



Executive Board

**Thursday, 18 January 2024 2.00 p.m.
The Boardroom, Municipal Building**

S. Young

Chief Executive

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

PART 1

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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 Gill Ferguson 0151 511 8059 or
gill.ferguson@halton.gov.uk for further information.
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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, 7 December 2023 in the Halton Stadium, Widnes

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

Apologies for Absence: Councillor M. Lloyd Jones

Absence declared on Council business: None

Officers present: S. Young, M. Reaney, E. Dawson, G. Ferguson, Z. Fearon and D. Nolan

Also in attendance: One member of the press

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

EXB60 MINUTES

The Minutes of the meeting held on 16 November 2023 were taken as read and signed as a correct record.

DEPUTY LEADER'S PORTFOLIO

EXB61 WIDNES TOWN CENTRE VISION

The Board considered a report of the Executive Director - Environment and Regeneration, which provided an update on the development of a vision and delivery strategy for Widnes Town Centre and outlined the next steps in progressing this work. The Council had commissioned consultants Aecom and the BE Group, to develop a high-level Vision and Delivery Strategy for Widnes Town Centre. The aim of the Widnes Town Centre Vision was to guide the regeneration of the town centre and to identify opportunities and priorities for development.

The report highlighted the market analysis which had been undertaken, consultation which had taken place and the consultants conclusions. In order to address the issues detailed by the consultants and to proactively progress

Action

opportunities in the town, a vision and a set of accompanying objectives had been identified and these were set out in the report.

The Board was advised that the next step to progress the work was as follows:

- the consultants had identified potential mechanisms for delivery ranging from purely private sector schemes to public sector involvement and each would be assessed;
- a brief would be prepared to commission consultants to undertake master planning work;
- an assessment and cost benefit analysis would be undertaken; and
- a Town Centre Panel would be established comprising: Deputy Leader, Portfolio Holder Environment and Renewal, Portfolio Holder Climate Change and one representative from each Widnes Ward.

RESOLVED: That

- 1) the vision and objectives outlined in the report be supported;
- 2) the next steps outlined in section 4.1 of the report be agreed; and
- 3) the establishment of a Town Centre Panel be agreed.

Executive Director
Environment &
Regeneration

CORPORATE SERVICES PORTFOLIO

EXB62 DISCRETIONARY NON-DOMESTIC RATE RELIEF

The Board received a report from the Operational Director – Finance, which presented two applications for discretionary non-domestic rate relief, under Section 47 of the Local Government Finance Act 1988, for consideration.

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

The report outlined details of the applications from Hazlehurst Craft Studios CIC, in relation to their respective addresses. Appended to the report was the potential annual

cost to the Council of granting the discretionary rate relief. Currently, where discretionary rate relief was granted to registered charities and non-profit organisations, it was provided until March 2025 in order to provide the organisations with some degree of certainty.

RESOLVED: That

- 1) the application for 90% discretionary rate relief from Hazlehurst Craft Studios CIC in respect of premises at 71 High Street, Runcorn, with effect from 1 April 2023, be approved; and
- 2) the application for 90% discretionary rate relief from Hazlehurst Craft Studios CIC in respect of premises at 1st Floor, 73 High Street, Runcorn, with effect from 16 February 2024, be approved.

Operational
Director - Finance

EXB63 GAS & ELECTRICITY SUPPLY CONTRACTS

The Board considered a report of the Executive Director – Environment and Regeneration, which advised that the Council purchased energy supplies via the Crown Commercial Services (CCS) framework. CCS were an executive agency sponsored by the Cabinet Office and are the biggest provider of public sector frameworks in the UK thus can provide excellent value due to their bulk buying power. CCS went through a tender process earlier this year and the result being that Total Energies, previously Total Gas and Power, were appointed as their gas provider and EDF were appointed as their electricity provider.

The Board was advised that the Executive Director – Environment and Regeneration had approved the award of the corporate gas supply contract to Total Energies. The report also sought approval for the award of the corporate electricity supply contract to EDF. The new arrangements commenced on 2 October 2023 and both frameworks were until 20 February 2027. Full details of the cost of the contract and the arrangements were outlined in the report.

RESOLVED: That

- 1) the report be noted; and
- 2) the award of the corporate electricity supply contract to EDF be approved.

Executive Director
Environment &
Regeneration

EXB64 DEMOLITION OF THE FORMER WATERLOO CENTRE, RUNCORN

The Board considered a report of the Executive Director – Environment and Regeneration, which provided information on the decision of the Chief Executive to approve a waiver of Standing Orders under section 1.14.2 Emergency Powers, to appoint a contractor to undertake the demolition of the former Waterloo Centre, Runcorn. The former Waterloo Centre had been closed since 2004 and had been surplus to Council requirements. No viable alternative use had been found for the building and without investment the building had started to fall into disrepair.

The Board noted that the intention was to demolish the building in 2019, however concerns were raised by Planning that the building adjoined Edgerton Street Library, which was a listed building. Over the last couple of years, the building had deteriorated and the latest report from a structural engineer stated that it was not feasible to shore the building up and that it needed to be demolished in a controlled manner. As a result, and following legal advice, the Operational Director – Policy, Planning and Transportation, had made the decision that the building should be demolished as soon as possible.

A tender exercise was previously carried out in 2019 and although the work had been put on hold due to the concerns raised, to expediate matters and avoid a lengthy tender exercise, negotiations had taken place with the original proposed contractor Excavation and Contracting to carry out the work. They had submitted a revised price of £110,000. In order to avoid any unnecessary delay, a waiver of Procurement Standing Orders via the Chief Executive under Emergency Powers was obtained.

RESOLVED: That the report be noted.

EXB65 AGENCY WORKER CONTRACT EXTENSION

The Board considered a report of the Head of HR Operations, which sought approval to extend the current contract for the supply of agency workers. In compliance with Procurement Standing Order 1.15.3, acceptance of pre-determined contract extension, approval by the Board was required as the estimated value was likely to exceed £5,000,000 per annum.

The current contract was awarded to Matrix SCM in May 2022 and had a pre-determined option to extend for 2 x

Executive Director
Environment &
Regeneration

12 month periods, the first extension period was from 1 May 2024 to 30 April 2025.

The report proposed that the current contract be extended to ensure opportunity remained to resource agency staff through a neutral vendor and to avoid costs and resource commitment of a tendering procedure, whilst other options were being explored.

RESOLVED: That

- 1) the report be noted; and
- 2) the Board approve that the contract arrangement with Matrix SCM be extended for a further 12 month period from 1 May 2024 to 30 April 2025.

Corporate
Director - Chief
Executive's
Delivery Unit

EXB66 TRANSFORMATION PROGRAMME UPDATE

The Board considered a report of the Corporate Director: Chief Executive's Delivery Unit, which provided an update on the progress made within the Council's Transformation Programme. Appendix A to the report set out the Transformation projects for each of the Directorates, as well as the associated delivery plans, which would provide a framework to assess project feasibility.

The Board noted that the development of delivery plans and associated trajectories against priority delivery actions was underway. The development of trajectory data would be used to monitor progress against both financial and non-financial outcomes. This work would continue throughout December.

RESOLVED: That the Board noted the contents of the update.

ADULT SOCIAL CARE PORTFOLIO

EXB67 ADULT SOCIAL CARE ANNUAL REPORT 2022-2023

The Board considered a report of the Executive Director – Adult Services, which provided a copy of the Adult Social Care Annual Report for 2022/23.

The theme of this year's report was 'making a difference' and as well as providing context as to what the local provision of ASC looked like and the direction of ASC during the report period. The report also looked at how ASC had made a difference to people through the services

delivered. The report provided examples of where services, staff and innovation had positively impacted on people who used the services and contained feedback from people and staff as to how this had made a difference.

The Board thanked Officers within the Adult Services Directorate for all their work.

RESOLVED: That the contents of the report be noted.

Executive Director
Adult Services

ENVIRONMENT AND URBAN RENEWAL PORTFOLIO

EXB68 HALTON FREEPORT RETAINED RATES FUND

The Board considered a report of the Executive Director – Environment and Regeneration, that sought approval for the Council to implement the Halton Freeport Retained Business Rates Fund. In 2021, the Council supported the development of a Freeport application in support of the Liverpool City Region's economic aspirations. The Freeport had two major elements: to provide connectivity to Port of Weston and to raise project funding to deliver the Council's economic aspirations in the form of Tax Incremental Financing (TIF). TIF is a method of raising revenue to pay for regeneration.

The report provided an update on how the Council intended to establish the Retained Business Fund on a similar basis to the TIF Fund established for the local Enterprise Zone using a prescribed number of projects as outlined in the Full Business Case and Retained Rates Strategy. A list of the initial nominated projects were detailed in the report.

It was noted that projects confirmed as 'in scope' would be managed by the billing authority. Projects would be invited to prepare a business case, proportional to the scale of the project, in line with the requirements of the billing authority. Each billing authority would set out its own governance process for the approval of funds allocated from retained rates.

The Board was advised that initial estimates suggested that the 25 years (2046 to the lifetime end point) Halton Retained Business Rates Fund rates retention period could support the delivery of the masterplan through approximately £40m of Tax Increment Financing.

RESOLVED: That

- 1) the report be noted;
- 2) the Board supports the progress made on the Freeport and specifically the retained business rates fund to deliver local regeneration priorities;
- 3) delegated authority be given to the Executive Director for Environment and Regeneration, Operational Director - Finance, in consultation with the Portfolio Holder, to take the necessary steps to develop a Halton Freeport Retained Business Rates Fund; and
- 4) the Operational Director Finance, be authorised to enter into and manage the processes required to facilitate the Business Rates Retention and Tax Increment Financing processes.

EXB69 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following item of business in accordance with Section 100A (4) 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 that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A (4) 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.

N.B. Councillor J. Lowe declared a Disclosable Other Interest in the following item of business as she has a family member employed at St Lukes Care Home.

ADULT AND SOCIAL CARE PORTFOLIO

EXB70 CARE PROVIDER CONTRACT UPLIFT 2024/25

The Board considered a report of the Executive Director – Adult Services, which provided information on the proposed annual uplift for domiciliary care, direct payments, supported living and care home providers within Halton for 2024/25.

RESOLVED: That

- 1) the contents of the report be noted; and
- 2) approval be given to actively enter into consultation with Care Providers in relation to the annual uplift for 2024/25

MINUTES ISSUED: 12 December 2023

CALL-IN: 19 December 2023 at 5.00 pm.

Any matter decided by the Executive Board may be called in no later than 5.00pm on 19 December 2023.

Executive Director
of Adult Services

Meeting ended at 1.25 p.m.

REPORT TO: Executive Board
DATE: 18 January 2024
REPORTING OFFICER: Chief Executive
PORTFOLIO: Leader
SUBJECT: Urgent Decisions
WARDS: Borough Wide

1.0 PURPOSE OF THE REPORT

1.1 To bring to the attention of Executive Board urgent decision/s taken since the last meeting.

2.0 RECOMMENDATION: That the report is noted.

3.0 SUPPORTING INFORMATION

3.1 The Council's Constitution gives authority to the Chief Executive to take urgent decision/s which are required before the next formal meeting of Executive Board.

These must be made in consultation with the Leader of the Council where practicable, and with the Operational Director – Finance and/or Operational Director – Legal and Democratic Services, where necessary. They must also be reported for information to the next practically available meeting of the Board.

3.2 More information on each can be found on the Council's website:

<http://councillors.halton.gov.uk/mgDelegatedDecisions.aspx?bcr=1>

3.3 The urgent decision/s taken since the last meeting of Executive Board:

Date Decision taken	Decision details
18 December 2023	<p>Procurement waiver for three year contract for Financial Planner and Analyser (FPA). Cost over a three year contract will be £54k per year with an estimated one-off cost of £60k delivery and implementation of the system.</p> <p>Process would be for Executive Board to approve the waiver but there is a need to sign-off the contract before the end of 31 December 2023 to take advantage of a reduced cost. At the same time the Council have also been offered an opportunity to purchase Enterprise Resource Planning (ERP) alongside FPA. This is a reporting tool which allows the Council to enable reporting both in Cloud and on-premise. This provides the opportunity for the Council to continue to facilitate Agresso services to other organisations.</p>

	<p>Short and longer term forecasting of Council costs is now more important than ever given the continued tightening of Council finances and increase in demand for services. To help facilitate this, work has been undertaken over the past year to look at a system which will help support, control and make more reliable the forecasting process.</p> <p>Financial Planner and Analyser will help the Council achieve its aims of improvement to the forecast process. Scoping work has been taking place over the past month to understand how the current forecasting process works and how this will be integrated within FPA.</p> <p>The following are some of the benefits which will be realised with the implementation of the proposed FP&A reporting, budgeting, forecasting solution:</p> <ul style="list-style-type: none"> • Flexibility with developing annual budgets, reviews and analysis. Enabling greater and more timely budget reviews and forecasts. • Dynamic custom-built reports and dashboards, enabling greater understanding of service budgets • Self-service reports and dashboards from OneClient (web) • Increased service buy-in to the budget • Avoid or eliminate common errors experienced when compiling data from many spreadsheets. • Automatic accumulation of budget data from departmental contributors • Single source of truth for actual data and budgets • Application summaries will allow historic comparisons of actual and budget data for reporting and to assist in current budget and forecast input and review. • Ability to easily add new elements (departments, accounts, measures, etc.) to quickly scale up the solution. • Ability to drill through summary data to details.
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4.0 POLICY IMPLICATIONS

4.1 There are none other than the constitutional requirement to report urgent decisions for information.

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton**

None.

6.2 Employment, Learning and Skills in Halton

None.

6.3 A Healthy Halton

None.

6.4 A Safer Halton

None.

6.5 Halton's Urban Renewal

None.

7.0 RISK ANALYSIS

7.1 The report is for information, and there are no risk issues arising from it.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

9. CLIMATE CHANGE IMPLICATIONS

9.1 There are no climate change implications.

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

10.1 No background papers were used in the preparation of this report. Further information on the decision/s taken is available from the link in Paragraph 3.2.

REPORT TO:	Executive Board
DATE:	18 January 2024
REPORTING OFFICER:	Executive Director Environment & Regeneration
PORTFOLIO:	Deputy Leader's
SUBJECT:	Term Maintenance Contracts
WARDS:	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to seek Member approval to proceed with a procurement process with regards the provision of term maintenance and minor works contracts for mechanical, electrical and building elements for use across the borough.

2.0 RECOMMENDATION: That

Members approve that a procurement process be entered into via the Chest with the purpose of securing term maintenance and minor works contracts for mechanical, electrical and building elements for use across corporate and school buildings borough wide.

3.0 SUPPORTING INFORMATION

- 3.1 The existing maintenance and minor works term contracts for mechanical, electrical and building elements all come to an end on 31st December 2024.
- 3.2 It is proposed that the new arrangements are set up for a 3-year period with the potential for up to a 1-year extension subject to satisfactory performance to mirror the current arrangements.
- 3.3 The tender submissions will be evaluated on both price and quality, this being based on a 40% cost, 60% quality ratio, the quality element being broken down further into 35% based on the submission & 25% based on an interview. The above evaluation process will ensure that we enter into a contract or contracts which obtains the most economically advantageous terms for the authority.

- 3.4 Based on previous expenditure it is anticipated that the total annual value of each of the contracts could be up to £2m thus the value of a 3 year + 1 year contract could be up to £8m. This figure is above the Public Contract Regulations 2015 value threshold as such these contracts will be tendered via a full open tendering procedure in accordance with the regulations and advertised via the chest.

4.0 POLICY IMPLICATIONS

- 4.1 The method of procurement fits with the Council's procurement policy, the tender process being carried out in conjunction with the Procurement Centre of Excellence, using 'The Chest' procurement portal.
- 4.2 The above will also help with the delivery of the department's aims and objectives which amongst others are to 'manage the Council's land and property portfolio in a safe, cost effective and fit for purpose condition' and to contribute to increasing the number of Halton residents in employment.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The cost of the works will be met from a variety of existing budgets, including Property Services repairs and maintenance budget, individual schools' budgets, together with various capital budgets.
- 5.2 The above contracts will ensure that we continue to deliver the maintenance and servicing of plant and equipment within the authorities' buildings in a cost-effective manner which will enable us to provide fit for purpose accommodation for staff and public alike.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None

6.2 Employment, Learning and Skills in Halton

The letting of these contracts will help contribute to the employment within the borough as we are building into the contract clauses to encourage the providers to employ Halton residents on the strength of the contracts.

6.3 A Healthy Halton

None

6.4 A Safer Halton

None

6.5 Halton's Urban Renewal

None

7.0 RISK ANALYSIS

Failure to put replacement contracts in place by 1st January 2025 could potentially leave us without any contractors to carry out essential maintenance works to our buildings which may have serious consequences for the ongoing safe operation and running of our premises.

8.0 EQUALITY AND DIVERSITY ISSUES

None

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 Works carried out under these contracts will have a positive impact on our carbon emissions as some of the works will include carbon reduction measures. The procedure itself of going through a procurement process will have no impact on the Climate Change agenda.

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

Document	Place of Inspection	Contact Officer
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None under the meaning of the act

REPORT TO:	Executive Board
DATE:	18 January 2024
REPORTING OFFICER:	Executive Director Environment and Regeneration
PORTFOLIO:	Deputy Leader
SUBJECT:	Terms of Reference Widnes Town Centre Panel
WARD(S)	Borough wide

1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to propose Terms of Reference for the Widnes Town centre Panel.

2.0 **RECOMMENDATION: That the Executive Board agrees the proposed terms of reference outlined in Section 3 of this report.**

3.0 **SUPPORTING INFORMATION**

3.1 At the last meeting of the Executive Board (7th December 2023), Members agreed to the establishment of a Widnes Town Centre Panel to guide further future work associated with the regeneration of Widnes Town centre.

3.2 The proposed Terms of Reference (ToR) are set out below.

3.3 Role of the Town Panel.

The role of the Town Panel is advisory and will offer advisory comments for reporting to the Executive Board.

It will help guide the delivery of the approved actions that are agreed by Executive Board.

These will be

- To take forward a town centre vision; obtain consensus and agreement as to the key ingredients needed to develop a successful town centre.
- To develop a Masterplan specific to developable and deliverable schemes.
- To identify potential delivery mechanisms and funding routes.

Specifically,

- 3.4 The panel will advise and comment on recommendations to the Executive Board as follows:
- Consider the advantages of the delivery mechanisms and vehicles presented by officers to be applied to the regeneration of the town centre.
 - Comment on the preparation of a brief to commission consultants to undertake master planning work in the town centre.
 - Comment on the development of a cost benefit analysis of the short – medium and longer term interventions that have been identified in the Vision Document Action Plan.
- 3.7 In addition, it is proposed that the panel will proactively and positively promote the emerging Widnes Town Centre Vision and will seek to work collaboratively with wider town centre stakeholders.
- 3.8 The Panel will comment on the submission of future bids for External Funding.
- 3.9 The Panel will comment on the development and co-ordination of Town Centre plans and initiatives.
- 3.10 The Panel will monitor milestones and key performance indicators relating to agreed priorities and actions for delivery.
- 3.11 The Panel will contribute to scanning the horizon for future / further regeneration opportunities in the town.
- 3.12 Panel Membership
- It is proposed that the Chair of the Panel will be the Deputy Leader of the Council, as portfolio holder for Major Projects. The following Executive Board Members will be invited to become members of the Panel:
- Portfolio Holder for Climate Change.
 - Portfolio Holder for Environment and Urban Renewal.
- 3.13 In addition, the Panel will comprise one representative from each Widnes Ward. Members from each ward will be invited to appoint a representative as well as a substitute representative.
- The local Member of Parliament will also be invited to join the Panel.
- In selecting and nominating representatives, Ward Councillors may wish to take into account the following criteria:

- 3.14
- A demonstrable passion and commitment to the development of the town's future.
 - Ability to meet the time commitments of the panel and attend the panel regularly.
 - A knowledge or expertise in relation to town centre regeneration and or town centre management.

Future Arrangements

It is suggested that initially, (i.e. for the first 12 months of operation), the Panel will comprise Councillors from Halton Borough Council and the local MP. However, it is anticipated that in the future The Council would wish to extend the membership of the Panel to include a wide variety of key stakeholders including for example:

- Larger Halton based businesses – employer.
- Community and Voluntary sector.
- Town Centre retail.
- Education and skills.
- Health and wellbeing.
- Housing.
- Local Authority Senior Management.

These arrangements would be reviewed as outlined in section 3.20.

3.15 Meetings

Meetings will be held quarterly.

3.16 Secretariat support will be provided by the Council's Environment & Regeneration Directorate.

3.17 Meetings will not be open to the press and public.

3.18 Minutes of the meetings will remain confidential, unless otherwise stated at the meetings.

3.19 Panel members will be expected to attend regularly. However, if panel members are unable to attend, they will still be required to read papers and make their views known to the chair of the panel in advance of the panel meeting.

3.20 The Terms of Reference (ToR) will be reviewed as required, but no later than 1st December 2024.

4.0 **POLICY IMPLICATIONS**

4.1 There are no further policy implications at this stage

5.0 **FINANCIAL IMPLICATIONS**

5.1 There are no financial implications identified at this stage.

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

The previous report to the Executive Board explained that town centres historically provide the major economic focus of a local area, and therefore, this work will have implications for all the Council's priorities.

7.1 There are no risks identified at this stage.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 As previously reported, higher unemployment levels and lower health outcomes are close to the town centre. The regeneration of Widnes town centre should look to support and improve social outcomes in these areas. This would include better access to a broad range of employment opportunities, and access to a wide range of health, community, public transport, and support services.

9.0 **CLIMATE CHANGE IMPLICATIONS**

9.1 The previous report acknowledged that consideration of the impacts of climate change, including reducing the carbon footprint, mitigation and adaptation will be required.

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

'None under the meaning of the Act.'

REPORT TO:	Executive Board
DATE:	18 January 2024
REPORTING OFFICER:	Executive Director – Children’s Services
PORTFOLIO:	Children and Young People
SUBJECT:	School Admission Arrangements 2025/26
WARDS:	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This report fulfils the Local Authority’s statutory requirement to consult upon and then determine the admission arrangements to Halton’s community and voluntary controlled schools for whom the Local Authority is the Admission Authority, and to fulfil the statutory requirement to determine Coordinated Admission Schemes for admission to all primary and secondary schools in Halton including Academy, Free School and Voluntary Controlled schools, for the September 2025 intake.

2.0 RECOMMENDATION: That the Board approves the attached Coordinated Scheme for Admission to Primary Schools – which also contains the Local Authority’s admissions criteria to community and voluntary controlled schools, and approves the Coordinated Scheme for Admission to Secondary Schools, both of which will apply to the September 2025 intake.

3.0 SUPPORTING INFORMATION

3.1 On the 2nd October 2023 Halton Local Authority issued a statutorily required consultation on the proposed admission arrangements and co-ordinated admission schemes for the September 2025 intake to Primary Schools (attached as Appendix 1) and Secondary Schools (attached as Appendix 2). The Primary Scheme also included the proposed oversubscription criteria for community and voluntary controlled schools for whom the Local Authority is the admission authority. No amendments to the criteria were suggested as the criteria work well and meet the requirements of the Department for Education’s School Admissions Code.

3.2 The full consultation was available on the Council’s website for parents and carers and any other interested party, and was issued to: all schools for sharing with parents, carers, staff and governing boards, Diocesan Authorities responsible for voluntary aided schools in Halton, all schools in Halton who are their own admission authority, and to all neighbouring local authorities.

- 3.3 The consultation ran until 10th November 2023 and no changes were proposed to the current oversubscription criteria for admission to Local Authority maintained community and voluntary controlled primary schools. All secondary schools in Halton are academies or voluntary aided meaning they are their own admission authority and responsible themselves for consulting and determining their own admissions criteria and their own Published Admission Number (PAN), and any proposed changes they wish to make must be consulted upon and determined in accordance with the statutory requirements regarding consultation and determination detailed in the Department for Education School Admissions Code 2021.
- 3.4 The consultation advised that there would be no individual response to any submissions made, but any relevant responses submitted would be considered by the Council's Executive Board. One response was received but was outside the remit of the consultation and has been responded to separately.
- 3.5 With regard to the purpose of the consultation that took place, all admission authorities – the Local Authority for community and voluntary controlled schools, and the Governing Boards/Trusts for academies, free school and voluntary aided schools, must ensure that the admission arrangements determined are fair, clear and objective, and fully comply with all statutory requirements. The arrangements proposed by the Council for admission to community and voluntary controlled schools for the 2025/26 academic year reflect those requirements.

4.0 POLICY IMPLICATIONS

- 4.1 The Admissions Policy has been drawn up to maximize parental preference for Halton Local Authority maintained community and voluntary controlled schools. The oversubscription criteria detailed for community and voluntary controlled schools for whom the Local Authority is the admissions authority, reflect the criteria which are considered good practice and acceptable by the Department for Education.
- 4.2 With regard to the Coordinated Admissions Schemes for admission to primary and secondary schools, parents/carers are invited to express a preference (or preferences) for any school for the relevant age group, and must complete an application form (online or paper version) which allows them the opportunity to express those preferences. If the school of preference is undersubscribed then all applications will be successful. If the school is oversubscribed then the oversubscription criteria will be applied and places allocated in accordance with the relevant criteria. The Council applies the admissions criteria determined for community and voluntary controlled schools to applications for those schools, and the Admission Authority (Governing Board/Trust) for academy, free

school and voluntary aided schools apply their criteria for admission and notify the Local Authority of the outcome of those applications. The Local Authority then communicates those decisions to parents/carers on behalf of all schools on the relevant (statutory) notification date.

5.0 FINANCIAL IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The proposed admission arrangements comply with statutory requirements for local authorities who are the admission authority for community and voluntary controlled schools, in ensuring that the admission arrangements to community and voluntary controlled schools are fair and do not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with disability or special educational needs.

6.2 Employment, Learning and Skills in Halton

Educational achievement is critical to the life chances of all children in the borough, and the School Admission arrangements to community and voluntary controlled schools in Halton underpins the requirement to promote fair access to educational opportunity.

6.3 A Healthy Halton

The School Admission arrangements for community and voluntary controlled schools are aligned to the Council's School Transport policies which promotes and supports measures that encourage local communities to use environmentally sustainable forms of travel, especially walking, cycling, and public transport.

6.4 A Safer Halton

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

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

7.1 The admission arrangements for community and voluntary controlled schools are proposed to maximise parental preference to those

schools. Any amendment to the current arrangements at this time may reduce parental preference and lead to an increased number of admission appeals, adversely affecting the intake at some schools. The coordinated schemes for admission to primary and secondary schools are proposed to ensure that statutory requirement to have such schemes in place is met.

8.0 EQUALITY AND DIVERSITY ISSUES

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

9.0 CLIMATE CHANGE

9.1 Effective school admission arrangements should assist in allowing children and young people to access local school provision through sustainable modes of transport, e.g. walking, cycling or using public transport.

10.0 REASON(S) FOR DECISION

10.1 Local Authorities as the admission authority for community and voluntary schools are required to consult and then determine their admission arrangements annually, and are also required to determine coordinated schemes for primary and secondary admission rounds that apply to all schools.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

11.1 None.

12.0 IMPLEMENTATION DATE

12.1 The implementation date is September 2024 which is when the timetabled process for the September 2025 intake commences.

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

Document	Place of Inspection	Contact Officer
Department for Education School Admissions Code 2021	Children's Services Directorate	Martin West



HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS – 2025/26 ACADEMIC YEAR

- 1.0 This document is intended to fulfil the statutory requirements for admissions into reception class in maintained infant and primary schools.
- 2.0 This Co-ordinated Primary Scheme applies to all those schools detailed on pages 8 and 9 of this document. Halton Borough Council (as the Local Authority - LA) is the Admission Authority for all community and voluntary controlled schools, and the Governing Body of each voluntary aided or academy school is the admission authority for the school.
- 3.0 Parents/carers **must** complete their home LA's preference form, therefore if a non-Halton resident is seeking admission to a Halton school, (or vice-versa) they must complete their own authority's form which will then be forwarded to the relevant authority and LAs will then share any cross border applications for consideration.
- 4.0 Halton residents will be required to complete a Halton preference form and will be given the opportunity to express a preference, with reasons, for up to 3 primary schools regardless of which authority the school is in. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the School Admissions Code. This form will be available on-line and parents are encouraged to apply for a school place via the Halton Borough Council website at www.halton.gov.uk/schooladmissions.
- 5.0 Where a Voluntary Aided School requires supporting information e.g. asking for a reference from a priest or other religious minister for a faith school, or details of baptism etc parents may be required to complete a supplementary form and VA schools **must** inform parents of their requirements within their school's published admission arrangements.
- 6.0 Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided and academy schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the Code. In Halton, as

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

- 7.0** Admission authorities **must** provide for the admission of all children in the September following their fourth birthday and parents are allowed to request that the date their child is admitted to the school is deferred until the child reaches compulsory school age in that school year. In Halton this already happens. Parents can request their child attends part-time until the child reaches compulsory school age and admission authorities **must** accommodate these requests where it appears to be in the best interest of the child.
- 7.1** As recommended in the School Admissions Code the LA will allow parents/carers to defer their child's entry to school until the child is of compulsory school age, providing the parent applies and is offered the place within the normal admissions timetable, and the place is taken up within the same academic year.
- 7.2** In addition, the LA, as detailed within the Department for Education Guidance document "Admission of summer born children: advice for local authorities and school admission authorities" (updated April 2023) will ensure that flexibilities exist for children whose parents do not feel they are ready to begin school in the September following their fourth birthday. School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case. In these cases the School may seek the professional views of Local Authority officers including the Special Educational Needs Assessment Team, the Education Welfare Service, and the Educational Psychology Service, together with any other agencies who are involved with the child/family.
- 7.3** It should be noted that if a child is presently attending a nursery class/early years setting they do not have an automatic right to transfer to the primary school to which the nursery/early years setting is attached (the only exception being The Grange School which is an all-through school). Parents/carers are required to indicate a preference for a primary school along with all other parents/carers. The same applies for children who already have siblings already at a particular school, parents/carers must complete a preference form along with all other parents.

8.0 APPLYING FOR A PRIMARY SCHOOL PLACE FOR SEPTEMBER 2025

- 8.1** Halton LA publishes online an “Admission to Primary School” booklet (a Composite Prospectus). A letter and information leaflet will be issued to all Halton Primary Schools and will be available at Halton Direct Link Offices, Halton Libraries, on line via the council’s website, and upon request from the Admissions Team. The booklet will be published online in **September 2024** and the on-line application system will be available at the same time.
- 8.2** The preference form will seek three preferences in ranked order. All applications, whether made online or submitted in paper format (by request only) must be submitted by no later than **15th January 2025**. This closing date is a statutorily set closing date. The online application system will not be available after this date and late applications must be submitted on a paper copy of the preference form.
- 8.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring local authorities but **must** complete their preferences on their home LA form.
- 8.4** The Admissions Team will load all preferences onto the database including those received from neighbouring LAs (inter-LA exchange to take place week commencing **Monday 27th January 2025**). Halton LA will then forward all application details, regardless of whether they are first, second and third preferences to all Voluntary Aided schools and Academies where admission is being sought, at latest by **Friday 7th February 2025**. The Admissions Committee of those governing bodies **must** meet and place in ranked order against their criteria the details of all pupils applying to their school. Governing bodies must treat first, second, and third preferences equally against their admissions criteria, and **must** then notify the Admissions Team by **Sunday 2nd March 2025** all pupils’ details in ranked order against their criteria.
- 8.5** The LA will then undertake a final data exchange with neighbouring LAs to ensure that all children have an allocated school by **Friday 14th March 2025**.
- 8.6** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on **Wednesday 16th April 2025**, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carers then it is assumed the place has been accepted.

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8.7 Parents will have until **Friday 16th May 2025** to lodge any appeals with the LA.

9.0 OVERSUBSCRIPTION CRITERIA

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

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), and children who appear to the Local Authority as the admission authority for community and voluntary controlled schools to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC);
- 2) Siblings – pupils with elder brothers or sisters including half brothers and sisters and unrelated children **living together as part of the same household**, already attending the school and **expected to continue in the following year**;
- 3) Pupils living nearest to the school measured using the LA's Local Land and Property Gazetteer (LLPG) address point system which measures a straight line distance from the unique address point of the child's permanent address to the unique address point of the school in metres.

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

a) Children who have an Education, Health & Care Plan will be allocated a place at the school named in the Education, Health & Care Plan (EHCP). Where a child with an EHCP is allocated a place this will reduce the number of remaining places available to allocate within the above oversubscription criteria. All placements of children with an EHCP will be determined by the SEND Team and parents of children with an EHCP should discuss this with their child's SEND Coordinator, as an application does not need to be made.

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

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

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

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

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

9.2 THE GRANGE ALL THROUGH SCHOOL

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

10.0 LATE APPLICATIONS FOR HALTON PRIMARY SCHOOLS

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

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form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application system is not available after the deadline for application, **15th January 2025**.

11.0 CHANGE OF PREFERENCE

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

12.0 CHANGE OF ADDRESS

If a pupil moves house **after the closing date of 15th January 2025 and before 11th February 2025**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made on or after **12th February 2025**, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

13.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE

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

14.0 WAITING LISTS

The LA will maintain waiting lists for oversubscribed community and voluntary controlled primary schools. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term (**31st December 2025**), at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will

be dealt with as an in-year admission and the in-year application process will be applied.

15.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred community, voluntary controlled, voluntary aided trust or academy schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. Appeals will be conducted in accordance with the School Admission Appeals Code. The decisions of independent appeals panels are legally binding on all parties.

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

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

The decisions of independent appeals panels are legally binding on all parties.

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

16.0 SCHOOLS TO WHICH THIS SCHEME APPLIES:

The LA as commissioner of school places is continually reviewing and monitoring the number of places available against projected pupil numbers and updates head teachers accordingly. It is possible that occasionally, there may be certain geographical areas within the borough where demand for places is higher than the actual number of places available, and the LA will, in discussion with the school, give

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consideration to admitting above a school's Published Admission Number (PAN). Admitting above a school's PAN will only be agreed between the school and the LA where it is confirmed that to do so will not affect the school in the longer term and will not have a detrimental effect on neighbouring schools and providing it does not breach infant class size legislation.

The figure in brackets denotes the school's proposed Published Admission Number for 2025 but may alter as a result of any school reorganisation. Please note that schools for whom the LA are not the admission authority may still be in the process of determining their 2025 PAN and these figures may change as a result of consultation.

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS TO WHICH THIS SCHEME APPLIES:

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

*In the process of converting to academy status

ALL THROUGH ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:

The Grange (60)

VOLUNTARY AIDED SCHOOLS TO WHICH THIS SCHEME APPLIES:

CHURCH OF ENGLAND:

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

CATHOLIC:

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

ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:

Bridgewater Park Academy (30)
Daresbury Primary (30)
Ditton Primary (60)
Kingsway Primary Academy (40)
Palace Fields Primary Academy (30)
St Augustine's Catholic Academy (25)
St Michael's with St Thomas C E Primary (30)
Widnes Academy (30)

TIMETABLE FOR SEPTEMBER 2025 PRIMARY ADMISSIONS

15th January 2025
Closing Date for applications

From Monday 27th January 2025
Inter LA exchange of preferences

By Friday 7th February 2025
preference details sent to all VA
and Academy schools to rank
applications in criteria order

By Sunday 2nd March 2025
VA and Academy schools must have
ranked all applications in criteria
order and submitted the details to
the LA

By 14th March 2025
Final exchange of data between
neighbouring LAs to confirm
allocations

16th April 2025
Online notification of offer for
parents submitting preferences
online. Letter posted to parents
submitting paper copy.

By 16th May 2025
Appeals to be lodged with LA



HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR SECONDARY SCHOOLS – 2025/26 ACADEMIC YEAR

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools in September 2025.
- 2.0** Halton Local Authority is consulting on the proposed admission arrangements to determine a co-ordinated scheme which will apply to all secondary schools in the authority's area for the September 2025 intake.
- 3.0** The Scheme will apply to the following schools in the table below. The table also details the proposed Published Admission Number (PAN) for each school, and the type (category) of school:

School	PAN	Type
The Grange	180	Academy
Saints Peter and Paul Catholic High	280	Voluntary Aided
St Chad's Catholic and Church of England Academy	190	Academy
Ormiston Bolingbroke Academy	180	Academy
Ormiston Chadwick Academy	190	Academy
The Heath School	240	Academy
Wade Deacon High School	325	Academy
Sandymoor Ormiston Academy	120	Academy

It should be noted that at the time of writing some schools may be in the process of determining their PAN for 2025, providing they have consulted in accordance with the statutory requirements of the School Admissions Code.

Each Academy School has a Trust who is responsible for determining the admission arrangements for its school. The Governing Bodies of the Voluntary Aided Schools are the admission authorities for these

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schools. Academy Trusts and Governing Bodies of Voluntary Aided Schools are required to undertake their own consultation regarding admission arrangements.

- 4.0** From September 2024 Halton residents will be given the opportunity to complete a common preference form and express a preference, with reasons, for up to 3 secondary schools using this form for a school place in September 2025. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the DfE School Admissions Code. This form will be available on-line and parents/carers are required to apply for a school place via the Halton Borough Council website at www.halton.gov.uk/schooladmissions. Parents/carers should only complete one application form and preferences may include Halton schools and schools maintained by other LAs. Paper forms are available by request only.
- 5.0** Admission authorities i.e. governing bodies for voluntary aided and academy schools **must** ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. All admission authorities must operate an Equal Preference Scheme. Within an equal preference scheme all preferences are considered against each school's published admission criteria. After all preferences have been considered, if only one school named on the preference form can offer a place, the LA will send out an offer of a place. If more than one school can offer a place, parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the oversubscription criteria.
- 6.0 APPLYING FOR A SECONDARY SCHOOL PLACE FOR SEPTEMBER 2025**
- 6.1** Halton LA publishes online an "Admission to Secondary School" booklet (a Composite Prospectus). A letter and information leaflet will be issued to all year 6 pupils attending Halton Primary Schools and Halton resident pupils who attend schools in other LAs, advising parents of the online booklet and application process, and will be available at the Halton Direct Link Offices, Halton Libraries, on line via the Council's website, and from the Admissions Team. The booklet will be published online at the start of the Autumn Term, **September 2024**, and the on-line application system will be available at the same time.
- 6.2** The preference form will seek three preferences in ranked order (regardless of which LA the school preferences are for). Applications from Halton resident parents, either on-line submissions or hard copy (by request only), must be returned no later than **31st October 2024**.

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- 6.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring LAs but **must** complete their preferences on the Halton form. Halton LA will work with its neighbouring authorities: Cheshire West and Chester, Warrington, Liverpool, Knowsley, and St Helen's, together with any other admission authority where a parent has applied for a school place.
- 6.4** On-Line Admissions: LAs are required to have a facility for parents to apply on-line for a secondary school place. This facility is in place for Halton residents via Halton Borough Council's website at www.halton.gov.uk/schooladmissions. This is the preferred method of application. Residents who cannot apply online may request a paper copy of the preference form from any of the Halton Direct Link Offices or directly from the School Admissions Team.
- 6.5** Halton LA will record all preferences on the admissions database, including those received from neighbouring LAs whose children are seeking a place at a Halton School and will forward, week beginning 11th November 2024, details of all first, second, and third preferences for admission to aided schools and academies, for consideration in accordance with their published admission criteria.
- 6.6** The governing bodies of voluntary aided schools and academies should note that they must treat first, second, and third preferences equally against their admission criteria and **must** place in ranked order, against their criteria, the details of all pupils applying to their school, and must return the ranked list to the Admissions Team by Friday 6th December 2024.
- 6.7** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on Monday 3rd March 2025, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers who applied online will also receive an email confirming the allocated place.
- 6.8** If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school, with places available, to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect the parent's rights to appeal for a place at the school(s) they have been refused.

7.0 EARLY AGE TRANSFER TO SECONDARY SCHOOL

Children of exceptional ability and maturity can be considered for transfer to secondary schools one year earlier than normal. It is the responsibility of the Head teachers of primary/junior schools to put

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forward the names of any pupils whom they consider are physically, intellectually, and emotionally suitable to benefit from such a transfer, and who might be educationally disadvantaged by remaining in the primary sector for a further year. However, as a first step, head teachers will discuss possible candidates with parents, the school's link adviser, and the Educational Psychologist. Parents who consider that early transfer might benefit their child should discuss this with the head teacher.

8.0 LATE APPLICATIONS FOR HALTON SECONDARY SCHOOLS

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

If parents are making a late application to a voluntary aided school the school will advise how this will be dealt with. Late applications **must** be made on a paper copy of the preference form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application system is not available after the deadline for application, **31st October 2024**.

9.0 CHANGE OF PREFERENCE

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

10.0 CHANGE OF ADDRESS

If a pupil moves house **after the closing date of 31st October 2024 and before 14th January 2025**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made after 14th January 2025, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

11.0 CHILDREN WITH AN EDUCATION, HEALTH & CARE PLAN (EHCP)

Children who have an Education, Health & Care Plan will be allocated a place at the school named in the Education, Health & Care Plan (EHCP). Where a child with an EHCP is allocated a place this will reduce the number of remaining places available to allocate within the advertised oversubscription criteria and PAN. All placements of children with an EHCP will be determined by the SEND Team and parents of children with an EHCP should discuss this with their child's SEND Coordinator, as an application does not need to be made.

12.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE

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

13.0 WAITING LISTS

Waiting lists will be held for all oversubscribed secondary schools. The Local Authority, who are responsible for coordinating admissions, will maintain the waiting lists for oversubscribed schools and, if a place becomes available, will liaise with the relevant schools before reallocating any available place. Secondary schools must not reallocate any places, this is the responsibility of the Local Authority for the secondary transfer process. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria for the relevant school. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term (**31st December 2025**) will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

14.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel. Appeals will be conducted in accordance with the School Admission Appeals Code. The decisions of independent appeals panels are legally binding on all parties.

Applications for admission to Aided Church schools, Trust and Academy schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal. The deadline to submit an appeal will be Monday 31st March 2025.

15.0 SCHOOLS WITH SIXTH FORMS

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

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

TIMETABLE FOR SEPTEMBER 2025 SECONDARY ADMISSIONS

SEPTEMBER 2024 – APPLICATION PROCESS COMMENCES

31ST OCTOBER 2024 CLOSING DATE FOR RECEIPT OF APPLICATIONS

WEEK COMMENCING 11TH NOVEMBER 2024 LA PROVIDES DETAILS OF ALL 1ST 2ND AND 3RD PREFERENCES TO VA SCHOOLS

BETWEEN 11TH NOVEMBER AND 6TH DECEMBER 2024 ADMISSION COMMITTEES OF OWN AUTHORITY SCHOOLS MUST MEET TO CONSIDER ALL APPLICATIONS (IF APPLICABLE)

NO LATER THAN 6TH DECEMBER 2024 OWN AUTHORITY SCHOOLS MUST HAVE RANKED ALL APPLICATIONS IN CRITERIA ORDER & SUBMITTED THIS LIST TO THE LA, FOLLOWING WHICH INTER-LA EXCHANGE OF DATA WILL ALSO OCCUR

PARENTS/CARERS HAVE UNTIL 14TH JANUARY 2025 TO UPDATE ADDRESS FOR APPLICATION AND PROVIDE SUITABLE EVIDENCE THAT CHILD IS RESIDING AT THAT ADDRESS BY THIS DATE

3RD MARCH 2025 ONLINE NOTIFICATION OF OFFER MADE TO PARENTS APPLYING ONLINE. LETTER POSTED TO PARENTS SUBMITTING A PAPER COPY OF THE PREFERENCE FORM

31ST MARCH 2025 - DEADLINE TO SUBMIT AN APPEAL TO ENSURE IT IS HEARD WITHIN THE ADMISSION AUTHORITY'S TIMEFRAME FOR APPEALS

REPORT TO: Executive Board

DATE: 18 January 2024

REPORTING OFFICER: Executive Director – Children’s Services

PORTFOLIO: Children and Young People

SUBJECT: Schools Capital Programme – 2024/25

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This report provides a summary of the capital funding received by the Council from central government to support capital works and programmes within schools for the 2024/25 financial year.

2.0 RECOMMENDATION: That:

- 1) The position regarding capital funding from the Department for Education for 2024/25 is noted;**
- 2) The proposals to be funded from School Condition Capital Allocation are approved; and**
- 3) The capital allocations are put forward for inclusion in the Budget report to full Council.**

3.0 SUPPORTING INFORMATION

3.1 The Department for Education has not yet announced the School Condition Allocation (SCA) Capital Grant for 2024/25, but given the timescales for some of the proposed capital projects, there is a requirement to present this report. The allocation stated in this report is based on the 2023/24 allocation which was £748,583. We are currently unsure if the Department for Education will adopt the same methodology as last year, therefore for the purpose of planning the 2024/25 capital programme, the 2023/24 allocation figure has been used. In the event of the 2024/25 allocation being reduced, or in the event that a school converts to academy status which impacts on funding received by the Council, the amount of funding available for elements of the capital programme will be reduced accordingly.

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

GOVERNMENT FUNDING	
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GOVERNMENT FUNDING	
School Condition Allocation – Local Authority maintained schools i.e. community and voluntary controlled schools (INDICATIVE FIGURE BASED ON 2022/23) Allocated to fund condition and suitability projects at Local Authority maintained schools.	£748,583
Basic Need Capital Grant - balance as at December 2023 (The DfE has confirmed there will be no allocation for 2023/24, 2024/25 or 2025/26) Allocated to support the provision of sufficient mainstream pupil places within the Local Authority.	£278,184

4.0 POLICY IMPLICATIONS

- 4.1 The programme of works will allow the Council to continue to meet its requirement to enhance the school environment in mainstream and special school provision through capital projects.

5.0 FINANCIAL IMPLICATIONS

- 5.1 In March 2023 the Department for Education announced that the 2023/24 School Condition Allocation for Halton was £748,583. The 2024/25 allocation has not yet been announced. For the purpose of planning the capital programme for 2024/25, the 2023/24 allocation figure has been used. In the event that the allocation is reduced or should further schools convert to academy status, which will also reduce the amount of funding the Local Authority receives, the amount of funding available for elements of the capital programme will be reduced accordingly.
- 5.2 The table below details how the School Condition Allocation will be utilised.

Description	Estimated costs	Description
Asset Management - Computer Aided Design (CAD) Plans and Condition surveys	£30,000	CAD plans of school buildings are updated where improvement works/changes to accommodation have been carried out. The condition surveys are carried out on a 5 yearly cycle as a rolling programme and are essential for identifying condition issues and planning for future capital repair programmes.
Asbestos Management	£10,000	Annual update of asbestos surveys and undertaking of resulting remedial works.

Description	Estimated costs	Description
Accessibility projects	£30,000	Funding that schools can apply for to resolve accessibility issues within school buildings.
Contingency	£86,583	Used for emergency and health and safety works that arise during the year.
Capital Repairs	£592,000	A rolling programme of capital works undertaken at community and voluntary controlled schools, determined by the Local Authority, based upon a priority of need in discussion with schools and colleagues in Property Services.
Total	£748,583	

For any works undertaken within the Capital Repairs Programme, schools are normally required to make a contribution from their own Devolved Formula Capital allocation.

- 5.3 The Local Authority receives Basic Need funding from the Department for Education to assist in pupil place planning and ensure that there are sufficient pupil places. As there remains an overall surplus capacity, within agreed tolerance levels, in both the primary and secondary sector in Halton in terms of school places, the Council received no Basic Need Funding for 2023/24, 2024/25 or 2025/26.
- 5.4 The 2022/23 Basic Need Allocation of £278,185 is currently unallocated. However, as the Local Authority will not receive any Basic Need funding for the next two years, this will be carried forward to support any works required during the next two-year period. Following a recent analysis of forecast and school capacity data, there is not an immediate pupil place Basic Need issue to address, but this position continues to be regularly monitored. The grant conditions attached to Basic Need do allow for alternative use of the funding if there is not a Basic Need for mainstream places, and officers are in discussion with Special Educational Needs colleagues in the LA and in schools to explore the possible further expansion of SEND provision in-borough with a view to utilising Basic Need funding.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

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

6.2 Employment, Learning & Skills in Halton

As above.

6.3 A Healthy Halton

N/A

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS**7.1 Capital Repairs**

It is current practice for schools to contribute towards the cost of the Capital Repairs Programme. Consultation with schools on their contribution to any proposed works will take place following full Council's consideration of the budget report in March 2024. If schools cannot or are not willing to contribute, any proposed projects will not be carried out in 2024/25 and will be deferred for future years.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Accessibility funding from the School Condition Allocation provides capital funding to improve the accessibility of mainstream and special schools for pupils with disabilities and the wider community. Consideration to access issues is given in all building projects.

9.0 CLIMATE CHANGE

9.1 The Capital Repairs Programme will contribute to Halton's Carbon Management Programme by helping to produce more energy efficient buildings.

10. REASON(S) FOR DECISION

10.1 The decision is required to agree funding for capital works across Halton's educational establishments.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

11.1 None

12.0 IMPLEMENTATION DATE

12.1 Any works to be undertaken from the funding detailed in this report will commence from 1st April 2024.

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

Document	Place of Inspection	Contact Officer
Schools Capital Funding Allocations 2023/24 Department for Education 28/03/23	Children's Services Directorate	Catriona Gallimore

Basic Need Capital Allocation announcement for school places in 2025-26. Department for Education 28/03/23	Children's Services Directorate	Catriona Gallimore
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REPORT TO: Executive Board

DATE: 18 January 2024

REPORTING OFFICER: Executive Director, Adult Services

PORTFOLIO: Adult Social Care

SUBJECT: Adult Social Care Commissioning Strategy for Care and Support 2023 – 2026 – Key Decision

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To present Executive Board with the draft Adult Social Care Commissioning Strategy for Care and Support 2023 – 2026.

2.0 RECOMMENDATION: That Executive Board

- (1) note contents of the report and associated Appendix; and**
- (2) approve the draft Strategy.**

3.0 SUPPORTING INFORMATION

3.1 The Commissioning Strategy for Care and Support outlines our commissioning intentions over the next three years which will aim to support residents, unpaid carers and their families to have access to the right services, information, advice and guidance in order to make good decisions about the care and support they need.

3.2 The Strategy contains references to a number of areas such as:-

- What is Commissioning in Adult Social Care; and
- An Introduction to Halton and to Adult Social Care in Halton.

However it's main focus is in respect to 'How' and 'What', we will be Commissioning.

3.3 As such we have identified ten Commissioning Principles that will underpin the work that we will do, a commissioning cycle as a framework to deliver our approach, a number of Commissioning Priorities/Intentions and an associated Delivery Plan.

3.4 Our Commissioning intentions have been categorised into six priorities to provide focus in aiming to support the key challenges locally and adherence to our duties under the Care Act 2014. These six priorities are:-

- Universal Prevention & Wellbeing;

- Independent at Home;
- Socially Engaged;
- Housing;
- Good, Local, Affordable, Quality Care; and
- A Confident, Sufficient & Skilled Workforce.

3.5 This Strategy has been developed by:-

- Reviewing various guidance and published documents;
- Review of current Adult's Directorate Strategies in development e.g. Prevention Strategy etc;
- Review of Care Quality Commission Self-Assessment; and
- Engagement with colleagues from Adult Social Care and Transformation Delivery Unit.

4.0 POLICY IMPLICATIONS

4.1 None specifically linked to the draft Strategy, however as part of its implementation if any policy implications are identified linked to specific actions within the Delivery Plan, then these will be identified and presented to the Adults Directorate Senior Management Team (SMT) at the appropriate time.

5.0 OTHER/FINANCIAL IMPLICATIONS

5.1 The implementation of the Commissioning Priorities/Intentions and associated Delivery Plan will have associated financial/resource implications. Each of these will be assessed in turn and presented to the Adults Directorate SMT at the appropriate time as part of the strategy's implementation.

5.2 As part of the Commissioning Principles identified, we aim to ensure value for money, effectiveness and efficiency any if other implications are identified linked to specific actions within the Delivery Plan, then these will be assessed in turn and presented to the Adults Directorate SMT at the appropriate time for consideration.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

None identified.

6.2 Employment, Learning & Skills in Halton

None identified.

6.3 A Healthy Halton

Every person using social care services deserves the highest quality care and support, and the maximum opportunity to influence how that support is arranged and managed. Effective commissioning plays a central role in driving up quality, enabling people to meaningfully direct their own care, facilitating integrated service delivery, and making the most efficient use of the available resources.

We are committed to Halton's Adult Social Care Vision of improving the health and wellbeing of our local people so that they live longer, healthier and happy lives; this strategy and associated commissioning intentions is intended to help support this.

6.4 A Safer Halton

None identified.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 As part of the Delivery Plan's implementation, each area will be assessed in respect to associated risks and presented to the Adults Directorate SMT at the appropriate time as part of the strategy's implementation.

7.2 Reference is made within the Strategy's Commissioning Principles regarding being 'risk-positive' and trying new things, so having associated risks identified and appropriately assessed is key.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Strategy identifies a number of key challenges locally that need to be addressed, one of which is in respect to Equality, Diversity & Inclusion.

8.2 As outlined in the Strategy, we do not consistently consider protected characteristics in strategic planning or individual work with people. Along with a whole Council approach, there is a need to ensure that taking into account equality, diversity and inclusion is central to all of our work.

8.3 As referenced in the Strategy, as part of the development and implementation of the Workforce Strategy for Adult Social Care in Halton, we will ensure that staff/practitioners are appropriately trained/skilled to undertake their roles via the commissioning of associated training to support individual work with people etc.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 There are no environmental or climate implications as a direct result of this report.

10.0 REASON(S) FOR DECISION

10.1 The priorities and commissioning intentions identified within the Strategy will not only aim to support addressing key local challenges identified but will prioritise approaches that reduce or delay the need for care and support, building on the strengths of people's existing support networks and also ensure we adhere to our duties under the Care Act 2014.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

11.1 The commissioning intentions and associated actions listed within the Strategy have been carefully considered and it is felt that they present the best options

available to promote health and wellbeing and deliver services which lead to positive outcomes for people.

12.0 IMPLEMENTATION DATE

12.1 This is a three-year strategy which takes effect from 1st April 2023 and runs to 31st March 2026.

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

13.1 None under the meaning of the Act.



**Adult Social Care Commissioning
Strategy for Care and Support
2023-2026**

Final Draft (@15.11.23)

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Foreword from the Portfolio Holder for Adult Social Care and the Operational Director for Commissioning & Provision

Welcome to Halton Borough Council's Adult Social Care Commissioning Strategy, which is intended to outline our commissioning intentions for care and support over the next three years.

This Strategy aims to support residents, unpaid carers and their families to have access to the right services and information, advice and guidance to make good decisions about the care and support they need.

To achieve this, we will:-

- Work with partners such as the NHS Cheshire and Merseyside Integrated Care Board and local community and volunteer run organisations, to provide services that work together and help provide a real sense of community in Halton;
- Continue to work closely with providers of social care services and develop good working relationships with them to learn from best practice and their expertise within care to do things differently, improve quality and increase the choice available to residents; and
- Listen, engage and work with Halton residents, unpaid carers, partners and stakeholders to ensure they are seen, heard and valued to enable Halton Borough Council Adult Social Care Services to continually improve services.

We are committed to Halton's Adult Social Care Vision of improving the health and wellbeing of our local people so that they live longer, healthier and happy lives; this strategy and associated commissioning intentions is intended to help support this.



Councillor Joan Lowe
Portfolio Holder for Adult Social Care



Damian Nolan MBE
Operational Director, Commissioning & Provision – Adults Directorate

1. Introduction

What is commissioning in Adult Social Care?

The focus of high-quality commissioning is on citizenship, health and wellbeing: achieving good outcomes with people using evidence, local knowledge, skills and resources to best effect. This means working in partnership across the health and social care system to promote health and wellbeing and deliver services which lead to positive outcomes for people.

Every person using social care services deserves the highest quality care and support, and the maximum opportunity to influence how that support is arranged and managed. Effective commissioning plays a central role in driving up quality, enabling people to meaningfully direct their own care, facilitating integrated service delivery, and making the most efficient use of the available resources.

Commissioning is the Local Authority's cyclical activity to assess the needs of its local population for care and support services that will be arranged by the Authority, then designing, delivering, monitoring and evaluating those services to ensure appropriate outcomes.

Effective commissioning cannot be achieved in isolation and will be best delivered in close collaboration with others, such as housing, NHS partners and the people who use services.

Good Commissioning supports people to attain what is most important to them by being:-

- Person-centred and outcome-focused;
- Inclusive;
- Co-produced;
- Well Led; and
- Which promotes a diverse and sustainable market.

What matters most to people?

- The person at the centre, rather than fitting them into services.
- People who use services and carers treated as individuals.
- Empowering choice and control for people who use services, and carers.
- Setting goals for care and support with people who use services and carers.
- Having up-to-date, accessible information about services.
- Emphasising the importance of the relationship between people who use services, and providers and staff.
- Listening to people who use services and acting upon what they say.
- A positive approach, which highlights what people who use services can do and might be able to do with appropriate support, not what they cannot do.

*Clenton Farquharson MBE
Co-Chair Think Local Act Personal*

(From: Commissioning for Better Outcomes: A Route Map – University of Birmingham & Health Services Management Centre Institute of Local Government Studies)

2. An Introduction to Halton

Location

The Borough of Halton is a unitary authority in the county of Cheshire. Since 2014, Halton has been one of the six local authorities that make up the Liverpool City Region Combined Authority. This is one of the few City Regions to have secured a Devolution Agreement with the Government, meaning decision making and resources around key priorities are managed locally.

Straddling the River Mersey, Halton includes the two towns of Runcorn and Widnes as well as surrounding parishes of Hale, Moore, Daresbury and Preston Brook. Halton is located in the middle of the economic triangle formed by Liverpool, Manchester and Chester.

The borough benefits from excellent connectivity and transport infrastructure. There are good road and rail connections to London (less than 2 hours by train) and Birmingham. Similarly, there is good proximity and access to airports at Liverpool and Manchester and to the Merseyside seaports.

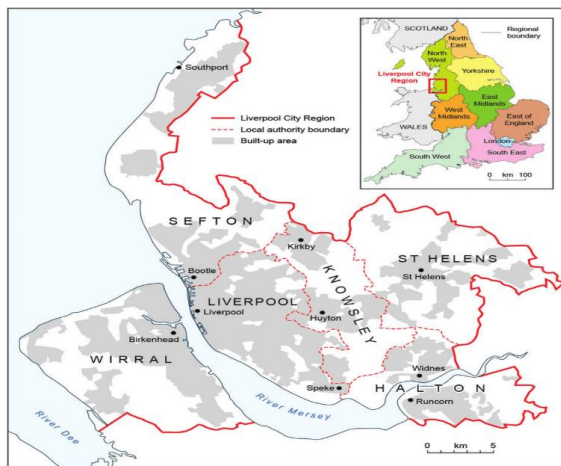


Fig 1. Liverpool City region including Halton Borough Council



Fig 2. Halton Borough Council

Population & Population Growth

The current population of Halton is 128,577¹; 51% of Halton's population are male, and 49% female.

The number of people aged 65 and over is rising more quickly than any other population group. This number is expected to increase by 40% in the next 10 years, and will account for 38% of the population of Halton by 2041². At the same time, the number of people aged 18 to 64 is expected to remain fairly static, leading to more a pronounced increase in the age of the population in Halton than in other parts of the country.

¹ [Halton Area Profiles & Statistics](#)

² [JSNA Summary 2021](#)

Deprivation

Halton is a deprived borough, relative to England as a whole (39th most deprived of 317)³. 30% of Halton's population live in areas of high deprivation.

Life Expectancy

There has been an increase in the life expectancy of people in Halton over the last twenty years. More recently, COVID has affected the rate of this improvement, and many people are now experiencing the physical and mental stress of a rise in the cost of the essentials in life.

Life expectancy varies across Halton depending on where people live - with men in the most deprived areas living on average 11.7 years less than men in the least deprived. For women, the gap is 9.6 years. These health inequality figures are slightly better than the average for the Northwest, but slightly worse than the average for England.⁴

Ethnicity, Faith & Sexual Orientation

Whilst Halton's population is predominantly homogeneous in relation to protected characteristics such as ethnicity, faith and sexual orientation, we recognise that there are key minority groups within Halton.

97.5% of Halton's population identify as White, with 97.34% of individuals identifying English as their main language.⁵

In terms of religion, 58.6% of Halton identifies as Christian, with 35.2% describing themselves as having no religion. The next largest faith identity is Muslim, with 0.6% of Halton's population. 2.63% of Halton's population has a non-UK identity. 2.63% of people in Halton identify as Lesbian, Gay, Bisexual or another sexual orientation other than heterosexual. 95.3% of Halton's population said that they had the same gender identity as at birth in the 2021 census. 4.3% did not answer this question, and 0.1% of people identified as a Trans man, and 0.1% as a Trans woman.

Employment

Halton is an industrial and logistics hub with a higher proportion of people working in manufacturing (particularly chemicals and advanced manufacturing), wholesale and retail, and transport and storage compared to the average for England.

Of the 103,948 people in Halton over 16 years of age, 60,121 are economically active (excluding full time students), which represents 57.8% of Halton's population. Of this 57.8%, 55.1% of Halton's population is in employment, with 2.7% unemployed.⁶

³ [Indices of Deprivation 2019 – Interactive Dashboard](#)

⁴ [Halton Borough Council – Public Health Annual Report 2022-2023](#)

⁵ [Halton Area Profiles & Statistics](#)

⁶ [Halton Area Profiles & Statistics](#)

3. An Introduction to Adult Social Care in Halton

Adult Social Care Vision

Our Adult Social Care Vision is:

“To improve the health and wellbeing of Halton people so that they live longer, healthier and happy lives.”

Halton Borough Council’s Adult Social Care Directorate is responsible for assessing the needs of adults with care and support needs in-line with Local Authority duties of the Care Act 2014.

Under the Care Act, Local Authorities also have responsibility to understand what services are likely to be needed in the future and make sure that people who live in their areas:

- Receive services that prevent their care needs from becoming more serious, or delay the impact of their needs;
- Can get the information and advice they need to make good decisions about care and support;
- Make decisions about how they want their needs to be met and be involved in preparing their care and support plan; and
- Have a range of provision of high quality, appropriate services to choose from.

Partnership working is highly regarded in Halton and Halton Borough Council’s Adult Social Care Directorate works closely with a number of partners including health, education, housing providers and voluntary and community organisations to signpost and connect people to the help these organisations can provide in their neighbourhoods.

Halton is part of the Cheshire and Merseyside Integrated Care System, and a member of the Cheshire and Merseyside Health and Care Partnership.

Halton is a ‘Place’ within the Integrated Care System, aligned with the boundaries of the local authority. This enables close partnership working between stakeholders in Halton. The place-based partnership is called ‘One Halton’, which seeks to create a more collaborative and targeted approach to how Health and Care services are delivered to Halton residents.

One Halton brings together colleagues from the Local Authority, NHS Organisations, GP Practices, Third Sector organisations, Health Providers and Hospital Trusts. The organisations involved have made a commitment to make the whole health and social care system work better for people – working together, to join up services, share ideas and resources and tackle the borough’s biggest challenges together.

The One Halton Health and Wellbeing Strategy 2022- 2027⁷ provides information on how Halton Borough Council, in partnership with colleagues aims to address health inequalities across the borough.

⁷ [One Halton Health & Wellbeing Strategy 2022-2027](#)

The Adult Social Care sector in Halton is comprised of a mix of provision that includes in-house services, independent sector commissioned services, grant-funded voluntary sector services and a range of services that are developed and funded independently. Halton Borough Council's Adults Directorate oversees the delivery and development of these services in line with its Strategic Objectives, which in turn are set against the current and projected needs of the population of the Borough.

Final Draft (@15.11.23)

4. Commissioning Principles

When Commissioning services in Halton, we utilise a number of Commissioning principles to support us in delivering on the general duties in relation to providing care and support functions within the Care Act 2014, which are:-

- Promoting individual wellbeing;
- Preventing needs for care and support;
- Promoting integration of care and support with health services;
- Providing information and advice;
- Promoting diversity and quality in provision of services;
- Co-operating and co-producing; and
- Safeguarding adults at risk of abuse or neglect.

Halton's 10 Commissioning Principles for Adult Social Care	
Shared Values Where Outcomes are Prioritised	<ul style="list-style-type: none"> • A strong foundation for effective commissioning is based on a shared vision, trust and excellent leadership. Commissioners, people that use services, providers and partners should work together to agree and deliver good outcomes for people and communities. Integration with health and partners is our default position.
Independence & Citizenship	<ul style="list-style-type: none"> • Build services around people not organisations. People are at the heart of commissioning and everything we do should aim to give people greater control of their lives and improve their outcomes. This means building on the strengths and assets of people and communities – with a strong backing for carers.
Think Community	<ul style="list-style-type: none"> • Develop a rich picture of local resources and move beyond providing just 'good care'. Build active partnerships with people and communities to engage and empower communities to make the most of their local assets and social capital. Promote and support networks, making strong links with social prescribing activities. Ensure care settings are customer focussed and user friendly.
Match the Needs of People to the Provision	<ul style="list-style-type: none"> • Giving people a choice of high quality services balanced with the availability of resources means commissioners should develop and stimulate all sectors of the market. Ranging from community based, charities, statutory and private provision. Work closely with operational colleagues to understand local needs and resources.
Innovation & Ambition	<ul style="list-style-type: none"> • Commissioners should be risk-positive and try new things – co-producing services with people that use them. Evaluate properly and use learning as intelligence for the next thing. Stay abreast of national developments but close to local priorities. Be guided by ethical principles, making commissioning decision about more than money; and commissioning services from ethical providers.
Safeguarding	<ul style="list-style-type: none"> • Safeguarding adults at risk of abuse or neglect is one of our most important tasks and we should adhere to our safeguarding policy and guide. Safeguarding is everyone's responsibility so we all have a role to celebrate good practice and take immediate action when things fall short of our own standards.
Value for Money, Effectiveness & Efficiency	<ul style="list-style-type: none"> • Review the effectiveness of the commissioning process in meeting local needs by seeking regular feedback from people that use services, communities and providers. Ensuring contracting processes are transparent and fair and maximise volunteering opportunities, recognising this benefits everyone. Use quality data to develop more outcomes focused specifications.
Embed Commissioning Principles at Every Step	<ul style="list-style-type: none"> • Services, care and pathways should always be designed and commissioned to prevent needs from escalating and enable people to achieve outcomes and live independent lives. We have a responsibility to ensure providers and partners understand their role in this. The Commissioning Principles must be at the heart of every commissioning stage, from designing pathways, procurement, contract management and monitoring.
Clear Understanding of the Strategic & Legal Framework for Adult Social Care	<ul style="list-style-type: none"> • Commissioning excellent services requires an understanding of the strategic and legal framework surrounding adult social care and commissioning and procurement regulations.
Support for Our Staff	<ul style="list-style-type: none"> • Outcome based commissioning is highly skilled work and requires staff to be innovative, resilient and collaborative. Staff can expect clear leadership from managers, regular supervision and good, varied opportunities to develop. The Commissioning Principles provide support for staff in their day to day work.

5. Halton Adult Social Care Commissioning Cycle

Halton Borough Council is committed to using a commissioning cycle as a framework to deliver our approach to delivering adult social care services.

The 6 steps of the commissioning cycle, underpinned by the Commissioning Principles, will enable us to make evidence-based decisions about the services we provide.



Step 1 - Challenges

Our commissioning challenges are many and varied.

At the beginning of the cycle, a problem can be identified, for example, an increase in demand or a change in the landscape that needs responding to. The challenge for us is how we redefine the offer, to meet the need.

This needs to show how we're improving lives. It's about a person-centred approach that puts residents at the centre of service redesign.

This ensures we deliver high quality and efficient services that offer value for money, and social value in line with Halton's overall strategic vision.

Step 2 - Know Your Residents

The individual needs of our residents should be at the heart of our decision-making.

By ensuring our residents' voices are heard and understood, through effective engagement and co-production, we can inform and implement effective decision-making across the commissioning service.

By understanding the communities we work with, using a wide range of qualitative and quantitative data and information to understand trends, which will have multifactorial causes, we can understand what services we need to commission.

This also allows us to identify any gaps in the market and understand how we can develop the market to meet these gaps, helping to attract new providers into our borough.

Step 3 - Outcomes

The outcomes we aim to achieve need to be measurable.

Our commissioning vision needs to clearly set out what we are going to achieve, so we can measure the impact of the changes and how they are benefitting our residents and communities.

We must have a clear focus and outcomes-based approach, which ensures we are offering social value and the best use of the available resources.

Step 4 - Knowing Our Market

If a significant change is needed, the current marketplace and provision may not be equipped to meet any new demand.

This stage of the commissioning cycle focuses on market engagement, to help understand and ensure that providers are ready to work in new ways.

This may involve piloting services, prior to implementation to help test new ways of working. This will enable greater responsiveness where further roll out is appropriate.

Step 5 - How Will We Get There?

We use robust processes to ensure a rigorous procurement evaluation and decision-making process is in place.

We ensure that there is detailed performance monitoring in place and will include pathway and performance indicators.

We also monitor key milestones through implementation plans. All commissioning processes will fit into the council's existing procurement procedures, to help us achieve our goals.

Step 6 - What is the Final Impact?

We always assess the impact and effect of our projects, for example:

- Has it achieved the outcomes specified?
- Has it delivered other outcomes or objectives?
- What has happened as a result of the project?

Although this is the last stage, we are always mindful of the need to check the impact of our commissioning work through the cycle. We use performance indicators to clearly check and monitor our progress.

Project work can be short-term or ongoing and we continuously evaluate effectiveness through the commissioning cycle, adapting, refining and transforming provision as needed.

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6. Commissioning Priorities/Intentions

Halton is proud that it has a strong foundation in its social care offer for adults, however, alongside this we also recognise there are some key challenges locally that need to be addressed.

These challenges are focused in the following areas:-

- Prevention
 - Halton has a good preventative offer, however, there is more that needs to be done to enable people to make the best use of this, including supporting people to access preventative services without the need for a Care Act assessment, when appropriate.
- Strengths Based Approach
 - Social care staff work to a person-centred model, however we need to ensure the full implementation of a strengths-based approach to social work. There is a need to move forward, at pace, on this. This approach will be the default way that we work with people.
- Equality, Diversity & Inclusion
 - We do not consistently consider protected characteristics in strategic planning or individual work with people. Along with a whole Council approach, there is a need to ensure that taking into account equality, diversity and inclusion is central to all of our work.
- Co-Production
 - Some of our approaches to working involve engaging with residents and experts by experience, however, we do not have as consistent an approach to involving residents as we would like, and there is a need to move to embedding an agreed model of working together, as an integral part of how we do things in Halton.
- Workforce
 - A more holistic plan across the adult social care workforce in Halton needs to be developed, which will provide us with a clear focus on future staffing needs. There is a risk that there is a lack of shared understanding of workforce requirements and development needs across the whole sector. With recruitment and retention issues impacting nationally on social care delivery, there is a need to ensure that we have a clear strategy going forward for all of adult social care in Halton.
- Financial
 - As with all local authorities, the funding available to Halton Borough Council has declined significantly since 2010. The Council's Medium Term Financial Plan and agreed revenue budget for 2023/24 demonstrates the challenges in supporting a high quality and viable market of social care, as population needs become more complex and inflationary pressures increase the cost of care provision.

Six priorities have been identified which provide a focus for the delivery of the Commissioning Priorities/Intentions.

These priorities will not only aim to support addressing the challenges identified but will prioritise approaches that reduce or delay the need for care and support, building on the strengths of people’s existing support networks and also ensure we adhere to our duties under the Care Act 2014.



Priority 1 – Universal Prevention & Wellbeing
Universal Services that connect people with their communities

The design of universal services around the needs of local people is key to connected and sustainable communities. Involving people who use services and those with lived experience to inform change and improvement is key.

We will:-

- Work with our Halton partners, such as NHS Cheshire & Merseyside, to develop and promote place-based models of support/pathways that grow voluntary and community sector activity within the Borough.
- Supported by our Prevention Strategy, develop access to information through online tools and face-to-face contact that will guide people to opportunities and support, ensuring that the workforce is aware of and is able to promote local assets and resources (e.g., clubs, groups etc).

Priority 2 – Independent at Home

Timely interventions that focus on strengths, wellbeing and independence. A responsive and co-ordinated offer of support in times of crisis or escalating need

There is a need to provide support quickly to help people when there has been a change in their lives, such as a fall or coming home from hospital, and to do this in a way that helps people regain their ability to live more independently, and in their own home, wherever possible.

We will:-

Improve the speed of access to assessment and preventative interventions

- Research options and implement a plan to introduce trusted assessor models, where providers of services can react quickly to an individual's sudden change in need, which might lead to an avoidable admission to hospital or a more intensive care setting.
- Build on existing joint working with health and the voluntary sector to expand multi-disciplinary team working (MDT) to include non-statutory and wellbeing services for a more preventative approach, feeding into the wider development of neighbourhood based multi-disciplinary teams, to provide more effective person-centred support.
- Ensure that Halton Borough Council and Partners, such as NHS Cheshire & Merseyside, invest in low level wellbeing services to support physical and mental health, grow availability and support people to live well.
- Engage with the Transforming Mental Health programme through the development of a new integrated commissioning post with NHS Cheshire & Merseyside. This will maximise the opportunity for people with more complex and long terms mental health needs to be supported by primary care and the continued provision of crisis support to people with mental health needs by providing prompt, targeted and short-term support.

Support informal/family carers to live good lives at home and in their communities

- Develop, implement and promote a Carers Strategy which prioritises carers to live and enjoy their own lives while caring for others.
- Support carers to reshape the services offered to them and work with partners to address gaps or duplication in support provision.
- Work with the overall Health & Social Care system to focus on improving the health and wellbeing of carers.

- Review respite provision to support family carers to meet the needs of those with more complex conditions.

Ensure Technology Enabled Care and Aids/Adaptations are easy to access and widely available to people, whether at home, at work or in their local community

- In line with the Government's Digital Transformation Framework, build on the use of technology-enabled care beyond our current Telehealth care service to support prevention and increase independence.

Continue to deliver, modify and expand our Home First, Intermediate Care and Domiciliary Care offers beyond the current models

- Ongoing review of pathways out of hospital to maximise links to community services and resources.
- Review and expand integrated, intermediate care services, both community and bed-based, to reduce reliance on long term services, including access to these services e.g. Single Point of Access.
- Undertake a re-commissioning exercise for Domiciliary Care provision in Halton, which aims to develop a more diverse market of homecare in Halton.

Focus on prevention and strengths-based services/approaches for the avoidance of hospital admissions and long-term care

- Work with system partners, including NHS Cheshire & Merseyside and Acute Trust providers, to further develop the Halton approach to deliver a reduction in hospital admissions and develop the market further, embedding short term interventions that prevent escalation of need e.g., short terms services to maximize breaks and urgent crisis response services.
- Support Adult Social Care staff to develop a culture that promotes self-care, active lives and independence.
- Work with people in an individual way to build the right solutions for themselves, based on the support they have around them, the things and people that they love, and the way they want to live in the future. Ensure strengths-based practice is embedded across Adult Social Care, via the rollout of the associated model in Halton.

Priority 3 – Socially Engaged

Support people to meet their aspirations as part of the wider community.

Social engagement, also called social participation or social involvement, forms the basis of social relationships or participation in a community, and provides a sense of belonging, social identity, and fulfilment.

We will:-

- Through contracting of supported living and day services, enable providers to exercise flexibility to adapt services to meet individual choices.
- Create an environment where providers are more able and willing to collaborate.
- Review our current day opportunities (including employment opportunities) for people with learning disabilities and/or autism, in partnership with people with lived experience and the voluntary and community sector, to ensure that our model gives every opportunity to engage in activity that is meaningful to them, enabling more people with a learning disability and/or autism to live a full and independent life in the community.
- Increase connections for people with an interest in returning to learning or employment, by developing robust and effective pathways.

Priority 4 – Housing

Local Housing, including for those with Complex Needs, providing a safe, supportive and enabling environment

Good quality, suitable and affordable housing is vital to a person's resilience, health and wellbeing. Housing that is properly adapted to suit the needs of residents, and having the right support in place, is key to keeping people out of hospital and living independently.

We will:-

- Commission sufficient supported accommodation that can meet complex needs within and across the borough, for example, with good transport links, access to community and learning opportunities and open spaces.
- Contribute to the development of Halton's Housing Strategy in order to respond to the growing demand for age-friendly and dementia-ready social and private rented housing.
- Ensure suitable adaptations are available to comply with the Disability Discrimination Act and to meet the long-term requirements of those with the most complex physical needs and also provision which incorporates design features for those with sensory needs/challenging behaviours.

- Utilise flexible approaches to support individuals to maintain tenancies in their own homes through the ongoing development of outreach services.
- Ensure supported accommodation adopts innovation and uses technology enabled support and strengths/asset-based approaches to support independence.
- Ensure the timely deployment of equipment and/or technology to ensure that people can remain at or return home.

Priority 5 – Good, Local, Affordable, Quality Care

Developing a care and support market, that provides choice, sufficiency and person-centred care

We are committed to stimulating a diverse, high-quality market for Adult Social Care. We want to continue to work closely with providers, as partners, to deliver innovative, flexible and responsive Adult Social Care services, to enhance provision and the outcomes for the residents in Halton.

We will:-

- Develop and expand the current care at home offer in Halton.
- Stimulate market provision that provides choice and control for individuals to meet growing long-term demand, through a direct payment, individual service fund or as a commissioned service. Some people have complicated support needs that mean that a nursing or residential home might be the right place for them to get the best care. When this is the best option, we will make sure that the home is providing good quality care in a pleasant environment that feels like home.
- Support the integration of the workforce through training and sharing of culture between public and independent sector services.
- Ensure appropriate advocacy services are in place, including Mental Health Act, Mental Capacity Act and Care Act advocacy.
- Work with Partners, including NHS Cheshire & Merseyside, and service providers to ensure a commitment to ongoing quality improvement, which translates into standards of proactive care that ensure that people who use our Services are kept safe and well, both physically and mentally.
- Design a model of consultation and co-production with local community partners and people that supports the development of new services and pathways for support.

Priority 6 – A Confident, Sufficient and Skilled Workforce

A skilled workforce that is recognised, respected and valued

High quality care and support services are dependent upon a highly skilled and valued workforce, appropriately rewarded for their work. They have a vital impact on people's lives.

Working with partners and as part of the development of a Workforce Strategy for Adult Social Care in Halton, we will:-

- Support the sector to develop values-based recruitment and innovation in retention.
- Make 'Care' an attractive sector in which to work through local promotion, respect campaigning and positive rhetoric, that promotes training and wellbeing.
- Improve terms, conditions and training for frontline staff.
- Building on the success of championing apprenticeships for social work training and the establishment of new roles such as Nurse Associates and Assistant Practitioners, increase the use of relevant apprenticeships with positive pathways to potential employment within the Health and Social Care sector (e.g. local authority apprenticeships in place to encourage providers to employ and develop apprentices).
- Increase the workforce through improved recruitment for the local health and social care sector.
- Ensure staff/practitioners are appropriately trained/skilled to undertake their roles via the commissioning of associated training e.g., equality, diversity and inclusion training, best interest assessments, etc.
- Support the development of volunteer networks, not only to increase volunteer activity, but to increase access to the Health and Social Care economy.

7. Delivery Plan 2023/24 – 2025/2026

Priority 1 – Universal Prevention & Wellbeing

Commissioning Intention	Action to be Undertaken	Year 1	Year 2	Year 3	Responsible Service Area
Work with our Halton partners, such as NHS Cheshire & Merseyside, to develop and promote place-based models of support/pathways that grow voluntary and community sector activity within the Borough.	Continue to invest in the voluntary and community sector within the Borough.	Ongoing	Ongoing	Ongoing	Adults Directorate – Commissioning & Development Team
	Contract for the provision of Wellbeing & Engagement Services in Halton.	Ongoing Monitoring and Evaluate	Re-tender/Direct Award & Ongoing Monitoring	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
Supported by our Prevention Strategy, develop access to information through online tools and face-to-face contact that will guide people to opportunities and support, ensuring that the workforce is aware of and is able to promote local assets and resources (e.g., clubs, groups etc).	As part of our strengths-based approach and the Transformation Programme, support the creation of a Universal offer for wellbeing via the 'Front Door', which would involve staff providing personalised information and giving direct support to people, who might need some help to engage in groups or activities that would be of benefit.	Develop Approach	Implement & Ongoing Monitoring	Ongoing Monitoring & Evaluation	Adults Directorate – Care Management Chief Executive's Directorate – Transformation Delivery Unit

Priority 2 – Independent at Home

Commissioning Intention	Action to be Undertaken	Year 1	Year 2	Year 3	Responsible Service Area
Research options and implement a plan to introduce trusted assessor models, where providers of services can react quickly to an individual's sudden change in need, which might lead to an avoidable admission to hospital or a more intensive care setting.	Develop Trusted Assessment Model for Domiciliary Care.	Develop & Implement	Monitoring & Evaluate	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
	Develop Care Home Trusted Assessor Role.	Develop & Implement	Monitoring & Evaluate	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
Build on existing joint working with health and the voluntary sector to expand multi-disciplinary team working (MDT) to include non-statutory and wellbeing services for a more preventative approach, feeding into the wider development of neighbourhood based multi-disciplinary teams, to provide more effective person-centred support.	Develop Integrated Neighbourhood Model to facilitate greater opportunities for MDT working.	Develop	Develop & Implement	Ongoing Monitoring & Evaluate	Adults Directorate – Care Management
Ensure that Halton Borough Council and Partners, such as NHS Cheshire & Merseyside, invest in low level wellbeing services to support physical and mental health, grow availability and support people to live well.	Provide input/support into Halton Borough Council's Health Improvement Team to support the continued development of low-level wellbeing services.	Ongoing Input/Support	Ongoing Input/Support	Ongoing Input/Support	Adults Directorate – Commissioning & Development Team Adults Directorate – Policy, Performance & Customer Care Team
Engage with the Transforming Mental Health programme through the development of a new integrated commissioning post with NHS Cheshire & Merseyside. This will maximise the opportunity for people with more complex and long terms mental health needs to be supported by primary care and the	Recruit to the Mental Health Integrated Commissioning post.	Recruit to Post	N/A	N/A	Adults Directorate – Commissioning & Development Team
	Ensure contract in place for the provision of a robust Dementia Post Diagnosis Community Pathway.	Ongoing Monitoring & Evaluate	Tender & Award Contract	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team

continued provision of crisis support to people with mental health needs by providing prompt, targeted and short-term support.	Monitor and review current Day Services contract.	Ongoing Monitoring	Extend current contract to facilitate review	TBC (once review complete)	Adults Directorate – Commissioning & Development Team
	Implementation of the Dementia Delivery Plan.	Implement	Ongoing Monitoring	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
	Develop and implement an associated Mental Health work programme for 2023-25.	Develop & Implement	Monitoring & Evaluate	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team NHS Cheshire & Merseyside Integrated Care Board (Halton Place)
Develop, implement and promote a Carers Strategy which prioritises carers to live and enjoy their own lives while caring for others.	Develop & Implement Carers Strategy.	Develop & Implement	Monitoring & Evaluate	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team Adults Directorate – Policy, Performance & Customer Care Team
Support carers to reshape the services offered to them and work with partners to address gaps or duplication in support provision.	Implement as part of the Carers Strategy Action Plan.	Implement	Monitoring & Evaluate	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team Adults Directorate – Policy, Performance & Customer Care Team
Work with the overall Health & Social Care system to focus on improving the health and wellbeing of carers.	Implement as part of the Carers Strategy Action Plan.	Implement	Monitoring & Evaluate	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team

					Adults Directorate – Policy, Performance & Customer Care Team
Review respite provision to support family carers to meet the need of those with more complex conditions.	Dispersal of the Carers Breaks Grant Funding for Adult Social Care.	Allocation & Ongoing Monitoring	Allocation & Ongoing Monitoring	Allocation & Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
	Commission Home Based Respite Care Service for Carers.	Commission & Ongoing Monitoring	Commission & Ongoing Monitoring	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
	Commission a short stay residential respite service.	Ongoing Monitoring	Ongoing Monitoring & Evaluate	Tender & Award Contract	Adults Directorate – Commissioning & Development Team
	Undertake review of current Respite Provision.	Review	Implementation & Ongoing Monitoring	Ongoing Monitoring & Evaluate	Adults Directorate – Commissioning & Development Team
In line with the Government’s Digital Transformation Framework, build on the use of technology-enabled care beyond our current Telehealth care service to support prevention and increase independence.	Digital technology solutions are being explored across Adult Social Care and pilots will be utilised where relevant, including the Supporting Independence Through Technology (SITT) pilot with Community Integrated Care.	Mobilisation and implementation of pilot	Evaluation of pilot and options appraisal	N/A	Chief Executive’s Directorate – Transformation Delivery Unit
Ongoing review of pathways out of hospital to maximise links to community services and resources.	Commission a Help at Home Service which provides one to one short term support to increase a person’s resilience and independence following an illness, injury, hospital admission or other crisis.	Ongoing Monitoring	Evaluate	Award new contract	Adults Directorate – Commissioning & Development Team

	Commission Early Support Discharge Scheme e.g., Stroke.	Ongoing Monitoring, Evaluate & Re-Commission	Ongoing Monitoring, Evaluate & Re-Commission	Ongoing Monitoring, Evaluate & Re-Commission	Adults Directorate – Commissioning & Development Team
Review and expand integrated, intermediate care services, both community and bed-based, to reduce reliance on long term services, including access to these services e.g., Single Point of Access.	Commission Medical Services into Intermediate Care Bed Based Services within the Borough.	Ongoing Monitoring	Ongoing Monitoring, Evaluate & Re-Commission	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
	Commission Nursing and Therapy provision into the Halton Intermediate Care & Frailty Service.	Ongoing Monitoring, Evaluate & Re-Commission	Ongoing Monitoring, Evaluate & Re-Commission	Ongoing Monitoring, Evaluate & Re-Commission	Adults Directorate – Commissioning & Development Team
Undertake a re-commissioning exercise for Domiciliary Care provision in Halton, which aims to develop a more diverse market of homecare in Halton.	Undertake Options appraisal for Domiciliary Care Provision/Model within the Borough.	Options Appraisal	Options Appraisal	N/A	Adults Directorate – Commissioning & Development Team
	Undertake Domiciliary Care Tender exercise.	N/A	Tender & Award Contract	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
Work with system partners, including NHS Cheshire & Merseyside and Acute Trust providers, to further develop the Halton approach to deliver a reduction in hospital admissions and develop the market further, embedding short term interventions that prevent escalation of need e.g., short term services to maximise breaks and urgent crisis response services.	As part of the Halton Health & Wellbeing Strategy, full engagement with the One Halton Place-Based Partnership work streams associated with the priorities of Living and Ageing Well.	Ongoing Engagement	Ongoing Engagement	Ongoing Engagement	Adults Directorate – Commissioning & Development Team

Support Adult Social Care staff to develop a culture that promotes self-care, active lives and independence.	As part of our strengths-based approach and the creation of our Universal offer for wellbeing, ensure that staff have the appropriate skills to be able to provide personalised information and direct support to people, who might need some help to engage in groups or activities that would be of benefit.	Develop & Implement Strengths Based Training Programme	Implement & Ongoing Monitoring	Ongoing Monitoring & Evaluation	Adults Directorate – Care Management Adults Directorate – Policy, Performance & Customer Care Team
	Work with Adult Social Care providers to ensure that a culture continues to be embedded that promotes self-care, active lives and independence.	Ongoing	Ongoing	Ongoing	Adults Directorate – Commissioning & Development Team Adults Directorate – Quality Assurance Team
Work with people in an individual way to build the right solutions for themselves, based on the support they have around them, the things and people that they love, and the way they want to live in the future. Ensure strengths-based practice is embedded across Adult Social Care, via the rollout of the associated model in Halton.	Roll out and embed a consistent strengths-based/model approach to social work practice in Halton.	Rollout & Embed	Embed & Monitoring	Ongoing Monitoring	Adults Directorate – Care Management
	Commission an Integrated Sensory Service.	Ongoing Monitoring	Evaluate, Tender & Award Contract	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
	Ensure robust contract in place for the provision of a Community Meals Service for individuals, where appropriate.	Contract Awarded	Ongoing Monitoring	Assess if extension to contract is to be initiated	Adults Directorate – Commissioning & Development Team

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Priority 3 – Socially Engaged

Commissioning Intention	Action to be Undertaken	Year 1	Year 2	Year 3	Responsible Service Area
Through contracting of supported living and day services, enable providers to exercise flexibility to adapt services to meet individual choices.	New models of care and funding will be explored with services and through research, including pilot for Individual Service Funds (ISF) with PossAbilities, which gives providers flexibility in meeting individual's needs.	Research and ISF pilot implementation	ISF pilot evaluation and options appraisal	N/A	Chief Executive's Directorate – Transformation Delivery Unit
	Extend Supported Living Contracts currently in place working across the Liverpool City Region to adopt shared service specifications to align standards of provision and make best use of the Flexible Purchasing System to procure against local needs.	Extend contracts & Ongoing Monitoring	Option to extend/Transfer onto new Framework	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
Create an environment where providers are more able and willing to collaborate.	Communications and Engagement Plan to be developed for each area of focus, which will include providers.	Comms and Engagement plan development	Engagement and consultation to begin	Ongoing	Chief Executive's Directorate – Transformation Delivery Unit
Review our current day opportunities (including employment opportunities) for people with learning disabilities and/or autism, in partnership with people with lived experience and the voluntary and community sector, to ensure that our model gives every opportunity to engage in activity that is meaningful to them, enabling more people with a learning disability and/or autism to live a full and independent life in the community.	New models of care will be considered as part of the individual areas of focus across Adults with Learning Disability services.	Research	Co-production and consultation	Implementation of new models of care	Chief Executive's Directorate – Transformation Delivery Unit

Increase connections for people with an interest in returning to learning or employment, by developing robust and effective pathways.	As part of the ALD areas of focus, pathways into learning and employment will be explored, linking in with HPIJ and local colleges.	Mapping of current pathways with involvement of staff group	Co-production and consultation on revised pathways	N/A	Chief Executive's Directorate – Transformation Delivery Unit
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Priority 4 – Housing

Commissioning Intention	Action to be Undertaken	Year 1	Year 2	Year 3	Responsible Service Area
Commission sufficient supported accommodation that can meet complex needs within and across the borough, for example, with good transport links, access to community and learning opportunities and open spaces.	Commission extra care housing/housing related support	Ongoing Monitoring & Extend Contract	Undertake Review	TBC	Adults Directorate – Commissioning & Development Team
Contribute to the development of Halton’s Housing Strategy in order to respond to the growing demand for age-friendly and dementia-ready social and private rented housing.	Ensure that health and social care needs are reflected through community integrated housing options, which offers flexibility and greater independence to adults with additional needs. This requires increased capacity across the borough for appropriate supported living accommodation.	Feed into Strategy Development	Ongoing Monitoring	Review	Adults Directorate – Commissioning & Development Team
Ensure suitable adaptations are available to comply with the Disability Discrimination Act and to meet the long-term requirements of those with the most complex physical needs and also provision which incorporates design features for those with sensory needs/challenging behaviours.	Undertake a review of the Disabled Facilities Grant application process and associated delivery of activity, in light of the Department for Levelling Up, Housing and Communities guidance.	Undertake Review	Implement Recommendations	Ongoing Monitoring	Adults Directorate – Independent Living Division
Utilise flexible approaches to support individuals to maintain tenancies in their own homes through the ongoing development of outreach services.	Commission a low-level floating support to enable individuals to develop their capacity and gain skills to maintain and develop maximum levels of independence within their own home and in the community.	Re-Tender	Contract Start/ Implementation	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team

<p>Ensure supported accommodation adopts innovation and uses technology enabled support and strengths/asset-based approaches to support independence.</p>	<p>Digital technology solutions and strengths/asset-based approaches are being explored across Adults with Learning Disabilities and pilots will be utilised where relevant, including the Supporting Independence Through Technology (SITT) pilot with Community Integrated Care, which is a blended approach of face-to-face care and digital technology solutions.</p>	<p>Mobilisation and implementation of pilot</p>	<p>Evaluation of pilot and options appraisal</p>	<p>Implementation of solutions or new models of care</p>	<p>Chief Executive's Directorate – Transformation Delivery Unit</p>
<p>Ensure the timely deployment of equipment and/or technology to ensure that people can remain at or return home.</p>	<p>Commission Community Equipment Service to facilitate discharge and support people to remain living independently.</p>	<p>Ongoing Monitoring, Evaluate & Re-Commission</p>	<p>Ongoing Monitoring, Evaluate & Re-Commission</p>	<p>Ongoing Monitoring, Evaluate & Re-Commission</p>	<p>Adults Directorate – Commissioning & Development Team</p>

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Priority 5 – Good, Local, Affordable, Quality Care

Commissioning Intention	Action to be Undertaken	Year 1	Year 2	Year 3	Responsible Service Area
Develop and expand the current care at home offer in Halton.	Develop model of provision and implement associated action plan e.g., Soft Market Test, engagement with providers etc.	Develop Model	Tender & Award Contract	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
Stimulate market provision that provides choice and control for individuals to meet growing long-term demand, through a direct payment, individual service fund or as a commissioned service. Some people have complicated support needs that mean that a nursing or residential home might be the right place for them to get the best care. When this is the best option, we will make sure that the home is providing good quality care in a pleasant environment that feels like home.	Develop & Publish Halton Adult Social Care Market Position Statement.	Develop & Publish	Refresh	Refresh	Adults Directorate – Commissioning & Development Team
	Work with providers on the effective deployment of the Market Sustainability Improvement Funding.	Work with Providers	Work with Providers	N/A	Adults Directorate – Commissioning & Development Team
	Ensure robust contract in place for the provision of meals to Halton Borough Council in house care homes, where appropriate.	Contract Awarded	Ongoing Monitoring	Assess if extension to contract is to be initiated	Adults Directorate – Commissioning & Development Team
Support the integration of the workforce through training and sharing of culture between public and independent sector services.	Support the development and implementation of the Workforce Strategy for Adult Social Care in Halton.	Develop Strategy	Implementation & Ongoing Monitoring	Implementation & Ongoing Monitoring	Adults Directorate – Policy, Performance & Customer Care Team
Ensure appropriate advocacy services are in place, including Mental Health Act, Mental Capacity Act and Care Act advocacy.	Ensure robust contract in place for the provision of Healthwatch Halton and Advocacy Hub.	Award Contract	Ongoing Monitoring	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team
	Develop self-advocacy support for people with learning disabilities.	Ongoing Monitoring of current contract	Ongoing Monitoring of current contract	Ongoing Monitoring of current contract	Adults Directorate – Commissioning & Development Team

Work with Partners, including NHS Cheshire & Merseyside, and service providers to ensure a commitment to ongoing quality improvement, which translates into standards of proactive care that ensure that people who use our Services are kept safe and well, both physically and mentally.	Embed the use of Provider Assessment Market Management Solution (PAMMS) approach within Adult Social Care, to support market quality.	Utilise Approach	Utilise Approach	Utilise Approach	Adults Directorate – Quality Assurance Team
	Ensure effective processes are in place for dealing with provider lead concerns and analyse information on an ongoing basis and agree and implement actions where areas of concern are identified.	Ongoing Monitoring	Ongoing Monitoring	Ongoing Monitoring	Adults Directorate – Integrated Adults Safeguarding Unit
Design a model of consultation and co-production with local community partners and people that supports the development of new services and pathways for support.	Devise One Halton Coproduction Charter and roll out through a range of work streams.	Develop Model	Rollout Model	Evaluate Effectiveness of Model	Adults Directorate – Commissioning & Development Team

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Priority 6 – A Confident, Sufficient and Skilled Workforce

Commissioning Intention	Action to be Undertaken	Year 1	Year 2	Year 3	Responsible Service Area
Support the sector to develop values-based recruitment and innovation in retention.	Develop and implement Workforce Strategy for Adult Social Care in Halton – Actions associated with the Commissioning Intentions listed will feature within the Strategy.	Develop Strategy	Implementation & Ongoing Monitoring	Implementation & Ongoing Monitoring	Adults Directorate – Policy, Performance & Customer Care Team
Make ‘Care’ an attractive sector in which to work through local promotion, respect campaigning and positive rhetoric, that promotes training and wellbeing.					
Improve terms, conditions and training for frontline staff.					
Building on the success of championing apprenticeships for social work training and the establishment of new roles such as Nurse Associates and Assistant Practitioners, increase the use of relevant apprenticeships with positive pathways to potential employment within the Health and Social Care sector (e.g., local authority apprenticeships in place to encourage providers to employ and develop apprentices).					
Increase the workforce through improved recruitment for the local health and social care sector.					
Ensure staff/practitioners are appropriately trained/skilled to undertake their roles via the commissioning of associated training e.g., equality, diversity and inclusion training and best interest assessments, etc.					

Support the development of volunteer networks, not only to increase volunteer activity, but to increase access to the Health and Social Care economy.	Continue to invest in the voluntary sector e.g., Halton & St Helens Voluntary and Community Action to support the development of volunteer networks.	Ongoing Monitoring	Ongoing Monitoring	Ongoing Monitoring	Adults Directorate – Commissioning & Development Team NHS Cheshire & Merseyside Integrated Care Board (Halton Place)
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Final Draft (@15.1)

Acknowledgements

This strategy has been developed referencing various guidance and published documents: -

- Birmingham City Council: Commissioning Strategy for Regulated Adult Social Care.
- Halton Borough Council: Adult Social Care Market Position Statement 2023-2026.
- Halton Borough Council: Public Health Annual Report 2022-2023.
- Hertfordshire County Council: Adult Care Services Connected Lives Commissioning Principles.
- One Halton Health & Wellbeing Strategy 2022-2027.
- Rochdale Borough Council Website: Commissioning Health and Social Care Services.
- University of Birmingham and Health Service Management Centre: Commissioning for Better Outcomes: A Route Map.
- Warrington Borough Council: Scrutiny Committee 22.6.22 Report – Adult Social Care Commissioning Strategy.

Final Draft (@15.11.23)

REPORT TO: Executive Board

DATE: 18 January 2024

REPORTING OFFICER: Executive Director Adult Services

PORTFOLIO: Adult Social Care

SUBJECT: Preliminary Procurement Notification –
Proposed Tender of a Floating Support Service

WARD(S) Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 A Preliminary Estimate Report was presented to Executive Board at the 19th October 2023 Executive Board meeting (Item 44) to commence a new procurement process for the supply of a Floating Support Service. Executive Board subsequently granted approval to progress the procurement process.
- 1.2 This update is to notify Executive Board of a delay to the proposed commencement of the new contract.
- 1.3 The contract is for an initial three years (plus 2 x 12-month extension periods).
- 1.4 It was previously reported that the proposed commencement date of the contract would be 1st April 2024 until 31st March 2027, in compliance with Procurement Standing Order 1.3.4.
- 1.5 The procurement process has commenced, however, due to unforeseen circumstances, a three-month delay to the proposed contract commencement date is required in order to allow for the three-month mobilisation period.

2.0 RECOMMENDATION: That Executive Board note the contents of the report.

3.0 SUPPORTING INFORMATION

- 3.1 In 2019 Halton Borough Council tendered for a Floating Support Service and the current contract is due to end on 31st March 2024.
- 3.2 The Halton Floating Support Service delivers housing related support. The aim of the service is to support vulnerable adults/families to maintain a sustainable tenancy. The service provides person-centred support across all client groups in line with assessed needs, including (but not limited to):

- People at risk of homelessness
- People with mental health problems
- People with substance misuse problems
- Offenders or people at risk of re-offending
- Vulnerable families
- Older people
- People with social care needs, including learning disabilities, physical disabilities and physical health problems
- People from BAME communities

- 3.3 Halton Borough Council currently makes provision for a Floating Support Service. Annually, approximately 650 vulnerable adults access the current Floating Support Service.
- 3.4 The current contract was awarded for a five-year contractual period (2019 – 2024). This covered the initial 3-year contract term and the enactment of 2 x 12-month contract extension periods. There are no further extension periods available.
- 3.5 The current contract is due to expire on 31st March 2024, Officers have been undertaking work to prepare to re-tender the service.
- 3.6 However, due to unforeseen circumstances, a three-month delay to the proposed contract commencement date is required in order to undertake the tender process and allow for the required three-month mobilisation period. The revised mobilisation period is now scheduled to take place from 1st April 2024 to 30th June 2024.
- 3.7 The proposed contract term is for a three year period with an option to extend the contract for 2 x 12-month extension periods.
- 3.8 The proposed new contract commencement date is 1st July 2024 and the contract will run for an initial three years until 30th June 2027.
- 3.9 Officers will seek to extend the current contract with the incumbent provider for the three-month duration of the mobilisation period (i.e. 1st April 2024 and 30th June 2024), allowing for continuity of the current service delivery before the new contract commences on 1st July 2024.
- 3.10 The estimated value of the contract is £1,870,000 over the five year lifetime of the contract. The Annual contract value is estimated at £374,000 per annum.
- 3.11 The estimated cost is inclusive of an inflationary uplift of 10% on the current contractual value (£340,000). No uplift has been applied to the contract value in the last two financial years and the current provider has evidenced that there has been an impact on

the cost of the delivery of the service resulting from increases in inflation in that two-year period, resulting in higher costs to deliver the service.

3.12 The proposed uplift would be applied at the commencement of the initial three-year term of the contract. Officers will review the contract value at the end of the initial three-year term and in advance of any contract extension periods being applied. This will evaluate if a further uplift would be required.

3.13 It is proposed to undertake a full open tender procurement exercise to comply with Procurement Standing Order 1.5.2.

4.0 **POLICY IMPLICATIONS**

4.1 None identified at this stage.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The estimated total life cost of the contract for the three year term plus 2 x 12 month extension periods is £1,870,000. The estimated Annual contract value is £374,000 per annum.

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

6.1 **Children & Young People in Halton**

None identified at this stage.

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

None identified at this stage.

6.3 **A Healthy Halton**

The provision of the Floating Support Service will contribute to improving the Health and Wellbeing of Halton Residents.

6.4 **A Safer Halton**

None identified at this stage.

6.5 **Halton's Urban Renewal**

None identified at this stage.

7.0 **RISK ANALYSIS**

7.1 The risk to the Council in not re-commissioning the service would result in a significant gap in service provision for vulnerable adults in the borough who require additional support to sustain their tenancy. This would impact the outcomes achieved by individuals and could

also result in an increase in homelessness presentations within the borough.

7.2 Approval by Executive Board to proceed with an open tender exercise will ensure appropriate action is taken to procure provision of the Service once the current contract comes to an end and to mitigate the risks outlined in 7.1.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 None identified at this stage.

9.0 **CLIMATE CHANGE IMPLICATIONS**

9.1 None identified at this stage.

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

None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 18 January 2024

REPORTING OFFICER: Executive Director Adult Services

PORTFOLIO: Adult Social Care

SUBJECT: Preliminary Procurement Notification –
Proposed Tender of a Domiciliary Care Service
- Key Decision

WARD(S) Borough wide

1.0 PURPOSE OF THE REPORT

1.1 This is a Preliminary Estimate Report to seek approval from Executive Board to commence a new tender procedure for the supply of a Domiciliary Care Service in compliance with Procurement Standing Order 1.3.5. as the contract value will exceed £1 Million in value.

The proposed contract will be for an initial five years commencing 2nd October 2024 until 1st October 2029 with the option to extend by 2 x 12-month periods, 2nd October 2029 until 1st October 2030 and 2nd October 2030 until 1st October 2031.

This report is also seeking approval from Executive Board of a second pre-determined contract extension period commencing on 2nd April 2024 up to a period of 12 months as the contract value will exceed £5 Million.

2.0 RECOMMENDATION: That Executive Board

- 1) Note the contents of the report;
- 2) Approve this Preliminary Estimates Report to commence a new tendering procedure for a Domiciliary Care Service in compliance with Procurement Standing Order 1.3.5;
- 3) Approve the second available pre-determined contract extension period of the current Domiciliary Care Service, in order to undertake the new tendering procedure in compliance with Procurement Standing Order 1.15.3; and
- 4) In relation to recommendation 3) above, approve that the Executive Director – Adult Services, is granted Delegation of Authority to agree the contract extension period with the incumbent Provider up to a maximum of

12 months from 2nd April 2024.

3.0 SUPPORTING INFORMATION

- 3.1 In 2018 Halton Borough Council tendered for a Domiciliary Care Service. At the 8th December 2022 Executive Board meeting, Executive Board approved a pre-determined one-year contract extension period and the current contract is due to end on 1st April 2024.
- 3.2 Domiciliary Care Services provide personal care for people living in their own homes and are independently regulated by the Care Quality Commission under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and the Care Quality Commission (Registration) Regulations 2009.
- 3.3 Halton Borough Council currently makes provision for Domiciliary Care Service. Annually, approximately 5,500 hours of Domiciliary Care are delivered in Halton per week.
- 3.4 Halton Borough Council currently holds a contract for a single provider of Domiciliary Care. The new tender procedure will seek to introduce a new delivery model which will increase the number of providers delivering Domiciliary care within the borough. This will address current limitations for Service Users regarding choice and diversity of supply.
- 3.5 The current contract was awarded for a five-year contractual period (2nd April 2018 - 1st April 2023). The contract also allowed for the enactment of 2 x 12-month pre-determined contract extension periods. At the 8th December 2022 Executive Board meeting, Executive Board approved the use of the first extension period from 2nd April 2023 to 1st April 2024.
- 3.6 As the current contract is due to expire on 1st April 2024, Officers have been undertaking work to prepare to re-tender the service.
- 3.7 The proposed new contract term is for a five-year period with an option to extend the contract for 2 x 12-month pre-determined contract extension periods.
- 3.8 The estimated value of the contract is £49,000,000 (forty-nine million) over the lifetime of the contract (seven years including 2 x 12-month extensions). The current annual contract value is circa £7,000,000 (seven million) per annum.
- 3.9 In order to undertake the tender process and allow sufficient time to mobilise the new service, it is proposed that the new contract will commence on 2nd October 2024.
- 3.10 The timing of the implementation of the service is critical, to ensure

that the implementation of the new contract does not take place during the winter period, which is typically the period of highest demand for Adult Social Care and could cause significant disruption to service delivery.

3.11 The new contract will run from 2nd October 2024 until 1st October 2029 with the option to extend by 2 x 12-month periods (2nd October 2029 until 1st October 2030 and 2nd October 2030 until 1st October 2031).

3.12 In order to undertake the full tender procedure and requisite mobilisation period, Executive Board is asked to approve the use of the second available pre-determined contract extension of the current Domiciliary Care service contract, which is available from 2nd April 2024 - 1st April 2025, in compliance with Standing Order 1.15.3.

3.13 Executive Board is also asked to approve that Sue Wallace-Bonner is granted Delegation of Authority to agree the contract extension period with the incumbent Provider up to a maximum of 12 months from 2nd April 2024.

3.14 It is proposed to undertake a full open tender procedure to comply with Procurement Standing Order 1.5.2.

4.0 **POLICY IMPLICATIONS**

4.1 None identified at this stage.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The estimated value of the contract is £49,000,000 (forty-nine million) over the lifetime of the contract (seven years including 2 x 12-month extensions). The current annual contract value is circa £7,000,000 (seven million) per annum.

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

6.1 **Children & Young People in Halton**

None identified at this stage.

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

None identified at this stage.

6.3 **A Healthy Halton**

The provision of the Domiciliary Care Service will contribute to improving the Health and Wellbeing of Halton Residents.

6.4 **A Safer Halton**

None identified at this stage.

6.5 Halton's Urban Renewal

None identified at this stage.

7.0 RISK ANALYSIS

7.1 Approval by Executive Board to proceed with a new open tender procedure will ensure appropriate action is taken to procure provision of the Service once the current contract comes to an end.

7.2 The tight timeline for the new procurement procedure means that any unplanned slippage will impact the award date.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None identified at this stage.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 None identified at this stage.

10.0 REASON(S) FOR DECISION

- The decision is statutorily required.
- The contract value is above £5m.
- The decision impacts on all wards and communities within the borough.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

There are no alternative options. The Council must commence a new tender procedure for the supply of a Domiciliary Care Service in compliance with Procurement Standing Order 1.3.5. to ensure continuity of Service once the current contract ceases.

12.0 IMPLEMENTATION DATE

The proposed contract will be for an initial five years commencing 2nd October 2024 until 1st October 2029 with the option to extend by 2 x 12-month periods, 2nd October 2029 until 1st October 2030 and 2nd October 2030 until 1st October 2031.

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

None under the meaning of the Act.

REPORT TO:	Executive Board
DATE:	18 January 2024
REPORTING OFFICER:	Executive Director - Environment & Regeneration
PORTFOLIO:	Community Safety
SUBJECT:	Public Spaces Protection Order – Dog Control
WARD(S)	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To ask members to consider and approve a Public Spaces Protection Order for Dog Control to help tackle dog fouling and other forms of irresponsible dog ownership.

2.0 RECOMMENDATION: That

- 1) **Members approve that the Dog Control Public Spaces Protection Order attached as Appendix 1 is made;**
- 2) **The Dog Control Public Spaces Protection Order comes into effect as of 1st of February 2024; and**
- 3) **Delegated authority be granted to the Executive Director – Environment & Regeneration, to make variations to the Dog Control Public Spaces Protection Order, but only to the extent of varying where the Dogs on Leads and Dog Exclusion Provisions of the Dog Control Public Spaces Protection Order shall apply, and only in such circumstances where appropriate consultation has been carried out which provides support for any proposed variation.**

3.0 SUPPORTING INFORMATION

- 3.1 The Anti-social Behaviour, Crime and Policing Act 2014 provides local authorities with powers to tackle a range of anti-social behaviour through the creation of Public Spaces Protection Orders (PSPOs) where they are satisfied that activities are taking place that:-

- Are having, or are likely to have, a detrimental effect on the quality of life of those in the locality;
- Is, or is likely to be, persistent or continuing in nature;
- Is, or is likely to be, unreasonable, and;
- Justifies the restrictions imposed.

- 3.2 Dog fouling and other forms of anti-social behaviour associated with irresponsible dog ownership have a detrimental effect on local people. The Council recognises that the vast majority of dog owners and walkers are responsible, pick up after their dogs and keep them under proper control, however, there is a minority who do not. In order to reduce the risk of nuisance or harm to the public, and to ensure that members of the local community can enjoy a clean and safe environment, the Council introduced a Public Space Protection Order in 2019 to replace previous dog control orders.
- 3.3 The Order introduced in 2019 enabled officers to use enforcement powers to hold those responsible for irresponsible dog ownership, covered by the Order, accountable. The Order was produced having regard to the "Public Space Protection Orders Guidance for Councils" issued by the Local Government Association and was introduced following a lengthy consultation exercise which saw a high rate of responses that showed support for the Council's proposals. Members are advised that there are no material changes to the 2019 Order in the proposed 2024 Order.
- 3.4 Consultation on the proposed 2024 Dog Control Public Spaces Protection Order took place between August and September 2023. Responses to the consultation have been reviewed, considered and clarity added in light of responses. Members are advised that those who responded to the consultation agreed with the Council's proposal.
- 3.5 The proposed 2024 Order is attached as Appendix 1. Members will note that the land to which each of the individual Provisions of the Order shall apply is as follows:-
- Schedule 1 - Imposes four requirements on dog owners which apply borough-wide and cover any public spaces to which the public has access.
 - Schedule 2 - Sets out the 'Dogs on Leads Areas'. These are locations where it is believed that there are specific issues in allowing dogs to run free at any time, and in particular, a concern that if dogs were allowed off a lead in the identified areas it may cause nuisance or even injury to members of the public or other animals.
 - Schedule 3 - Lists the Dog Exclusion Areas. These are locations where, in the interests of members of the local community, and in particular children, the Council considers that dogs should not be allowed to enter such as play areas. The Council has always considered it inappropriate for dogs to be taken into cemeteries and these too are covered by this Provision and Schedule.

- Schedule 4 - Contains plans of five locations listed in Schedules 2 or 3. The five Plans have been produced for areas where the Provisions of Schedule 2 or Schedule 3 both apply, or where either applies to only part of an area, and have been produced to remove any ambiguity that may arise as a result.

3.6 Those who breach a PSPO face being issued with a warning, a Fixed Penalty Notice (FPN) of up to £100 or prosecution and a fine of up to £1,000.

The Council's approach is always that prevention is better than cure and, whilst the PSPO would continue to provide the Council with enforcement powers, the primary aim is to provide a more proactive and effective approach to promoting responsible dog ownership throughout the borough and to deter irresponsible behaviour by those in control of dogs; thereby reducing the need for enforcement action.

In accordance with its Enforcement Policy, the Council will ensure that its approach to dealing with any breach of the provisions of the new PSPO is proportionate to the risk to public health, safety, and the environment, as well as an individual's previous record of compliance. With this in mind, the circumstances where FPNs would be issued are as follows:-

- Where an individual is caught failing to clear up after their dog has fouled;
- Where an individual has been issued with, and has ignored, previous advice, guidance or warnings and continues to fail to comply with any of the provisions of the PSPO, and;
- Where an individual blatantly ignores the reasonable requests of an authorised officer to comply with the requirements of the PSPO. For example, failing to put a dog on a lead where the officer has genuine concerns for the safety of others due to the behaviour of the dog, or, where an individual refuses to remove a dog from a 'dog exclusion zone' where the officer feels that the presence of the dog gives rise to genuine concerns for the safety of others.

3.7 This report asks Members to approve that the Public Spaces Protection Order for Dog Control, as attached at Appendix 1, be in force for a further three years from 1st of February 2024.

4.0 **POLICY IMPLICATIONS**

4.1 The re-introduction of the PSPO will not represent any changes to the existing policy for dog control as these changes were made when the PSPO was originally introduced in 2019.

5.0 FINANCIAL IMPLICATIONS

- 5.1 There will be financial implications as a result of the need to erect new or amended signage following the re-introduction of a PSPO but this is expected to be minimal as most signage is still sufficient from the previous Order.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

The Order will help ensure safe play spaces for children and young people.

6.2 Employment, Learning & Skills in Halton

None identified.

6.3 A Healthy Halton

By enhancing its ability to deter irresponsible behaviour by some dog owners, the Council will be making a positive contribution towards improving the safety and the appearance of the local environment, which shall in turn have an overall beneficial effect on health and wellbeing.

6.4 A Safer Halton

Effective use of its regulatory powers will demonstrate that the Council is committed to dealing with anti-social behaviour caused by irresponsible dog owners contributing to a Safer Halton.

6.5 Halton's Urban Renewal

No direct impact but improving the safety and attractiveness of local neighbourhoods should make the borough a more attractive location for investment.

7.0 RISK ANALYSIS

- 7.1 If the Council fails to put in place control measures to effectively tackle anti-social behaviour caused by irresponsible dog owners, the risks of nuisance or harm to the public would be significantly increased.

Furthermore, failure to make best use of legislative powers available to deal with such anti-social behaviour may lead to criticism of the Council; thereby damaging its reputation.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 The Council aims to be consistent and even-handed in all regards. Taking enforcement action to help control anti-social behaviour caused by irresponsible dog owners is not intended to have either a positive or negative impact upon equality and diversity or apply differently to any particular group.

The PSPO will not apply to the owners of assistance dogs used by the blind or by those who are unable as a result of a disability to comply with the legislation.

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 None identified.

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

Document	Place of Inspection	Contact Officer
Executive Board Report Board Report 18 th July 2019: Public Spaces Protection Order – Dog Control	Municipal Building Kingsway Widnes	Nicola Goodwin, Divisional Manager Community Safety & Protection
Safer Policy & Performance Board Report 20 th June 2023: Public Spaces Protection Order – Dog Control	Municipal Building Kingsway Widnes	Nicola Goodwin, Divisional Manager Community Safety & Protection



ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014, SECTION 59

The Borough of Halton Dog Control Public Spaces Protection Order 2024

The Borough Council of Halton (in this Order called “The Council”) hereby makes the following Order under Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014:

1. COMMENCEMENT AND DURATION

This Order comes into force on 1st February 2024 and will remain in force for a period of 3 years until 31st January 2027, unless extended by further Orders under the Council’s statutory powers or unless revoked, in whole or in part, and superseded by further Order.

2. PENALTIES AND DEFINITIONS

- A person who fails to comply with any obligation imposed by this Order is guilty of a criminal offence by virtue of section 67(1) of the Anti-social Behaviour Crime and Policing Act 2014 and liable on summary conviction to a fine not exceeding level 3 on the standard scale or a Fixed Penalty Notice of a maximum £100.
- “Person(s) in charge” means the person who has the dog in his possession, care or company at the time the offence is committed or, if the dog is not accompanied by a person, the owner or person who habitually has the dog in his possession.
- “an Authorised Person” means an employee, partner agency or contractor of Halton Borough Council who is authorised in writing by Halton Borough Council for the purposes of giving directions under the Order.
- “The Restricted Area” is the land identified in Schedule 1 of this Order.

3. OBLIGATIONS ON PERSONS IN CHARGE OF DOGS IN THE RESTRICTED AREA

The following Provisions apply to all persons in charge of dogs in the Restricted Area except those specifically exempted by paragraph 6 of this Order.

i. Fouling of Land

If a dog defecates at any time on any land to which this Provision of the Order applies a person who is in charge of the dog must remove the faeces from the land forthwith unless:

- (a) he/she has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his/her failing to do so.

For the purposes of this Provision of the Order:

- Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces.

ii. Dogs on Leads by Direction

A person in charge of a dog on any land to which this Provision of the Order applies must comply with a direction given to him/her by an Authorised Person of the Council to put and keep the dog on a lead that shall be of fixed length and of not more than 2 metres unless:

- (a) he/she has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his/her failing to do so.

An Authorised Person may only give a direction under this Provision if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog that is likely to cause annoyance, disturbance or harm to any other person, or to a bird or another animal.

iii. Maximum Number of Dogs

A person in charge of more than one dog must not, at any time, and at the same time, take more than 4 dogs onto, or permit more than 4 dogs to enter or to remain on, any land to which this Provision of the Order applies unless:

- (a) he/she has reasonable excuse for doing so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to him/her doing so.

iv. Means to Pick up Dog Faeces

A person in charge of a dog on land to which this Provision of the Order applies must have with them appropriate means to pick up dog faeces deposited by that dog and must provide evidence of this if asked to do so by an Authorised Person unless

- (a) he/she has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his/her failing to do so.

This obligation is complied with if, after a request from an Authorised Person, the person in charge of the dog produces an appropriate means to pick up dog faeces forthwith.

For the purposes of this Provision, “appropriate means” shall be defined as being a receptacle, bag or sack which has been specifically made for the purposes of picking up and properly disposing of animal faeces, or is of such type or design so as to allow it to be used for such purposes.

4. DOGS ON LEADS

A person in charge of a dog on any land to which this Provision of the Order applies must keep the dog on a lead that must be of fixed length and of not more than 2 metres unless:

- (a) he/she has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his/her failing to do so.

This Provision of this Order shall apply only to the Dogs on Leads Areas specified in Schedule 2.

5. DOG EXCLUSION

A person in charge of a dog must not take it onto, or permit the dog to enter or to remain on, any land to which this Provision of this Order applies unless:

- (a) he/she has reasonable excuse for doing so; or

- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to him/her doing so.

This Provision of this Order shall apply only to the Dog Exclusion Areas specified in Schedule 3

6. EXEMPTIONS

Nothing in this Order shall apply to:

- (a) A person who is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
- (b) A person with a disability as defined by the Equality Act 2010 and who relies upon a dog trained by a prescribed charity for assistance.

THE COMMON SEAL of

HALTON BOROUGH COUNCIL

was hereunto affixed in the presence of:

Authorised Signatory

SCHEDULE 1

THE RESTRICTED AREA

Any land within the administrative area of Halton Borough Council, which is open to the air, including covered land which is open to the air on at least one side, and to which the public are entitled or permitted to have access with or without payment.

SCHEDULE 2

DOGS ON LEADS AREAS

Widnes Parks and Play Areas

- Crow Wood Park, Bancroft Road, Widnes, Cheshire. WA8 3LL
- Hale Park, Town Lane, Hale Village, L24 (in part) shown coloured yellow on Plan A in Schedule 4.
- Hough Green Park, Royal Avenue, Widnes, Cheshire, WA8 8HL
- Spike Island Park, Widnes, WA8 0DF (in part) shown coloured yellow on Plan B in Schedule 4
- Upton Green, Widnes, WA8 4NS, shown coloured yellow on Plan C in Schedule 4.
- Victoria Park, Birchfield Avenue, Widnes, Cheshire, WA8 6PX (Except in the fenced dog exercise area)

Runcorn Parks and Play Areas

- Palacefields Ball Play, Palacefields Avenue, Runcorn.
- Ridding Lane Ball Court, Runcorn, WA7 6PF
- Rock Park, Runcorn, WA7 5SU
- Town Hall Park, Runcorn, WA7 5TD (in part) shown coloured yellow on Plan D in Schedule 4.
- Runcorn Hill Park, Runcorn, WA7 4SS (in part) shown coloured yellow on Plan E at Schedule 4.
- Wellington Street Play Area, Runcorn, WA7 1LB
- Roehampton Drive Multi-Sports Area, Hallwood Park Runcorn, WA7 2GT
- Roehampton Drive Playground, Hallwood Park Runcorn, WA7 2GT

Gardens

- Birchfield Gardens, Birchfield Road, Widnes.
- West Bank Promenade, St Mary's Road, West Bank, Widnes.

Widnes Allotments

- Avondale, Alongside 4 Birtley Court, Widnes, WA8 7WA
- Rear of 5 Cunningham Road, Widnes, WA8 8EE
- Deansway, Between 128 -130 Hale Road, Widnes, WA8 8SY
- Derby Road, Rear of 12 Factory Lane, Widnes, WA8 9FW
- Dykin Road, at the side of garage at 36 Hilary Close, Widnes, WA8 3HT
- Hale Bank, at the side of 31 Halebank Road, Widnes, WA8 8NA

- Hale Road, to rear of 253 – 269 Hale Road, Widnes, WA8 8QB
- Halton View, at the side of 1 Halton View Road, Widnes, WA8 0TS
- Lancaster Road, at the side of 2 Lancaster Road, Widnes, WA8 9TY
- Side of 14 Laurel Bank, Widnes, WA8 6QB

Runcorn Allotments

- Clifton Road, Beechwood Avenue, Runcorn, WA7 4SB
- Dukesfield, Leinster Road, Runcorn, WA7 1ER
- Haddocks Wood, Off Warrington Road, Runcorn, WA7 1RE
- Heath Road, Runcorn, WA7 5TA
- Oak Drive, Runcorn, WA7 5HE
- Weston Road, Runcorn, WA7 4JU

SCHEDULE 3

DOG EXCLUSION AREAS

Widnes Cemeteries

- Peel House Cemetery, Peel House Lane, Widnes.
- Widnes Cemetery, Birchfield Road, Widnes.

Runcorn Cemeteries

- Runcorn Cemetery, Greenway Road, Runcorn.
- Runcorn Cemetery Extension, Langdale Road, Runcorn.
- Halton Cemetery, East Lane, Runcorn.

Formal Gardens

- Chinese Friendship Gardens, Runcorn Town Hall, Heath Road, Runcorn, WA7 5TD (in part) shown coloured red on Plan D in Schedule 4.
- Town Hall Grounds Formal Gardens, Runcorn, WA7 5TD, shown coloured red on Plan D in Schedule 4.

All land within the Council's administrative area comprising any fenced (and/or hedged and/or walled) Children's Play Areas, Multi-Sport Areas listed below;

Widnes Playgrounds

- Caldwell Road, Caldwell Road, Widnes. WA8 7EA
- Crow Wood Park, Bancroft Road, Widnes. WA8 3LL
- Hale Park Play Area, Hale Park, Town Lane, Hale Village, Liverpool, L24, shown coloured red on Plan A in Schedule 4.
- Halebank Recreation Ground, Blackburne Avenue, Widnes.
- Hough Green Park, Royal Avenue, Widnes. WA8 8HL
- King George's Park, Dundalk Road, Widnes.
- Plumbley Gardens, Off Liverpool Road, Widnes.
- Stewards Avenue, Widnes.
- St Marie's Community Park, Ann Street West, Widnes.
- Spike Island Catalyst, West Bank, Widnes WA8 0DF, shown coloured red on Plan B in Schedule 4.
- Upton Playground, Bechers, Hough Green, Widnes, shown coloured red on Plan C in Schedule 4.

- Upton Rocks Park (Junior), Queensbury Way, Upton Rocks, Widnes.
- Upton Rocks Park (Toddler), Queensbury Way, Upton Rocks, Widnes.
- Victoria Park (Toddler), North End of Victoria Park, Near Lockett Road, Widnes.
- Victoria Park (Junior), North End of Victoria Park, Near Lockett Road, Widnes.
- West Bank Promenade, St Mary's Road, West Bank, Widnes.

Widnes Multi-Sport Areas

- Arley Drive Pitches, Widnes.
- Crow Wood Park, Bancroft Road, Widnes. WA8 3LL
- Derwent Road, Royal Avenue, Widnes.
- Frank Myler Recreation Grounds, Widnes.
- Frank Myler Sport & Recreation Ground Pitches, Widnes.
- Grizedale Ball Play, Grizedale, Widnes.
- Halebank Recreation Ground, Clapgate Crescent, Widnes
- Hale Park, Town Lane, Hale Village, Liverpool, L24 (in part) shown coloured red on Plan A in Schedule 4.
- Hough Green Park (Tennis), Royal Avenue, Widnes. WA8 8HL
- Kingsway Wavertree Avenue and Squires Avenue, Widnes.
- Kingsway CRMZ, Vicarage Road Widnes WA8 7QL
- King Georges Park Games Area, Dundalk Road, Widnes.
- King George V Recreation Ground Pitches, Widnes.
- Leigh Recreation Pitches, Lowerhouse Lane, Widnes
- Prescott Road Pitches, Widnes
- Spike Island, West Bank, Widnes, shown coloured red on Plan B in Schedule 4.
- St. Marie's Community Park, Ann Street West, Widnes.
- Upton Rocks Park, Queensbury Way, Upton Rocks, Widnes.
- Upton Multi-Use Games Area, Bechers, Widnes. shown coloured red on Plan C in Schedule 4.
- Victoria Park Wheel Play, Birchfield Avenue, Widnes. WA8 6PX
- Victoria Park Basketball, Birchfield Avenue, Widnes. WA8 6PX
- Victoria Park Tennis, Birchfield Avenue, Widnes. WA8 6PX
- Victoria Park Interactive Water feature, North end of Victoria Park, Near Lockett Road, Widnes.

Runcorn Multi-Sport Areas

- Castle Rise Youth Activity Park, Off Halton Road, Runcorn.
- Egerton Street Ball Play, Egerton Street, Runcorn.
- Haddocks Wood Pitches, Runcorn WA7 1RE

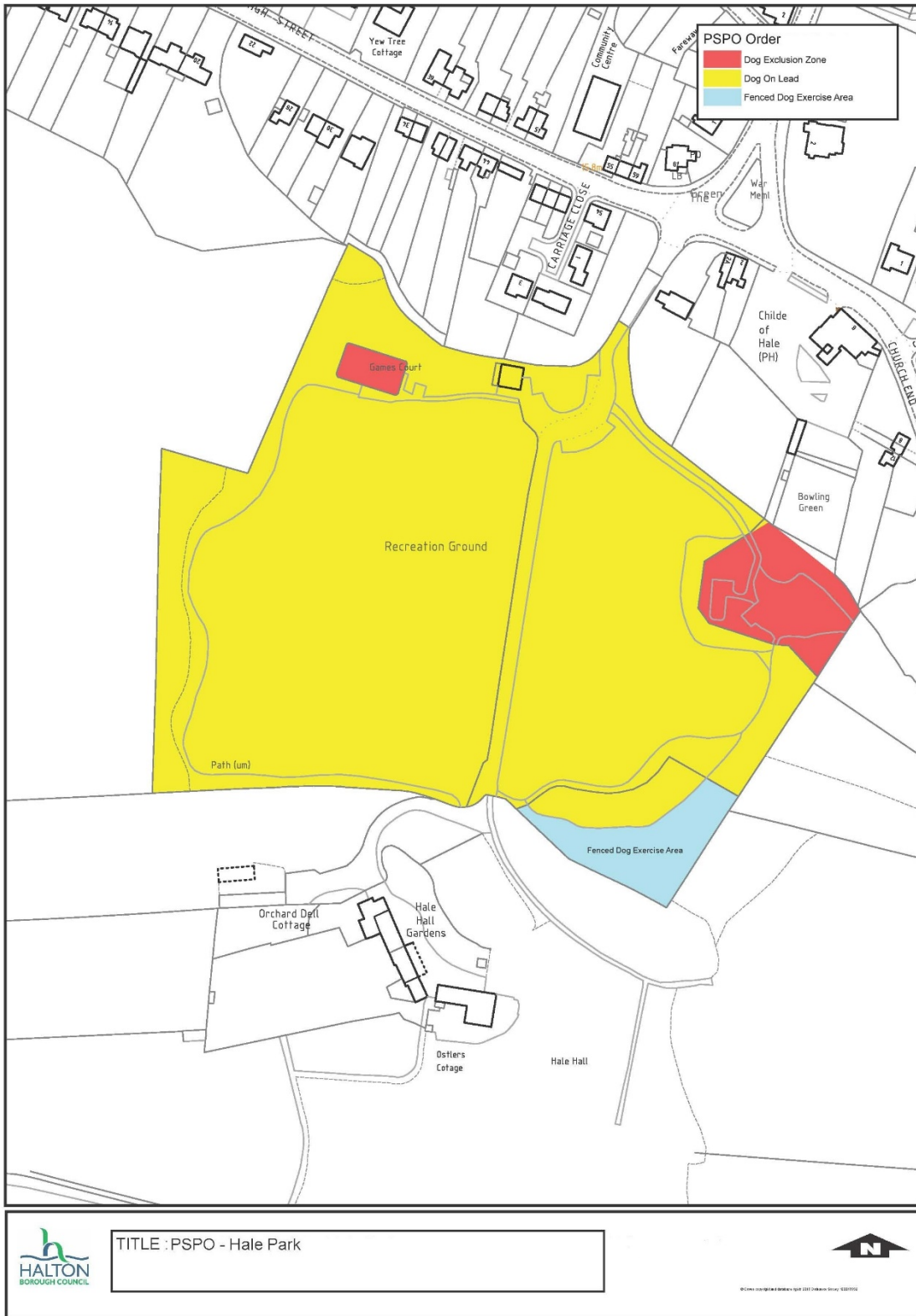
- Phoenix Park, Youth Activity Park (T), Castlefields Avenue East, Castlefields, Runcorn.
- Queen Elizabeth II Playing Field Pitches, Runcorn.
- Rock Park Ball Play Area, Rock Park, Union Street, Runcorn, WA7 5SX
- Runcorn Hill Park Pitches, Runcorn, WA7 4SS, as referred in Schedule 4.
- Runcorn Hill Park – Tennis Court, Highlands Road, Runcorn, shown coloured red on Plan E in Schedule 4.
- Russell Road Wheel Play, Russell Road, Runcorn. WA7 4BG
- Multi-Use Games Area, The Glen, Runcorn.
- The Glen, Palacefields Avenue, Runcorn.
- Multi-Use Games Area, Town Hall Grounds, Heath Road, Runcorn, WA7 5TD, shown coloured red on Plan C in Schedule 4.
- Windmill Hill Avenue South Ball Play Area, Runcorn.

Runcorn Playgrounds

- Castle Rise Playground, Off Halton Road, Runcorn.
- Castner Avenue, Weston Point, Runcorn.
- Cavendish Street, Runcorn.
- Coronation Road, Preston Brook, Runcorn.
- Hale View Playground, Hale View, Runcorn. WA7 4BS
- Hill View, Beechwood, Runcorn,
- Leinster Gardens, Runcorn. WA7 1EG
- Murdishaw Play Centre (1 Old), Barnfield Avenue, Runcorn.
- Murdishaw Play Centre (2-New), Barnfield Avenue, Runcorn.
- Newmoore Lane, Sandymoor, Runcorn.
- Norton Cross, Broadfields, Runcorn.
- Park Road, Runcorn.
- Phoenix Park Play Area, Castlefields Avenue East, Castlefields, Runcorn.
- Pitts Heath Lane, Sandymoor, Runcorn.
- Rock Park Play Area, Union Street, Runcorn, WA7 5SX
- Six Acre Lane, Moore.
- Town Hall Grounds, Heath Road, Runcorn, WA7 5TD (in part) shown coloured red on Plan D in Schedule 4.
- Town Park, Runcorn.
- Trinity Park, Parker Street, Runcorn.
- Walsingham Drive, Sandymoor, Runcorn.
- Weaver Road, Weston Village, Runcorn.
- Woodlands Play Centre, Castlefields, Runcorn.

SCHEDULE 4

PLAN A – Hale Park

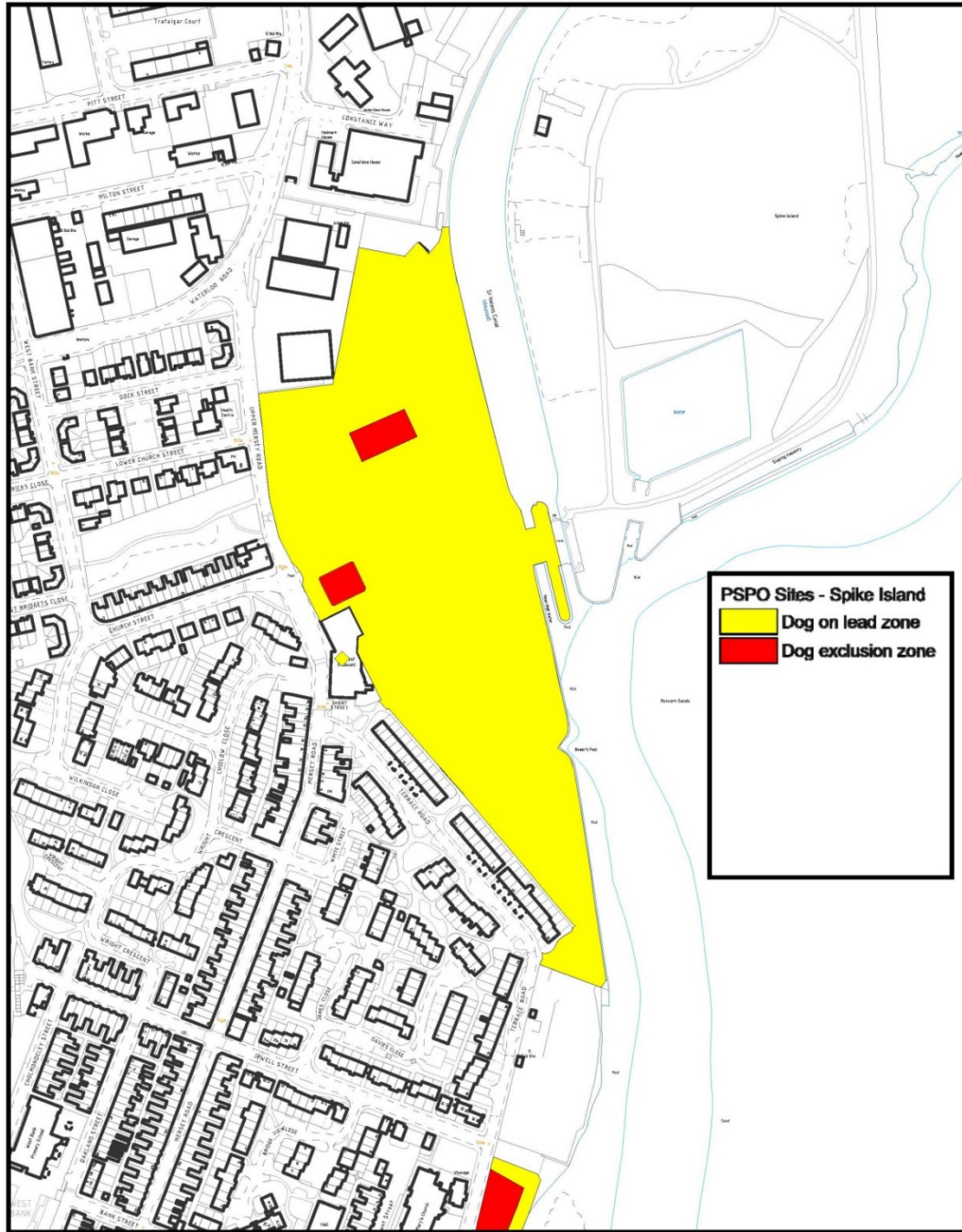


TITLE : PSPO - Hale Park





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PLAN B – Spike Island

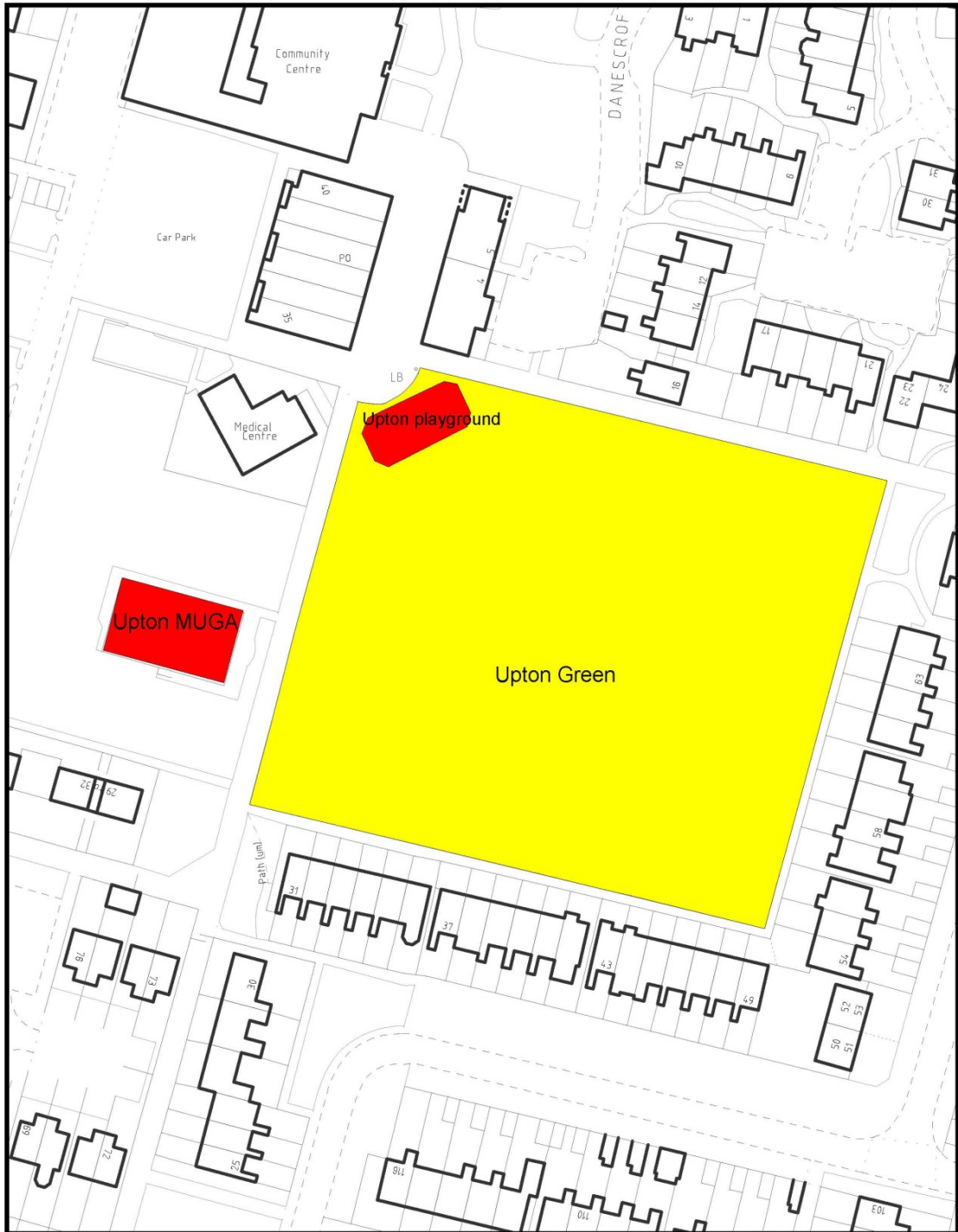


TITLE: PSPO Sites Spike Island



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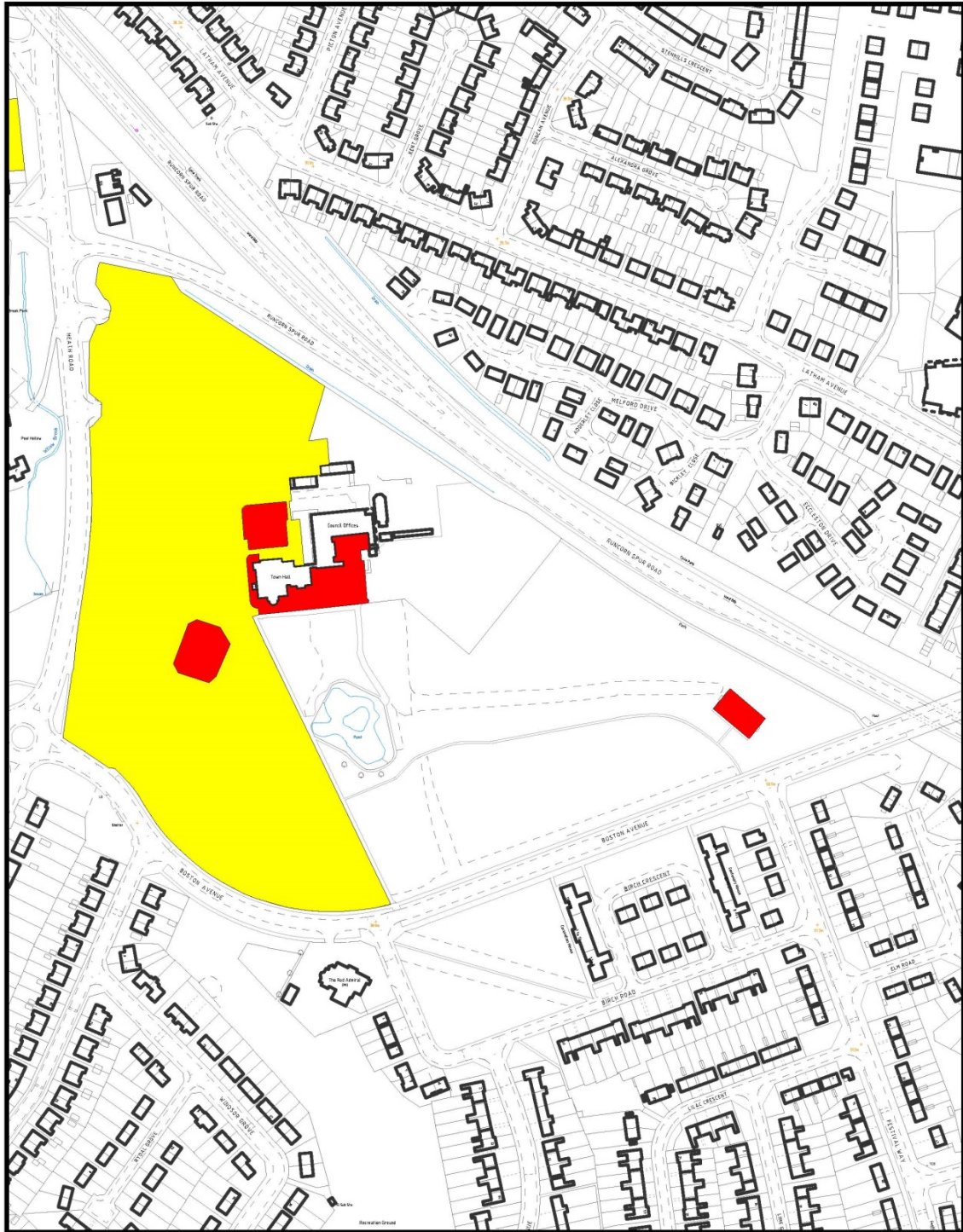
PLAN C – UPTON GREEN



	TITLE PSPO Site - Upton Green	PSPO Site - Upton Green	
		 Dog on lead zone	

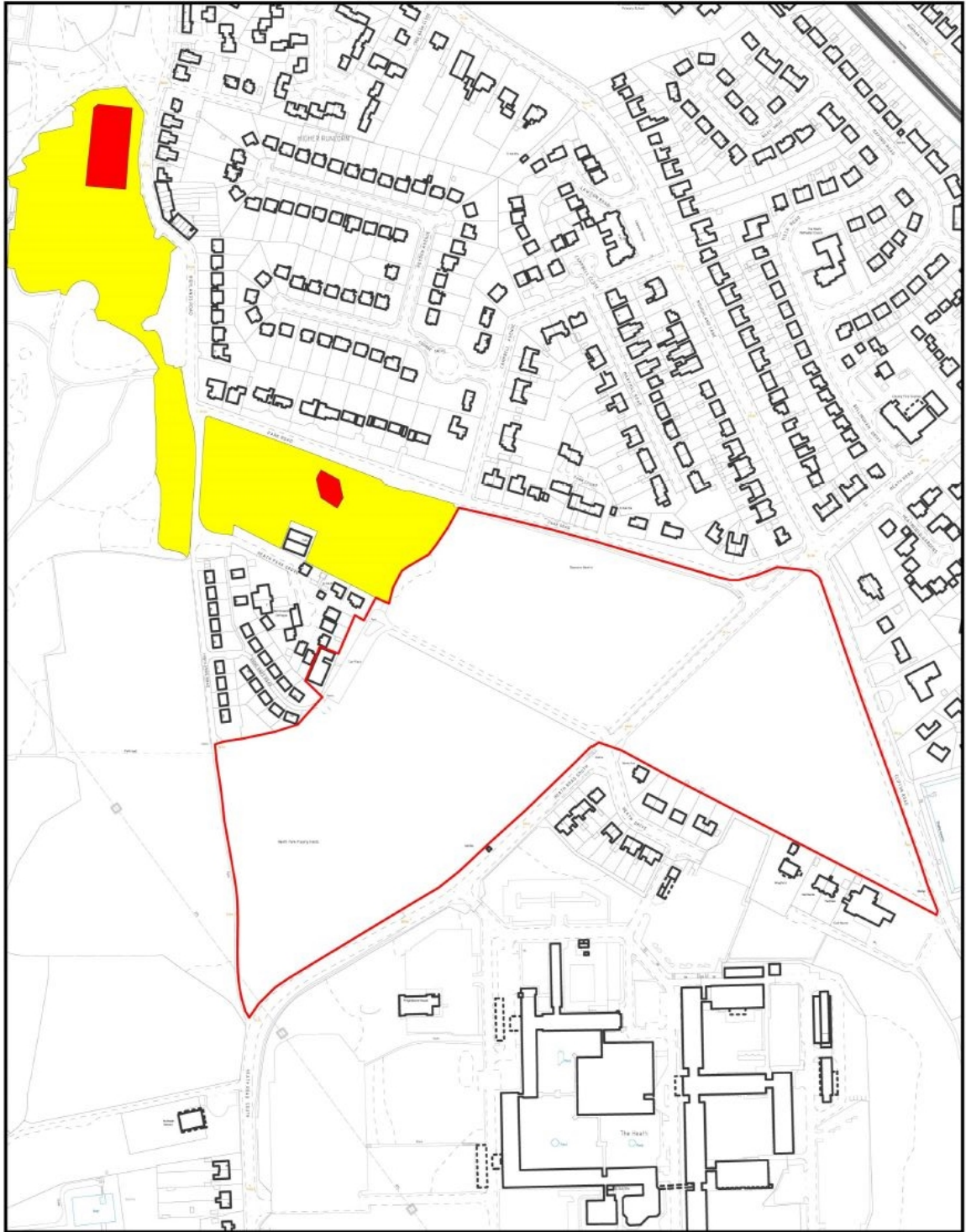
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PLAN D – Runcorn Town Hall




	PSPC Sites - Runcorn Town Hall			
		Dog on lead zone		
		Dog exclusion zone		

PLAN E – Runcorn Hill Park



	 Dog on lead zone	PLEASE NOTE Dogs are also excluded from the sports pitches located within the area bordered in red.
	 Dog exclusion zone	


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REPORT TO: Executive Board

DATE: 18 January 2024

REPORTING OFFICER: Executive Director, Environment & Regeneration

PORTFOLIO: Community Safety

SUBJECT: Refugee Resettlement Contract – Request for a one-year waiver

WARDS: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 A Waiver in compliance with Procurement Standing Order 1.14.4 v of part 3 of Procurement Standing Orders is sought. This relates to the Resettlement Contract with Plus Dane which is due to expire 31st March 2024. A one- year waiver would extend the contract to 31st March 2025 with the existing provider who has established and sustainable relationships with the client group.
- 1.2 Executive Board approval is being sought, in compliance with Procurement Standing Order 1.14.4 v as the estimated value of the contract extension exceeds £100k. The contract value is £183k per annum.

2.0 RECOMMENDATION: That Executive Board

- 1) note the contents of the report; and**
- 2) approve this request for a one-year waiver to the Resettlement Contract in compliance with Procurement Standing Order 1.14.4 v.**

3.0 SUPPORTING INFORMATION

- 3.1 The Council has a contract for Resettlement Support for refugees integrating into Halton; the initial contract was awarded for the period 1st January 2020 to 31st March 2022. The contract has had two, twelve-month extensions to 31st March 2024, the current contract period is due to come to an end on 31st March 2024. Executive Board approval is being sought for a one-year waiver to provide an extension for the period 1st April 2024 to 31st March 2025.
- 3.2 The contract was awarded to Plus Dane, to deliver resettlement support to refugees arriving, and up to five years whilst they integrate to life as residents in Halton.
- 3.3 The early days and up to two years tends to be the most intense period of support for resettlement with needs reducing once housing, education, English classes, benefits, and employment matters are addressed. There

is a wider element of the work in building a sense of community and connectedness for this cohort amongst themselves and with Halton's established communities.

- 3.4 Since 2017, Halton has supported 162 refugees to resettle under the UK Resettlement Scheme (UKRS), the pledge allows for a further 28 individuals to be resettled.
- 3.5 In recent years, Halton's role has increased significantly with refugee cohorts with the Homes for Ukraine scheme; Halton has received 68 individuals under this scheme to date. The contract provider has also supported this cohort. Further arrivals may come to Halton; the scheme doesn't operate on pledges hence, it is difficult to forecast.
- 3.6 Halton also has a significant population of Asylum Seekers in the Borough residing in both dispersed and contingency accommodation. It is mandatory for all Local Authorities to participate in supporting asylum dispersal.
- 3.7 Government have introduced resettlement schemes for Afghan Resettlement Scheme (ACRS), Afghan Relocations and Assistance Policy (ARAP – for family members of ACRS) and Hong Kong Resettlement. There has also been recent government consultation with local authorities seeking to establish pledges for Safe and Legal routes which will incorporate the UK Resettlement Scheme (UKRS).
- 3.8 The Resettlement Team, provided through the contract, actively supports Halton's diverse cohorts, and responds to the wider population needs beyond the initial commission reflecting the evolving situation in Halton.
- 3.9 Halton has established a multi-agency forum to facilitate joined up approaches, the Resettlement Team, along with the other participating Halton providers and third sector agencies have a key role in the co-ordination and effectiveness of delivery and support to Halton's residents.
- 3.10 A one-year extension period would avoid disruption and provide continuity for the clients. The current provision is adequate and will continue to be performance managed.
- 3.11 This approach would enable Officers to appraise a range of commissioning/delivery options for the future delivery of the service. Dealing with and responding to the needs of the resettlement cohorts generates demand across Council services and Halton's wider system. Appraising future delivery options will enable the Council to consider the best model to optimise the service offer to the benefit of Council wide and Halton services. An options appraisal/business case would be developed setting out proposals by September 2024.

4.0 POLICY IMPLICATIONS

None at this stage.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The estimated cost of the one-year contract extension period is £183k.
- 5.2 The provider is a specialist in delivery of this type of service. Awarding this to the existing provider would support continuity of care for a vulnerable client cohort.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are children and families amongst refugee arrivals in Halton. The support with access early years and education provision is imperative to supporting successful integration.

6.2 Employment, Learning and Skills in Halton

There is significant learning for refugee arrivals, often language being the biggest barrier. The package of support includes English as a second language (ESOL) from the point of arrival. In Halton, the delivery provides an additional level of pre-ESOL being experienced led from early cohorts that often need more basic level of language support.

There are wider impacts to support employment opportunities, transferable skills, qualification match etc to encourage refugees to join the labour market as soon as possible.

6.3 A Healthy Halton

Accessing health and wellbeing services is key to successful transition. Ensuring support for individuals and families who have most often experienced trauma will impact on how the adjustment is embraced.

There are basic health checks, vaccines and screening which are mobilised to support health outcomes for Halton's new residents.

6.4 A Safer Halton

Changing the diversity of Halton's population and cohorts within neighbourhoods may cause tensions and reluctance to engage. A key part of resettlement is to support and encourage interactions at community level with services and voluntary organisations.

The Resettlement Team focusses on building strong relationships at community level. Cultural events, such as Iftars during Ramadan have become community wide events with attendance from residents of other faiths interacting.

Halton's Church/Christian faith community have become a strong partner in supporting this cohort ensuring beliefs and faith across different cultures hasn't generated a barrier to relationships and integration.

6.5 Halton's Urban Renewal

None identified at this stage.

7.0 RISK ANALYSIS

Approval by Executive Board to proceed with a one-year waiver will ensure continuity of service provision and ensure appropriate action is taken to determine future commissioning options for the service.

8.0 EQUALITY AND DIVERSITY ISSUES

The cohorts supported through the Resettlement contract is changing the demography in the Borough. Support to integrate with established communities is pivotal in facilitating diverse communities.

9.0 CLIMATE CHANGE

Impacts of climate change such as poor housing standards and energy efficiency often impact the most disadvantaged. Supporting these cohorts ensures suitable housing is sourced to accommodate Halton's new residents.

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

Document	Place of Inspection	Contact Officer
Contract for Resettlement	Municipal Building	Nicola Goodwin, Divisional Manager, Community Safety & Protection

REPORT TO:	Executive Board
DATE:	18 January 2024
REPORTING OFFICER:	Executive Director Environment & Regeneration.
PORTFOLIO:	Climate Change
SUBJECT:	St Luke's & St Patrick's Decarbonisation Projects
WARD(S)	Halton Lea & Halton View

1.0 **PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to seek Member approval in respect of the provision of capital funding to support the decarbonisation schemes at St Luke's and St Patrick's Care Homes following the submission of a bid to the Public Sector Decarbonisation Scheme (PSDS).

2.0 **RECOMMENDATION: That**

- 1) **The provision of £1.609m of capital funding over a 2-year period, subject to the PSDS bid being successful, or £2.98m if the bid is unsuccessful, be agreed, to enable the decarbonisation works to proceed at both St Luke's & St Patrick's Care Homes; and**
- 2) **Council be asked to approve this scheme for inclusion within the 2024/25 capital programme.**

3.0 **SUPPORTING INFORMATION**

- 3.1 In line with the Council's commitment to be carbon neutral by 2040, and in accordance with our Climate Change Action Plan 2022-27 funding has been sought for undertaking decarbonisation works at both St Luke's and St Patrick's Care Homes by submitting a bid to the PSDS. The outcome of the bid should be announced prior to the end of January 2024. A second bid has been submitted covering 3 Corporate sites; this will be subject to another report in due course should the bid be successful.
- 3.2 Exec Board gave approval to proceed with the refurbishment of the Care Homes on 16th June 2022, min EXB6. The proposal to enter into a procurement exercise via the RISE framework and make a direct award to Eric Wright Construction was further endorsed by

Exec Board on 15th September 2022, min EXB 28.

3.3 The proposed decarbonisation works are of high priority, given that refurbishment works will commence at both sites in 2024. The decarbonisation works at both sites consist of electrifying the heating system via the installation of air source heat pumps, upgrading the electrical infrastructure to create for same, together with the installation of Solar/PV panels at roof level. The works also include for upgrading the insulation and improved draft proofing measures. The project costs inclusive of all fees are estimated to be £1.574m at St Luke's and £1.406m at St Patrick's making a total project cost of £2.98m.

3.4 The PSDS has certain criteria which only allows funding of certain elements of the work, and the level of funding available is limited to £325 per tonne of carbon saved over the lifetime of the building. The proposals at St Luke's and St Patrick's are estimated to save 199 tonnes of carbon per annum which has resulted in the bid amount being £1.371m, meaning that the Council's contribution would need to be £1.609m, subject to the bid being successful. If the bid is unsuccessful funding of £2.98m would be required to undertake all the work.

3.5 Should the bid be successful the funding has to be spent within a 2-year period as such all the work would need to be completed by 31st March 2026 which is feasible.

3.6 It is proposed that the decarbonisation works to both Care Homes will be undertaken by Sure Group, Sure Maintenance, being our main mechanical term contractor working in conjunction with Eric Wright Construction.

4.0 **POLICY IMPLICATIONS**

4.1 The Council declared a climate emergency in October 2019 and in doing so committed to reducing, as rapidly as possible, carbon emissions from our business activities, and to strive towards ensuring all Council activities become carbon neutral.

4.2 The above proposals are also in-line with the future key actions as identified in the Council's Climate Change Action Plan 2022-27.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The estimated costs provided are based on design work to RIBA stage 2, which was undertaken to allow for the bid to be submitted. If funding is secured the designs will be taken through to RIBA stage 4 following which a detailed costing exercise will be undertaken, which will be overseen by cost consultants to ensure that value for money is obtained.

- 5.2 The work will be undertaken over a 2-year period as the programme for the refurbishment works at St Patrick's means that the new build element will be constructed first, this being programmed for 2024/25. This will then allow the decanting of residents into the completed new build to take place following which the refurbishment works inclusive of the decarbonisation elements can take place which is programmed for 2025/26 so the capital funding covers a 2-year period.
- 5.3 The Council receives income quarterly from three roof top solar schemes that were installed some years ago. The income will continue to 2037 and is indexed linked to inflation. In the early years the income was used to repay the capital costs of the scheme, but this was repaid some years ago leaving an ongoing income stream. It is proposed that a proportion of the income from the scheme be used to reduce the £1.6m capital contribution of the projects at the two Care Homes. It is estimated that the income in the remaining years to 2037 could contribute in the region of £500k to the project costs.
- 5.4 Energy Savings from the roof top solar on the Care Homes as part of the projects could also be used as income once the capital costs have been repaid. This would increase the contribution, but further analysis will be required to assess this which will be undertaken once the solar schemes have been fully designed. At this stage it is estimated that the solar installations could save us in the region of £30k to £35k per annum.

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

6.1 **Children & Young People in Halton**

None

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

None

6.3 **A Healthy Halton**

None

6.4 **A Safer Halton**

None

6.5 **Halton's Urban Renewal**

None

7.0 **RISK ANALYSIS**

7.1 The risk of not proceeding with the proposals is that our commitment to become carbon neutral by 2040 will be at risk as without electrifying the heat and hot water provision at all our sites by then we will not achieve that goal.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are no equality and diversity issues arising as a result of the proposals.

9.0 **CLIMATE CHANGE IMPLICATIONS**

9.1 The proposals have a direct impact on the Council's commitment to be carbon neutral by 2040. The works are collectively estimated to save 199 tonnes of carbon per annum,

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

Climate Change Action Plan 2022-27- available via Council Website