are available to smokers – 85 people currently access the FB page. The service has also supported Contact Track and Tracing and supported the Health Trainer Assessment programme this year.

PH Supporting commentary

01b Cancer screening programme boards have not yet recommenced. Local activity is continuing with engagement with all services to encourage uptake and maximise participation in the screening programmes. The Cancer Prevention Board will soon be recommencing with cancer screening a key priority.

PH Supporting commentary

01c The Stop Smoking Service have had to cease delivering COPD6 Lung Age Checks to clients aged 35yrs and over as per NICE guidelines during consultations due to COVID and working remotely. Resumption of face 2 face consultations is planned for June 2021.

Partnership working across Liverpool and Knowsley Stop Smoking Services, Liverpool Heart and Chest Hosp. and Halton CCG is ongoing for the recently revived TLHC (Targeted Lung Health Check Programme). This programme is in the early stages of development but it is envisaged Halton area will be targeted in Autumn 2021. An increase in throughput into the service of potentially 1,600 current and ex smokers in Halton aged between 55 yrs and 75 yrs is anticipated.

PH Supporting commentary

01d Haltons Adult Weight Management Service received 85 new referrals in Q4. The service worked remotely throughout, providing both an individual telephone based service and a new digital weight management coaching app. Fresh Start clients continued to receive healthy lifestyle and physical activity advice via phone calls or the app. The new Halton Fresh start app provides a unique opportunity in Halton to engage with a wider group of local people who would not attend traditional face to face services. The app has 174 users since its launch in February 2021. The Dietician led tier 3 weight management service operated remote phone based appointments during Q4 up until 8th March 2021, when face to face appointments were resumed. The service supports local people with high BMI's and those considering bariatric surgery. 201 appointments were booked in Q4. A Facebook group with over 400 active Fresh Start clients has been maintained throughout Q4.

In person weight check clinics for clients to be weighed and have their blood pressure also resumed the week of 22nd March in both Widnes and Runcorn.

Telephone physical activity advice and online video sessions were provided for those clients referred to the HIT exercise referral service. Working predominantly with clients with a history of cardiac, respiratory, neurological or chronic pain diagnoses.

The Active Halton steering group meetings have continued monthly, the group has focused on updating colleagues from across Halton on how services are being managed during the Covid-19 pandemic and changes to the availability of facilities during Q4.

CYP

Professionals training aimed at increasing healthy lifestyles intervention when working with children and families continues. In Qtr 4, 18 practitioners have trained in Children and Young people's Brief Lifestyle Intervention for Practitioners (CYPBLIP), and 10 participants in Alcohol and Tobacco sessions allowing those staff to lead their own sessions. This training is also offered to school staff and supports the new health curriculum with additional resources. In Qtr 4 112 pupils in

schools have participated in face to face Alcohol Awareness sessions and 186 pupils have participated in Fit 4 Life sessions.

Children and families healthy lifestyle (Fit 4 Life) continue to engage families directly through remote parent Bitesize sessions, 22 parents attended in qtr. 4. Development work has now started on the Adult weight Management app to allow work with the whole family, with children as the focus of the programme, this will be a combination of interactive remote sessions, coaching and telephone calls. Dieticians continue to carry out face to face clinics with children above 98th centile with their parents.

PH Supporting commentary

02a Despite the impact of the pandemic, the 0-19 Service has continued to maintain support for children and families in Halton. The most recent quarter (Q4) has seen the introduction of the new “Chat Health “ communications system – utilising online and text support for children and families which will increase access and availability of support as the service introduces its recovery plan for the next stage of its pandemic response.

During Qtr 3, the service managed to deliver 79% of the face to face New Birth Visits within 30 days and 26% of babies were recorded as being “breastfed” at 6 weeks. Areas for improvement include the 12 month and 2 ½ year check, and the service has implemented a catch up plan to improve access to this part of the Healthy Child Programme.

Access to Vision and Hearing Screening has been impacted by the pandemic and the service has been working to implement a programme of catch up as part of the recovery plans for work with local schools.

PH Supporting commentary

02b

During the quarter, the 0-19 Service (comprising the Family Nurse Partnership, Health Visiting and School Nursing) continued to deliver support to children, young people and families.

The service provided support to schools and early years settings and focused particularly on the flu vaccination programme and school age immunisations, as well as continuing to support the increasing workload caused by safeguarding concerns and the response to the pandemic.

The 0-19 Team has been integral in providing support to schools with regards to COVID Outbreak management and support and has been an integral part of the Councils outbreak management team.

The team has responded to an increasing workload with regards to safeguarding and “early help” requests during the pandemic.

PH Supporting commentary

02c

The Halton Early Years partnership has continued to meet remotely to consider how to support families and develop the local offer and is looking to re-establish the antenatal ‘Your baby and you offer’ remotely.

Infant feeding support continues to be available to families from the HIT infant feeding team.

Encouraging physical activity continues to be difficult to support directly, other than through social media.

The NCMP programme was paused during lockdown, and now schools have returned local areas have been asked to measure 10% of the eligible population to collect a representative sample for 20/21.

PH Supporting commentary

03a The Sure Start Telephone befriending service has grown from strength to strength during this period we have provided 167 hours of volunteer support.

The team have received a 25 new referrals and have 500 reviews to complete for people who are deemed as socially isolated and lonely. We are hoping that in the next few months community groups will reconvene and we will be able to start signposting people to the relevant support group.

We are now in the planning phase of restarting the Upton Get Together event in October for Older Peoples week subject to Government guidelines.

The Loneliness training has been revamped during this period and the up to date training offer will be launched in the next Quarter.

The Partners in Prevention network meeting was relaunched this Quarter. This is an opportunity for organisations from all sectors to share what their service has to offer. It is also a great networking event to share ideas of how to tackle loneliness across the Borough.

We are working in collaboration with Cheshire Fire Service, as part of the ongoing Loneliness campaign, to produce a video to raise awareness about loneliness , the impact it has and how we can tackle it within our communities.

PH Supporting commentary

03b No Change . During the pandemic there have been significant changes made to the falls pathway. The Falls Intervention services ceases to exist as does the Rapid Access Rehabilitation Service. This has left a gap in the service provision.

The intermediate care service is currently under review and the outcome of this review will not be known until April 2021. A decision has been made to put the falls steering group on hold until further information is gathered about the future plan of the falls service.

PH Supporting commentary

03c Uptake of flu vaccination for the 2020 season has increase for most cohorts (with the exception of pregnant women, though there have been known data denominator issues, which make this difficult to interpret). The 75% target was chieved in the over 65 age group.

The uptake has been facilitated bythe joint approach with local partners, including Warrington Council to maximise opportunities for engagement and emphasise the benefits of flu vaccination with the Covid Pandemic.

PH Supporting commentary

04a Work has continued to focus on reducing the rate of young people admitted to hospital due to alcohol, although this has been impacted due to COVID-19, lock down, and reductions in social interaction.

PH Supporting commentary

04b Awareness is raised within the local community of safe drinking recommendations and local alcohol support services through social media campaign messages and

the promotion of national campaigns via digital platforms. The Stop Smoking Service has continued to deliver Audit C screening remotely and offers Brief Advice and signposting or referral to CGL, when appropriate, during consultations with clients who are stopping smoking and who also wish to reduce their alcohol intake

To date the Stop Smoking Service have delivered Audit C screening remotely to 532 clients.

Health Trainers have had limited opportunities to deliver Audit C screening as part of Health Checks due to COVID.

PH Supporting commentary

04c The Substance Misuse Service has continued to find innovative ways in which to support clients affected by substance misuse, including digital consultations and socially distanced appointments. During Qtr.3, 150 assessments were completed as per the breakdown below.

Substance of choice	Total Q1	Total Q2	Total Q3	Target YTD	Actual YTD
Alcohol	52	80	59	180	191
Opiates	23	41	35	105	99
Non-Opiates	33	32	35	90	100
Alcohol/Non-Opiates	12	32	21	60	65

Those requiring support for alcohol represented 53% of overall assessments, which is an increase on the previous quarter. At the end of Qtr.3 there were 149 people engaged in structured treatment for alcohol, with 63 in 'Recovery Support'.

PH Supporting commentary

05a The Health Improvement Team provide a whole setting approach to schools and early years settings to support them to improve the mental health and wellbeing of their setting. Due to the pandemic the number of educational settings able to engage with preventative work has reduced due to additional demands on them. However despite this educational settings have still engaged with prevention work.

6 schools are currently engaged

12 early years setting or child minders are engaged

14 Parents and carers engaged in parent workshop on childrens mental health and wellbeing

55 Parents / Carers accessing information, resources and support available on the local Mental Health info point

49 Professionals accessing information and resources to help them support CYP mental health and wellbeing

The Health Improvement team work closely with partners to improve the mental health and wellbeing of children and young people. We have been part of the local nurture strategy and plan since it began in 2018. We actively encourage all schools we support to adopt a nurturing approach. In Q4 work has begun to support early years settings to adopt a nurturing approach too and the health improvement team have been actively involved in this.

PH Supporting commentary

05b The suicide prevention partnership board has continued to meet during the pandemic. There has been delays with the real time surveillance information which has been flagged as a concern with Champs. Champs have continued to work to address: self harm, middle aged men, quality improvement within mental health trusts, primary care staff, workforce development training and the development of a lived experience network throughout the pandemic

Local Activity

A follow on anti stigma campaign aimed at middle aged men started on the 24th of February with 30 second lived experience videos automatically playing when middle age aged men log on to websites locally. From the 24th of February to the 31st of March there has been **21263** views equating to **171** hours watched and **148** clicks through to the full length videos. Both the full length vidoes and the short video clips include local men talking about their lived experience and a 24 hour text help line if they want to talk about what is worrying them. The Mental Health Info Point continues to be promoted via social media and training. From January to March it has recevied **1297** page views with **435** users and **93** visiting the need help now section for details of mental health crisis support. The local 24hr mental health crisis telephone number is continuously promoted by the Local Authority, NWBP and partners. Due to concerns with money worries and mental health a local webinar was delivered in partnership with Citizens Advice and Warrington Borough Council and had **117** attendees. The aim was to raise awareness of the vicious cycle between money worries, debt and mental health enabling the local community and workforce to identify concerns in those they are supporting connecting them to appropriate support. The suicide prevention partnership board is working with Wirral Mind to increase representation from Halton on the Lived Expearence Network with the overall aim to have lived experience representation on the local suicide prevention partnership board.





PH Supporting commentary**05c**









A variety of training is provided to early years settings, schools, workplaces and the community. Since the pandemic began face to face training has been cancelled and virtual training has been avialable in its place (although schools have still been able to access face to face training when safe to do so). To ensure quality is maintained numbers attending virtual training has been capped and is significantly lower than numbers attending face to face sessions. Also workplaces havent engaged with any of the training offer due to the pandemic however information has been provided to them and a workplace section established on the MH info point to help support with staff wellbeing. 26 workplaces have accessed the workplace section during Q4.

Training	Numbers trained
Mental health awareness training for adults	71
Mental health awareness for managers	5
Stress Awareness training for adults	0
Stress Awareness training for managers	5
Suicide Awareness training	33
Mental health awareness for early years settings	17







Mental Health awareness training for staff who work with CYP	17
Self Harm awareness training for staff who work with CYP	0
Resilience Workshop for staff working with CYP	17
Staff wellbeing workshop for staff working with early years and CYP	45
Total trained	210

Key Performance Indicators

Ref	Measure	19/20 Actual	20/21 Target	Q4	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)	66.1% (2018/19)	68% (2019/20)	N/A		N/A
PH LI 02a	Adults achieving recommended levels of physical activity (% of adults aged 19+ that achieve 150+ minutes of moderate intensity equivalent per week)	68.6% (2018/19)	N/A targets not set due to COVID pressures	N/A		N/A
PH LI 02b	Alcohol-related admission episodes – narrow definition (Directly Standardised Rate per 100,000 population)	896 (2019/20 provisional)	N/A 2020/21 targets not set due to COVID pressures	678 (Q4 2019/20 – Q3 2020/21)		

PH LI 02c	Under-18 alcohol-specific admission episodes (crude rate per 100,000 population)	58.3 (2017/18 – 2019/20)	N/A 2020/21 targets not set due to COVID pressures	57.1 (Q4 2017/18 – Q3 2020/21)		
PH LI 03a	Smoking prevalence (% of adults who currently smoke)	14.9% (2019)	N/A 2020/21 targets not set due to COVID pressures	N/A		N/A
PH LI 03b	Prevalence of adult obesity (% of adults estimated to be obese)	70.6% (2018/19)	N/A 2020/21 targets not set due to COVID pressures	N/A		N/A
PH LI 03c	Mortality from cardiovascular 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>	85.3 (2017-19)	N/A 2018-20 target not set due to COVID pressures	87.1 (2018-20 provisional)		
PH LI 03d	Mortality from cancer at ages under 75 (Directly Standardised Rate per 100,000 population) <i>Published data based on calendar year, please note</i>	166.1 (2017-19)	N/A (2018-20 target not set due to COVID pressures)	162.4 (2018-20 provisional)		

	<i>year for targets</i>					
PH LI 03e	Mortality from respiratory 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>	52.5 (2017-19)	N/A (2018-20 target not set due to COVID pressures)	52.1 (2018-20 provisional)		
PH LI 04a	Self-harm hospital admissions (Emergency admissions, all ages, directly standardised rate per 100,000 population)	388.3 (2019/20)	N/A (2020/21 target not set due to COVID pressures)	337.8 (Q4 2019/20 – Q3 2020/21)		
PH LI 04b	Self-reported wellbeing: % of people with a low happiness score	7.2% (2018/19)	N/A (2019/20 target not set due to COVID pressures)	N/A		N/A
PH LI 05ai	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>	17.7 (2017-19)	N/A (2018-20 target not set due to COVID pressures)	17.2 (2018-20 provisional)		

PH LI 05a	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>	20.3 (2017-19)	N/A (2018-20 target not set due to COVID pressures)	19.8 (2018-20 provisional)		
PH LI 05b	Emergency admissions due to injuries resulting from falls in the over 65s (Directly Standardised Rate, per 100,000 population; PHOF definition)	2834 (2019/20)	N/A (2020/21 target not set due to COVID pressures)	2816 (Q4 2019/20 – Q3 2020/21)		
PH LI 05c	Flu vaccination at age 65+ (% of eligible adults aged 65+ who received the flu vaccine, GP registered population)	71.6% (2019/20)	75% (national target)	79.9% (Sept – Feb 2021)		

Supporting Commentary

PH LI 01 - The latest data is not available as Department of Education are not publishing 2019/20 data due to COVID priorities.

PH LI 02a -

The latest data has not yet been published by Public Health England.

PH LI 02b -

Provisional data to Dec 2020 indicates the rate has improved since 2019/20. However, we do not yet know the full effects of COVID-19 on hospital admissions.

Data is provisional; published data will be released later in the year

PH LI 02c -

Provisional data to Dec 2020 indicates the rate has improved since 2019/20. However, we do not yet know the full effects of COVID-19 on hospital admissions.

Data is provisional; published data will be released later in the year

PH LI 03a -

The latest data has not yet been published by Public Health England

PH LI 03b –

The latest data has not yet been published by Public Health England

PH LI 03c -

Provisional data for 2018-20 indicates the rate has increased (worsened) very slightly since 2017-19. However, we do not yet know the effects of COVID-19 on the categorising of other deaths.

Data is provisional; published data will be released later in the year

PH LI 03d –

Provisional data for 2018-20 indicates the rate has improved slightly since 2017-19. However, we do not yet know the effects of COVID-19 on the categorising of other deaths.

Data is provisional; published data will be released later in the year

PH LI 03e -

Provisional data for 2018-20 indicates the rate has remained similar to 2017-19. However, we do not yet know the effects of COVID-19 on the categorising of other deaths.

Data is provisional; published data will be released later in the year

PH LI 04a -

Provisional data to Dec 2020 indicates the rate has improved since 2019/20. However, we do not yet know the full effects of COVID-19 on hospital admissions.

Data is provisional; published data will be released later in the year

PH LI 04b -

The latest data has not yet been published by Public Health England.

PH LI 05ai -

Provisional data for 2018-20 shows life expectancy at age 65 has reduced by 6 months for males in Halton since 2017-19. This is due to the excess deaths seen in the over 65s in 2020 from COVID-19.

Data is provisional; published data will be released later in the year

PH LI 05aii –

Provisional data for 2018-20 shows life expectancy at age 65 has reduced by 6 months

for females in Halton since 2017-19. This is due to the excess deaths seen in the over 65s in 2020 from COVID-19.

Data is provisional; published data will be released later in the year

PH LI 05b –

Provisional data to Dec 2020 indicates the rate has remained similar to 2019/20. However, we do not yet know the full effects of COVID-19 on hospital admissions.




Data is provisional; published data will be released later in the year

PH LI 05c –

Data to Feb 2021 shows Halton has met the 75% national target.




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 <u>intervention or remedial action</u> 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.

Directorate Overview Report – Enterprise, Community & Resources

Reporting Period: **Quarter 4 – 1st January 2021– 31st March 2021**

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:-

Financial Services

- 2.2 The 2021/22 net budget of £111.446m was approved by Council on 03 March 2021. The net budget will be part funded from an increase of 1.99% in general Council Tax plus a 3.0% Adult Social Care Precept. The 2020/21 council tax requirement is £54.509m; Band D council tax level (before local and major precepts) is £1,549.34 and continues to be the fourth lowest in the North West.
- 2.3 The Council has and continues to support businesses through the pandemic by making Government funded business support grant payments to eligible businesses. During the first national lockdown, grants totalling £17.5m were paid to 1,196 small businesses and a further 312 grants paid to those businesses in the retail, leisure and hospitality sectors.
- 2.4 Following the first national lockdown and up to 31 March 2021, a further £6.9m of grants have been paid to help support local businesses through further local and national restrictions. In total grants of £24.4m have been administered through the Business Rates Team, this excludes discretionary grants administered by the Investment and Development Division.

In addition to above, from 01 April 2021 the team will start administering the Business Support Re-Start Grant programme to help businesses re-open following the third national lockdown. Businesses will receive levels of grant of up to £18k dependent on the type of business and rateable value banding.

- 2.5 The economic impact resulting from the pandemic initially had an adverse impact on both council tax and business rate collection rates. The council has actively continued to collect older debt but the temporary closure of magistrate courts slowed the process of obtaining liability orders, which helps with progressing debt collection. From February 2021 the Council have been given access to one virtual court hearing per month in order to obtain liability orders, which has helped improve overall collection towards year-end.

Including major preceptors, the amount of council tax billed at 31 March 2021 was £64.3m. The cash collection rate for the period is £59.5m (94.14%). A further £1.695m has also been collected from previous year arrears. Including preceptors the amount of billed business rates as at 31 March 2021 is £47.2m. The cash collection rate for the period is £45.4m (96.18%).

- 2.6 On 28th September 2020 the government introduced Self-isolation Support Payments whereby a payment of £500 will be made to those on low incomes to support them if they cannot work during their self-isolation period, and currently this scheme is scheduled to end on 30th June 2021. At 31st March 2021 the table below shows the number of awards paid.

SIP Awards	Mandatory	Discretionary
Fund available	£310,000	£239,999
No. of awards	414	190
Current spend	£207,000	£95,000

- 2.7 The Department for Works and Pensions (DWP) statistics indicate at 11th March 2021 there were 16,459 people within Halton claiming Universal Credit. By way of providing context, in March 2020 there were 10,918 Halton residents claiming Universal Credit, and this illustrates the financial impact of Covid19 within the borough.

Policy, People, Performance & Efficiency

- 2.8 During 2020 – 21 considerable resources were required to support the management of staffing scenarios related to absence, working practices, and restrictions. The resourcing of priority service activity (e.g. Public Health and Adult Care) has been an ongoing feature of the departments work. The resourcing of the two asymptomatic rapid COVID testing centres in the Borough featured significantly in January 2021.
- 2.9 The policy framework developed earlier in 2020 to enable the Council to safely return physical premises and work spaces to operation following the ‘lockdown’ between March and July 2020 and November – December 2020 has proved effective. It is being implemented again to manage re-openings as lockdown 3 is eased.
- 2.10 E-learning take-up continues to be strong and 2,542 modules were completed during the reporting period. In addition a number of Virtual Modules have been delivered to support staff specifically related to remote working. These have included Behavioural Science and how it can support remote working, Conflict resolution, and Change and Stress Management in remote working environments.
- 2.11 During 2020 – 21 a total of 37 new apprenticeships starts were undertaken 25 in the Council and a further 12 in schools. This equates to 39% of the annual Public Sector target and is broadly in line with the national position outlined by the Local Government Association of 40 – 60% being achieved by most Local Authorities.
- 2.12 The Council has published the statutory Gender Pay Gap report for the snapshot date of 31 March 2020. For the Council the median gender pay gap is 10.4%. This is significantly lower than the average Public Sector and whole economy figures of 15.8% and 15.5% respectively. Further information on the calculations and interpretation can be accessed at: <https://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/genderpaygap.pdf>.
- 2.13 The Council has considered its options around how employee capability, working practices, premises and technology can be combined to ensure an effective organisation for the future. The basis of a structured ‘Future Work’ change programme has been developed during the quarter, and will start to be progressed in Quarter 1 of 2021/22 alongside the Council’s COVID recovery Roadmap, and the national easing of COVID restrictions.

ICT and Support Services

- 2.14 The ICT teams covered all emergency calls over this period of lockdown effectively, with all calls resolved quickly without any disruption to key services. Software Systems and Hardware maintenance plans remain in place linked to out of hours and weekend working to compliment extended front-line working hours
- 2.15 The Halton Cloud continues to support all 2600 desktop users with an average of 1800 concurrent users connected into services at any one time from home. The system uptime over this quarter has been excellent, whilst accommodating a considerable number of changes and adaptations to the requirements profile of our user base over this extended period of the pandemic.
- 2.16 The Records Management Facility remains fully operational and supporting the authority and its clients with new services being developed supporting the authority through centralising data and improving secure access to physical as well as digital data sets. These include for example mail and hybrid mail provision and linkages to new digitised postal services and a review of software solutions and support to Cemeteries and Open Space Services.
- 2.17 A focus upon the support of schools within the authorities SLA is in place to improve their ability to promote on-line learning and enabling those schools yet to put online learning solutions in place. Additionally reactive support to schools is ongoing and extremely busy and schools have been asked if they would prefer work to be undertaken outside of school hours to assist with social distancing and minimize the risks of exposure to pupils and staff.

Legal and Democratic Services

- 2.18 The significant majority of staff remain working remotely and the provision of legal support across the authority remains undiminished. However the departure of a number of key members of staff during quarter 4 has presented significant challenges in terms of business continuity. Short-term temporary support has been in place whilst the process of recruitment can be completed.

Economy, Enterprise and Property

External Funding / Regeneration

- 2.19 The Council has continued to work closely with the Voluntary and Community Sector in providing support to organisations to apply for emergency funding streams available as a consequence of the COVID pandemic. From information gathered it is understood that 145 projects / individuals have received funding to a total value of just over £1.5M during 2020 – 21.
- 2.20 Additionally during Quarter 4 Halton secured just in excess of £8M of external funding with the total for the financial year 2020 – 21 being £13.0M.
- 2.21 Construction of Project Violet at Sci-Tech Daresbry continues to programme with completion expected in November 2021 with the Chrysalis loan-funding agreement being agreed during Quarter 4. Additionally the Warburton's new build at Viking Park, 3MG, is continuing and completion is expected in summer 2021.

Adult learning

- 2.22 Monies from the Skills Capital Improvement Grant have been used to refurbish the upper floors of Kingsway Learning Centre and works were completed during Quarter 4. These include the installation

of a new lift and new reception and break out areas in addition to a wide range of digital equipment that will provide up to date facilities for learners.

- 2.23 A further £40K has been made available from the Combined Authority to support access to learners following lockdown. These monies will be used to facilitate a return to learning which will include new and targeted marketing campaigns and the production of videos to support a consistent induction to learners and 1:1 support for the most vulnerable.
- 2.24 A meeting took place with the Education and Skills Funding Agency during quarter 4 regarding the delivery of the High Needs Support Internship Programme which will be delivered by the Adult Learning Team. This project will support 10 young people aged 16 – 24 and who have an Education and Health Care Plan into a supported internship placement with a local employer.
- 2.25 The first 'Kickstart' opportunities were filled during the quarter 4 period with the Halton People into Jobs service acting as a gateway between employers and the Department of Work and Pensions by supporting local residents aged 18 – 27 and in receipt of Universal Credit into paid 6-month job placements.

Property Services

- 2.26 £1.3m has been secured for decarbonisation works at Halton Stadium. Design works are progressing and it is hoped works on site can start within the next couple of months. The programme requires works to be complete by late September 2021 (*please also refer Emerging Issues section of report regarding Government decarbonisation targets*).
- 2.27 Planning approval is in place for the proposed new Leisure Centre at Moor Lane, Widnes and the costs and timescales have been agreed. However the project can't commence on site until the date of vacant possession is known and in respect of this there is an ongoing Compulsory Purchase Order process taking place. Subject to the successful outcome of the CPO it is anticipated that we will be in a position to enter in to a contract with Wates prior to 31st December 2021, with a start on site sometime early in 2022.

Policy, Planning & Transportation

- 2.28 Throughout 2020 – 21 there has been a steady and unavoidable decline in the condition of the highway network across the borough and this is reflective of the fiscal constraints that have been prevalent for a number of years. The department will continue to utilise programmed maintenance works to mitigate against this as far as possible.
- 2.29 Following works being undertaken in regards to repainting and the reconfiguration of carriageways and approaches and parapet renewal works the Silver Jubilee Bridge was successfully reopened to traffic on 26th February.
- 2.30 The first 2 weeks of hearings were undertaken in Quarter 4 with regards to the examination of the Council's Delivery and Allocations Local Plan. Further Examination hearing sessions will take place in May and June which will take place as a virtual hearing sessions and livestreamed.

Community & Environment

Open Space Services and Waste and Environmental Improvement

- 2.31 During the first part of Quarter 4 both the Parks and the Streetscene sections were affected by absence that was related to Covid-19. The result was that the 2020/21 Winter Works programme (which in the

main related to coppice and pruning works) was not completed. Missed works have now been scheduled for winter 2021/22 and regrettably this had led to some public complaint.

- 2.32 Waste collection services continued to operate through the previous 12 months. As was experienced in the previous 3 quarters, tonnages of waste and recyclable materials collected were significantly higher compared to the same periods in previous years. The table below shows details of the actual increases that were experienced;

Waste Stream	2019-20 Tonnage	2020-21 Tonnage	Additional Tonnage	Increase
RESIDUAL WASTE	27,047	30,034	2,987	11%
KERBSIDE RECYCLING	10,211	12,108	1,897	19%
GARDEN WASTE	4,351	5,155	804	18%

With more and more people working from home, and with the likelihood that many will continue to do so, it is expected that households will continue to produce increased tonnages of waste and recyclables and this will have both resource and financial implications moving forward.

Library, Stadium, and Culture and Leisure Services

- 2.33 Digital Library use continues at a high level due to movement of activities online and the resulting changes in customer behaviour. 'Restart' events, including the Borough of Culture and reconnecting communities with physical library spaces are now being co-ordinated and scheduled.
- 2.34 During the Quarter 4 period Grangeway and Ditton Community Centres continued to operate as Covid-19 SMART testing sites. Since the sites were opened in December, a total of 58,067 lateral flow tests were carried out.
- 2.35 The West Stand of the Halton Stadium is being used as a COVID Vaccine Centre. This arrangement, which has received extremely positive feedback on Social Media, will remain open for the foreseeable future and is likely to be used for additional booster sessions planned for the Autumn
- 2.36 The Council's 5 Community Centres reopened on 12th April but only for limited pre-booked children's group activities. The centres remain closed to the general public but as of 12th April the cafes at Castlefields, Upton and Murdishaw will begin providing a take-away service for members of the public. In accordance with the Government's 'roadmap' to easing lockdown restrictions, it is planned that the Centres will reopen for indoor café provision and adult group sports and exercise classes on 17th May.
- 2.37 As would be expected sports and recreation activity has been significantly and unavoidably disrupted during the 2020 – 21 financial year as a result of the COVID situation. However every effort has been made to facilitate ongoing provision of services supporting community health and fitness and it is recognised that such activities can take on added meaning for individuals and families during times of relative isolation.
- 2.38 Support has continued to help adults stay active at home through updating, motivating and sharing content for online access and through the use of various Social Media channels and for example the Halton Zoom Community Exercise timetable has been disseminated including through the Active Halton webpage.

- 2.39 Welfare calls have been completed by Fitness staff to all Direct Debit members and these have been extremely well received and feedback from users who welcomed both the interaction itself, particularly for those who are relatively isolated in normal circumstances, and the motivation it provided to keep active during lockdown. Welfare calls have been completed by Fitness staff to all Direct Debit members and these have been extremely well received and feedback from users who welcomed both the interaction itself, particularly for those who are relatively isolated in normal circumstances, and the motivation it provided to keep active during lockdown

3.0 Emerging Issues

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

Financial Services

- 3.2 From 04 May 2021 the Debt Respite Scheme (Breathing Space) will give someone in problem debt the right to legal protections from their creditors. There are two types of breathing space: a standard breathing space and a mental health crisis breathing space.

A standard breathing space is available to anyone with problem debt. It gives them legal protections from creditor action for up to 60 days. The protections include pausing most enforcement action and contact from creditors and freezing most interest and charges on their debts.

A mental health crisis breathing space is only available to someone who is receiving mental health crisis treatment and it has some stronger protections. It lasts as long as the person's mental health crisis treatment, plus 30 days (no matter how long the crisis treatment lasts).

When the Council is notified (through the Insolvency Service) of an individual entering Breathing Space it will be required to update systems and records to ensure that all recovery action is immediately suspended for the requisite amount of time. During the Breathing Space period the Council will work with the individuals appointed debt advisor to seek ways in which the debt can be paid i.e. through an agreed payment plan.

- 3.3 The impact of COVID-19 and lockdown measures has resulted in a notable shift in the payment channels used by customers in 2020/21. As reported previously, there has been a significant reduction in the number of customers making payments through the kiosks located at the One Stop Shops, with the volume of payments received decreasing by 89% compared to 2019/20.

In contrast, in 2020/21 the Council experienced a 47% increase in touchtone telephone payments, a 22% increase in Internet payments and a 27% increase in Contact Centre telephone payments when compared to 2019/20.

It is recognised that a minority of customers are likely to continue to prefer to make payments in cash. The recent introduction of PayPoint as another payment channel will therefore provide such customers with more local payment options, as there are currently 59 PayPoint outlets located across the Borough

Policy, People, Performance & Efficiency

- 3.4 The Council has received clarity on the implications of the 'McCloud judgement' of the Court of Appeal, stating that public sector pension reforms implemented by government in recent years (2014 for LGPS) unlawfully treated existing members differently based upon their age on the 1 April 2012. A significant amount of work is now required to review payroll records for all employees in the Council, schools, and those third party organisations that we provide a payroll service to under a commercial arrangement.

- 3.5 Following the UK's exit from the European Union Revised rules around eligibility to work in the UK have now been clarified and will be effective from 1st July 2021. The Councils recruitment procedures have been amended to accommodate these.
- 3.6 The engagement of Agency workers to meet increased service demand in areas such as Adult Social Care continues and the advent of the COVID pandemic unavoidably delayed the implementation of processes to support services in minimising agency usage. However work is now underway to support service restructuring and the delivery of the necessary corporate processes to reduce the reliance upon the use of Agency staff going forward.

ICT and Support Services

- 3.7 A major project started December 2020 and completed the 1st phase of the development for all hardware systems allowing for the considerable task of upgrading the Virtual Desktop infrastructure software platforms, this upgrade will allow major developments such as the release of Teams and the Office 365 Suite within this virtual environment to compliment the use of Skype and the delivery of other conferencing mechanisms compatible with both home and office environments.
- 3.8 One Stop Shops remained open during the National lockdown as they are seen as an essential service within Halton. Opening hours have been reduced over this quarter to allow the team to support the Contact Centre in managing inbound/outbound calls for COVID Support from Clinically Extremely Vulnerable (CEV) individuals.

Legal and Democracy

- 3.9 The Government has announced that it will not be in a position to bring forward new legislation to allow the continuation of remote meetings beyond 7th May 2021. Lawyers in Local Government, the Association of Democratic Services Officers and Hertfordshire County Council have brought High Court proceedings for a declaration that remote meetings will continue to be lawful. The hearing is to take place on 21st April with judgement expected shortly after. Of course, the outcome will be very significant for all local authorities.

Economy, Enterprise and Property

- 3.10 Consultation on the Right to Regenerate and the Public request to Order Disposal 1980 s98 by Ministry of Housing, Communities, and Local Government may result in a request to the Secretary of State to direct the Council to dispose of land and buildings that are defined under the Order as unused. Further information will be provided as this becomes known.
- 3.11 Government is to bring into law by the end of June 2021 a new carbon emissions reduction target of a 78% reduction over 1990 levels by 2035. This brings forward the previous target and will have the effect of speeding up the need to switch away from fossil fuels to heat and provide hot water to our buildings and move to electrically run heat pumps and funding is being made available via the Public Sector Decarbonisation Scheme for such works and there will be a need to assess all Council buildings to establish where further works could be undertaken to help meet this agenda.
- 3.12 Halton People Into Jobs made a number of applications during Quarter 4 to become a subcontractor for the Government's new flagship employment programme – Restart. Decisions will be announced in the next quarter and if successful, HPIJ would need to recruit a new team to deliver this programme, given its size/value and the accommodation of the team will need to be considered and arranged.

Policy, Planning & Transportation

- 3.13 Runcorn Station Quarter works continues to make good progress, with works to the Piazza having now commenced and highways have switched to Picow Farm Road and northern section of Cavendish Street. All agreements to carry out works have now been finalised with Avanti West Coast and Network Rail. Detailed design of the Active Travel Links from Cavendish Street to Dukesfield have commenced along with detailed design of the demolition of the footbridge across the Expressway

Community & Environment

- 3.14 With regards to culture and leisure services Officers are now considering the future delivery of services in light of the situation that has prevailed for the preceding 12 months. Work will now be undertaken to implement any 'rebalancing' measures that may result from experiences to date particularly with regards to remote / digitalisation of the Council's service offer.

4.0 Risk Control Measures

- 4.1 Risk control forms an integral part of the Council's Business Planning and Performance Monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2019 – 20 Directorate Business Plans.
- 4.2 Progress concerning the implementation of all Directorate high-risk mitigation measures were reported to the relevant Policy and Performance Boards at quarter 2.

5.0 High Priority Equality Actions

- 5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.
- 5.2 The Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:






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

6.0 Performance Overview

- 6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate. 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.
- 6.2 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.

Financial Services

Key Objectives / milestones

Ref	Milestones	Q4 Progress
FS 01a	Report 2020-23 Medium Term Financial Strategy to Executive Board - November 2020.	
FS 01b	Report 2020/21 revenue budget, capital programme and council tax to Council - March 2021.	
FS 03a	Publish the Statement of Accounts following external audit by 31st July 2020.	
FS 04a	Establish Treasury Management Policy and report to Council - March 2020.	
FS 05a	Establish and report prudential indicators to Council - March 2020.	

Supporting Commentary






Medium Term Financial Strategy (MTFS) was reported to Executive Board on 19 November 2020. The financial forecast is being regularly updated. Revenue budget, Capital Programme and Council Tax was reported on 03 March 2021.





2020/21 Q3 overall budget information was reported to Executive Board on 25th February 2021.

As a result of the Covid19 pandemic the deadline for completion of the audit of accounts was deferred to 30 November 2020. The draft Statement of Accounts was provided to the External Auditor on schedule on 28 August 2020. A very positive report was received by the Business Efficiency Board from the external auditor on 24th March regarding the year-end accounts and the Council's value for money assessment. The Council's draft 2019/20 Statement of Accounts were approved and any subsequent additions or amendments will be approved by the Operational Director - Finance, in liaison with the Chair of the Business Efficiency Board

The 2019/20 Treasury Management Policy was approved by Council on 04 March 2020.

Key Performance Indicators

Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
FS LI 01	Receive an unqualified external audit opinion on the accounts.	Yes	Yes	Awaited	-	
FS LI 02	Receive positive comment (annually) from the External Auditor relating to the financial standing of the Council and the systems of internal financial control.	Yes	Yes	Yes		
FS LI 03	Proportion of Council Tax that was due that was collected.	94.75%	94.25%	94.14%		

Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
FS LI 04	The percentage of Business Rates which should have been received during the year that were received	98.32%	97.50%	96.18		
FS LI 05	Average time for processing new claims (Housing Benefit & Council Tax Reduction)	16.90 (Days)	20 (Days)	16.22		

Supporting Commentary

External Audit of 2019/20 accounts is being finalised following the draft Statement of Accounts being approved by Business Efficiency Board on 24 March 2021.






The Council's external auditor concluded in the 2019/20 Audit Findings Report that *'The Council operates under significant financial pressures, however, it continues to have effective arrangements in place to routinely monitor its budget and take appropriate action to mitigate against any significant variances or additional calls on resources'*.

Council Tax collection and business rates collection have both fallen when compared to March 2020. The impact of Covid and payment deferral of approximately 4,000 accounts has had a direct negative impact on these measures.

The processing of new claims, and also of changes in circumstances, are both showing improvement when compared to the same period last year.

Policy, People, Performance & Efficiency

Key Objectives / milestones

Ref	Milestones	Q4 Progress
PPPE 01a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy May 2020	
PPPE 02b	Establish 20 new existing employee apprenticeships to enable up-skilling in a range of business areas, compliant with the requirements of apprenticeship legislation March 2021	
PPPE 04b	Implement resourcing plans with service management in appropriate areas September 2020 .	
PPPE 04c	Ongoing monitoring of agency usage and spend April, September, December 2020, and March 2021 .	
PPPE 05a	Identify service areas with highest consistent recruitment demand, turnover, and low attraction rates September 2020 .	

Supporting Commentary













The actions identified within the Organisational Development Strategy forms the basis of the workplan for the year and a new Organisational Development Strategy for 2020 – 23 has been approved by Executive Board.

25 new Apprenticeship ‘conversions’ have been established in the period since 1st April 2020. Refer to Key Developments section above for further detail and context.

Resourcing plans have been developed on a priority needs basis with services most affected by the COVID-19 pandemic (e.g. Public Health and Adult Care). Agency usage continues to be monitored and figures on spend are included within the table below.

HR services working with services most affected by COVID-19 pandemic to support resourcing decisions in a post-pandemic environment and additional detail regarding agency usage is provided in the table below

Key Performance Indicators

Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
PPPE LI 01	The number of working days / shifts lost due to sickness (Corporate)	11.66 (Days)	10 (Days)	10.02 (Days)		
PPPE LI 04	Total Full Time Equivalent Staffing Establishment.	3,431	For information On	3,317	N/A	N/A
PPPE LI 05	Total Staff (head count)	4,575	For information Only	4,207	N/A	N/A
PPPE LI 07	Total Agency Worker Cost (cumulative cost – year to date)	£2.21M (Gross Cost)	£1.5m (Gross Cost)	£3.70m (Gross Cost)		
PPPE LI 10	The percentage of top 5% of earners that are:					
	a) Women	61.78	55	63.19%		
	b) from BME communities	3.45	2.0	2.78%		
	c) with a disability	0.9	8.0	0.89%		
PPPE LI 13	Average time to recruit (Applicant Tracking System reported figure)	15 days	15 days	11 (Days)		

Supporting Commentary





Paradoxically, the impact of COVID-19, and changes to working patterns and practices had a positive impact on absence levels although the annual target for working days was marginally missed. The periods of lockdown across the year will inevitably have meant that people were not mixing with others both in and outside of the workplace, reducing the incidence of many illnesses, as well as COVID infection.

Number of agency worker placements and spend has been unavoidably and adversely affected by the COVID situation and the need for additional resources. Please see the emerging issues section of this report for additional contextual information.

With regards to top 5% of earners there is positive movement on part (a) and fluctuation exists in (b) and (c), due to turnover. It should be noted that recruitment in to 5% of earners is very limited, and as such scope for significant change is low.

Average time to recruit is presently within the expected range.

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



Ref	Milestones	Q4 Progress
ICT 01a	Continued Enhancement of the virtualization platform to enhanced or new technologies - March 2021 .	
ICT 01b	Further development of Cloud Services Platform - March 2021 .	
ICT 01c	SharePoint and Records Management enhancements - March 2021 .	
ICT 02c	Improvement and enhancement of all web based customer interfaces - March 2021 .	



Supporting Commentary

The extension of the new desktop facilities continues with over 2,600 Virtual Desktop users now utilising the RDSH Platform and this will continue over the coming months to cover all users.

SharePoint and Records Management enhancements have been successfully implemented with technical upgrades to the server infrastructure being planned in line with the release of vendor software. Web services are now deployed using the latest version of the infrastructure.

Key Performance Indicators

Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
ICT LI01	Average availability of the Council's operational servers (%).	99.5%	99.00%	100%		




Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
ICT LI02	Average availability of the Councils WAN infrastructure (%).	100%	99.00%	100%		

Supporting Commentary

Availability of servers and infrastructure remains at ceiling.

Legal & Democracy









Key Objectives / milestones

Ref	Milestones	Q4 Progress
LD 01	Review constitution - May 2020 .	
LD 02a	To ensure that all members have been given the opportunity of a having a MAP meeting where desired.	
LD 02b	To induct all new members by October 2020 .	

Supporting Commentary

The revised Constitution was approved at annual Council as planned and all Members have had the opportunity to have a MAP meeting and the cancellation of the 2020 Elections has meant that no new Members joined the Council.






Key Performance Indicators

Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
LD LI 01	No. Of Members with Personal Development Plans (56 Total).	55 (98.21%)	56 (100.00%)	55 (98.21%)		
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	10 (Days)	10 (Days)	10 (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).	3 (Days)	3 (Days)	3 (Days)		
LD LI 05	% of Executive Board minutes published within 5 working days after the meeting.	100%	100%	100%		

Supporting Commentary

All indicators are showing positive performance at the end of 2020 -21 financial year.

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

Ref	Milestones	Q4 Progress
EEP 01b	To manage and sustain employment support programmes Work Programme by March 2021	
EEP 02c	To prepare a Town Investment Plan for Runcorn Old Town by January 2021	
EEP 02f	To prepare a Masterplan and Delivery Strategy for the Astmoor Industrial Estate by September 2020	
EEP 02g	To deliver the Liverpool City Region Town Centres' Fund in Halton Lea by 31st March 2021	
EEP 07c	Deliver Education / Corporate maintenance programme 21 by March 2021	

Supporting Commentary



The DWP Work and health Programme and Jets Programme will continue to be delivered beyond March 2021 and Halton People into Jobs has also secured a new 5 year DWP Restart Programme.













The Town Investment Plan has been completed and submitted and further information from Government is awaited. The Astmoor Masterplan has been completed and a joint-venture partner is currently being sought to move forward into the delivery phase.

The Halton Lea project continues to progress although some projects have been unavoidably impacted by the COVID situation and the LCR have extended the scheme until the end of December 2021.

The planned maintenance programme was delivered successfully as detailed within the Key Developments section of this report.

Key Performance Indicators

Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO ₂ e).	11,730 tonnes CO ₂ e (actual 18/19)	11,613 tonnes CO ₂ e (target 19/20)	11,354 tonnes CO ₂ e (actual 18/19)		

Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
EEP LI 04	Occupancy rates of commercial and investment portfolio.	99% Investment and 93% commercial	99% Investment and 93% commercial	100% Investment and 90% commercial		
EEP LI 06	Unit Costs – office accommodation (reported annually).	£1,135	£1078	£1069		
EEP LI 09	Number of People supported into work.	351	300	333		
EEP LI 10	Percentage of learners achieving accreditation.	25%	42%	12%		
EEP LI 13	Number of Businesses Supported.	220	500	514		
EEP LI 14	Number of individuals supported into paid work placements (ILMs)	23	22	47		

Supporting Commentary

CO2 emissions for 2018/19 amounted to 11,730 tonnes. The emissions for 2019/20 were 11,354 tonnes which equates to a 3.2% overall reduction. Energy consumption did actually increase slightly, which in effect was as a result of the Authority acquiring 2 additional care homes within the accounting period. Emissions fell however as the kw/h-CO₂ conversion factor has been amended to reflect the greater mix of renewable energy being generated the overall CO₂ emissions have reduced.

The annual figure for this indicator is a year behind and therefore only reported in the following year.

Occupancy rates of commercial portfolio has dropped slightly and there are currently a number of vacancies and marketing has now commenced on Frankie and Bennies unit and 6 Church Street.

The average accommodation cost figure across main office buildings has reduced by 5.8% during the year. This has to be put in context however as the vast majority of staff have been home based for the majority of 2020 – 21.

Whilst the number of people supported into work is positive at year-end the number of learners achieving accreditation has been severely impacted by the COVID pandemic with some learners lacking the IT equipment / skills to undertake learning remotely with other preferring to wait for buildings to re-open before re-engaging with learning opportunities.

Both the number of businesses supported and individuals supported into paid employment are both showing positive at the end of year.

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

Ref	Milestones	Q4 Progress
PPT 02	To deliver the 2019/20 LTP Capital Programme March 2021	<input checked="" type="checkbox"/>
PPT 03	Ensure continued unrestricted availability of the Highway network and to allow future maintenance to be delivered on a steady state, lifecycle planned basis.	<input checked="" type="checkbox"/>
PPT 04	Continue to maintain the Highway Authorities statutory duties in accordance with Section 41 and 58 of the Highways Act.	<input checked="" type="checkbox"/>
PPT 05	Consult on a revised draft Delivery and Site Allocations Local Plan (DALP)	<input checked="" type="checkbox"/>
PPT 06	To ensure that at least one exercise is carried out each financial to test the COMAH plans March 2021	<input checked="" type="checkbox"/>

Supporting Commentary

PPT 02 / 03 / 04

Works on the LTP continue and Active Travel Scheme works are shortly due to commence at Runcorn Busway to improve cycling links between Halton Hospital and Murdishaw Centre and design work is underway for cycle routes between Murdishaw Centre to Castelfields and the Whitehouse Industrial estate.

Works have also begun to move from design to construction on works to the route from Runcorn Old Town to Sci-Tech Daresbury.

Highways and footways resurfacing and reconstruction works have now been completed on Town Lane to Curlender Way in Hale and a number of footway reconstruction works have been completed including Bishops Way, Shakespeare Rd, and Julian Way with works to Ditchfield Rd being at design stage.

A number of surface dressing works to carriageways are planned for summer 2021 across the borough and highway safety inspections continue to be undertaken.

PPT 05











The DALP was submitted for examination on the 5th March 2020. The Department has been working to completed outstanding evidential documents and is awaiting receipt of the Matters, Issues and Questions from the appointed independent Planning Inspectors. The first two Hearing Sessions have taken place with a further 3 to take place in May and June.

PPT 06

As part of its COMAH testing programme the Council has undertaken an exercise to test compliancy with COMAH Regulations (2015).

This involved 2 of the 9 COMAH sites in the borough which form part of the 3 year testing cycle using a table top format and Microsoft Teams software. The COMAH External Plan was tested and a structured debrief took place and an Exercise Report was produced as part of the validation / learning process. All arrangements were subsequently agreed with the Competent Authority (i.e. The Health and Safety Executive and the Environment Agency)

Key Performance Indicators

Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
PPT LI 02	Net additional homes provided	450	552	See comment below	N/A	N/A
PPT LI 03	Number of affordable homes delivered (gross)	75	--		N/A	N/A
PPT LI 04	Processing of planning applications (%) as measured against targets for, a) 'major' applications b) 'minor' applications c) 'other' applications	100 92.85 88.17	100 96 98	80.52 63 71.4		
PPT LI 06	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	31.2	N/A	28.8		
PPT LI 07	No. of children (<16) killed or seriously injured (KSI) in road traffic collisions. (5 year Av.)	4.0	N/A	4.2		
PPT LI 08	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	238	N/A	219		
PPT LI 12	Damage to roads and pavements (% above intervention levels) repaired within 24 hours.	100	100	100		
PPT LI 15	% of network where structural maintenance should be considered: Principal Roads Non-Principal Roads Unclassified Roads	1.6 2 4	2 4 9	N / A N / A N / A	N / A N / A N / A	N / A N / A N / A

Supporting Commentary

PPT 02/03

Completions were monitored for 2019/20 as at 31st July 2020 and reported in August 2020. Completions have reverted to being monitored annually as at 31st March 2021 and will be reported in the first Quarter of each year

PPT 04

The processing of planning applications has shown a downward trend when compared to 2019 – 20. However Officers have been working to reduce the accumulated backlog and following the use of agency staff and the appointment of a new member of staff processing times have improved considerably in quarter 4 with 100% of major and minor, and 95% of other applications being determined on time.

PPT 06/07/08




Whilst the five year average total number of people, and of children killed or seriously injured (KSI) in traffic accidents has remained fairly static there has been a reduction in the number of people slightly injured.

PPT 12/ 15

Repairs to damage of roads and pavement remains on track but as reported within the key developments section of this report available resources are negatively impacting upon the proportion of the network where structural maintenance should be considered.

Community & Environment

Key Objectives / milestones

Ref	Milestones	Q4 Progress
CE 0 1a	Deliver a promotion and educational campaign (School Meals Service) - September 2020 and January 2021 .	See comment
CE 02a	Deliver a programme of extended informal learning opportunities meeting identified local targets - March 2021	
CE 02b	Develop a programme of cultural activity meeting identified local targets – March 2021	
CE 03a	Manage greenspace areas as per the agreed specification - March 2021 .	See comment
CE 04a	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 2021 .	

Supporting Commentary









In light of the COVID pandemic the promotion campaign for FSM was unavoidably suspended for 2020 – 21.

Full activity / engagement of informal learning programme delivered online including Makefest, Readathon & bespoke author events. Additionally the Borough of Culture programme has successfully been delivered online

As reported in the Key Developments section this report the Winter Works Programme of managing greenspaces has been unavoidably disrupted as a result of COVID related staff absence during the quarter 4 period.

Restrictions that have been in place during periods of lockdown have impacted upon the ability to deliver the full range of recycling communications and awareness raising activity, such as householder engagement, school visits and roadshows. However, messages and advice about waste and recycling have been regularly posted on the Council's social media sites.

Key Performance Indicators

Ref	Measure	19/20 Actual	20/21 Target	Q4 Actual	Q4 Progress	Direction of travel
CE LI 05	Residual household waste per household.	607kg	610kg	634kg		
CE LI 06	Household waste recycled and composted.	40%	40%	37.8%		
CE LI 07	Number of active users (physical & digital resources) of the library service during the last 12 months.	614, 391	615,000	1,779,950		
CE LI 08	Number of physical and virtual visits to libraries (annual total)	636, 827	700,000	1,485,023		

Supporting Commentary




As reported in the Key Developments section of this report the tonnage of household waste has increased. Although there has been an increase in the tonnage of recycled / composted waste as a proportion of all waste the figure has remained relatively static when compared to the previous year.

People continued to use libraries during the pandemic and the Council's iterative approach to delivery and the agile allocation of resources ensured Halton continued to have a modern vibrant library service even when building access was limited.




7.0 Application of Symbols

Symbols are used in the following manner:

Progress Symbols

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

Direction of Travel Indicator

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

REPORT TO: Executive Board

DATE: 15 July 2021

REPORTING OFFICER: Strategic Director Enterprise, Community and Resources

PORTFOLIO: Environment and Urban Renewal

SUBJECT: ATI UK Ltd Cremator Issue at Widnes Crematorium

WARDS: Boroughwide.

1.0 PURPOSE OF THE REPORT

- 1.1 To propose a solution to the current problem that exists at Widnes Crematorium regarding two ATI UK Ltd cremators for which there is no maintenance support following the collapse of that company in March 2020.

2.0 RECOMMENDED: That

- 1) Delegated authority be granted to the Strategic Director – Enterprise, Community and Resources, in consultation with the Portfolio holder, to procure a replacement cremator and associated service and maintenance contract; and**
- 2) Council be recommended to include £200,000 in the 2021/22 Capital Programme for the scheme, as outlined in section 5.0 below.**

3.0 SUPPORTING INFORMATION

- 3.1 Widnes Crematorium currently has two ATI UK Ltd cremators which were procured in 2013 and installed in the early months of 2014. This type of cremator was estimated to have a life expectancy of 15 years and for that reason a service and maintenance contract to cover that period was entered into with ATI UK Ltd. In 2014 Widnes Crematorium carried out 567 cremations. In 2020 1,227 cremations were carried out at Widnes Crematorium.
- 3.2 On 18 March 2020 the Council received confirmation that ATI UK had ceased to trade. A week later the first Covid-19 lockdown was announced.
- 3.3 After the demise of ATI UK Ltd the Council was left with no service and maintenance contract. Cremators like any other mechanical apparatus, can and do fail from time to time for a wide variety of reasons. They also

require regular servicing. The Divisional Manager of the Open Space Service approached a number of the larger cremator manufacturers to see if they would enter into a service and maintenance contract for Widnes Crematorium. Only one company was interested. Whilst they declined to enter into a formal contract they agreed to help the Council by carrying out service and repair on an ad-hoc basis, by providing us with a temporary cremator (to cover the expected increase in cremations and to cover if the ATI equipment broke down), and by preparing us a report and giving us options as to how we could move forward. The report was completed on 27 April 2021. The report proposes a solution which would be to replace one of the ATI UK Cremators and to keep the parts from the dismantled machine in the hope that they can be used to keep it operational for the next few years. This would be the cheapest solution to the immediate problem but it would cost in the region of £200,000. The temporary cremator rented at a cost of £8,000 + VAT per month would go off hire and be removed.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications.

5.0 FINANCIAL IMPLICATIONS

5.1 The proposal would require capital of circa £200,000. It is important to note that Widnes Crematorium generated an income of £762,000 in 2020/21. Operating costs were £227,000 giving a surplus of £535,000. Part of this is used to offset the cost of providing cemeteries but even when that is taken into consideration there was still a surplus of £417,000. Therefore the revenue budget could easily service the capital expenditure.

5.2 Because of the uncertainty and the risk of mechanical failure associated with the ATI UK Ltd cremators the Council hired a temporary cremator. This cost £25,000 for delivery and set up and is costing £8,000 per month for rental (£108,000 to date). If the recommendation of this report is accepted the temporary cremator can be decommissioned and sent off hire (decommissioning cost £20,000).

5.2 The annual service and maintenance cost with ATI UK Ltd had been £13,600 per annum (*based on up to 800 cremations per year*). Going forward annual service and maintenance costs are likely to be circa £20,000 per annum (*based on up to 1400 cremations per year*). In the period since 18 March 2020 the Council has paid Matthews Environmental a total of £2,162 for maintenance on an ad-hoc basis. The revenue costs for service and maintenance can easily be met from existing budgets.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton**

There are no implications for Children & Young People.

6.2 Employment, Learning and Skills in Halton

There are no implications for employment, learning and skills.

6.3 A Healthy Halton

There are no implications.

6.4 A Safer Halton

There are no implications.

6.5 Halton's Urban Renewal

There are no implications.

7.0 RISK ANALYSIS

At present there is significant risk to the Widnes Crematorium operation. Although mitigated because of the hire of a temporary cremator should both ATI UK Ltd cremators fail at the same time it would be extremely difficult to carry out the number of cremations that are required without there being serious delays.

REPORT TO:	Executive Board
DATE:	15 July 2021
REPORTING OFFICER:	Strategic Director-Enterprise, Community & Resources
PORTFOLIO:	Environment & Urban Renewal
SUBJECT:	Masterplan for improvements at Arley Drive Playing Fields and land on the north of Bankfield Road, Widnes.
WARDS:	Hough Green, Bankfield

1.0 PURPOSE OF THE REPORT

- 1.1 To seek approval on the proposed Arley Woodland and Bankfield Green Park Masterplan for a comprehensive set of improvements to the existing playing fields and open space at Arley Drive and land north of Bankfield Road and to seek approval to deliver the project in line with the Masterplan, including making any suitable grant applications that may be required.

2.0 RECOMMENDATION: That

- 1) the Board approves the Masterplan; and
- 2) the Board gives delegated authority to the Strategic Director for Enterprise, Community & Resources, in consultation with the Executive Member for the Physical Environment, to progress the Arley Woodland Park project and prepare all necessary information for suitable grant applications.

3.0 SUPPORTING INFORMATION

- 3.1 Arley Drive Playing Fields and the open space at Bankfield Road is a valuable area of green space and a key component of the infrastructure of the Hough Green and Bankfield Wards. The site has the potential to be developed as a high quality contemporary landscape park serving many of the recreational, sustainable transport and environmental needs of these neighbourhoods. Apart from the introduction of the railway and Hough Green Junction in the 1870s, the site mainly comprised agricultural fields up until the post war period. As part of the housing developments from the 1960s and 1970s approximately nine hectares of land north of the railway line was reserved for sports pitches and public open space. At this time the site was characterised by large, rather featureless, areas of amenity grassland with few paths other than those providing access to Hough Green Station and, later, a footbridge link

across the railway to Bankfield Road. In the 1990s the area benefitted from tree planting schemes which, now in semi maturity, provide a pleasant parkland character of woodland and grassland mosaic across undulating landform. The site's northern boundary forms an important green transport link as part of the Borough's Cycle Network and the existing footpaths provide key linkages between neighbourhoods and to Hough Green Station. However, access and facilities within the site have not been developed to their full potential over time and there are currently no internal pathways despite the site appearing to be well used for both formal sports (junior football) and casual recreation.

- 3.2 Current facilities include provision for three junior football pitches, a Multi Use Games Area (MUGA), aforementioned Cycle Route along the northern boundary, footpath connection from Arley Drive to Hough Green Station and a pedestrian link across the railway to Bankfield Road as well as attractive open meadow, grassland and woodland areas. (See Appendix 1 for map of extent of Arley Drive Playing Fields and Appendix 2 for images of current condition).
- 3.3 Access within the site is however poor as there are no internal paths which makes it difficult for all but the most able bodied to use the site fully. There are also very few site features and no furniture, again inhibiting access by less mobile users as well as discouraging use for formal activities or for visitors to simply linger and enjoy the landscape. Much of the existing infrastructure is in poor condition creating an uncared for and drab appearance which further discourages use whilst encouraging anti-social behaviour such as fly-tipping and un-authorised access by motor vehicles.
- 3.4 The Arley Woodland Park Masterplan (See Appendix 3 for master-plan and precedent images) aims to retain and develop the existing mature landscape mosaic of grassland, meadow and woodland plantation whilst introducing a sensitive and subtle layer of new infrastructure. The proposals are designed to facilitate a more diverse range of uses and transform the site from 'playing field' to 'Park' with its own identity and character and providing a high quality landscape setting to accommodate the leisure and recreational needs and aspirations of all residents.
- 3.5 The existing parkland character, typified by open grass sward and plantation woodland, will be developed with key views being enhanced and landscape quality improved. A site wide infrastructure of new paths will blend into the landscape and provide extensive recreation routes through and around the parkland setting. An re-design of existing surfacing, lighting and signage, along with an upgrade of sports facilities, will be accompanied by the placing of contemporary furniture and feature structures throughout which will uplift and enliven the park further and create opportunities for imaginative play, rest and relaxation as well as helping to create a unique landscape character and true 'sense of place'.

3.6 There are five key elements to the Masterplan proposals which are summarised as follows.

3.6.1 Cycleway and Access - The existing cycleway along the northern boundary will be widened from 3.0m to 5.0m and will function as both a green transport route and a recreational element of the park. This shared pedestrian and cycle route will include seating and links to neighbouring streets and greenspace. Adjacent spaces will be improved to help 'green' the route further and car parking will be provided for sports pitch users to address congestion in residential car parking areas on match and training days.

3.6.2 Landscape Character – The existing character areas of grassland, meadow and woodland will be developed to create a high quality parkland landscape setting for recreational users as well as increasing biodiversity and habitat quality. The open grassland areas will be retained and enhanced as a mosaic of varied grass and wildflower sward. Filtered views between these areas will be created through careful management of the edges of the existing woodland blocks. The woodlands themselves will be sensitively managed to improve structure and composition for native species and a new network of generous paths laid out across the site interspersed with shaded 'groves' of specimen trees to encourage users to linger and enjoy the open space.

3.6.3 Furniture and Features – Alongside a review of existing access controls, signage and street lighting, the park landscape will be subtly enlivened by the placing of contemporary furniture and feature structures. Monolithic in style and utilising playful shapes and designs, the features will bring added interest to the landscape experience whilst providing a practical and robust suite of both furniture and imaginative play opportunities for users across the site. These structures in the wider landscape also relate to the concept of natural play which is fully realised in the proposed 'Natural Play Hub'.

3.6.4 Sport, Recreation and Natural Play – The Park will retain its original important function as a venue for organised sports with improvements to access, parking and grass pitches. In order to diversify recreational and sports use further the new path infrastructure will provide loops to encourage use of the site by walkers and runners. The upgrade of existing facilities such as the MUGA and the development of new facilities, as funding allows, will provide increased opportunities for exercise for a wide range of potential users. In addition, the concept of 'Natural Play' will be developed through low key and subtle interventions across the site alongside the development of a 'Natural Play Hub' comprising landform, tree planting and inspiring natural play features.

3.6.5 Sustainable Construction – The Arley Woodland and Bankfield Green Park Masterplan project will be underpinned by a commitment to economic, environmental and social sustainability objectives through the

efficient use of resources, protection of the environment in terms of materials, pollution control and construction methods and taking into consideration the needs of all those affected by the project. Management will take account of these objectives during the design, delivery and in-use stages of the project to ensure that it is in compliance with current Sustainable Construction standards throughout.

- 3.7 Proposals have been discussed with the Planning Dept., Highway Development Manager and Sport and Recreation Manager and are in accordance with the principles set out in Halton's Core Strategy, for the enhancement of Green Infrastructure.
- 3.8 It is proposed that these park improvements are carried out over a 4-5 year period as funding becomes available. Although different in character, this investment will raise the overall standard of the park in line with that of Halton's other major open spaces such as Victoria Park, Town Park and Runcorn Hill Park and ensure that any future additional features and facilities are in keeping with the nature and character set out in this Masterplan.

4.0 POLICY IMPLICATIONS

- 4.1 The proposals are in keeping with policy CS15 - Sustainable Transport which aims to increase the proportion of passenger journeys made by sustainable modes of travel including walking, cycling and public transport. Development of the existing pedestrian and cycle route and its widening from 3.0m to 5.0m will encourage use by pedestrians and cyclists both traversing the neighbourhood and accessing Hough Green Station.
- 4.2 The proposals are in keeping with policy CS18 – High Quality Design, and will provide a well-designed and attractive landscape setting providing safe access for all, promote healthy lifestyles and contributing significantly to 'sense of place'.
- 4.3 The proposals are in accordance with policy CS21 - Green Infrastructure, supporting the delivery of programmes and strategies to protect, enhance and expand green infrastructure across the Borough.
- 4.4 The proposals are in keeping with policy CS22 – Health and Wellbeing, supporting opportunities to support the Borough's cultural, sport, recreation and leisure offer.

5.0 FINANCIAL IMPLICATIONS

- 5.1 Much of the current infrastructure dates back to the original laying out of the open space at Arley Drive and Bankfield Road, which at the time comprised mainly of football pitches and amenity grass areas with a limited number of footpaths providing links to Hough Green Station and,

at a later date, between Arley Drive and Bankfield Road. The Masterplan seeks to rationalise, update and renew this infrastructure and will not only provide safe and effective routes within the site but will reduce ongoing management costs of old assets and allow more efficient management of the site in the future.

- 5.2 It is anticipated that improvements to the whole Park infrastructure in order to bring the Park up to standard will cost circa £770k. This can be phased over a 4-5 year period, which will help to avoid major disruption for park users, but still allow sufficient scope for a contract sum to benefit from economy of scale. This would be equate to circa £154k of capital expenditure per year over 5 yrs. Funding would be sought from a variety of external sources (see 5.4). Funding of £80k has been sourced in 2021 / 22 which will allow a first phase of boundary works to be completed. Should funding not be available in any particular year then the programme would simply be extended (to cover a 5-6 year period for example).
- 5.3 The following shows the estimated budget requirement for the scheme:
- | | |
|--|-----------|
| • New boundary treatment (northern boundary) | £75k |
| • Cycle route widening (northern boundary) | £60,752k |
| • Improved entrances and access points | £10k |
| • Footbridge improvements | £10k |
| • Car park (Arley Drive) | £44k |
| • Service Point | £5k |
| • Repaired, Improved paths (existing) | £81,654k |
| • New Paths (macadam) and associated works | £182,933k |
| • New Paths (woodland no-dig) and associated works | £31,350k |
| • Renewed and improved signage | £10k |
| • Replacement street lighting | £36k |
| • Site furniture / Features | £75k |
| • Natural Play features and Natural Play Hub | £35k |
| • Grass sports pitch improvement | £53,625k |
| • MUGA refurbishment / sports facilities | £40k |
| • Specimen tree planting | £15k |
| • Wetland creation / management | £5k |
- 5.4 A typical annual funding package could be made up from the following possible sources: s106 monies, The Energy from Waste INEOS fund, external grants such as Landfill tax credit scheme (WREN/Veolia). There may also be opportunities through sustainable transport funding streams, sports facilities improvement schemes and nature conservation initiatives.
- 5.5 The Masterplan approach allows proposed infrastructure Improvements to the wider park area to be undertaken either separately or in combination with each other, with the minimum of disruption or abortive work as and when funds become available.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Arley Woodland Park will provide a wide range of different habitats, recreational areas and play opportunities, which are well suited to a wide age range of young people to enjoy. Proposals will further enhance access to these opportunities.

6.2 Employment, Learning and Skills in Halton

Development of Arley Woodland Park will create opportunities for further development of events and activities on the site with the potential for pop-up enterprises associated with these. Proposals will also promote the availability of natural resources for educational opportunities for local schools and colleges.

6.3 A Healthy Halton

Improved facilities and access to footpaths, cycle routes and natural play elements will encourage more recreation and exercise in the area, helping to combat obesity, to encourage cardio vascular and muscular activity to promote mental well-being for local communities.

6.4 A Safer Halton

Access and gateway improvements, together with increased user numbers will help deter anti-social behaviour, reduce crime and encourage more use of the Park by a wider range of people. Proposals will include improved information boards as well direction signage to help people navigate the park.

6.5 Environment and Regeneration in Halton

Improvements to Halton's green infrastructure, cycle and pathway network will further improve the image of the borough and help retain and attract residents, businesses and visitors in to the borough.

7.0 RISK ANALYSIS

- 7.1 The current infrastructure is at a stage that requires major intervention in order to maintain safe routes and retain site boundaries, entrances, drainage etc., in a serviceable condition. In addition the site is currently underused and prone to fly-tipping and anti-social behaviour. Combining a comprehensive programme of refurbishment works with a development of the site infrastructure helps focus Council resources in the best locations for long term benefit and to counter the negative impact of under use and resultant misuse.

- 7.2 The proposals build on the recent work across the Borough to protect areas of open space from incursion by non-authorized vehicles. As sites are made secure those without boundary controls become more vulnerable. This scheme will ensure protection for the site in line with neighbouring sites such as Prescott Road Playing Fields.
- 7.3 The Masterplan proposals do not present any serious risk to the Council. The proposed new infrastructure will be managed and maintained within existing budgets.

8.0 EQUALITY AND DIVERSITY ISSUES

No significant Equality and Diversity implications have been identified.

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

Document	Place of Inspection	Contact Officer
Halton Core Strategy April 2013	Picow Farm Depot	Martin McCoy

10.0 LIST OF APPENDICES

Appendix 1: L/344/B/001 Existing Site Plan

Appendix 2: L/344 Arley Drive Playing Fields Site Photographs

Appendix 3: L/344/B/002 Masterplan

ARLEY DRIVE PLAYING FIELDS, WIDNES SITE PHOTOGRAPHS:

Year: 2020/2021



- 1 Entrance at Arley Drive
- 2 Entrance at Arley Drive
- 3 Entrance at Afton
- 4 Cycle Way and site boundary
- 5 Entrance to football pitches
- 6 Station approach
- 7 Path from Arley Drive
- 8 Path from Gleadmere to footbridge
- 9 Railway Footbridge
- 10 View looking west across pitches
- 11 View east from station approach
- 12 Semi-improved grassland

Key:

- Site Boundary
- Access Point
- P Post
- LC Lighting Column
- Existing Woodland:
 - WD 1 Broad Leaved Semi-natural
 - WD 2 Broad Leaved Semi-natural
 - WD 3 Broad Leaved Plantation
 - WD 4 Broad Leaved Semi-natural
 - WD 5 Broad Leaved Plantation
 - WD 6 Broad Leaved Semi-natural
 - WD 7 Broad Leaved Plantation
 - WD 8 Broad Leaved Semi-natural
 - WD 8 Broad Leaved Plantation
 - DS1 - 5 Dense Scrub
- Existing Grassland:
 - G1 Semi-improved Neutral
 - G2 Improved

REVISIONS



ENTERPRISE, COMMUNITY & RESOURCES DIRECTORATE
 Ian Levesley
 Strategic Director
 Community & Environment Department
 Open Space Services
 Picow Farm Depot
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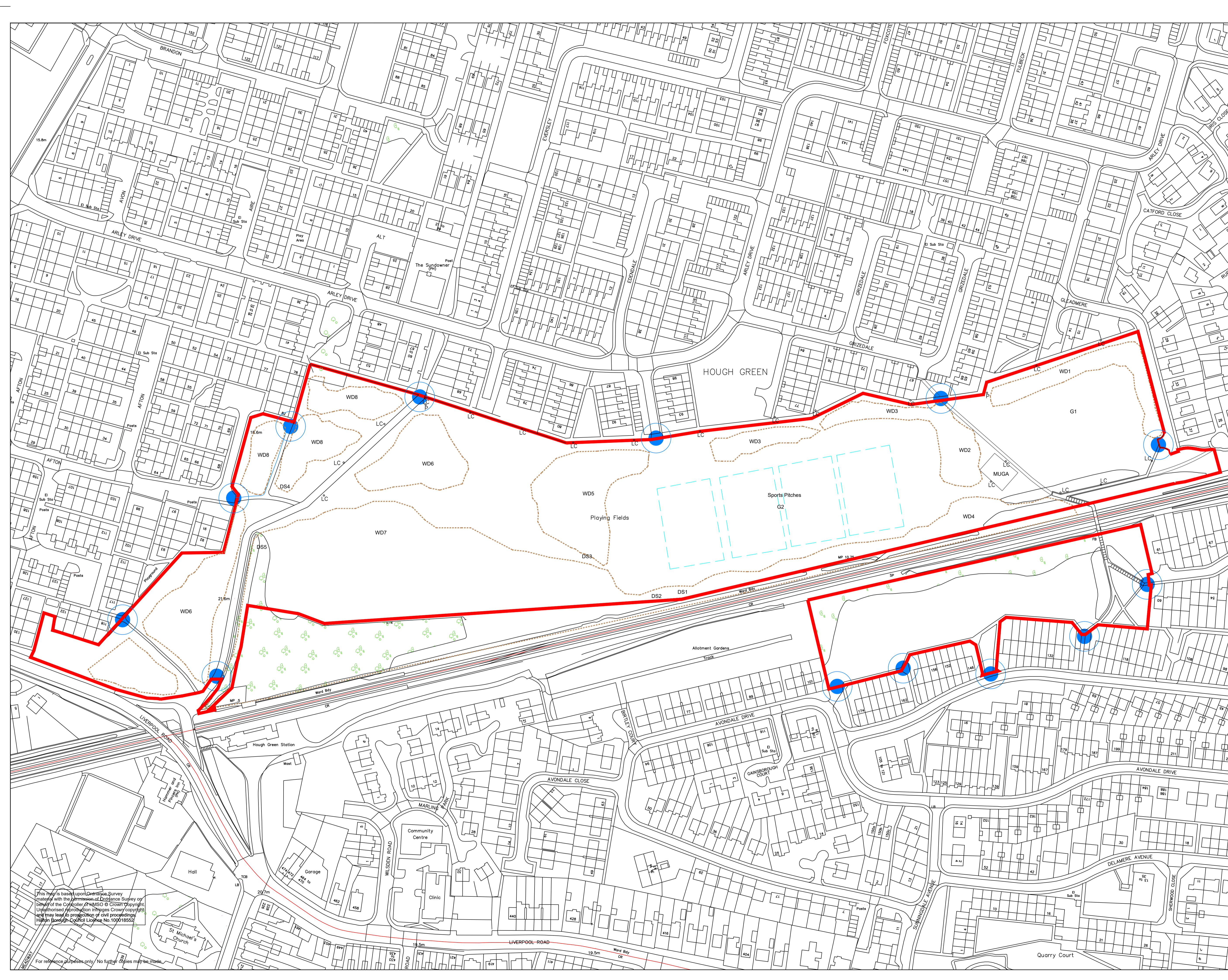
ARLEY WOODS AND BANKFIELD GREEN

EXISTING SITE PLAN

Scale: NTS	Date: JUNE 2021
Drawn by: MMC	Checked by:
Plan No: L/344/B/001	Rev:

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ARLEY WOODS AND BANKFIELD GREEN MASTERPLAN



Notes:

Key:

- Boundary Railing - Phase 1
- Principal Entrance Point improvements: Access controls, surfacing, signage.
- Secondary Entrance Point improvements: Access controls, surfacing.
- Existing Footpath (refurbished)
- New Footpath (tarmac construction)
- New Woodland Footpath (no-dig construction)
- Key view (enhanced)
- Lighting Column
- Bench Seating
- Feature Furniture
- Natural Play Features
- Amenity Grassland
- Meadow Grassland
- Woodland (Existing)
- Standard Tree (Existing)
- Standard Tree (Proposed)
- Standing Water

Existing Woodland*:

- WD 1 Broad Leaved Semi-natural
- WD 2 Broad Leaved Semi-natural
- WD 3 Broad Leaved Plantation
- WD 4 Broad Leaved Semi-natural
- WD 5 Broad Leaved Semi-natural
- WD 6 Broad Leaved Plantation
- WD 7 Broad Leaved Semi-natural
- WD 8 Broad Leaved Plantation
- DS1 - 5 Dense Scrub

Existing Grassland*:

- G1 Semi-improved Neutral
- G2 Improved

* Refer to CWIT Site Description and Management Form (CWIT 09/07/2020)

Scale:

The site is seen as a valuable area of open space and a key component of the infrastructure of Hough Green with the potential to be developed as a high quality contemporary landscape park serving many of the recreational, sustainable transport and environmental needs of the neighbourhood.

Building on the existing mature landscape mosaic of grass, meadow and woodland plantation, and introducing a sensitive and subtle layer of infrastructure designed to facilitate a more diverse range of uses, the site will be transformed from 'playing field' to 'Park' with its own identity and value for the local population.

The existing parkland character, typified by open grass sward and plantation woodland, will be captlised on with key views being enhanced and landscape quality improved. A site wide infrastructure of new paths will blend into the landscape and provide extensive recreation routes through and around the parkland setting.

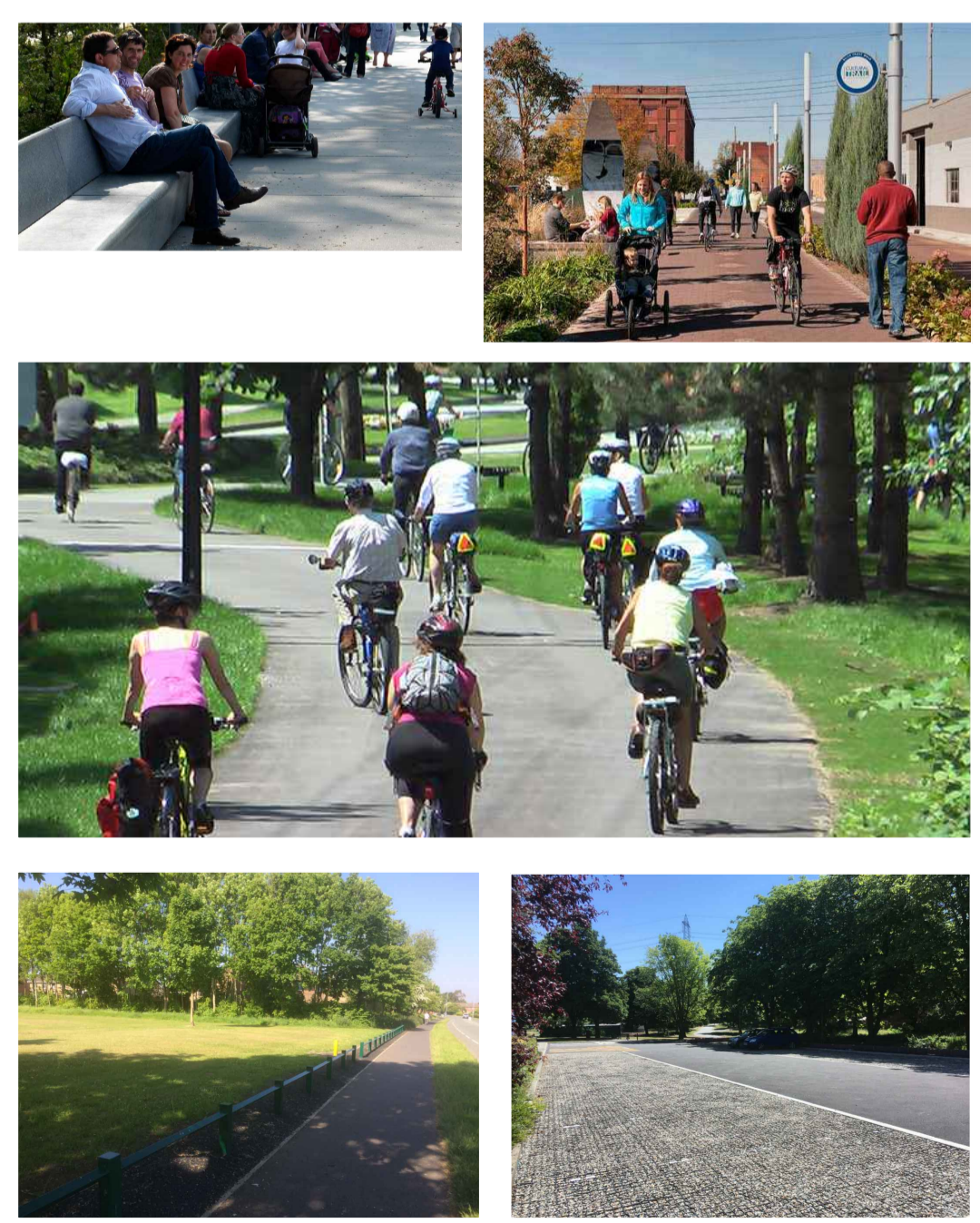
An extensive re-design of existing surfacing, lighting, and signage will be accompanied by the placing of contemporary furniture and feature structures throughout which will uplift and enliven the park and create opportunities for imaginative and 'accidental play', rest and relaxation and create a personality and true sense of place.

Environmental Sustainability: Design, products and services for this project will comply with HBC Environmental Sustainability Targets and Landscape Institute's Climate Change and Landscape policy paper 2021.

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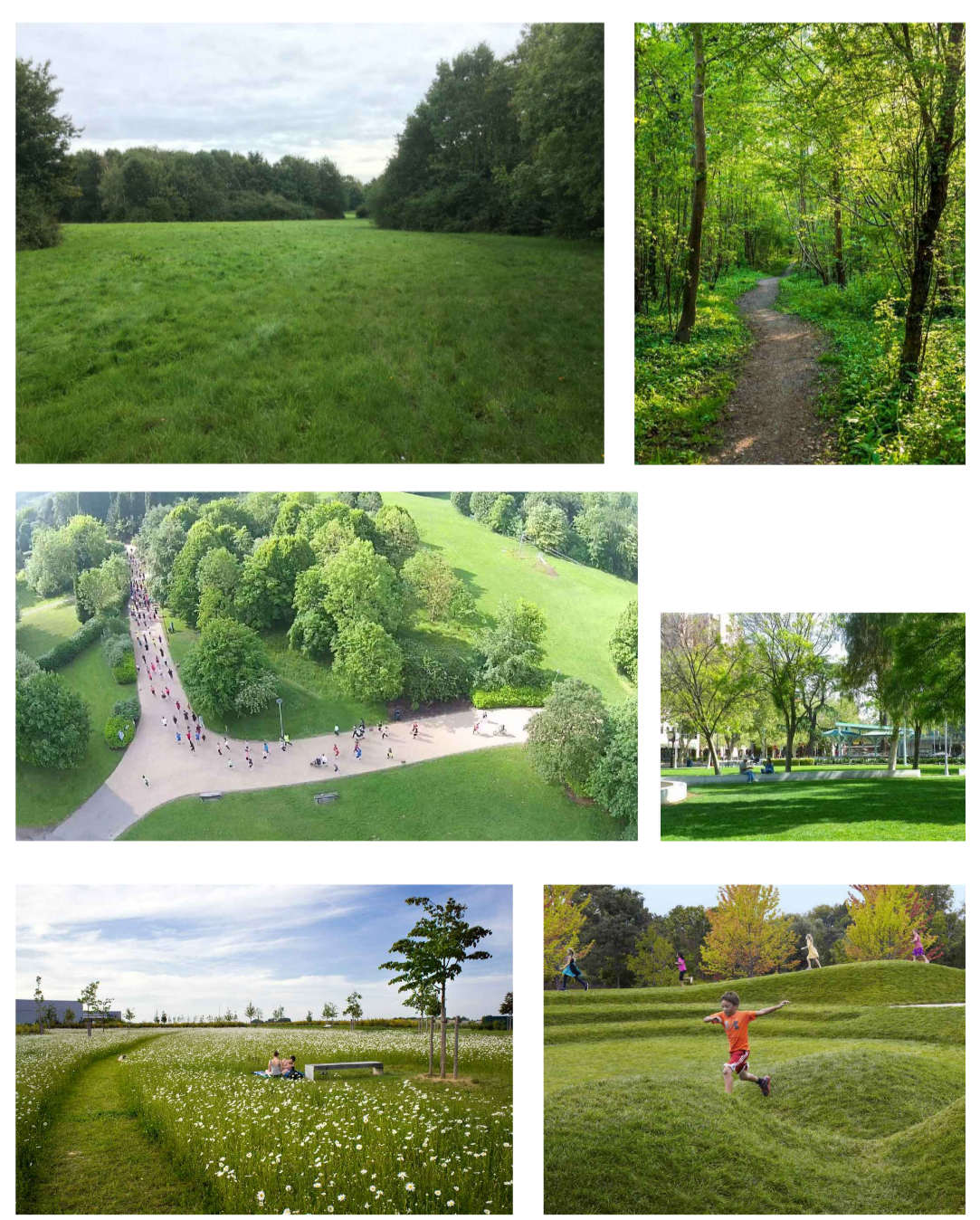
Cycleway and Access

The northern boundary will be widened to 5.0m and will function as both a green transport route and a recreational element of the park. This shared pedestrian and cycle route will include seating and links to neighbouring streets and greenspace. Adjacent spaces will be improved to help to 'green' the route further and the open space will have a low steel rail boundary to protect from un-authorised vehicles whilst retaining its open aspect. Car parking will be provided for sports pitch users to address congestion in residential car parking areas on match days.



Landscape Character

The existing character areas of grassland, meadow and woodland will be developed to create a high quality parkland landscape setting for people passing through the site and recreational users. The open grasslands will be retained and enhanced as a mosaic of varied grass and wildflower sward with filtered views between them created through careful management of the edges to woodland blocks. The woodlands themselves will be sensitively managed to improve structure and composition and a new network of generous paths will be sensitively laid out across the site interspersed with shaded 'groves' of specimen trees to encourage users to linger and enjoy the open space.



Furniture and Features

Alongside a revision of existing access controls, signage and street lighting, the park landscape will be subtly enlivened by the placing of contemporary furniture and feature structures. Monolithic in style and utilising playful shapes and designs, the features will bring added interest to the landscape experience whilst providing a practical and robust suite of both furniture and 'accidental' play opportunities for users across the site. These structures in the wider landscape also relate to the concept of natural play which is fully realised in the proposed 'Natural Play Hub'.



Sport, Recreation and Play

The park will retain its original important function as a venue for organised sports with improvements to access, parking and grass-pitches. In order to diversify recreational and sports use further the new path infrastructure will provide loops to encourage use of the site by walkers and runners. The upgrade of the existing MUGA court and inclusion of a Service Point will provide potential for future development of facilities for all users. In addition, the concept of 'Natural Play' will be developed through low key and subtle interventions across the site alongside the development of a 'Natural Play Hub'. Interventions will comprise landform, tree planting and inspiring natural play features.



REVISIONS

ENTERPRISE, COMMUNITY & RESOURCES DIRECTORATE
Strategic Director
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ARLEY WOODS
AND BANKFIELD GREEN

MASTERPLAN

Scale: NTS Date: MAY 2021
Drawn by: MMC Checked by:
Plan No: L/344/B/002 Rev:

REPORT TO:	Executive Board
DATE:	15 July 2021
REPORTING OFFICER:	Strategic Director – Enterprise, Community and Resources
PORTFOLIO:	Environment and Urban Renewal
SUBJECT:	Pavement Licence Policy
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To support economic recovery and encourage vibrant town centres, a policy is proposed to support Pavement Cafes, and the provisions of the Business and Planning Act 2020, which provides a time-limited alternative (expected to be until 2022) to the Pavement licences traditionally granted under Part 7A of the Highways Act 1980.
- 1.2 The policy guides those wishing to offer pavement café seating and table service. However, a balance must be struck to maintain the needs of other street users and ensure travel is unobstructed. Therefore, the policy requires a minimum of 1500mm free space between the furniture and the edge of the footpath.
- 1.3 It is important to note the grant of a pavement licence only permits the placing of furniture on the highway. Other regulatory frameworks still apply such as the need for alcohol licences and the need to comply with registration requirements for food businesses.
- 1.4 The Environment and Urban Renewal Policy and Performance Board considered this item on the 23 June 2021 and recommended approval and adoption of the policy set out in Appendix A by the Executive Board.

2.0 RECOMMENDATION:

- 1) **That the policy set out in Appendix A is adopted as a formal policy of the Borough Council**

3.0 SUPPORTING INFORMATION

- 3.1 A pavement licence is a licence granted by the local authority which allows the licence-holder to place removable furniture over certain highways adjacent to the premises in relation to which the application was made, for certain purposes. This is a streamlined process to allow businesses to secure these licences in time for the summer and, where they are deemed to have been granted, allow these licences to remain in place for a year but not beyond 30 September 2021, or other date

determined by legislation, which is expected to extend to 2022. Where a pavement licence is granted, clear access routes on the highway will need to be maintained, taking into account the needs of all users, including disabled people. An example licence is provided in Appendix B.

- 3.2 A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours including where such uses form an ancillary aspect of another use, for example supermarkets, or entertainment venues which sell food and drink.
- 3.3 A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.
- 3.4 The furniture which may be used is:
- counters or stalls for selling or serving food or drink;
 - tables, counters or shelves on which food or drink can be placed;
 - chairs, benches or other forms of seating; and
 - umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.

This furniture is required to be removable, meaning it is not a permanent fixed structure, and is able to be moved easily, and stored away of an evening.

4.0 POLICY IMPLICATIONS

- 4.1 Pavement licences are traditionally granted primarily under Part 7A of the Highways Act 1980. The fee varies between local authorities. This new policy process provides a cheaper, easier and quicker way for businesses to obtain a licence. The fee for applying for a licence under the new process, is capped at £100 and the consultation period is 5 working days (excluding public holidays) starting the day after the application is sent electronically to the authority. It is currently a minimum of 28 calendar days under Part 7A. The fee for Halton is proposed to be £100 in line with adjacent local authorities.
- 4.2 If the local authority does not determine the application before the end of the determination period (which is 5 working days beginning with the first day after the end of the public consultation period, excluding public holidays), the licence is deemed to have been granted for a year (but not beyond 30 September 2021) and the business can place the proposed furniture such as tables and chairs within the area set out in the application for the purpose or purposes proposed.
- 4.3 The 2020 Act sets out two conditions which apply to pavement licences which are granted or deemed to be granted these are: a no-obstruction

condition and a smoke-free seating condition. These apply only to licences granted under the Business and Planning Act 2020, not existing licences permitted under Part 7A of the Highways Act 1980, or other relevant legislation.

- 4.4 If a condition imposed on a licence (either by the local authority) or nationally is breached, the local authority will be able to issue a notice requiring the breach to be remedied and the authority can take action to cover any costs.

5.0 FINANCIAL IMPLICATIONS

None

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 Regulatory control over the public realm ensures that the legitimate interests of businesses together with the need for safe passage of pedestrians (including those with mobility aids) can be balanced. The policy is therefore in accordance with all the Council's priorities for safe and sustainable places.

7.0 RISK ANALYSIS

The proposed policy is required to support the changes in legislation arising through the Business and Planning Act 2020.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 Local authorities need to have regard to the Public Sector Equality Duty, under the Equality Act 2010 when devising and implementing the new licensing regime, which includes the need to have due regard to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act. Any businesses which apply for a pavement licence will also need to have regard to their own duties under the Equality Act 2010, such as their duty under s.29 of the Act not to discriminate in providing their service.

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

None.



Pavement Licence (Outdoor Seating) Policy and Procedure July 2021

1. Purpose and Objectives

1.1. The purpose of this policy is to support the legislative changes brought about by the Business and Planning Act 2020. This policy will be temporary until 30 September 2022, or such other date defined in legislation.

1.2. This policy document introduces a streamlined route for businesses such as cafes, restaurants and bars to secure a licence to place furniture on the highway until 30 September 2022. This will support them to operate safely while social distancing measures remain in place and will improve the viability of hospitality businesses and protect as many hospitality jobs as possible.

2. Background

2.1 Covid-19 lockdown restrictions on bars, restaurants, cafes and pubs have been lifted and these businesses are now able to open to the public. For such businesses social distancing will have considerable impact on the number of customers they can accommodate and consequently on business viability. Access to outdoor alfresco space may make the difference between them being able to operate profitably, or failing.

2.2 Whilst many hospitality businesses have private outdoor seating areas, many don't and therefore may need to utilise adjacent public areas, whether on footpaths, pedestrianised streets, parking areas or other amenity spaces. For many years the use of land for commercial alfresco activities has been subject to complex and layered regulatory processes. Previously, for seating on an existing pedestrian area up to three separate permissions would have been required: Highways, Planning, and Licencing consents as follows:

Pavement Licences (Highways)

Businesses selling food and drink such as cafes, pubs and restaurants can apply to the local council for a "pavement licence" allowing them to put furniture on pedestrian parts of the public highway for their customers. Halton Borough Council has a policy around such pavement licences called the 'Pavement Cafe Policy' containing local conditions and guidelines.

Appendix A

Planning Permission -

In some instances the use of land as an alfresco seating area may constitute a material change of use. Enquirers generally need to contact Planning Services to determine whether a specific planning permission is needed. A planning application is likely to take circa 8 weeks to be determined.

Alcohol Licences –

Currently many restaurants, bars and pubs will only have a licence to serve alcohol on the premises. Under the Licensing Act 2003, such operators would need to apply for a variation to their alcohol licence to allow the sale of alcohol for consumption off the premises where they are seeking to utilise areas such as pavements for alfresco drinking.

- 2.3 Recognising that with social distancing, having access to outdoor space for bars, cafes, pubs and restaurants is vital to business viability, the Government has sought to simplify, for a temporary period, the current complex and layered regulatory processes which would be a barrier to such outdoor activity happening this year.
- 2.4 The Business and Planning Act received Royal Assent on 22 July 2020. Amongst the measures included in the Act is a streamlined procedure enabling businesses serving food and drink to apply for a temporary Pavement Licence to put a range of furniture on the highway including stalls for selling or serving food or drink, tables and chairs and articles such as umbrellas, barriers and heaters. The new style Pavement Licences may be granted for a minimum period of 3 months and all licences must expire on or before 30 September 2022.
- 2.5 If a new style Pavement Licence is issued, no separate planning permission is required and any necessary planning permission will be automatically deemed to have been granted.
- 2.6 Furthermore, the Act includes measures to modify provisions in the Licensing Act 2003 to provide automatic extensions to the terms of on-sales alcohol licences to allow for off-sales. This will be a temporary measure only, with provisions lasting until the end of September 2021, making it possible for licensed premises that have only an on-sales licence to sell alcohol for consumption off the premises without the need to vary their Alcohol licence. Licensees who have had an application for an off-sales permission refused or had their off-sales permission excluded by variation or at review within the last three years, will be excluded from this licence extension. The default hours in which off-sales will be permitted will be the same as those in which on-sales are permitted. Any licensee who wished to open for longer hours could still apply for a licence variation.
- 2.7 In summary, for a temporary period, instead of having potentially to apply for three different forms of consent from the Local Authority, the Act provides for those businesses seeking to utilise outdoor pedestrian areas for alfresco drinking and eating to apply for a single Pavement Licence under a new streamlined, low cost process.

Appendix A

3. The Policy

Scope

- 3.1 Licences can only be granted in respect of highways listed in section 115A (1) Highways Act 1980. Generally, these are footpaths restricted to pedestrians or are roads and places to which vehicle access is restricted or prohibited. Highways maintained by Network Rail or over the Crown land are exempt (so a licence cannot be granted). Licences cannot be granted for private land or for highways which vehicles are permitted to drive on during the licenced hours. Applicants will be asked to check the area they are submitting an application for is an area where a licence could be granted, and to confirm they have checked this prior to completing the application and submitting a fee.
- 3.2 A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises. It does not grant permission for the use of the highway for any other purpose including the sale or display of goods or services.
- 3.3 A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours.
- 3.4 Unless express written permission is granted by Halton Borough Council ('the Council'), Licences may not be assigned or sublet to any other business.
- 3.5 All licences under these provisions shall remain in force until 30th September 2022 provided that if there is a breach of any of these conditions the Council reserves the right to withdraw the licence by giving the Licence-holder seven days notice in writing of the Council's intention to withdraw the same.
- 3.6 All reasonable directions of the Council or its representative are to be complied with.
- 3.7 In the event that, as a result of the Council requiring the highway for any reason or cause arising in connection with its powers and duties as highway authority, the Licensed Area is not available for use by the Licence-holder, there shall be no claim against the Council for loss of trade.

Fee

- 3.8 The applicant will pay a fee of £100 which is non-refundable.

Information required

- 3.9 An application to the local authority must:
- specify the premises and, the part of the relevant highway to which the application relates;

Appendix A

- specify the purpose (or purposes) for which the furniture will be used which must be to sell or serve food or drink, and/or for use by other people for the consumption of food or drink. In both cases the food or drink must be supplied from, or in connection with relevant use of the premises;
- specify the days of the week on which and the hours between which it is proposed to have furniture on the highway;
- describe the type of furniture to which the application relates, for example: tables, chairs, and/or stalls;
- specify the date on which the application is made;
- contain or be accompanied by such evidence of public liability insurance in respect of anything to be done pursuant to the licence as the authority may require; and
- contain or be accompanied by such other information or material as the local authority may require, for example how national and local conditions have been satisfied.
- Confirmation that there is a minimum of 1500mm free space between the furniture and the edge of the footpath.

Conditions

- 3.10 Licence-holders will be required to comply with the Schedule of Conditions set out in the licence (see Appendix 1 of this policy).

Consultation

- 3.11 There will be a public consultation period which is the period of 10 working days beginning with the day after the day the application is submitted. During this period, both the public and other interested parties can make representation to the authority. A public notice must be displayed by the applicant at the location of the proposed alfresco area. The council will consult with the following parties, internally; local ward members, Licencing, Planning, Legal, Environmental Health, and externally: parish or town council and the Police.
- 3.12 A register of all applications will be published on the council's website

4. Considerations

When considering Licence applications the authority is guided as to material considerations by the national guidance. The following matters will be taken into account:

- Whether reasonable provision can be made for seating where smoking is not permitted.
- public health and safety including security – for example, ensuring that uses conform with latest guidance on social distancing and any reasonable crowd management measures needed as a result of a license being granted and businesses reopening;

Appendix A

- public amenity – will the proposed use create nuisance to neighbouring occupiers by generating anti-social behaviour and litter; and
- accessibility – taking a proportionate approach to considering the nature of the site in relation to which the application for a licence is made, its surroundings and its users, taking account of:
- considerations under the national no-obstruction condition, in particular considering the needs of disabled people;
- any other temporary measures in place that may be relevant to the proposal, for example, the reallocation of road space. This could include pedestrianised streets and any subsequent reallocation of this space to vehicles;
- any other social distancing measures in place, for example any queuing systems that limit the space available on the pavement;
- whether there are other permanent street furniture or fixed structures in place on the footway that already reduce access; and
- other users of the space, for example if there are high levels of pedestrian or cycle movements

5. Monitoring and Enforcement

5.1 The policy is intended to ensure that highways enforcement is carried out in a fair and consistent way.

5.2 If a condition of the licence has been breached, the local authority may revoke the licence or require steps to be taken to remedy the breach. The authority may revoke a licence in the following circumstances:

For breach of condition, (whether or not a remediation notice has been issued) or where:

- there are risks to public health or safety – for example by encouraging users to breach government guidance on social distancing by placing tables and chairs too close together;
- the highway is being obstructed (other than by anything permitted by the licence);
- there is anti-social behaviour or public nuisance – for example, the use is increasing the amount of noise generated late at night and litter is not being cleaned up;
- it comes to light that the applicant provided false or misleading statements in their application – for example they are operating a stall selling hot food and had applied for tables and chairs on which drinks could be consumed; or
- the applicant did not comply with the requirement to affix the notice to notify the public for the relevant period.

Appendix A

5.3 The local authority may also revoke the licence where all or any part of the area of the relevant highway to which the licence relates has become unsuitable for any purpose for which the licence was granted or deemed to be granted. For example, the licenced area (or road adjacent) is no longer to be pedestrianised. The local authority will give reasons where these powers are used.

6. Right of appeal.

6.1 There will be no route to appeal the decision. Applicants can reapply if material changes to the original refused application have been made.

SCHEDULE OF CONDITIONS FOR PAVEMENT LICENCE

BUSINESS AND PLANNING ACT 2020

1. Tables, chairs, furniture, fittings and barriers associated with the refreshment area or café (Furniture and Fittings) shall not encroach on to the highway beyond the area licenced for the purpose by the Council, shown on the plan annexed to the Licence ('the Licensed Area').
2. Care shall be taken with the siting of umbrellas and awnings neither of which may extend outside the Licensed Area. The whole of the adjacent highway shall remain open for pedestrian use at all times and shall not be obstructed by public use of the Licensed Area. Free and unobstructed passage of pedestrians on the highway must be maintained at all times so as not to cause any nuisance annoyance or obstruction thereof and the Licence-holder shall:-
 - (a) ensure that all persons taking refreshments do not encroach beyond the Licensed Area
 - (b) be responsible for the conduct of all persons using the Licensed Area.

The furniture which may be used within the Licensed Area is limited to that specified in the application unless otherwise agreed in writing with Halton Borough Council Highways Service.

3. Tables and chairs on the public highway shall be positioned to allow the safe passage of pedestrians, blind or visually impaired people and people with limited mobility. It is a condition that clear routes of access along the highway must be maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of [Inclusive Mobility](#).
4. In order to mitigate any impacts on the elderly, those pregnant or with small children, and those with disabilities, consideration must be given to the potential impacts of proposals on these groups.
5. The tables and chairs must be placed so as not to obstruct drivers' sight lines or highway signs. They must be within an area defined by an appropriate temporary barrier.
6. Reasonable provision must be made for seating where smoking is not permitted. Clear 'smoking' and 'non-smoking' areas must be provided, with 'no smoking' signage displayed in designated 'smoke-free' zones. Licence-holders should provide a minimum 2m distance between non-smoking and smoking areas, wherever possible.
7. In the event of the surface of the highway being disturbed by the Licence-holder by any means, the Licence-holder shall restore and made good the highway at the Licence-holder's cost, to the satisfaction of the Council. The Licence-holder shall be responsible for all

Appendix 1

damage caused to the Licensed Area as a consequence of its use, whether caused by the Licence-holder or not.

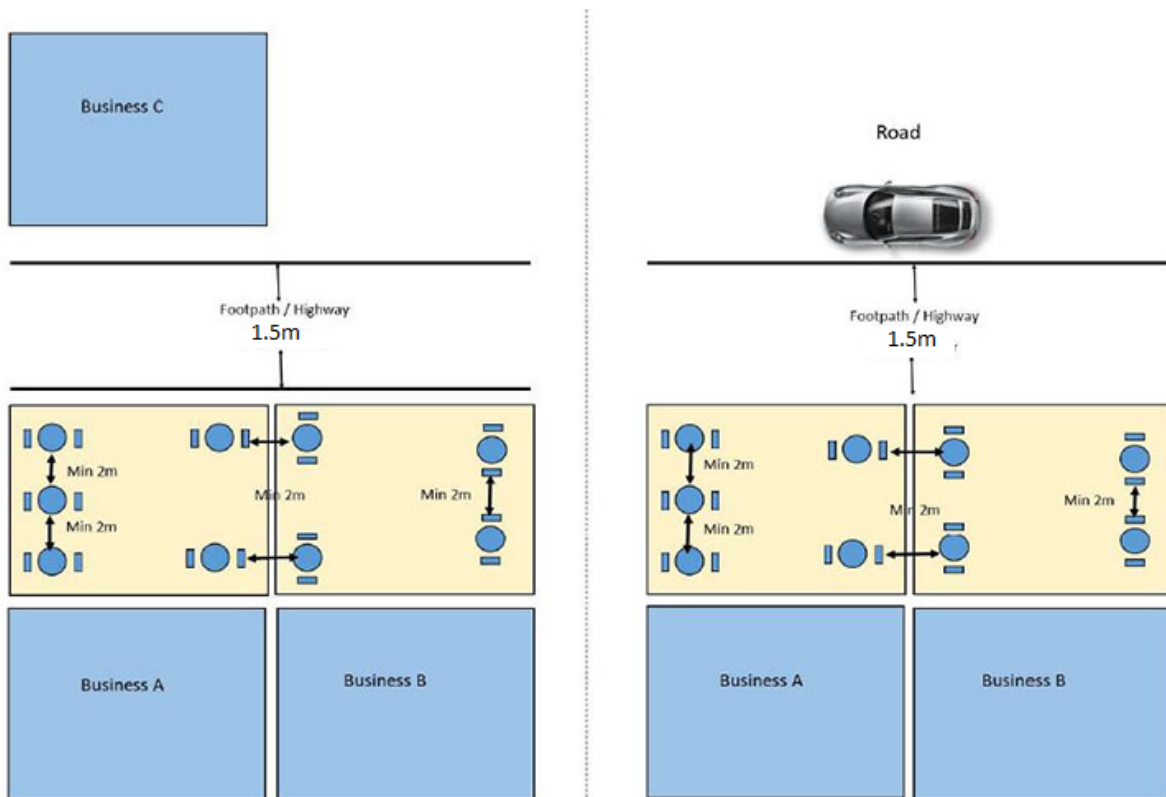
8. Access for emergency services must be available at all times. If the Licence-holder is requested to move any Furniture and Fittings or other items within the Licensed Area by the Council, police, fire service or statutory undertaker
 - (a) in the interest of public safety (for example on occasions when there are demonstrations, public unrest and disorder, bomb warning or fire alert) or
 - (b) for the purpose of carrying out works in on or under the highwaythe Licence-holder shall immediately comply with that request.
9. Access to adjacent properties should remain unobstructed and available at all times and the use of the Licensed Area should not interrupt the operation of adjacent businesses.
10. Any Furniture and Fittings associated with the use of the Licensed Area shall be installed and maintained to the satisfaction of the Council.
11. Access to the Furniture and Fittings and the Licensed Area shall be afforded at all reasonable times to officers of the council for the purposes of inspection.
12. The Licensed Area shall be kept in a clean, litter free and tidy condition during its operation and used glasses, plates, cutlery, containers, papers and all other articles thereon shall be removed on a regular basis and at the close of business each day and all refuse shall be removed. Care should be taken to ensure that litter does not stray onto adjacent areas; any windblown litter outside the perimeter of the Licensed Area must be collected. Cleansing of any spillages is to be dealt with by the Licence-holder as soon as they occur.
13. Any signage, flags, banners, "A" boards or temporary advertisements displayed or placed in on or around the Licensed Area must be in accordance with the Council's Policy and Guidelines.
14. No live entertainment or amplified music will be allowed within the Licensed Area.
15. The Licenced Area will only be open for the use as a refreshment area between the hours of 0700 hrs and 2359 hrs (or such alternative hours as may be designated on the Licence (the Refreshment Period).
16. Furniture and Fittings may only be placed on any part of the Licenced Area which is shared with vehicles (partially pedestrianised areas) 30 minutes after vehicular access is closed and must be removed and the Licensed Area completely cleared no later than 30 minutes before vehicular access re-commences.
17. The Licence-holder shall remove all Furniture and Fittings and any other items within the Licensed Area by the end of a Refreshment Period and shall not place any Furniture and

Appendix 1

Fittings or any other items within the Licensed Area before the commencement of a Refreshment Period.

- 18. The Licence-holder shall indemnify and keep indemnified the Council from and against all actions demands costs charges or expenses arising out of or in connection with the use of the refreshment area and for this purpose shall take out an insurance policy in at least the sum of £5,000,000 (Five million pounds) for any one accident without limiting the number of claims arising out of any one accident with an insurance company to be approved by the Council and shall produce such policy and the receipt for the premium thereof to the Council.
- 19. A legible copy of the current Licence and accompanying plan must be displayed for inspection at any time by the Council.

Example of Pavement Café licence plan



Appendix B

Temporary Pavement Licence – (EXAMPLE)

HALTON BOROUGH COUNCIL

BUSINESS AND PLANNING ACT 2020 PART 1

In accordance with the Business and Planning Act 2020 Halton Borough Council ('the Council') grants permission to xxxxxxxxxxxx ('the Licensee') to use the apparatus described in the schedule below ("the apparatus") and to place the apparatus on the highway in the positions shown on the attached plan Outside of xxxxxxxxxxxxxxxxxxxxxxxx ("the Premises")

1. This permission is personal to the Licensee
2. This permission shall apply solely for the hours of business each day / mentioned in schedule 1, from 12th April 2021 to 31st March 2022
3. The apparatus shall be mobile apparatus complying with the requirements of the Council's Chief Environmental Health Officer design as described in schedule 2 or as may be approved in writing by the Council thereafter, and be kept in good repair and condition at the Licensee's expense
4. The apparatus shall be free standing and the Licensee shall make no fixtures to or excavations of any kind in the surface of the highway which shall be left entirely undisturbed
5. The Licensee shall make no claim or charge against the Council in the event of the apparatus being lost, stolen or damaged in any way from whatever cause
6. The Licensee shall indemnify the Council against all actions, proceedings, claims, demands and liability which may at any time be taken, made or incurred in consequence of the use of the apparatus and for this purpose has taken out and will keep for the duration of this licence, at the Licensee's expense, a policy of insurance approved by the Council in the sum of at least £5M in respect of any one claim and must produce to the Council on request the current receipts for premium payments and confirmation of the required renewals of the policy
7. The area so permitted to be used must be used solely for the purpose of selling / consuming non / alcoholic refreshments / food
8. No charge shall be made by the Licensee for the use of the apparatus
9. Waste from the Licensee's operations must be disposed of appropriately via the licencee's own waste disposal agreement and should not, at any time, be disposed of in the permanent litter bins provided by the Council

Appendix B

10. Refuse and litter deposited on the highway in the vicinity of the apparatus must be removed each day by the Licensee at the Licensee's expense or at more frequent intervals as may be required by or under the Environmental Protection Act 1990
11. The Licensee shall refund to the Council on demand the cost of services used from the Council's service bollards in the area
12. The Licensee shall remove the apparatus from the highway outside trading hours and immediately if required to do so as to permit works in or the use of the highway by:
 - 12.1 the Council, the police, fire and ambulance services, any statutory undertaker or telecommunications code operator or
 - 12.2 builders' vehicles, hearses and furniture removal vans
13. No alcohol shall be consumed on the highway unless an alcohol licence has been issued by the Council
14. The Licensee shall be responsible for any rates, taxes and other outgoings which may be charged.
15. The fee of £100.00 for the provision of this permission has been received
16. The permission shall run from 12.04.2021 to 31.03.2022 for a term of one year
17. The Licensee's attention is drawn to section 6 of the Business and Planning Act 2020 (failure to comply with conditions of licence)
18. There is no statutory right of appeal to this decision.

Siting of apararatus should not exceed the plan boundary as per your submitted application (attached)

..

Dated: **01.04.2021**

Signed:

Operational Director – Policy, Planning and Transportation Department
Enterprise, Community & Resources Directorate

Schedule 1 – days and hours when pavement licence operational

Schedule 2 – description of the street furniture to be displayed

Schedule 3 – location plan of the street furniture

REPORT TO:	Executive Board
DATE:	15 July 2021
REPORTING OFFICER:	Strategic Director – Enterprise, Community & Resources
SUBJECT:	Halton Local Development Scheme
PORTFOLIO:	Environment and Urban Renewal
WARDS:	Borough-wide

1. PURPOSE OF THE REPORT

- 1.1. This report seeks the Board's approval to update the Local Development Scheme (LDS) (Appendix 1). Under statute, a council must prepare and keep updated a 'Local Development Schemes' (LDS) that provides a timetable for the production of their statutory development plan (or 'Local Plan'). An LDS describes the planning policy documents that a council intends to prepare, and gives target dates for key stages in their production. The attached LDS update covers the remaining stages in the preparation of the Delivery and Allocations Local Plan that has recently gone through examination by an independent government inspector.
- 1.2 The Environment and Urban Renewal Policy and Performance Board considered this item on the 23 June 2021 and recommended approval and adoption of the LDS by the Executive Board.

2. RECOMMENDATION: That

1. the Local Development Scheme 2021 (Appendix 1) is adopted as a formal part of Halton's planning framework.

3. SUPPORTING INFORMATION

- 3.1. The Local Plan for Halton currently comprises the Core Strategy (2013), the Joint Waste Plan (2013) and remaining saved policies from the Unitary Development Plan (2005). The Delivery and Allocations Local Plan will supersede the remaining 'saved' UDP policies and selected policies from the Core Strategy; and will sit alongside the Joint Waste Plan to provide the statutory development plan for Halton.
- 3.2. The Council has the option to produce Supplementary Planning Documents (SPDs) (e.g. Design of Residential Development) to support policies within the Local Plan or to provide additional guidance.
- 3.3. There are a number of supporting and process documents that the Council is required to produce including:

- A Sustainability Appraisal (SA) is prepared alongside a planning document, including the Local Plan, to ensure that the document as a whole reflects a balance of sustainable development objectives (social, environmental and economic factors). The SA incorporates the requirements of the European Union (EU) Strategic Environmental Assessment (SEA) Directive 2001/42.
 - A Habitats Regulations Assessment (HRA) is a requirement of the European Habitat Directive and seeks to assess the potential impact of a proposed plan in conjunction with the other plans and policies on one or more European Habitat sites. This is also referred to as the Appropriate Assessment (AA).
 - An Infrastructure Delivery Plan (IDP) will be updated alongside the Local Plan to identify essential supporting infrastructure and services, how they will be delivered and by whom.
 - A Statement of Community Involvement (SCI), which specifies how stakeholders and communities are involved
 - A Local Development Scheme (LDS) that sets out details of each of the documents that will be produced, along with timescales and arrangements for their production.
 - An authority's Annual Monitoring Report (AMR) setting out progress in terms of producing documents and in implementing policies.
- 3.4. The LDS is a public statement of Halton Borough Council's three year work programme for production of the Local Plan. The process of making Local Plans is a lengthy one, made so by the detailed protocols set out in legislation. If due process is not followed this becomes a viable legal ground for challenges either in front of an Inspector at Examination or via court action leading to the plan being found unsound or quashed by the High Court.

4. POLICY IMPLICATIONS

- 4.1. The planning Acts state that planning applications should be determined in accordance with the Development Plan.

“If regard is to be had to the development plan for the purpose of any determination to be made under the Planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise.” [Section 38(6): Planning and Compulsory Purchase Act 2004]

- 4.2. This is reiterated in the National Planning Policy Framework (NPPF), which states that Plans should be reviewed at least every 5 years, and policies not reviewed within this time may be considered out-of-date. It

is important therefore that Halton maintains an up-to-date Local Plan and that efforts are concentrated towards the most crucial elements of this.

- 4.3. Given resources, the current LDS is focussed on the production of the Delivery and Allocations Local Plan, the key document that will have the most significant impact for the Borough.

5. FINANCIAL IMPLICATIONS

- 5.1. The LDS is a statutory 'process document' and as such has no direct financial implications beyond setting the timetable for the production of different planning documents. Costs will be met from existing budgets.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1. No direct impacts identified. The LDS is a statutory 'process document' that sets out the programme for updating the statutory development plan for Halton.

7. RISK ANALYSIS

- 7.1. An LDS is a statutory document. Not having an up-to-date LDS presents a risk of legal challenge during the production of planning documents. Stakeholders are entitled to rely upon forward notice of the processes and policies that may directly impact on their land, property, assets or business.
- 7.2. The LDS represents an explicit commitment to the delivery of the Local Plan over a definite period. Not having a specific and relatively fixed work programme for Local Plan delivery means that resources are not prioritised and used as effectively as they could be.
- 7.3. The risk of not having an up-to-date Local Plan needs to be fully understood. Without a current Local Plan, the development industry has no certainty over where different types of land use will be permitted; appeals against refusal of planning permission are more likely to be upheld in the developer's favour with the possibility of costs awarded against the Council. An up-to-date Local Plan is needed to retain local control over decision making. Finally, the government can step in and take control over the local plan process if progress is not made.

8. EQUALITY AND DIVERSITY ISSUES

- 8.1. Building stronger communities through community engagement and good planning is a key aspect of the Local Plan. The Council is already committed to equality regardless of age, sex, caring responsibility, race, religion, marital status, maternity issues, gender reassignment, socio economic need, sexuality or disability and these commitments

are reflected in the Local Plan as far as is relevant. Planning Policy documents are subjected to Equality Impact Assessments during their production to ensure compliance.

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

Document	Place of Inspection	Contact Officer
Saved Policies of the Halton Unitary Development Plan	Municipal Building, Widnes	Alasdair Cross
Halton UDP Proposals Map	Municipal Building, Widnes	Alasdair Cross
Halton Local Development Scheme 2017	Municipal Building, Widnes	Alasdair Cross
The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)	Municipal Building, Widnes	Alasdair Cross
National Planning Policy Framework (2019)	Municipal Building, Widnes	Alasdair Cross
Halton Core Strategy Local Plan (2013)	Municipal Building, Widnes	Alasdair Cross
Waste Local Plan (2013)	Municipal Building, Widnes	Alasdair Cross

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Introduction

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

Legal Context

- 1.2. The primary legislation that guides the planning system, including the production of Local Plans is set out in the Planning and Compulsory Purchase Act 2004 with amendments from the 2008 Planning Act and 2011 Localism Act. Further detail on procedures for producing Local Plans is contained within the associated regulations, the latest being the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) which came into force in April 2012.
- 1.3. The Localism Act (2011) included a number of changes to the “plan-making” system including the ability for local communities to prepare neighbourhood development plans that would form part of the overall development plan for the area. Another important aspect of the legislative changes is the duty to co-operate which requires the Council to co-operate with other local planning authorities and prescribed bodies to maximise the effectiveness of the preparation of the Local Plan and supporting activities so far as it relates to a strategic matter.
- 1.4. The National Planning Policy Framework (NPPF) was published in March 2012 and amended in June 2019 by the Department for Communities and Local Government. It sets out the Government’s planning policies for England and the Government’s requirements for the planning system.
- 1.5. National Planning Practice Guidance was launched by CLG in March 2014, it is a completely online resource and is live, which means that guidance can be quickly amended in order to keep it up to date. It provides guidance from CLG to planning professionals to guide them in developing sites, making policies and taking decisions on planning applications.

Development Plan

- 1.6. The statutory Development Plan is the set of Local Plans (also known as Development Plan Documents (DPDs)) that together form the statutory basis for determining whether or not planning permission should be granted.
- 1.7. Local Plans are planning documents that contain policies for the use and protection or development of land, usually including the allocation of land for development. These

must be in general conformity with government guidance, in particular the National Planning Policy Framework.

- I.8. Neighbourhood development plans are community based documents initiated through a parish council or neighbourhood forum. They are required to undergo formal consultation and preparation procedures including an examination by an independent person and a public referendum. Subject to the successful completion of these procedures the neighbourhood development plan will ultimately be adopted by the council as part of the statutory development plan.
- I.9. The Development Plan for Halton currently comprises: the Halton Local Plan Core Strategy (2013), the Joint Waste Local Plan (2013) and parts of the Halton UDP (2005) that have not lapsed, or been replaced by the Core Strategy or Waste Plan.
- I.10. It is intended that in future the Development Plan for Halton will comprise the Halton Local Plan and the Joint Waste Local Plan, along with any Neighbourhood Development Plans that are adopted.
- I.11. Parish Councils or neighbourhood forums have an option to produce Neighbourhood Plans on their own behalf and in their own timescale, the local development scheme does not seek to set this out. To date no parishes or neighbourhood areas in the Borough have yet begun the formal process to begin the development of such a plan.
- I.12. Supplementary Planning Documents (SPD) (and their predecessors, supplementary planning guidance) complement or expand upon local plan policies, for example describing in more detail how an allocated site should be developed. A SPD cannot allocate new sites for development nor contain new policies for the use or development of land, and they must not conflict with the adopted development plan. SPDs are subject to community involvement but do not require independent Examination. They do not form a statutory part of the development plan for the authority but are a material consideration when assessing any planning application to which they relate.

Local Development Scheme

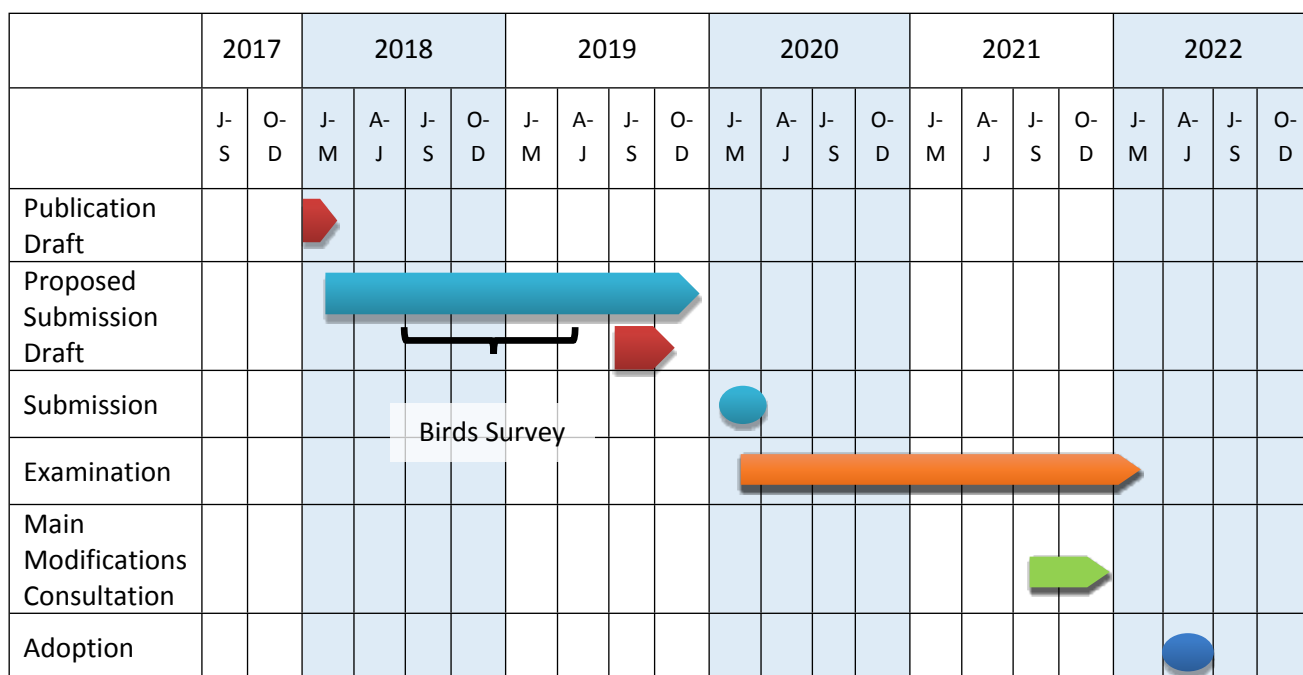
- I.13. Halton Borough Council is currently only preparing one Development Plan Document and this is the Halton Delivery and Allocations Local Plan (incorporating Revised Core Strategy Policies).

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

- I.14. Once adopted, the new Local Plan will provide a robust and up-to-date policy framework to guide future development within the Borough. Specifically, the new Local Plan will:
 - a. Replace selected policies from the Halton Local Plan Core Strategy (adopted April 2013) and the remaining saved policies of the Halton UDP (adopted April 2005).

- b. Refresh and update a number of Strategic Policies of the Core Strategy.
- c. Include allocations of land for residential, employment, retail, leisure and other land uses.
- d. Identify areas to be designated and protected for landscape, nature conservation, environmental and heritage reasons.
- e. Provide policies to guide decision making in the development management process.

Timetable



	LDS 2017	LDS 2020	LDS 2021
Start	Jan 2014	Jan 2014	Jan 2014
Initial Scoping Consultation (Reg 18)	Jan 2014	Jan 2014	Jan 2014
Revised Scoping Consultation (Reg 18)	Jan 2016	Jan 2016	Jan 2016
Publication Draft Consultation	Oct 2017	Jan / Mar 2018	Jan / Mar 2018
Proposed Submission Draft (Reg 19)	Jun / Jul 2018	Aug 2019	Aug 2019
Submission	Jun / Jul 2018	Feb 2020	Mar 2020
Pre-examination Meeting	Oct 2018	Apr / May 2020	-
Hearing	Dec 2018	Jun / Jul 2020	Mar / Jun 2021
Main Modification Consultation			Sept / Oct 2021
Receipt of Inspector's Report	April 2019	Oct / Nov 2020	Feb / Mar 2022
Adoption	July 2019	January 2021	May / Jun 2022

- I.15. More detail is provided in Appendix A.
- I.16. The Council is liaising with partner authorities across the Liverpool City Region on the review and possible replacement of the Joint Halton and Merseyside Waste Local Plan.
- I.17. Other planning documents intended to be prepared by the Council include:
 - a. Open Space SPD
 - b. Transport and Accessibility SPD
 - c. Environmental Protection SPD

Indicative Timetable

	2021				2022				2023			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Open Space			Preparation			Formal Consultation	Adoption					
Transport & Accessibility	Preparation					Formal Consultation	Adoption					
Environmental Protection	Preparation					Formal Consultation	Adoption					

▶ Preparation
▶ Formal Consultation
● Adoption

- I.18. The following supporting documents have been or are being produced by the Council to support the policy contained within the Local Plan and to provide more guidance to those undertaking development or to those making decisions on planning applications.
- I.19. **Local Development Orders (LDO)** are policy instruments that extend permitted development rights for certain forms of development that the local authority considers to be suitable, either in general or limited to defined areas. LDOs are intended to simplify development. Development that conforms to an LDO would not require planning permission.

Process Documents

- I.20. A **Sustainability Appraisal Report (SA)** is prepared alongside a planning document, including the Local Plan, to ensure that the document as a whole reflects a balance of sustainable development objectives (social, environmental and economic

factors). The SA incorporates the requirements of the European Union (EU) Strategic Environmental Assessment (SEA) Directive 2001/42.

- 1.21. **Habitats Regulations Assessment (HRA)** is a requirement of the European Habitat Directive and seeks to assess the potential impact of a proposed plan in conjunction with the other plans and policies on one or more European Habitat sites. This is also referred to as the Appropriate Assessment (AA).
- 1.22. An updated **Infrastructure Delivery Plan (IDP)** has been prepared alongside the Local Plan to identify essential supporting infrastructure and services, how they will be delivered and by whom.
- 1.23. **Authority Monitoring Report (AMR)** will set out whether the Council is on target to meet the milestones set out in the LDS, it will provide information on whether the policy targets included in the Local Plan are being achieved and will identify key issues that are relevant to the borough that should be used to revise the LDS if necessary.
- 1.24. **Statement of Community Involvement (SCI)** – The Halton SCI was updated and approved in 2020. It sets out how the community will be involved in the preparation, alteration and review of planning policy documents produced by the Council and how they can be expected to be consulted on planning applications.

3. Evidence Base

- 3.1 The key pieces of Halton’s existing evidence base which will be used to support the Local Plan are set out below (please note that other existing evidence base documents may also be used, where required, alongside these):

A	Whole Plan Viability Study (HDH Planning & Development Ltd 2019)	The study assessed the viability impacts of emerging planning policies to ensure that the Local Plan, when taken as a whole, is viable and deliverable and providing evidence to support affordable housing provision from qualifying sites.
B	Liverpool City Region Strategic Housing and Employment Land Market Assessment (SHELMA) (GL Hearn 2017)	This study identifies housing and employment land needs for the City Region over the period to 2037
C	Liverpool City Region Strategic Housing and Employment Land Availability Assessment Vol.2 (March 2018) (GL Hearn)	This study quantifies the potential supply of land for large scale B8 (warehousing).

D	Joint Employment Land and Premises Study (BE Group, 2010)	The study assesses the quantity and quality of employment land in the Borough and recommends future allocations of employment land to maintain economic growth.
E	Halton Retail Study (England & Lyle 2017):	This is a capacity study looking to identify trading roles and performance of the Borough's main retail centres and to quantify the need, if any, for additional provision.
F	Halton Landscape Character Assessment (TEP, 2009):	This identifies, describes and maps areas according to various landscape character types.
G	Halton Open Space Study (PMP and HBC, 2006).	The study assesses existing and future needs for open space, sport and recreation in Halton and the current ability to meet these needs.
H	Halton Strategic Flood Risk Assessment (HBC, 2007)	Provides a detailed assessment of the extent and nature of the risk of flooding and the implications for future development.
I	Halton Level 2 Strategic Flood Risk Assessment (JBA, 2019)	Detailed flood risk assessment for individual potential development sites, focusing on risk from three primary watercourses.
J	Liverpool City Region Renewable Energy Capacity Study (Arup, 2010):	This study identifies Energy Priority Zones for the delivery of low and zero carbon technologies.
K	Cheshire Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (June 2018)	Assessment of accommodation and related service needs of Gypsies, Travellers and Travelling Showpeople across Halton, Warrington and Cheshire.
L	Liverpool City Region and Warrington Green Infrastructure Framework Draft (Mersey Forest, 2013)	This Framework provides information and new perspectives on green infrastructure across the seven local authorities.
M	Liverpool City Region and Warrington Green Infrastructure Framework Action Plan (Mersey Forest, 2013):	This Plan identifies actions at a city region level that meet key priorities of the Green Infrastructure Framework.
N	Listed Buildings in Halton:	Compendium detailing each of the Listed Buildings in Halton, including location map and image(s) of the property or structure.

O	Mersey Gateway Regeneration Strategy (HBC and GVA, 2008)	
P	Halton Green Belt Study: (HBC 2018):	This study reviews and assesses the Green Belt around Widnes and Hale, Runcorn, Moore, Daresbury and Preston-on-the-Hill.
Q	Strategic Housing Land Availability Assessment (2020)	This is the main mechanism to identify a deliverable and developable supply of sites in the Borough for housing.
R	Halton Housing Land Availability Report (annual update)	This report provides data on land availability and take-up (build) rates for housing within Halton
S	Halton Employment Land Availability Report (annual update)	This report provides data on land availability and take-up (build) rates for employment uses within Halton
T	Liverpool City Region Transport Plan for Growth: (2015)	This document combines the key elements from the Local Transport Plans for Merseyside and Halton
U	Playing Pitch Strategy: (2019) - Study out to tender	This strategy assessed existing and future needs for playing pitch provision in Halton.
V	Halton Local List:	This document identifies the non-designated heritage assets in Halton.
W	Liverpool City Region Ecological Network (MEAS, 2015)	This study assessed existing and future needs for ecological site protection and potential enhancement.
X	Halton Non Breeding Birds Survey (Avian Consulting 2019):	This survey identified functionally linked habitat associated with the Special Protection Area of the Mersey Estuary for overwintering non breeding wetland birds.

4. Delivery

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

Project Management and Resources

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

Monitoring and Review

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

Risk Assessment

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

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

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

Acronyms

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

Appendix A:

Local Development Scheme Details

Delivery and Allocations Local Plan (incorporating Revised Core Strategy Policies) (including Policies Map)		
Document Details		
Title	Halton Delivery and Allocations Local Plan (incorporating Revised Core Strategy Policies) (including Policies Map)	
Role and Content	Sets out the vision, objectives and strategy for the development of Halton, including site allocations and development management policies.	
Status	Development Plan Document	
Geographical coverage	Borough wide	
Chain of Conformity	Conforms with the National Planning Policy Framework	
Timetable and Milestones		
Start	Begin collation of evidence and start engaging stakeholders in the early preparation of the document	Commenced
SA Scoping	Consultation on the scope of the Sustainability Appraisal	Jan 2016
Initial Consultation (Regulation 18)	Iterative process – identifying issues and options, developing preferred options and taking account of the evidence base	Jan 2014 and Jan 2016
Publication (Regulation 19/20)	Publish the final draft document and consult for 6 weeks on the content prior to submission	Aug / Sept 2019
Submission (Regulation 22)	Submit the document to the Secretary of State for examination	Mar 2020
Pre-exam meeting	To discuss the format of the Examination. (circa 8 weeks after submission)	
Examination hearings	Examination ‘sitting days’ to hear evidence into the soundness of the Plan. (circa 14weeks after submission)	Mar / Jun 2021
Main Modification Consultation	Publish the final draft document and consult for 6 weeks on the main modifications content.	Sept / Oct 2021
Receipt of the Inspectors Report	When the Council receives the report of the Examination from the Inspectorate	Feb / Mar 2022
Adoption	Document adopted and published	May / Jun 2022
Arrangements for Production		
Lead Department	Planning Policy	
Management arrangements	Executive Board approval will be required for public consultation on draft Plan(s). Full Council approval will be required for Submission to the Secretary of State and subsequent stages up to and including adoption.	
Resources	To be provided within the Planning Policy budget.	
Involving Stakeholders and Community	Consultation will be undertaken in line with the Regulations and the Statement of Community Involvement (SCI 2020).	
Post Production		
Monitoring	Monitored by the Authority Monitoring Report (AMR).	

Review

The effectiveness of this Local Plan will be reviewed through the data collected within the AMR.

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

Document is Restricted