

# Public Document Pack



## Executive Board

Thursday, 16 January 2025 2.00 p.m.  
Halton Leisure Centre, Moor Lane,  
Widnes

S. Young

Chief Executive

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

#### PART 1

Item	Page No
1. MINUTES	1 - 7
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
3. CORPORATE SERVICES PORTFOLIO	
(A) 24/25 SPENDING AS AT 30 NOVEMBER 2024	8 - 67
4. CHILDREN AND YOUNG PEOPLE PORTFOLIO	

*Please contact Gill Ferguson 0151 511 8059 or  
gill.ferguson@halton.gov.uk for further information.  
The next meeting of the Committee is on Thursday, 13 February 2025*

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(A) SCHOOL ADMISSION ARRANGEMENTS 2026/27 - KEY DECISION	68 - 88
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<b>7. EMPLOYMENT, LEARNING AND SKILLS, AND COMMUNITY PORTFOLIO</b>	
(A) SPORTS FACILITY FEES AND CHARGES	285 - 292
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<b>PART II</b>	
<p>In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is <b>RECOMMENDED</b> that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.</p>	
<b>9. ADULT SOCIAL CARE PORTFOLIO</b>	
(A) FULL COST CLIENTS IN RESIDENTIAL CARE - KEY DECISION	298 - 309

***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, 12 December 2024 in DCBL Stadium, Widnes*

Present: Councillors Wharton (Chair), Ball, Dennett, Harris, M. Lloyd Jones, Nelson, P. Nolan, Thompson and Wright

Apologies for Absence: Councillor T. McInerney

Absence declared on Council business: None

Officers present: G. Cook, S. Young, M. Reaney, E. Dawson, S. Wallace-Bonner, G. Ferguson, W. Rourke, J. Rosser and R. Rout

Also in attendance: None

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

	<i>Action</i>
<p>EXB60 MINUTES</p> <p>The Minutes of the meeting held on 14 November 2024, were taken as read and signed as a correct record.</p> <p><b>CORPORATE SERVICES PORTFOLIO</b></p> <p>EXB61 DISCRETIONARY NON-DOMESTIC RATE RELIEF</p> <p>The Board received a report from the Director of Finance, which presented one application for discretionary non-domestic rate relief, under Section 47 of the Local Government Finance Act 1988, for consideration.</p> <p>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.</p> <p>The report outlined details of an application from Community Shop CIC, in relation to their respective address. Appended to the report was the potential annual cost to the Council of granting the discretionary rate relief. Currently,</p>	

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 the application for 15% discretionary top-up relief from Community Shop CIC, be rejected for the reasons outlined within the report.

Director of Finance

EXB62 SUNDRY DEBTS WRITE-OFF

The Board considered a report from the Director of Finance which sought approval for the write-off of a number of sundry debts, as the debtor had passed away and their estate had no remaining assets available to meet the outstanding debts.

It was noted that in 2019 the Council's Fraud Investigation Team identified that a significant fraud had been perpetrated against the Council relating to the receipt of Adults Direct Payments. A subsequent Police investigation revealed that the individual involved had been carrying out similar frauds against Oldham Council and the Department for Works and Pensions (DWP). In total the fraud amount to over £1m across the two Councils and the DWP, of which £240,095 related to Halton.

The individual had subsequently passed away and there were no assets remaining in the individual's estate from which the Council could obtain payment of the outstanding debts. As the debt could no longer be recovered, approval was sought to write-off the outstanding debts, which would be fully funded from the bad debt provision.

RESOLVED: That the write-off of debts against the bad debt provision, as outlined within the report, be approved.

Director of Finance

EXB63 RECOMMENDATIONS FROM AUDIT AND GOVERNANCE BOARD

The Board considered a report from the Director of Finance, which outlined two recommendations made by the Audit and Governance Board as detailed below. That Executive Board:

- make changes to the governance of the Transformation Programme by making changes to the Transformation Programme Board to increase

transparency, including the addition of two members of the Audit & Governance Board to the Transformation Programme Board, who should not also be Scrutiny (PPB) Chairs.

- ask each Executive/Corporate Director to identify what items of non-staff related expenditure are defined as essential to the delivery of services within their Directorate, and provide written justification for the essential spend designation, outside of which no other spending will be permitted.

RESOLVED: That

- 1) two members of the Audit and Governance Board be added to the membership of the Transformation Programme Board; and
- 2) Consideration be given to the recommendation from Audit and Governance Board as set out in paragraph 3.4 below, regarding a request to the Executive/Corporate Directors and a report be brought to a future Board meeting.

Corporate  
Director - Chief  
Executive's  
Delivery Unit

EXB64 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 2 2024 - 2025

The Board considered a report of the Corporate Director – Chief Executive's Delivery Unit, on progress against key objectives/milestones and performance targets for the second quarter period to 31 March 2024, for the People Directorate (Social Care Health); and the Enterprise, Community and Resources Directorate.

The Board was advised that the Directorate Performance Overview Report provided a strategic summary of key issues arising from the relevant quarter for each Directorate and was aligned to Council priorities or functional areas. The Board noted that such information was key to the Council's performance management arrangements and Executive Board had a key role in monitoring performance and strengthening accountability. Performance Management would continue to be important in the demonstration of value for money and strengthening accountability.

RESOLVED: That

- 1) the report, progress and performance information be noted;

Corporate  
Director - Chief  
Executive's  
Delivery Unit

- 2) for future reports the finance and performance sections be reported separately; and
- 3) the finance section be reported to all Policy and Performance Boards.

## **CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO**

### **EXB65 HIGH NEEDS PROVISION CAPITAL ALLOCATIONS – PROPOSED EXPANSION OF SPECIAL EDUCATIONAL NEEDS & DISABILITY PROVISION: STATUTORY CONSULTATION FEEDBACK - KEY DECISION**

The Board considered a report of the Executive Director, Children's Services, that provided a summary of responses received during the representation period for the statutory consultation to expand the number of Special Educational Needs and Disability (SEND) places available at Ashley School in Widnes, to meet need for children and young people with a diagnosis of Autistic Spectrum Disorder (ASD), taking the total number of places available at the school site from 112 to 152.

In addition, the report also requested approval to use any remaining balance from within the High Needs Provision Capital Funding to support further expansion of SEND provision within Halton, in discussion with relevant schools/educational settings as appropriate to meet identified SEND need.

RESOLVED: That the Board

- 1) approves the expansion of Ashley School, Widnes for pupils with Autistic Spectrum Disorder to become a 152 place school through the provision of four additional classrooms (subject to planning permission); and
- 2) approves the use of any remaining balance from the High Need Provision Capital funding to support further expansion of SEND provision within Halton.

Executive Director  
of Children's  
Services

## **HEALTH AND WELLBEING PORTFOLIO**

### **EXB66 HEALTHIER FOOD AND DRINK ADVERTISING POLICY**

The Board considered a report of the Director of Public Health, that outlined the implementation of a healthy food and drink advertising policy to ensure unhealthy

products are replaced by healthier alternatives on local authority advertising spaces. A copy of the proposed policy was attached as Appendix 2 to the report.

RESOLVED: That the Board approves the proposed policy and the benefits of its implementation.

Director of Public Health

**EMPLOYMENT LEARNING AND SKILLS AND COMMUNITY PORTFOLIO**

EXB67 PAYMENTS TO VOLUNTARY ORGANISATIONS - IMPACT MITIGATION PLAN

The Board considered a report of the Executive Director Environment and Regeneration, that set out proposals for how the Council could best support and assist the community and voluntary sector in the future. This followed the Council's decision to reduce the grants it provided to the community and voluntary sector.

The report outlined the support the Council currently provided to the sector and suggested several areas which through joint working and sharing resources; knowledge and experience could be pooled to provide best value to residents, communities and businesses in Halton. One of the areas where an immediate and positive impact would be felt would be to designate a lead officer for promoting and coordinating the Council's interface with the sector and the report outlined how this could be achieved.

It was noted that the Council Internal Audit Report on Payments to the voluntary sector had agreed several actions which included the development of a commissioning policy and performance management framework. If a Commissioning Framework was to be developed, it was recognised that there would be merit aligning it to the principles of Community Wealth Building (CWB) concept. Local authorities had been working with the Combined Authority through CLES to set out pillars of CWB, information on this was set out in Appendix 1.

RESOLVED: That the Board approves the proposals set out in sections 3.3 – 3.12 of the report.

Executive Director Environment & Regeneration

EXB68 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.

### **CORPORATE SERVICES PORTFOLIO**

*N.B. Councillor Nelson declared a Disclosable Other Interest in the following item of business as he has a family member who works for Halton Borough Council.*

#### **EXB69 STAFF UNPAID LEAVE**

The Board considered a report of the Corporate Director, Chief Executive's Delivery Unit, which provided a number of options following an organisational wide staff consultation in respect of reintroducing a four days unpaid leave arrangement at Christmas.

RESOLVED: That

- 1) the preferred scheme option E for implementation of the four days unpaid leave during the Christmas period be approved, subject to the conclusion of the agreed consultation process which now includes the Budget Working Group;

Corporate  
Director - Chief  
Executive's  
Delivery Unit

- 2) the Human Resources Operation Division, be authorised to begin the process for the implementation of the four days unpaid leave during the Christmas period, subject to the conclusion of the consultation process; and
- 3) the Chief Executive be granted delegated authority in consultation with the Portfolio Holder – Corporate Services to finalise the details of the proposal and to take all necessary steps to bring it into operation.

**MINUTES ISSUED: 17 December 2024**

**CALL-IN: 24 December 2024 at 5.00 pm.**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 24 December 2024.**

*Meeting ended at 1.24 p.m.*

**REPORT TO:** Executive Board

**DATE:** 16 January 2025

**REPORTING OFFICER:** Director of Finance

**PORTFOLIO:** Corporate Services

**SUBJECT:** 2024/25 Spending as at 30 November 2024

**WARD(S):** Borough-wide

## **1.0 PURPOSE OF REPORT**

1.1 To report the Council's overall revenue net spend position as at 30 November 2024 together with a 2024/25 forecast outturn position.

## **2.0 RECOMMENDED: That;**

- 1) All spending continues to be limited to essential items only;**
- 2) Executive Directors continue to identify areas where they can further reduce their directorate's spending or generate income, in order to reduce the councilwide forecast outturn overspend position;**
- 3) Executive Directors continue to implement the approved savings proposals for 2024/25 and 2025/26 as detailed in Appendix 4;**
- 4) The updated forecast outturn position be shared with the Ministry of Housing, Communities & Local Government in support of the Council's application for Exceptional Financial Support;**
- 5) Council be asked to approve the revisions to the capital programme set-out in paragraph 3.22 and incorporated within Appendix 3;**
- 6) This report be shared with each Policy and Performance Board, in order to ensure they have a full appreciation of the councilwide financial position, in addition to their specific areas of responsibility.**

## **3.0 SUPPORTING INFORMATION**

### **Revenue Spending**

3.1 Appendix 1 presents a summary of spending against the operational revenue budget up to 30 November 2024 and Appendix 2 provides detailed figures for each individual Department. In overall terms, net Council

spending as at 30 November 2024 is £14.246m over budget. The outturn forecast for the year estimates that net spending will be over budget by £20.757m if no corrective action is taken.

- 3.2 The forecast outturn overspend has increased by approximately £100,000 from the amount reported on 14 November 2024. Whilst this is only a marginal increase, there has been significant movement within individual directorates' outturn positions. Further information regarding significant departmental variances is included within the report and departmental figures are included in Appendices 1 and 2.
- 3.3 The forecast position continues to be of great concern, as there is no evidence of a reduction in overall spending across the Council. In order to address the situation, financial focus workshops led by the Chief Executive are taking place with each Directorate's senior leadership team on a monthly basis. These workshops are looking for urgent ways to reduce or stop spending, or generate income. The aim is that initiatives identified in these workshops will help reduce the overall forecast overspend position for the year.
- 3.4 It is certain that available reserves will not be sufficient to cover the forecast overspend for the year. Therefore, on 04 December 2024 Council approved an application to the Ministry of Housing, Communities & Local Government (MHCLG) for Exceptional Financial Support (EFS). The Government's EFS arrangement provides councils with exceptional permission to capitalise annual revenue costs and fund them from long term borrowing (usually over 25 years) from the Public Works Loans Board (PWLb). EFS provides permission to borrow and does not provide grant funding. The Council submitted a draft EFS application on 13 December 2024. The application will be updated based on the information within this report and also following clarification of the 2025/26 provisional grant settlement.
- 3.5 The Council's available useable reserves (general and earmarked) total £11.484m. This is well below that required to help provide a balanced budget position given the forecast outturn overspend. Further detail on reserves is provided at paragraph 3.19.
- 3.6 The forecast outturn figures reflect a prudent yet realistic view of spend and income levels through to the end of the year. Work will continue to update the financial position as more information becomes available. Included within the forecast position is the 2024/25 pay award which was paid in November 2024.
- 3.7 The largest pressure on the Council's budget continues to be within the Children & Families Department, where net spend for the year is forecast to be £8.311m (16.5%) above 2023/24 actual spend. There continue to be significant cost pressures within the forecast relating to staffing costs, residential placements, and out of borough foster care.
- 3.8 On 24 October 2024 the Board approved additional revenue funding of £4.2m per year, to help develop a programme around the stabilisation and

redesign of Children's Social Care, following the Ofsted review. This investment is focused upon proactive early intervention and prevention systems. It is envisaged that this investment will help control and reduce costs within Children's Social Care over the next few years, and these cost reductions will be built into future year budget targets.

- 3.9 The use and cost of agency staff continues to be one of the main contributing factors to the overspend position for the year. This is mostly evident within the Children & Families Department and the Council's in-house Care Homes. Initiatives and support from the Transformation Programme are ongoing to reduce reliance upon agency staff.
- 3.10 Analysis of agency spend for the year, together with comparative analysis of 2023/24 costs, is included in the table below. Note information for Q3 only includes data for two months, October and November.

	2024/25				2023/24
	Q1 £'000	Q2 £'000	Q3 to Date £'000	Total £'000	Total £'000
Adult Social Care	1,341	1,656	806	3,803	5,927
Chief Executives Delivery Unit	132	179	154	465	0
Children & Family Services	1,283	1,432	940	3,655	6,157
Community & Greenspace	116	129	68	313	336
Economy, Enterprise & Property	86	105	78	269	343
Education, Inclusion & Provision	99	78	36	213	393
Finance	14	42	24	80	56
Legal & Democratic Services	253	274	137	664	814
Planning & Transportation	94	85	15	194	206
Public Health & Public Protection	11	10	1	22	21
<b>Total</b>	<b>3,429</b>	<b>3,990</b>	<b>2,259</b>	<b>9,678</b>	<b>14,253</b>

- 3.11 Within the approved budget for the year is a £4m savings target against the Transformation Programme. To date budget savings of £0.129m have been identified against this target. In addition, the Transformation Delivery Unit (TDU) have identified cost reductions and cost avoidance measures, although these will not lead to an overall reduction in the budgeted target. Progress against transformation savings is reported monthly to the Transformation Programme Board.
- 3.12 The forecast overspend is significantly above that which has been recorded in recent years. Whilst the current year net budget for the Council has increased by £7.7m (5.45%), this is well below the forecast increase in net costs, currently estimated as an increase of £22.952m (15.5%).

### Revenue - Operational Spending

- 3.13 Operational net spending for the first eight months of the year is higher than the budget to date by £14.246m. Based on current forecasts it is estimated net spend will be over budget for the year by £20.757m if no further corrective action is taken.

3.14 Within the overall budget forecast position for the quarter, the key budget variances are as follows;

(i) **Children and Families Department**

The overall forecast financial position at the end of 2024/25 has reduced by £0.631m since last reported at 30 September 2024.

Significant investment as part of a Children's Social Care improvement plan and redesign of the service, has been provided to support the improvement journey. Although, there has been a reduction in forecast overspend, It is important to recognise that the level of spend across the service remains a similar level. The reduction in forecast overspend is primarily due to the increased funding provided, as well as some reductions in other areas.

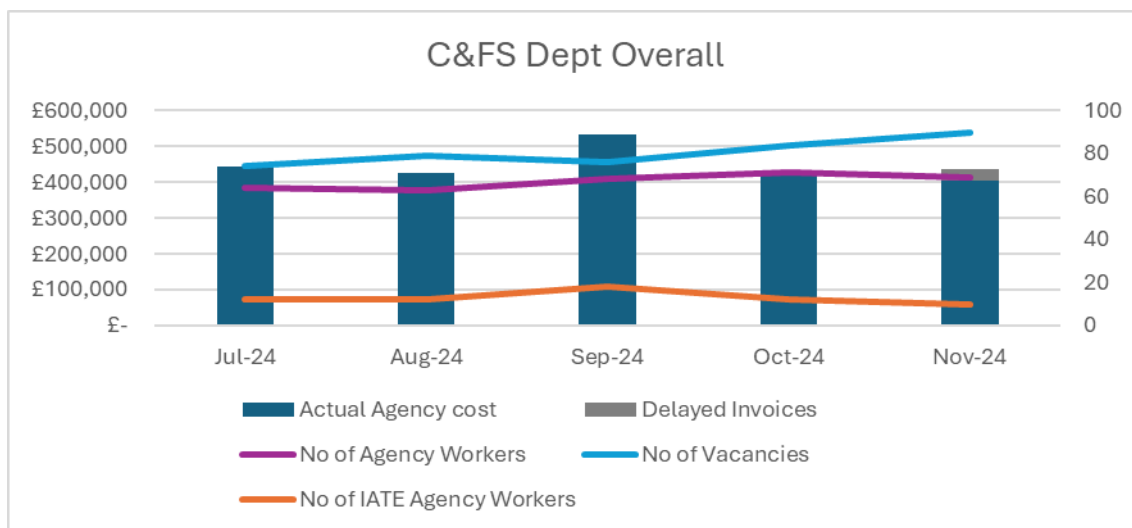
The Children's and Families Department forecast overspend continues to be an area of serious concern and the issues remain the same. These include the difficulty with recruitment of social workers and the subsequent high cost of agency staff, along with spiralling costs of residential placements. This has been an ongoing problem for a number of years.

**Employee Expenditure**

Employee costs are forecast to be over budget profile at the end of financial year 2024/25 by £2.618m, a reduction of £0.438m compared to the end of September 2024.

The reduction mainly relates to the approved additional investment within Children's Services which has resulted in the establishment of 33 new roles across the Department. Agency staff that were previously in addition to the establishment (IATE) are no longer considered as IATE. Additional in-year budget of £0.370m (funded from contingency) has been provided for some of the newly established posts which has helped reduce the overspend position.

The chart below analyses agency costs for the period April to November, for the Children and Families Department. These are based upon the period worked, the number of agency staff where an invoice has been received for each period, the number of vacancies, and the number of staff who are currently in addition to the establishment (IATE).



## Residential Care

Out of Borough Residential Care costs continue to be the main budget pressure for the Children and Families Department, as the costs of residential care have continued to escalate year-on-year. The numbers of young people in residential placements remains high, complexity of care is increasing, and the cost of placements is rising significantly.

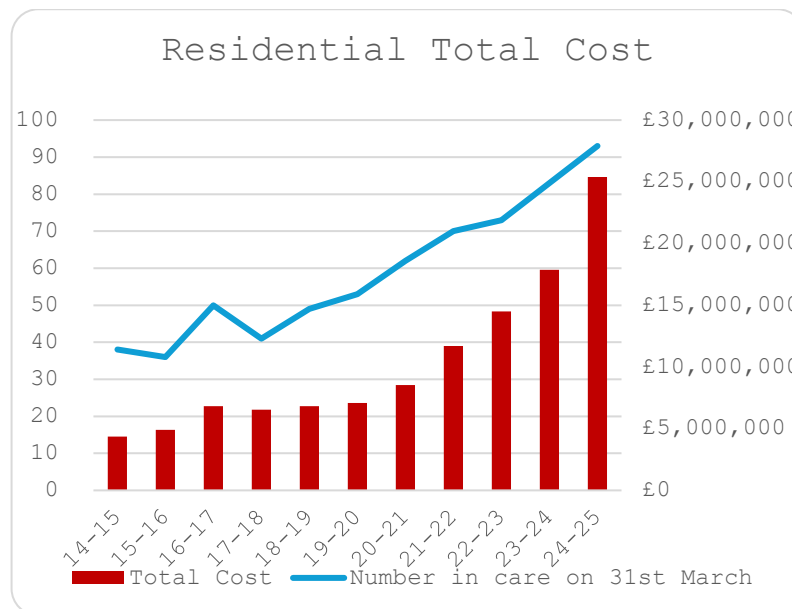
Provision	Weekly Costs	30-Nov-24		30-Sep-24	
		No. Placed	Estimated cost for the year	No. Placed	Estimated cost for the year
Residential	£1000 - £3000	4	476,360	3	425,275
Residential	£3001 - £5000	25	4,956,870	26	5,642,774
Residential	£5001 - £7000	26	7,413,389	27	7,989,196
Residential	£7001 - £15982	17	9,291,964	14	8,215,999
Secure	£6397 - £8137				
Leaving Care	£443 - £7175	14	2,341,056	18	2,643,101
Parent & Child	£2000 - £5500	7	913,562	6	715,298
<b>Total:</b>		<b>93</b>	<b>25,393,201</b>	<b>94</b>	<b>25,631,643</b>

The forecast overspend at the end of financial year is £7.194m for residential placements, which is a reduction of £0.200m since last reported.

Overall the cost of packages is increasing due to the complexity of support the young people require, as well as inflationary package cost increases. This is a national issue and market factors such as low supply and high demand have resulted in the costs of residential care packages rising significantly over the past year in particular, meaning that the level of spend is unsustainable at the current rate.

A number of initiatives are taking place to try and address the issue, including the operation of a High Cost Placement Panel, where high cost packages are individually scrutinised to ensure the placement is correct for the young person’s needs and is provided at the best available cost.

The graph below illustrates the rising costs of Residential Care, for consistency this does not include the costs of Unaccompanied Asylum-Seeking Children (UASC) as these costs were not included in previous years.



(ii) **Adult Social Care Directorate**

Community Care

At the end of November 2024 expenditure on Community Care services is over budget profile by £1.569m. It is anticipated that at the end of the financial year it will be overspent by £2.951m. This is an increase of £0.518k from the previous forecast reported at the end of September. Note the September forecast was based upon August figures, hence this increase is over three months.

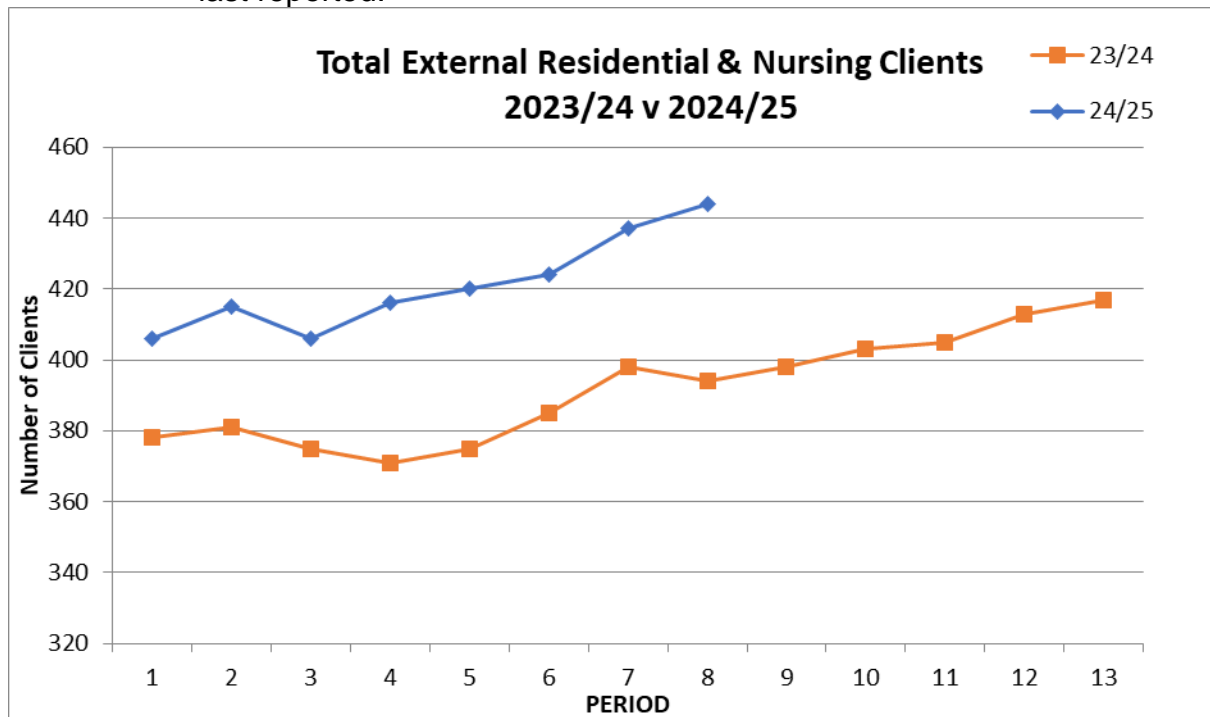
Residential & Nursing Care

There are currently 444 residents in permanent external residential/nursing care as at the end of November 2024 compared to 406 in April, an increase of 9.3%. Compared to the 2023/24 average of 390 this is an increase of 13.8%. The average cost of a package of care since April 2024 has increased from £866 to £873 a slight increase of 0.8%. Based on this average cost the 24 additional service users from August to November will cost approximately £0.491m to year-end. In addition, there are 92 residents placed within the Council’s in-house care homes.



The graph below illustrates the demand for permanent placements.

However, it is not only permanent placements that are increasing, as short-stay placements are also increasing fuelled by Pathway 3 Discharge to Assess. Health provide funding for four weeks, but generally when this funding ends the cost falls to the Council. Very few residents tend to qualify for Continuing Healthcare funding from Health. Short-stay placements have increased by £0.183m since last reported.



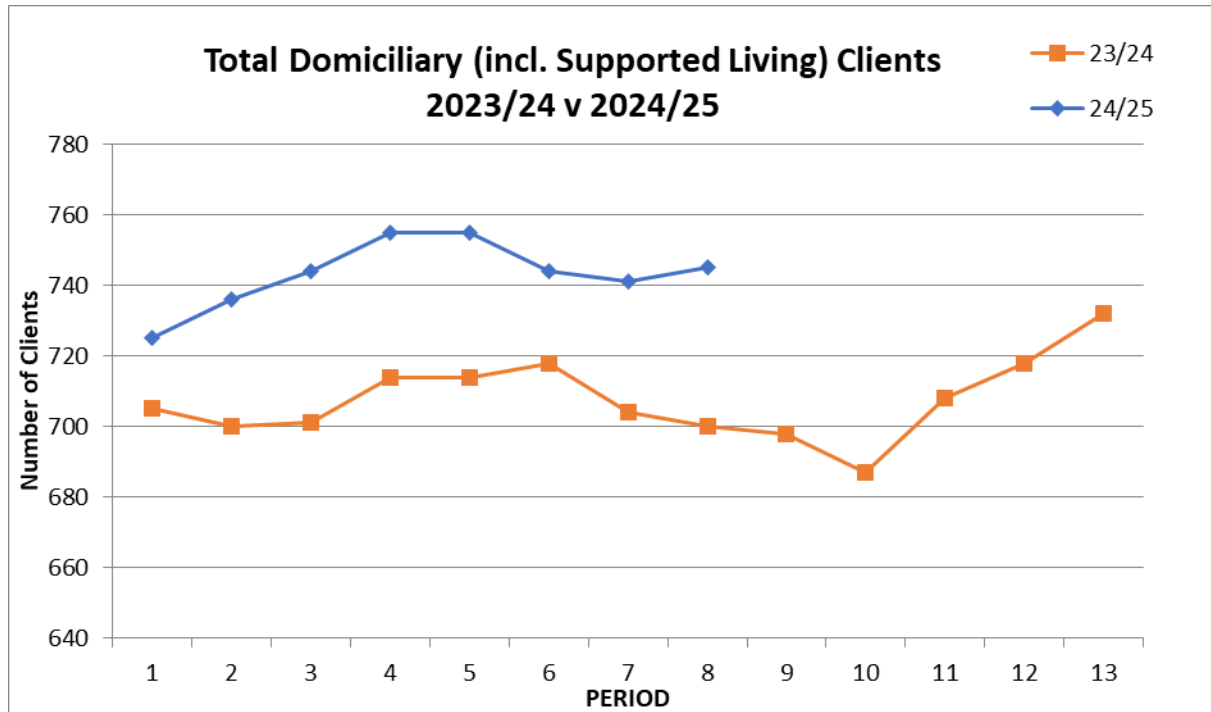
There are 25 external packages which charge top-up amounts currently costing £4,138 per week. The full year forecast spend is circa £0.159m.

Extra 1 to 1 hours in external care homes currently cost £8,339 per week and the forecast to year end for this is circa £0.492m. This is for 18 individuals to date. Last year 20 individuals received 1 to 1 care at a total cost of £0.255m. This suggests that either people are receiving more hours of care, or the rate is higher than last year.

#### Domiciliary Care & Supported Living

There are currently 745 service users receiving a package of care at home compared to 755 in August, a slight decrease of 1.3%. However, the average number of service users during 2023/24 was 707, so there has been an increase of 5.3% demonstrating that demand for the service has increased this financial year. The average cost of a package of care has increased by 3.5%, from £515 to £533.

The graph below illustrates the demand for the service from April 2023 to date.



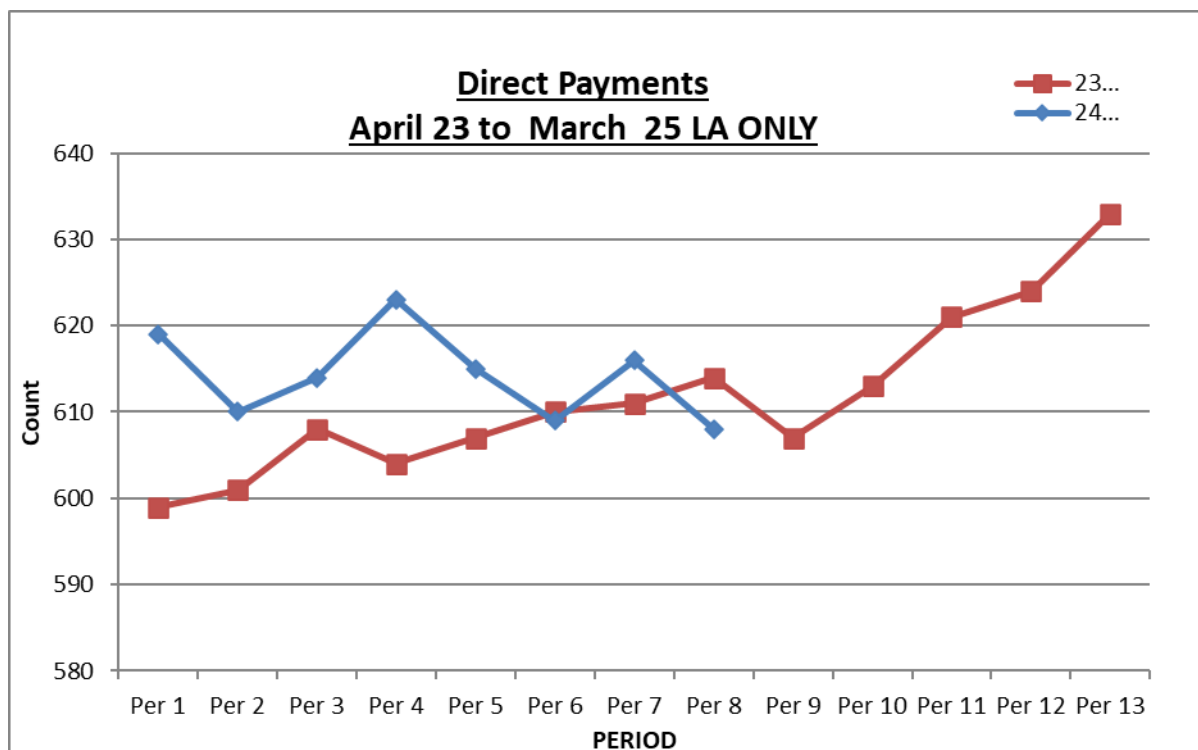
The average cost of a package of care is currently £533 compared with £491 in April, an increase of 8.6%.

#### Direct Payments

In November 2024, 608 clients received a Direct Payment (DP) compared with 619 in April 2024, a very slight decrease of 1.7%. However, the average number of DP's in 2023/24 was 591, therefore, there has been an increase of 2.8% on last year's average.

The average cost of a package of care has decreased since April 2024 from £529 to £472 in November 2024, a reduction of 10.7%.

The forecast position for Direct Payments assumes an amount of £1.4m will be recovered from users, following the ongoing audit process to seek assurance that the DP is spent in line with their care and support needs. Variations to the amount recovered will directly affect the forecast.



### **Care Homes**

The spend to 30 November 2024 across the Division is over budget profile by £0.873m. The forecast for the end of 2024/25 financial year is an estimated outturn position of £1.245m over budget. This is assuming the level of agency staffing continues at a similar rate and includes higher spend assumptions later in the financial year due to winter pressures surrounding staffing and utilities.

Recruitment of staff is a continued pressure across the care homes, where there remains a high number of staff vacancies. A proactive rolling recruitment exercise is ongoing, supported by HR.

Due to pressures with recruitment and retention in the sector, heavy reliance is being placed on overtime and expensive agency staff to support the care homes. At the end of November 2024 total agency spend across the care homes reached £2.383m, the cost of which has partially been offset by staff vacancies.

### **(iii) Education, Inclusion and Provision**

Schools Transport is the main budget pressure for the Education, Inclusion and Provision Department. The Council has a statutory responsibility to provide Special Educational Needs (SEN) pupils with transport. This is split into two main areas of SEN pupils attending In-Borough and Out-of-Borough Schools.

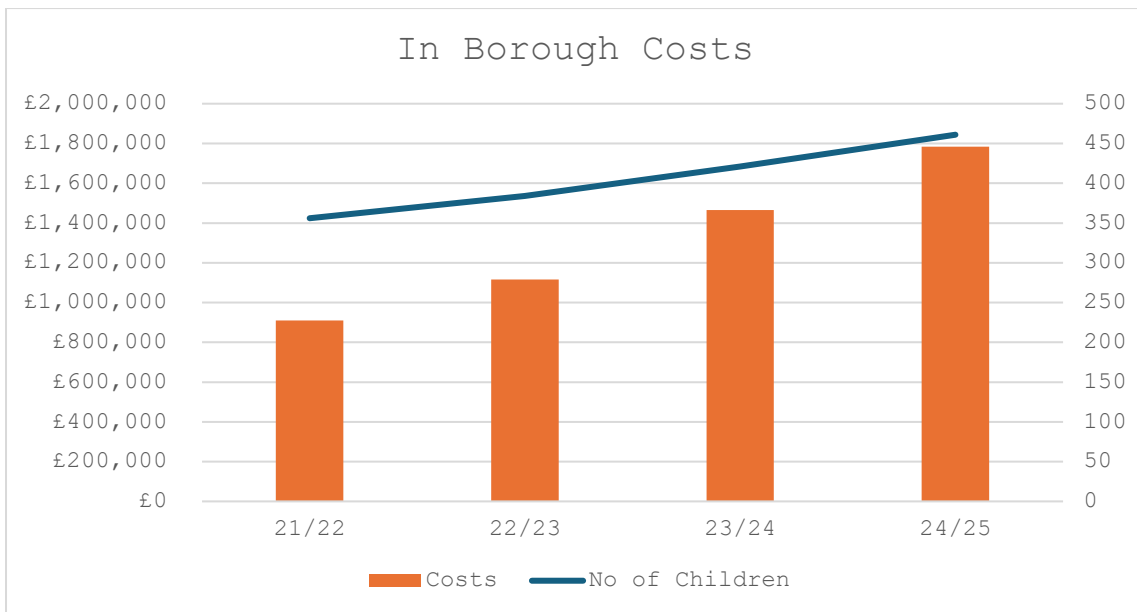
The table below illustrates the split between the two areas, and how each areas spend compares to the budget.

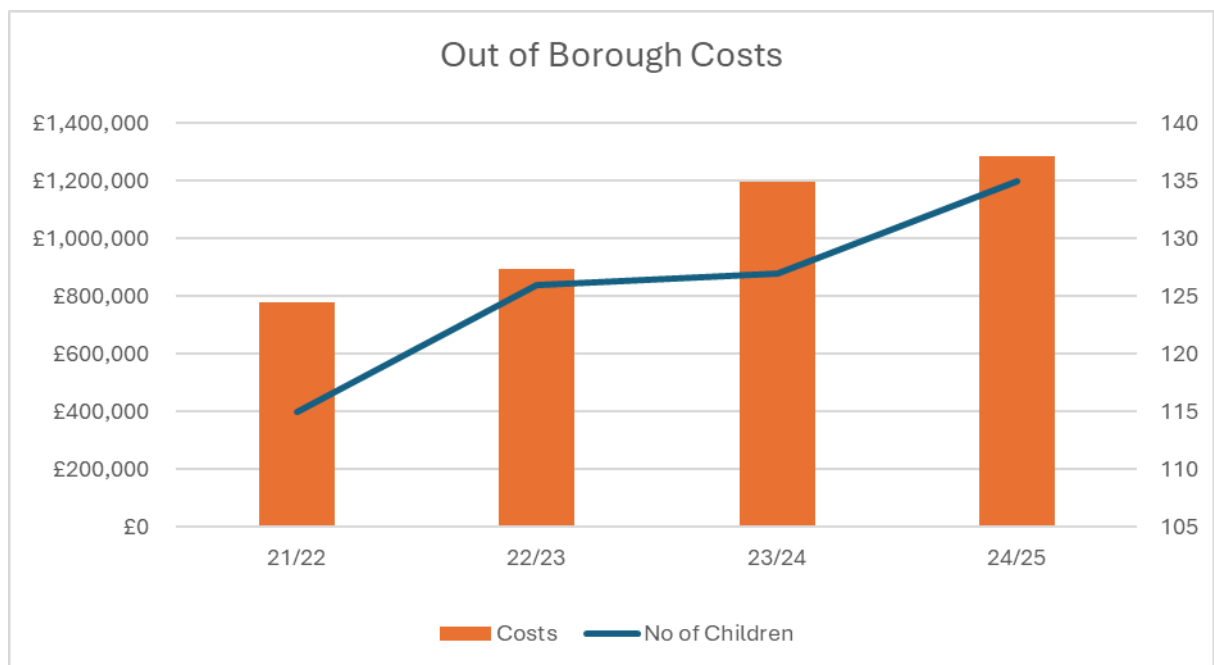
2024-25 as at Nov-24					
Area	Number of Users	Budget £000	Projected Spend £000	Variance £000	Average Cost per User
In Borough	461	1,826	1,783	43	£3,869
Out of Borough	135	489	1,286	(797)	£9,528
<b>Total</b>	<b>596</b>	<b>2,315</b>	<b>3,070</b>	<b>(754)</b>	

There are currently 596 service users, the majority of which attend schools within the Borough. The Out-of-Borough overspend has increased since the end of September 2024, to £0.852m.

During the current Academic year, it is anticipated that these figures will continue to rise, based upon historic information. The demand for the School Transport Service continues to increase in line with the increasing number of pupils with SEN within the Borough.

The graphs below show the trend in the number of SEN children using this service and the associated costs.





A further pressure on the departmental budget for the year relates to Psychology and SEN Assessment services provided to schools. For a number of years these costs have been funded by the Dedicated Schools Grant (DSG). The Department for Education have recently advised that these costs cannot be DSG funded as they are outside of scope in meeting the grant conditions. It is therefore currently assumed this cost will fall upon the Council's budget at a cost of £0.860m, until at such time other sources of funding are found.

#### (iv) **ICT Department**

At the end of the 2024/25 financial year it is forecasted that the ICT and Administration Department will be over the approved budget profile by £0.657m.

The main pressures faced by the ICT and Administration Department is in relation to the IT infrastructure, with the move to Microsoft 365, staff have been able to utilise much more efficient hardware. However, the software utilised by the new hardware is at a premium and will be a continuous pressure the Council will need to react to as prices fluctuate.

#### (v) **Community and Greenspaces Department**

The net departmental expenditure is forecast to be £0.616m under budget at the end of the 2024/25 financial year. This is an improved position from the expected £0.395m forecasted previously.

The largest contributor to the underspend is in relation to spend on Employees, which is currently forecast to be £1.012m under the approved budget profile by the end of the financial year. There are several restructures taking place across the Department, therefore,

in order to facilitate these a number of posts are currently being held vacant until the new structure is implemented. The most notable of these being the new structure being implemented when the new Halton Leisure Centre opens.

### Collection Fund

- 3.15 The council tax collection rate through to the end of November 2024 is 71.43% which is 0.14% lower than the collection rate at the same point last year.

Debt relating to previous years continues to be collected, and the Council utilises powers through charging orders and attachment to earnings/benefits to secure debts. £1.811m (10.28%) has so far been collected this year in relation to previous years' debt.

- 3.16 Business rate collection through to the end of November 2024 is 76.03% which is 2.39% higher than the collection rate at the same point last year.

£1.694m has so far been collected this year in relation to previous years' debt.

### Review of Reserves

- 3.17 As at 30 November 2024 the Council's General Reserve is unchanged from the previous period at £5.149m, which represents 3.44% of the Council's 2024/25 net budget. This is considered to be a minimum level.

- 3.18 There is a regular review of earmarked reserves undertaken to determine whether they can be released in part or in full to assist with funding the Council's current financial challenges, recognising that this only provides one-year funding solutions.

### Reserves Summary

- 3.19 A summary breakdown of the Council's reserves is presented in the table below, showing the balance of reserves as at 30 November 2024.

<b>Summary of General and Earmarked Reserves</b>	
<b>Reserve</b>	<b>Reserve Value £m</b>
<b>Corporate:</b>	
General Fund	5.149
Transformation Fund	6.355
Capital Reserve	0.499
Insurance Reserve	1.000
<b>Specific Projects:</b>	
Adult Social Care	0.507
Fleet Replacement	0.418
Highways Feasibility Costs	0.102
Local Development Framework	0.494

Community & Environment	0.253
Mersey Valley Golf Club	0.483
Mersey Gateway	27.222
Various Other	0.554
<b>Grants:</b>	
Building Schools for the Future	6.529
Public Health	1.881
Supporting Families Performance Payments	0.534
Children's & Education	0.741
Domestic Abuse	1.186
Enterprise & Employment	0.115
Various Other	0.766
<b>Total Earmarked Reserves</b>	<b>54.788</b>

- 3.20 Held within the Transformation Reserve is £6.355m, set aside to help fund future balanced budgets, fund overspends, and meet a range of potential spending commitments in future years associated with delivering the Transformation Programme.
- 3.21 The above table shows the diminishing level of reserves available to assist with funding any future budget overspends and balancing future budgets. Only the £11.484m of the General Fund and Transformation Reserve could now be used for these purposes, as all remaining reserves are committed for specific purposes. Use of these reserves will help contribute towards reducing the Council's overall forecast overspend position and mitigate against the level of Exceptional Financial Support required.

### **Capital Spending**

- 3.22 Council approved the 2024/25 Capital Programme on 6 March 2024. Since then the capital programme has been revised to reflect a number of changes in spending profiles and funding as schemes have developed. Appendix 3 brings all the separate elements together and report on the Council's total planned capital programme expenditure over the next three years. The schemes which have been revised within the programme are as follows:
- a. Family Hubs & Start for Life
  - b. Joint Funding RSL Adaptations
  - c. Madeline McKenna Refurbishment
  - d. Runcorn Station Quarter
  - e. Mersey Gateway Handback Land
- 3.23 Capital spending at 30 November 2024 totalled £26.1m, which represents 37.5% of the total Capital Programme of £69.6m (which assumes a 20% slippage between years).

## **Approved Savings**

- 3.24 On 02 February 2023, Council approved savings proposals against the budget for the three year period 01 April 2023 to 31 March 2026. Appendix 4 lists those savings covering 2024/25 and 2025/26, together with RAG rated information on progress to date with developing and implementing the target savings.

## **4.0 CONCLUSIONS**

- 4.1 As at 30 November 2024, net revenue spend is forecast to be £20.757m over the budget for the year.
- 4.2 It is clear that Council reserves alone will not be sufficient to fund this pressure. As a result of this position and future budget challenges, the Council has applied to Government for Exceptional Financial Support (EFS).
- 4.3 Departments should continue to ensure that all spending continues to be limited to only what is absolutely essential throughout the remainder of the year, to ensure that the forecast outturn overspend is minimised as far as possible and future spending is brought in line with budget. This will assist with minimising the ongoing cost of EFS borrowing.

## **5.0 POLICY IMPLICATIONS**

- 5.1 None.

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

### **6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence**

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

### **6.2 Building a Strong, Sustainable Local Economy**

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

### **6.3 Supporting Children, Young People and Families**

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

### **6.4 Tackling Inequality and Helping Those Who Are Most In Need**

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



**6.5 Working Towards a Greener Future**

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

**6.6 Valuing and Appreciating Halton and Our Community**

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

**7.0 RISK ANALYSIS**

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

7.2 A budget risk register of significant financial risks has been prepared and is included at Appendix 5.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 None.

**9.0 CLIMATE CHANGE IMPLICATIONS**

9.1 None

**10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1072**

10.1 There are no background papers under the meaning of the Act



Summary of Revenue Spending to 30 November 2024

APPENDIX 1

Directorate / Department	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (Overspend) £'000	November 2024 Forecast Outturn (o'spend) £'000	September 2024 Forecast Outturn (o'spend) £'000
Adult Social Care	22,806	15,080	15,367	(287)	(456)	(335)
Care Homes	9,989	6,519	7,392	(873)	(1,245)	(1,198)
Community Care	16,460	12,980	14,549	(1,569)	(2,951)	(2,433)
Complex Care Pool	10,704	1,972	1,660	312	234	308
<b>Adults Directorate</b>	<b>59,959</b>	<b>36,551</b>	<b>38,968</b>	<b>(2,417)</b>	<b>(4,418)</b>	<b>(3,658)</b>
Finance	5,030	6,099	6,156	(57)	(162)	369
Legal & Democratic Services	-618	-360	447	(807)	(1,137)	(976)
ICT & Support Services	2,279	886	1,308	(422)	(657)	(588)
Chief Executives Delivery Unit	1,169	595	602	(7)	(14)	(63)
<b>Chief Executives Directorate</b>	<b>7,860</b>	<b>7,220</b>	<b>8,513</b>	<b>(1,293)</b>	<b>(1,970)</b>	<b>(1,258)</b>
Children & Families	38,745	21,153	29,602	(8,449)	(11,702)	(12,333)
Education, Inclusion & Provision	9,771	4,802	5,908	(1,106)	(1,598)	(1,642)
<b>Children's Directorate</b>	<b>48,516</b>	<b>25,955</b>	<b>35,510</b>	<b>(9,555)</b>	<b>(13,300)</b>	<b>(13,975)</b>
Community & Greenspace	25,370	15,065	14,840	225	616	395
Economy, Enterprise & Property	2,335	923	815	108	123	30
Planning & Transportation	8,405	4,099	3,545	554	528	102
<b>Environment &amp; Regeneration Directorate</b>	<b>36,110</b>	<b>20,087</b>	<b>19,200</b>	<b>887</b>	<b>1,267</b>	<b>527</b>
Corporate & Democracy	-4,240	-3,659	-1,721	(1,938)	(2,418)	(2,380)
Public Health Directorate	1,291	-962	-1,032	70	82	102
<b>Total Operational Net Spend</b>	<b>149,496</b>	<b>85,192</b>	<b>99,438</b>	<b>(14,246)</b>	<b>(20,757)</b>	<b>(20,642)</b>



## Adult Social Care

## APPENDIX 2

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	17,559	11,684	10,956	728	1,092
Agency- Covering Vacancies	0	0	796	(796)	(1,194)
Premises	482	360	334	26	40
Supplies & Services	637	452	588	(136)	(180)
Aids & Adaptations	37	25	34	(9)	(14)
Transport	242	161	245	(84)	(130)
Food & Drink Provisions	211	142	123	19	29
Supported Accommodation and Services	1,385	923	828	95	150
Emergency Duty Team	115	0	0	0	0
Transfer To Reserves	269	0	0	0	0
Contracts & SLAs	1,090	738	738	0	0
<b>Housing Solutions Grant Funded Schemes</b>					
Homelessness Prevention	471	150	151	(1)	0
Rough Sleepers Initiative	167	48	46	2	0
Trailblazer	100	50	43	7	0
<b>Total Expenditure</b>	<b>22,765</b>	<b>14,733</b>	<b>14,882</b>	<b>(149)</b>	<b>(207)</b>
<b>Income</b>					
Fees & Charges	-860	-574	-526	(48)	(70)
Sales & Rents Income	-480	-368	-378	10	10
Reimbursements & Grant Income	-2,195	-858	-905	47	47
Capital Salaries	-121	-61	-61	0	0
Transfer from Reseres	-49	-49	-49	0	0
Housing Schemes Income	-731	-731	-735	4	4
<b>Total Income</b>	<b>-4,436</b>	<b>-2,641</b>	<b>-2,654</b>	<b>13</b>	<b>(9)</b>
<b>Net Operational Expenditure</b>	<b>18,329</b>	<b>12,092</b>	<b>12,228</b>	<b>(136)</b>	<b>(216)</b>
<b>Recharges</b>					
Premises Support	529	353	353	0	0
Transport Support	582	402	553	(151)	(240)
Central Support	3,465	2,308	2,308	0	0
Asset Rental Support	13	0	0	0	0
Recharge Income	-112	-75	-75	0	0
<b>Net Total Recharges</b>	<b>4,477</b>	<b>2,988</b>	<b>3,139</b>	<b>(151)</b>	<b>(240)</b>
<b>Net Departmental Expenditure</b>	<b>22,806</b>	<b>15,080</b>	<b>15,367</b>	<b>(287)</b>	<b>(456)</b>

## Care Homes

	Annual Budget £'000	Budget to Date £'000	Actual Spend £'000	Variance (Overspend) £'000	Forecast Outturn £'000
<b>Expenditure</b>					
<b><u>Madeline Mckenna</u></b>					
Employees	698	466	443	23	28
Agency - covering vacancies	0	0	87	(87)	(150)
Other Premises	101	65	65	0	(2)
Supplies & Services	20	10	17	(7)	(6)
Food Provison	48	28	33	(5)	(1)
<b>Total Madeline Mckenna Expenditure</b>	<b>867</b>	<b>569</b>	<b>645</b>	<b>(76)</b>	<b>(131)</b>
<b><u>Millbrow</u></b>					
Employees	2,057	1,271	853	418	782
Agency - covering vacancies	3	3	656	(653)	(1,077)
Other Premises	129	89	101	(12)	(35)
Supplies & Services	61	36	71	(35)	(36)
Food Provison	78	33	39	(6)	1
<b>Total Millbrow Expenditure</b>	<b>2,328</b>	<b>1,432</b>	<b>1,720</b>	<b>(288)</b>	<b>(365)</b>
<b><u>St Luke's</u></b>					
Employees	2,884	1,922	1,420	502	740
Agency - covering vacancies	250	250	931	(681)	(1,042)
Premises	172	104	164	(60)	(86)
Supplies & Services	60	33	64	(31)	(35)
Reimbursement & Grant Income	-103	-103	-103	0	0
Client Income	-44	-44	-44	0	0
Food Provison	120	80	88	(8)	(9)
<b>Total St Luke's Expenditure</b>	<b>3,339</b>	<b>2,242</b>	<b>2,520</b>	<b>(278)</b>	<b>(432)</b>
<b><u>St Patrick's</u></b>					
Employees	1,838	1,225	813	412	612
Agency - covering vacancies	42	42	709	(667)	(1,007)
Other Premises	157	95	95	0	(10)
Supplies & Services	64	38	37	1	5
Food Provison	122	82	70	12	14
Reimbursement & Grant Income	-21	-21	-21	0	0
<b>Total St Patrick's Expenditure</b>	<b>2,202</b>	<b>1,461</b>	<b>1,703</b>	<b>(242)</b>	<b>(386)</b>
<b><u>Care Homes Divison Management</u></b>					
Employees	306	184	170	14	73
Supplies & Services	0	0	3	(3)	(4)
<b>Care Home Divison Management</b>	<b>306</b>	<b>184</b>	<b>173</b>	<b>11</b>	<b>69</b>
<b>Net Operational Expenditure</b>	<b>9,042</b>	<b>5,888</b>	<b>6,761</b>	<b>(873)</b>	<b>(1,245)</b>
<b><u>Recharges</u></b>					
Premises Support	264	176	176	0	0
Transport Support	0	0	0	0	0
Central Support	683	455	455	0	0
Asset Rental Support	0	0	0	0	0
Recharge Income	0	0	0	0	0
<b>Net Total Recharges</b>	<b>947</b>	<b>631</b>	<b>631</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>9,989</b>	<b>6,519</b>	<b>7,392</b>	<b>(873)</b>	<b>(1,245)</b>

## Community Care

	Annual Budget £'000	Budget to Date £'000	Actual Spend £'000	Variance (Overspend) £'000	Forecast Outturn £'000
<b>Expenditure</b>					
Residential & Nursing	13,715	9,941	11,428	(1,487)	(2,503)
Domiciliary Care & Supported living	12,890	8,564	8,574	(10)	(17)
Direct Payments	14,125	9,838	10,063	(225)	(570)
Day Care	648	377	366	11	19
<b>Total Expenditure</b>	<b>41,378</b>	<b>28,720</b>	<b>30,431</b>	<b>(1,711)</b>	<b>(3,071)</b>
<b>Income</b>					
Residential & Nursing Income	-13,138	-8,457	-8,039	(418)	88
Community Care Income	-2,270	-1,364	-1,459	95	35
Direct Payments Income	-1,014	-521	-624	103	8
Income from other CCGs	-466	-34	-396	362	0
Market sustainability & Improvement Grant	-2,796	-1,864	-1,864	0	0
Adult Social Care Support Grant	-5,167	-3,445	-3,445	0	0
War Pension Disregard Grant	-67	-55	-55	0	(11)
<b>Total Income</b>	<b>-24,918</b>	<b>-15,740</b>	<b>-15,882</b>	<b>142</b>	<b>120</b>
<b>Net Operational Expenditure</b>	<b>16,460</b>	<b>12,980</b>	<b>14,549</b>	<b>(1,569)</b>	<b>(2,951)</b>

## Complex Care Pool

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Intermediate Care Services	5,220	3,087	3,243	(156)	(234)
Oakmeadow	1,831	1,192	1,259	(67)	(100)
Community Home Care First	2,111	1,196	1,124	72	107
Joint Equipment Store	871	553	553	0	0
Development Fund	191	77	0	77	115
Contracts & SLA's	3,171	586	586	0	0
Inglenook	127	85	66	19	28
HICafs	3,703	2,026	1,744	282	423
Carers Breaks	494	303	226	77	115
Carers centre	371	357	342	15	23
Residential Care	7,225	3,629	3,629	0	0
Domiciliary Care & Supported Living	4,227	2,113	2,113	0	0
Pathway 3/Discharge Access	391	0	0	0	0
HBC Contracts	72	54	58	(4)	(6)
<b>Total Expenditure</b>	<b>30,005</b>	<b>15,258</b>	<b>14,943</b>	<b>315</b>	<b>471</b>
<b>Income</b>					
BCF	-13,484	-8,990	-8,990	0	0
CCG Contribution to Pool	-2,865	-1,910	-1,910	0	0
Oakmeadow Income	-19	-16	-13	(3)	(4)
ASC Discharge Grant Income	-1,631	-1,088	-1,088	0	0
ICB Discharge Grant Income	-1,282	-1,282	-1,282	0	0
Other Income	-20	0	0	0	0
<b>Total Income</b>	<b>-19,301</b>	<b>-13,286</b>	<b>-13,283</b>	<b>(3)</b>	<b>(4)</b>
ICB Contribution Share of Surplus					(233)
<b>Net Operational Expenditure</b>	<b>10,704</b>	<b>1,972</b>	<b>1,660</b>	<b>312</b>	<b>234</b>



## Finance Department

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	6,989	4,664	4,600	64	96
Insurances	975	566	362	204	306
Supplies & Services	417	261	441	(180)	(263)
Rent Allowances	35,500	20,669	20,669	0	0
Concessionary Travel	1,748	556	659	(103)	(154)
LCR Levy	1,748	0	0	0	0
Bad Debt Provision	77	0	97	(97)	(145)
Non HRA Rent Rebates	70	34	29	5	7
Discretionary Social Fund	106	75	11	64	96
Discretionary Housing Payments	300	146	134	12	18
Household Support Fund Expenditure	2,625	2,158	2,158	0	0
<b>Total Expenditure</b>	<b>50,555</b>	<b>29,129</b>	<b>29,160</b>	<b>(31)</b>	<b>(39)</b>
<b>Income</b>					
Fees & Charges	-335	-210	-214	4	6
Burdens Grant	-60	-62	-78	16	24
Dedicated schools Grant	-144	-13	0	(13)	(19)
Council Tax Liability Order	-581	-446	-547	101	152
Business Rates Admin Grant	-157	0	0	0	0
Schools SLAs	-312	-312	-307	(5)	(5)
LCR Reimbursement	-1,748	0	0	0	0
HB Overpayment Debt Recovery	-400	-264	-191	(73)	(109)
Rent Allowances	-34,700	-18,548	-18,287	(261)	(391)
Non HRA Rent Rebate	-70	-47	-49	2	2
Discretionary Housing Payment Grant	-300	-300	-93	(207)	(23)
Housing Benefits Admin Grant	-498	-332	-326	(6)	(9)
Housing Benefits Award Accuracy	0	0	-12	12	12
Universal Credits	-5	-3	0	(3)	(5)
Household Support Fund Grant	-2,625	0	-243	243	0
VEP Grant	0	0	-5	5	5
CCG McMillan Reimbursement	-87	-44	-48	4	5
Reimbursements & Grant Income	-185	-235	-390	155	232
Transfer from Reserves	-7	-7	-7	0	0
<b>Total Income</b>	<b>-42,214</b>	<b>-20,823</b>	<b>-20,797</b>	<b>(26)</b>	<b>(123)</b>
<b>Net Operational Expenditure</b>	<b>8,341</b>	<b>8,306</b>	<b>8,363</b>	<b>(57)</b>	<b>(162)</b>
<b>Recharges</b>					
Premises Support	377	251	251	0	0
Transport Support	0	0	0	0	0
Central Support	2,365	1,577	1,577	0	0
Asset Rental Support	0	0	0	0	0
Recharge Income	-6,053	-4,035	-4,035	0	0
<b>Net Total Recharges</b>	<b>-3,311</b>	<b>-2,207</b>	<b>-2,207</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>5,030</b>	<b>6,099</b>	<b>6,156</b>	<b>(57)</b>	<b>(162)</b>

## Legal Services

	Annual Budget £'000	Budget to Date £'000	Actual Spend £'000	Variance (Overspend) £'000	Forecast Outturn £'000
<b>Expenditure</b>					
Employees	1,511	1,104	1,099	5	7
Agency Related Expenditure	0	0	664	(664)	(914)
Supplies & Services	388	331	294	37	55
Civic Catering & Functions	23	12	4	8	13
Legal Expenses	218	122	281	(159)	(230)
Transport Related Expenditure	11	11	7	4	6
Other Expenditure	0	3	3	0	0
<b>Total Expenditure</b>	<b>2,151</b>	<b>1,583</b>	<b>2,352</b>	<b>(769)</b>	<b>(1,063)</b>
<b>Income</b>					
School SLA's	-98	-78	-77	(1)	(20)
Licence Income	-301	-205	-183	(22)	(33)
Government Grant	-42	-42	-42	0	0
Reimbursement & Other Grants	-164	-164	-164	0	0
Fees & Charges Income	-74	-52	-37	(15)	(21)
Transfer from Reserves	-27	-27	-27	0	0
<b>Total Income</b>	<b>-706</b>	<b>-568</b>	<b>-530</b>	<b>(38)</b>	<b>(74)</b>
<b>Net Operational Expenditure</b>	<b>1,445</b>	<b>1,015</b>	<b>1,822</b>	<b>(807)</b>	<b>(1,137)</b>
<b>Recharges</b>					
Premises Support	53	35	35	0	0
Transport Recharges	0	0	0	0	0
Central Support Recharges	275	184	184	0	0
Asset Rental Support Costs	0	0	0	0	0
Support Recharge Income	-2,391	-1,594	-1,594	0	0
<b>Net Total Recharges</b>	<b>-2,063</b>	<b>-1,375</b>	<b>-1,375</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>-618</b>	<b>-360</b>	<b>447</b>	<b>(807)</b>	<b>(1,137)</b>

## ICT &amp; Support Services Department

	Annual Budget £'000	Budget to Date £'000	Actual Spend £'000	Variance (Overspend) £'000	Forecast Outturn £'000
<b>Expenditure</b>					
Employees	5,596	3,758	3,567	191	286
Supplies & Services	921	625	941	(316)	(475)
Capital Finance	100	67	12	55	80
Computer Repairs & Software	1,725	1,521	1,770	(249)	(374)
Communication Costs	13	0	100	(100)	(164)
Premises	159	101	88	13	19
Transport	3	3	1	2	0
<b>Total Expenditure</b>	<b>8,517</b>	<b>6,075</b>	<b>6,479</b>	<b>(404)</b>	<b>(628)</b>
<b>Income</b>					
Fees & Charges	-1,056	-529	-562	33	50
Schools SLA Income	-646	-599	-561	(38)	(59)
Reimbursements & Grant Income	0	7	20	(13)	(20)
Transfer from Reserves	-148	-148	-148	0	0
<b>Total Income</b>	<b>-1,850</b>	<b>-1,269</b>	<b>-1,251</b>	<b>(18)</b>	<b>(29)</b>
<b>Net Operational Expenditure</b>	<b>6,667</b>	<b>4,806</b>	<b>5,228</b>	<b>(422)</b>	<b>(657)</b>
<b>Recharges</b>					
Premises Support	550	367	367	0	0
Transport Support	19	15	15	0	0
Central Support	2,380	1,587	1,587	0	0
Asset Rental Support	1,494	0	0	0	0
Support Costs Income	-8,831	-5,889	-5,889	0	0
<b>Net Total Recharges</b>	<b>-4,388</b>	<b>-3,920</b>	<b>-3,920</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>2,279</b>	<b>886</b>	<b>1,308</b>	<b>(422)</b>	<b>(657)</b>

## Chief Executives Delivery Unit

	Annual Budget £'000	Budget to Date £'000	Actual Spend £'000	Variance (Overspend) £'000	Forecast Outturn £'000
<b>Expenditure</b>					
Employees	3,304	2,229	2,221	8	12
Employees Training	99	66	63	3	2
Apprenticeship Levy	300	187	193	(6)	(10)
Supplies & Services	391	267	240	27	41
<b>Total Expenditure</b>	<b>4,094</b>	<b>2,749</b>	<b>2,717</b>	<b>32</b>	<b>45</b>
<b>Income</b>					
Fees & Charges	-223	-146	-141	(5)	(8)
Schools SLA Income	-565	-548	-509	(39)	(56)
Transfer from Reserves	0	0	-5	5	5
<b>Total Income</b>	<b>-788</b>	<b>-694</b>	<b>-655</b>	<b>(39)</b>	<b>(59)</b>
<b>Net Operational Expenditure</b>	<b>3,306</b>	<b>2,055</b>	<b>2,062</b>	<b>(7)</b>	<b>(14)</b>
<b>Recharges</b>					
Premises Support	174	116	116	0	0
Transport	0	0	0	0	0
Central Support	1,209	806	806	0	0
Asset Rental Support	53	0	0	0	0
HBC Support Costs Income	-3,573	-2,382	-2,382	0	0
<b>Net Total Recharges</b>	<b>-2,137</b>	<b>-1,460</b>	<b>-1,460</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>1,169</b>	<b>595</b>	<b>602</b>	<b>(7)</b>	<b>(14)</b>

## Children &amp; Families

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	15,544	9,828	11,607	(1,779)	(2,618)
Other Premises	415	199	227	(28)	(24)
Supplies & Services	1,725	1,612	1,966	(354)	(589)
Transport	360	210	176	34	44
Direct Payments	1,097	701	827	(126)	(206)
Commissioned services to Vol Orgs	224	134	134	0	0
Residential Care	17,727	9,509	14,895	(5,386)	(7,194)
Out of Borough Adoption	96	48	0	48	96
Out of Borough Fostering	4,253	2,336	3,051	(715)	(955)
In House Adoption	548	304	253	51	63
Special Guardianship Order	2,510	1,577	1,617	(40)	(59)
In House Foster Carer Placements	2,739	1,738	1,532	206	310
Lavender House Contract Costs	234	141	128	13	15
Home Support & Respite	340	177	224	(47)	(73)
Care Leavers	248	215	295	(80)	(130)
Family Support	53	27	39	(12)	(18)
Contracted services	3	2	2	0	0
Early Years	0	0	0	0	0
Emergency Duty	132	37	72	(35)	(51)
Youth Offending Services	321	124	169	(45)	(73)
Transfer to Reserves	8	0	0	0	0
<b>Total Expenditure</b>	<b>48,577</b>	<b>28,919</b>	<b>37,214</b>	<b>(8,295)</b>	<b>(11,462)</b>
<b>Income</b>					
Fees & Charges	-33	-9	0	(9)	(12)
Sales Income	-4	-3	0	(3)	(5)
Rents	-81	-41	-37	(4)	0
Reimbursement & other Grant Income	-787	-598	-506	(92)	(137)
Transfer from reserve	-82	-82	-82	0	0
Dedicated Schools Grant	-50	0	0	0	0
Government Grants	-10,528	-8,189	-8,143	(46)	(86)
<b>Total Income</b>	<b>-11,565</b>	<b>-8,922</b>	<b>-8,768</b>	<b>(154)</b>	<b>(240)</b>
<b>Net Operational Expenditure</b>	<b>37,012</b>	<b>19,997</b>	<b>28,446</b>	<b>(8,449)</b>	<b>(11,702)</b>
<b>Recharges</b>					
Premises Support	398	266	266	0	0
Transport	16	11	11	0	0
Central Support Recharges	2,274	1,516	1,516	0	0
Asset Rental Support	0	0	0	0	0
Internal Recharge Income	-955	-637	-637	0	0
<b>Net Total Recharges</b>	<b>1,733</b>	<b>1,156</b>	<b>1,156</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>38,745</b>	<b>21,153</b>	<b>29,602</b>	<b>(8,449)</b>	<b>(11,702)</b>

## Education, Inclusion &amp; Provision

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	7,313	4,887	5,108	(221)	(283)
Agency - covering vacancies	0	0	199	(199)	(290)
Agency - addition to establishment	72	48	14	34	58
Premises	14	12	11	1	3
Supplies & Services	4,152	2,676	2,617	59	88
Independent School Fees	9,113	5,618	5,618	0	0
Schools Contingency	225	157	157	0	0
Transport	43	23	30	(7)	(10)
Schools Transport	2,341	1,033	1,536	(503)	(754)
Early Years Payments	10,372	6,995	6,995	0	0
Early Years Pupil Premium	154	94	94	0	0
Commissioned Services	1,719	890	1,090	(200)	(300)
Inter Authority Special Needs	1,175	795	795	0	0
Grants to Voluntary Organisations	182	84	77	7	10
Capital Financing	4,608	2,805	2,805	0	1
<b>Total Expenditure</b>	<b>41,483</b>	<b>26,117</b>	<b>27,146</b>	<b>(1,029)</b>	<b>(1,477)</b>
<b>Income</b>					
Fees & Charges Income	-424	-414	-414	0	(14)
Government Grant Income	-7,747	-5,300	-5,300	0	0
Dedicated Schools Grant	-23,331	-15,554	-15,554	0	0
Inter Authority Income	-366	-216	-216	0	0
Reimbursements & Other Grant Income	-1,779	-1,098	-1,098	0	0
Schools SLA Income	-473	-383	-399	16	24
Transfers from Reserves	-84	0	0	0	0
<b>Total Income</b>	<b>-34,204</b>	<b>-22,965</b>	<b>-22,981</b>	<b>16</b>	<b>10</b>
<b>Net Operational Expenditure</b>	<b>7,279</b>	<b>3,152</b>	<b>4,165</b>	<b>(1,013)</b>	<b>(1,467)</b>
<b>Recharges</b>					
Premises Support	344	229	229	0	0
Transport Support	528	352	445	(93)	(131)
Central Support	1,603	1,069	1,069	0	0
Asset Rental Support	17	0	0	0	0
Recharge Income	0	0	0	0	0
<b>Net Total Recharges</b>	<b>2,492</b>	<b>1,650</b>	<b>1,743</b>	<b>(93)</b>	<b>(131)</b>
<b>Net Departmental Expenditure</b>	<b>9,771</b>	<b>4,802</b>	<b>5,908</b>	<b>(1,106)</b>	<b>(1,598)</b>

## Community &amp; Greenspaces

	Annual Budget £'000	Budget to Date £'000	Actual Spend £'000	Variance (Overspend) £'000	Forecast Outturn £'000
<b>Expenditure</b>					
Employees	17,435	11,470	10,795	675	1,012
Agency - covering vacancies	0	0	149	(149)	(224)
Agency - in addition to establishment	0	0	164	(164)	(246)
Premises	3,455	2,004	2,092	(88)	(90)
Supplies & Services	2,186	1,304	1,381	(77)	(115)
Hired & Contracted Services	623	623	623	0	0
Book Fund	128	96	96	0	0
Food Provisions	388	281	259	22	33
School Meals Food	1,960	972	1,025	(53)	(80)
Transport	117	52	74	(22)	(33)
Other Agency Costs	429	340	340	0	0
Other Expenditure	0	0	63	(63)	(64)
Waste Disposal Contracts	7,002	3,317	3,131	186	279
Grants to Voluntary Organisations	64	44	27	17	26
Grants to Norton Priors	172	172	172	0	0
<b>Total Expenditure</b>	<b>33,959</b>	<b>20,675</b>	<b>20,391</b>	<b>284</b>	<b>498</b>
<b>Income</b>					
Sales Income	-1,373	-991	-973	(18)	(26)
Fees & Charges Income	-5,490	-4,016	-4,122	106	158
Rental Income	-235	-135	-170	35	53
Markets Income	-910	-446	-437	(9)	(12)
Government Grant Income	-1,337	-1,337	-1,337	0	0
Reimbursements & Other Grant Income	-703	-361	-361	0	0
School SLA Income	-1,313	-564	-564	0	0
School Meals Income	-3,598	-1,942	-1,808	(134)	(200)
Internal Fees Income	-322	-135	-177	42	64
Capital Salaries	-173	-90	-34	(56)	(84)
Transfers From Reserves	-15	-15	-15	0	202
<b>Total Income</b>	<b>-15,469</b>	<b>-10,032</b>	<b>-9,998</b>	<b>(34)</b>	<b>155</b>
<b>Net Operational Expenditure</b>	<b>18,490</b>	<b>10,643</b>	<b>10,393</b>	<b>250</b>	<b>653</b>
<b>Recharges</b>					
Premises Support	1,675	1,115	1,116	(1)	0
Transport	2,257	1,491	1,515	(24)	(37)
Central Support	3,897	2,581	2,581	0	0
Asset Rental Support	199	0	0	0	0
HBC Support Costs Income	-1,148	-765	-765	0	0
<b>Net Total Recharges</b>	<b>6,880</b>	<b>4,422</b>	<b>4,447</b>	<b>(25)</b>	<b>(37)</b>
<b>Net Departmental Expenditure</b>	<b>25,370</b>	<b>15,065</b>	<b>14,840</b>	<b>225</b>	<b>616</b>

## Economy, Enterprise &amp; Property

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	5,075	3,558	3,285	273	410
Agency - covering vacancies	0	0	198	(198)	(320)
Repairs & Maintenance	1,706	1,280	1,346	(66)	(99)
Premises	136	119	119	0	0
Energy & Water Costs	1,248	666	617	49	74
NNDR	690	691	660	31	31
Rents	173	94	89	5	7
Economic Regeneration Activities	21	0	0	0	0
Security	544	243	278	(35)	(53)
Supplies & Services	506	387	369	18	27
Supplies & Services - Grant	2,090	302	304	(2)	(3)
Grants to Voluntary Organisations	75	85	86	(1)	(1)
Capital Finance	0	0	0	0	0
Transfer to Reserves	185	186	185	1	1
<b>Total Expenditure</b>	<b>12,449</b>	<b>7,611</b>	<b>7,536</b>	<b>75</b>	<b>74</b>
<b>Income</b>					
Fees & Charges Income	-987	-405	-460	55	83
Rent - Commercial Properties	-872	-524	-511	(13)	(20)
Rent - Investment Properties	-38	-26	-26	0	0
Government Grant	-2,510	-1,157	-1,158	1	1
Reimbursements & Other Grant Income	-193	-403	-400	(3)	(5)
Schools SLA Income	-227	-208	-198	(10)	(15)
Recharges to Capital	-295	-214	-217	3	5
Transfer from Reserves	-1,120	-1,164	-1,164	0	0
<b>Total Income</b>	<b>-6,242</b>	<b>-4,101</b>	<b>-4,134</b>	<b>33</b>	<b>49</b>
<b>Net Operational Expenditure</b>	<b>6,207</b>	<b>3,510</b>	<b>3,402</b>	<b>108</b>	<b>123</b>
<b>Recharges</b>					
Premises Support	2,074	1,382	1,382	0	0
Transport Support	30	18	18	0	0
Central Support	1,947	1,298	1,298	0	0
Asset Rental Support	4	0	0	0	0
Recharge Income	-7,927	-5,285	-5,285	0	0
<b>Net Total Recharges</b>	<b>-3,872</b>	<b>-2,587</b>	<b>-2,587</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>2,335</b>	<b>923</b>	<b>815</b>	<b>108</b>	<b>123</b>



## Planning & Transportation Department

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	5,719	3,796	3,535	261	393
Agency - covering vacancies	110	84	120	(36)	(54)
Agency - in addition to establishment	24	22	68	(46)	(69)
Efficiency Savings	-150	-100	0	(100)	(150)
Premises	193	144	111	33	50
Hired & Contracted Services	59	0	96	(96)	(167)
Planning Appeal Decision	0	0	0	0	(300)
Supplies & Services	144	153	260	(107)	(161)
Street Lighting	1,662	502	494	8	12
Highways Maintenance - Routine & Reactive	1,772	946	1,010	(64)	(97)
Highways Maintenance - Programmed Works	1,908	932	718	214	321
Fleet Transport	1,455	978	908	70	105
Bus Support - Halton Hopper Tickets	23	20	15	5	8
Bus Support	498	569	569	0	0
Agency Related Expenditure	8	7	34	(27)	(27)
Grants to Voluntary Organisations	31	31	31	0	0
NRA Levy	74	73	73	0	2
LCR Levy	1,059	529	529	0	0
Contribution to Reserves	359	359	359	0	0
<b>Total Expenditure</b>	<b>14,948</b>	<b>9,045</b>	<b>8,930</b>	<b>115</b>	<b>(134)</b>
<b>Income</b>					
Sales & Rents Income	-97	-65	-111	46	70
Planning Fees	-826	-546	-350	(196)	(294)
Building Control Fees	-245	-163	-163	0	0
Other Fees & Charges	-908	-596	-910	314	472
Grants & Reimbursements	-206	-121	-121	0	0
Government Grant Income	-240	-253	-253	0	0
Halton Hopper Income	-24	-16	-7	(9)	(13)
Recharge to Capital	-467	-89	-89	0	0
LCR Levy Reimbursement	-1,059	-529	-529	0	0
Contribution from Reserves	-1,036	-1,036	-1,036	0	0
<b>Total Income</b>	<b>-5,108</b>	<b>-3,414</b>	<b>-3,569</b>	<b>155</b>	<b>235</b>
<b>Net Operational Expenditure</b>	<b>9,840</b>	<b>5,631</b>	<b>5,361</b>	<b>270</b>	<b>101</b>
<b>Recharges</b>					
Premises Recharges	560	373	373	0	0
Transport Recharges	749	511	509	2	4
Central Recharges	1,534	1,022	1,022	0	0
Asset Charges	851	0	0	0	0
HBC Support Costs Income	-5,129	-3,438	-3,720	282	423
<b>Net Total Recharges</b>	<b>-1,435</b>	<b>-1,532</b>	<b>-1,816</b>	<b>284</b>	<b>427</b>
<b>Net Departmental Expenditure</b>	<b>8,405</b>	<b>4,099</b>	<b>3,545</b>	<b>554</b>	<b>528</b>

## Corporate &amp; Democracy

	Annual Budget £'000	Budget to Date £'000	Actual Spend £'000	Variance (Overspend) £'000	Forecast Outturn £'000
<b>Expenditure</b>					
Employees	412	275	235	40	0
Contracted Services	39	24	24	0	0
Supplies & Services	119	98	98	0	0
Premises Expenditure	5	5	7	(2)	0
Transport Costs	1	0	8	(8)	(9)
Members Allowances	983	656	659	(3)	0
Interest Payable - Treasury Management	1,341	894	1,305	(411)	(617)
Interest Payable - Other	115	77	143	(66)	(100)
Bank Charges	132	44	158	(114)	(100)
Audit Fees	348	174	15	159	0
Contingency	667	445	0	445	667
Capital Financing	2,288	2	2	0	301
Debt Management Expenses	20	13	3	10	0
Precepts & Levies	240	160	140	20	30
Transformation Efficiency Savings	-4,000	-2,667	0	(2,667)	(3,871)
<b>Total Expenditure</b>	<b>2,710</b>	<b>200</b>	<b>2,797</b>	<b>(2,597)</b>	<b>(3,699)</b>
<b>Income</b>					
Interest Receivable - Treasury Management	-4,152	-2,768	-3,405	637	956
Interest Receivable - Other	-19	-13	-13	0	0
Other Fees & Charges	-158	-99	-58	(41)	(50)
Grants & Reimbursements	-255	-85	-85	0	333
Government Grant Income	-377	-126	-189	63	42
<b>Total Income</b>	<b>-4,961</b>	<b>-3,091</b>	<b>-3,750</b>	<b>659</b>	<b>1,281</b>
<b>Net Operational Expenditure</b>	<b>-2,251</b>	<b>-2,891</b>	<b>-953</b>	<b>(1,938)</b>	<b>(2,418)</b>
<b>Recharges</b>					
Premises Support	21	14	14	0	0
Transport	0	0	0	0	0
Central Support	1,016	711	711	0	0
Asset Rental Support	0	0	0	0	0
HBC Support Costs Income	-3,026	-1,493	-1,493	0	0
<b>Net Total Recharges</b>	<b>-1,989</b>	<b>-768</b>	<b>-768</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>-4,240</b>	<b>-3,659</b>	<b>-1,721</b>	<b>(1,938)</b>	<b>(2,418)</b>

## Public Health

	Annual Budget £'000	Budget to Date £'000	Actual Spend £'000	Variance (Overspend) £'000	Forecast Outturn £'000
<b>Expenditure</b>					
Employees	4,762	3,095	3,085	10	20
Agency - covering vacancies	0	0	22	(22)	0
Premises	6	0	0	0	0
Supplies & Services	485	274	218	56	46
Contracts & SLA's	7,547	4,314	4,288	26	16
Transport	4	3	1	2	0
Transfer to Reserves	19	19	19	0	0
Other Agency	24	24	24	0	0
<b>Total Expenditure</b>	<b>12,847</b>	<b>7,729</b>	<b>7,657</b>	<b>72</b>	<b>82</b>
<b>Income</b>					
Fees & Charges	-102	-124	-121	(3)	0
Reimbursements & Grant Income	-349	-331	-332	1	0
Transfer from Reserves	-820	-65	-65	0	0
Government Grant Income	-12,174	-9,116	-9,116	0	0
<b>Total Income</b>	<b>-13,445</b>	<b>-9,636</b>	<b>-9,634</b>	<b>(2)</b>	<b>0</b>
<b>Net Operational Expenditure</b>	<b>-598</b>	<b>-1,907</b>	<b>-1,977</b>	<b>70</b>	<b>82</b>
<b>Recharges</b>					
Premises Support	149	75	75	0	0
Transport Support	22	11	11	0	0
Central Support	2,387	1,194	1,194	0	0
Asset Rental Support	0	0	0	0	0
Recharge Income	-669	-335	-335	0	0
<b>Net Total Recharges</b>	<b>1,889</b>	<b>945</b>	<b>945</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>1,291</b>	<b>-962</b>	<b>-1,032</b>	<b>70</b>	<b>82</b>



Capital Programme as at 30 November 2024

Appendix 3

Scheme Detail	2024/25 Original Allocation £000	2024/25 Revised Allocation £000	Q1 Spend £000	Q2 Spend £000	Q3 Spend £000	Q4 Spend £000	Total Spend £000	Allocation remaining £000	2025/26 Allocation £000	2026/27 Allocation £000
<b>Childrens Directorate</b>										
Capital Repairs	749.0	749.0	151.0	531.0	50.0		732.0	17.0		
Basic Need Projects	600.8	600.8	0.0	0.0	0.0		0.0	600.8		
SEND capital allocation	3,355.2	3,355.2	178.0	519.0	322.0		1,019.0	2,336.2		
SCA unallocated	255.6	448.0	0.0	0.0	0.0		0.0	448.0		
Family Hubs & Start for Life	53.2	110.4	1.3	54.1	10.0		65.4	45.1		
Childcare Expansion	314.8	314.8	0.0	0.0	0.0		0.0	314.8		
<b>Directorate Total</b>	<b>5,328.6</b>	<b>5,578.2</b>	<b>330.3</b>	<b>1,104.1</b>	<b>382.0</b>	<b>0.0</b>	<b>1,816.4</b>	<b>3,761.9</b>	<b>0.0</b>	<b>0.0</b>
<b>Adults Directorate</b>										
Halton Carers Centre Refurbishment	199.0	0.0	0.0	0.0	0.0		0.0	0.0		
Grants - Disabled Facilities	600.0	1,050.0	353.0	227.0	157.0		737.0	313.0	600.0	600.0
Stair Lifts	270.0	200.0	66.0	23.0	62.0		151.0	49.0	270.0	270.0
Joint Funding RSL Adaptations	270.0	200.0	53.0	24.0	81.0		158.0	42.0	270.0	270.0
Telehealthcare Digital Switchover	0.0	135.0	60.0	0.0	20.0		80.0	55.0		
Oakmeadow & Peelhouse Network Improvements	0.0	40.0	0.0	0.0	0.0		0.0	40.0		
Madeline McKenna Refurbishment	0.0	150.0	9.0	73	2.0		84.0	66.0		
Millbrow Refurbishment	0.0	50.0	26.0	8.0	0.0		34.0	16.0		
St Lukes Care Home	0.0	50.0	10.0	14.0	7.0		31.0	19.0		
St Patricks Care Home	1,200.0	50.0	14.0	16.0	-1.0		29.0	21.0		
<b>Directorate Total</b>	<b>2,539.0</b>	<b>1,925.0</b>	<b>591.0</b>	<b>385.0</b>	<b>328.0</b>	<b>0.0</b>	<b>1,304.0</b>	<b>621.0</b>	<b>1,140.0</b>	<b>1,140.0</b>

## Capital Programme as at 30 November 2024 Continued

Scheme Detail	2024/25 Original Allocation	2024/25 Revised Allocation	Q1 Spend	Q2 Spend	Q3 Spend	Q4 Spend	Total Spend	Allocation remaining	2025/26 Allocation	2026/27 Allocation
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Environment &amp; Regeneration Directorate</b>										
Stadium Minor Works	30.0	30.0	7.9	7.7	0.0		15.6	14.4	30.0	30.0
Halton Leisure Centre	8,997.0	8,997.0	2,030.0	3,045.4	2,205.0		7,280.4	1,716.6		
Children's Playground Equipment	67.8	67.8	1.0	1.0	40.0		42.0	25.8	65.0	65.0
Landfill Tax Credit Schemes	340.0	340.0	0.0	0.0	0.0		0.0	340.0	340.0	340.0
Upton Improvements	13.0	13.0	0.0	0.0	0.0		0.0	13.0		
Crow Wood Park Play Area	12.0	12.0	0.0	0.0	0.0		0.0	12.0		
Open Spaces Schemes	600.0	600.0	130.0	154.4	86.0		370.4	229.6	600.0	600.0
Runcorn Town Park	468.6	468.6	0.0	6.8	0.0		6.8	461.8	280.0	280.0
Spike Island / Wigg Island	1,933.5	1,933.5	2.4	4.4	0.0		6.8	1,926.7		
Pickerings Pasture Cafe	503.0	503.0	0.0	0.0	0.0		0.0	503.0		
Replacement Cremator Widnes	308.0	308.0	0.0	77.3	6.0		83.3	224.7		
Litter Bins	20.0	20.0	0.0	0.0	0.0		0.0	20.0	20.0	20.0
3MG	134.5	134.5	0.0	0.0	0.0		0.0	134.5		
Murdishaw redevelopment	21.2	21.2	5.4	0.0	0.0		5.4	15.8		
Equality Act Improvement Works	293.2	93.2	8.7	17.6	59.6		85.9	7.3	300.0	300.0
Foundary Lane Residential Area	1160.0	1160.0	1.8	464.8	2.3		468.9	691.1		
Town Deal	11352.9	11552.9	174.9	261.8	940.0		1,376.7	10,176.2	7,190.4	
Property Improvements	360.2	460.5	4.3	131.1	286.6		422.0	38.5	200.0	200.0
Runcorn Station Quarter	484.7	76.0	0.0	60.5	15.5		76.0	0.0		
Waterloo Building	0.0	75.0	0.0	0.0	0.0		0.0	75.0		
UK Shared Prosperity Fund	178.2	178.2	0.0	0.0	12.2		12.2	166.0		
Runcorn Waterfront Residential Development	484.7	268.7	8.6	122.9	61.5		193.0	75.7		
Changing Places	24.1	24.1	2.5	0.1	1.6		4.2	19.9		
Sci-tech Daresbury Project Violet	2200.0	2200.0	0.0	0.0	0.0		0.0	2,200.0		
Port of Weston	0.0	3,960.0	0.0	1.3	1.7		3.0	3,957.0		
Kingsway Leisure Centre Demolition	0.0	749.5	0.0	30.7	0.0		30.7	718.8		
Bridge and Highway Maintenance	0.0	2,265.6	280.8	313.0	20.0		613.8	1,651.8		







**Capital Programme as at 30 November 2024 Continued**

Scheme Detail	2024/25 Original Allocation £000	2024/25 Revised Allocation £000	Q1 Spend £000	Q2 Spend £000	Q3 Spend £000	Q4 Spend £000	Total Spend £000	Allocation remaining £000	2025/26 Allocation £000	2026/27 Allocation £000
Runcorn Busway	0.0	0.0	227.4	80.0	371.0		678.4	-678.4		
ATF3 Murdishaw to Whitehouse	0.0	3,000.0	175.3	363.0	497.0		1,035.3	1,964.7		
ATF4 Widnes Town Centre Accessibility	0.0	114.5	0.0	0.0	0.0		0.0	114.5		
A56 Reconstruction (Delph Lane)	0.0	943.7	351.1	0.0	10.0		361.1	582.6		
Dukesfield ATL (Waterloo Bridge)	0.0	0.0	1.1	0.0	0.0		1.1	-1.1		
LCWIP Phase 2 Daresbury	0.0	3,861.7	629.3	56.0	15.0		700.3	3,161.4		
Additional Pothole Funding	0.0	429.1	0.0	0.0	0.0		0.0	429.1		
CRSTS	5,819.4	5,288.6	1,656.0	884.0	2,184.0		4,724.0	564.6		
Street Lighting - Structural Maintenance	1,025.6	1,025.6	0.0	37.0	94.0		131.0	894.6	200.0	200.0
Street Lighting - Upgrades	969.4	969.4	0.0	0.0	0.0		0.0	969.4		
East Runcorn Connectivity	5,851.7	5,851.7	452.5	207.0	810.0		1,469.5	4,382.1	5,851.7	5,851.7
Early Land Acquisition Mersey Gateway	212.4	212.4	0.0	16.4	99.2		115.6	96.8		
VAT										
deposit Jolly Brewer										
Land adj 44 Bower St										
falkirk Ave S106 funds included in sale proceeds for 14-15										
<b>Directorate Total</b>	<b>49,390.3</b>	<b>63,773.5</b>	<b>7,237.7</b>	<b>6,826.1</b>	<b>8,086.6</b>	<b>0.0</b>	<b>22,150.4</b>	<b>41,623.1</b>	<b>16,620.4</b>	<b>8,006.7</b>
<b>Chief Executives Directorate</b>										
IT Rolling Programme	1,026.9	1,026.9	27.7	668.2	12.7		708.6	318.3	700.0	700.0
Halton Smart Microgrid	11,000.0	11,000.0	0.0	0.0	128.0		128.0	10,872.0		
Transformation Programme	3,740.0	3,740.0	0.0	0.0	0.0		0.0	3,740.0	1,000.0	
<b>Directorate Total</b>	<b>15,766.9</b>	<b>15,766.9</b>	<b>27.7</b>	<b>668.2</b>	<b>140.7</b>	<b>0.0</b>	<b>836.6</b>	<b>14,930.3</b>	<b>1,700.0</b>	<b>700.0</b>
<b>Grand Total</b>	<b>73,024.8</b>	<b>87,043.6</b>	<b>8,186.7</b>	<b>8,983.4</b>	<b>8,937.3</b>	<b>0.0</b>	<b>26,107.4</b>	<b>60,936.2</b>	<b>19,460.4</b>	<b>9,846.7</b>

## Progress Against Agreed Savings



## Appendix 4

### Adult Social Care

	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		Current Progress	Comments
				24/25 £'000	25/26 £'000		
ASC1	Housing Solutions	474	Remodel the current service based on good practice evidence from other areas.	0	125		Anticipated to be achieved, currently under review.
ASC2	Telehealthcare	680	Explore alternative funding streams such as Health funding or Disabled Facilities Grants.	170	0		Currently Under Review
			Increase charges / review income.	170	0		Charges were increased by 40% w.e.f. April 2024, so this should be achieved
			Cease the key safe installation service.	15	0		Service still being provided
ASC17/18	Quality Assurance Team	395	Review the activities of the Quality Assurance Team, given there are fewer providers for domiciliary care and the transfer of four care homes into the Council.	0	0		Saving implemented
			Merge the service with the Safeguarding Unit.	50	0		






ASC16	Shared Lives (Adult Placement Service)	115	Engage with an external agency currently operating Shared Lives to take over the running of this service. It is anticipated that this would provide an improved service.	58	0		Service currently still provided in-house, although a balanced budget will be attained for 2024/25 as a result of current temporary savings, and work is ongoing to ensure the 2025/6 structure can achieve the permanent savings target
ASC19	Voluntary Sector Support	N/A	Review the support provided by Adult Social Care and all other Council Departments, to voluntary sector organisations. This would include assisting them to secure alternative funding in order to reduce their dependence upon Council funding. A target saving phased over two years has been estimated.	200	100		Anticipated to be achieved
ASC4	Positive Behaviour Support Service	349	Increase income generated in order to ensure full cost recovery, through increased service contract charges to other councils.	100	0		Contracts being re-costed on renewal, saving anticipated to be achieved
				150	0		ICB funding not secured, although a balanced budget will be attained for 2024/25 as a result of current temporary savings, and work is ongoing to ensure the 2025/6 structure can

			Review the Integrated Care Board contribution for Adults, to ensure the full recovery of related costs.				achieve the permanent savings target
ASC15	Learning Disability Nursing Team	424	Cease provision of this service. The service is a Health related function rather than Adult Social Care, but this is a historical arrangement. The Integrated Care Board would need to consider how they want to provide this function.	424	0		Costs now recharged to the ICB
ASC14	Care Management Community Care Budget	18,982	Attract £500k investment from the pooled budget (BCF) from 2024/25. Undertake work in years 1 and 2 to reduce reliance upon contracted services from 2025/26. Services are currently in the process of being redesigned on a “Strengths Based Approach” ie. focused upon prevention.	500	1,000		Position currently being reviewed.

<b>Total Adult Social Care Department</b>	<b>1,837</b>	<b>1,225</b>		
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## Finance

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		Current Progress	Comments
				24/25 £'000	25/26 £'000		
F9	Internal Audit	300	Restructure in light of potential retirements over the next two years within the Internal Audit Team.	0	50		No official changes made yet
F13	Discretionary Support Scheme	221	Review the roles, procedures and structure of the team.	25	0		On track
F17	Council Tax	84	Increase the charges applied when a court summons is issued by 30% (£23), to achieve full cost recovery over the three year period.	40	40		On track
<b>Total Finance Department</b>				<b>65</b>	<b>90</b>		

## Legal and Democratic Services

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		Current Progress	Comments
				24/25 £'000	25/26 £'000		
L4	Marketing, Design and Communications	45	Review the frequency of production of Inside Halton, as part of the wider consideration of the Council's communications strategy required for the Transformation Programme	15		<input checked="" type="checkbox"/>	Budget adjusted inline with the savings in the ICT department
<b>Total Legal Services Department</b>				<b>15</b>	<b>0</b>		

## Children and Families

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		Current Progress	Comments
				24/25 £'000	25/26 £'000		
C1	Ditton and Warrington Road Daycare Centres	52	Closure of Ditton and Warrington Road daycare centres, given the significant on-going net losses at both centres. Sufficient alternative provision exists nearby, as well as in the adjoining nursery schools.	26	0		Early Years has now closed and budget for 24/25 has been removed
C2	Children's Centres	1,293	Review the operation of Windmill Hill Children's Centre, where there is the potential to save on premises and staffing costs.	0	22		This is subject to further review as external factors are changing the original review parameters. Potential alternative funding also to be reviewed.
C3	Children with Disabilities and Inglefield	858	Explore the potential for selling Inglefield and then purchase two bungalows within the community to provide a more appropriate setting.	112	0		Amount was removed at budget setting as will not be achieved
<b>Total Children &amp; Families Department</b>				<b>138</b>	<b>22</b>		

## Education, Inclusion and Provision

Ref	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		Current Progress	Comments
				24/25 £'000	25/26 £'000		
EIP1	Education Psychology Service	339	There is excess demand from schools for the Education Psychology Service. The service is valued and there is opportunity to expand our offer and generate additional income.	52	0	✓	
EIP2	SEN Assessment Team	82	Consideration will be given to funding the full service costs from the High Needs Block of the Dedicated Schools Grant.	80	0	✗	DSG funding removed as does not comply with grant conditions.
EIP5	Commissioning	148	Review with Health colleagues how the Emotional Health and Wellbeing Service for Children in Care, Care Leavers and Carers could instead be provided by Child and Adolescent Mental Health Services (CAMHS) as they are commissioned by the Integrated Care Board.	148	0	u	To be reviewed.
<b>Total Education, Inclusion and Provision Department</b>				<b>280</b>	<b>0</b>		

Community and Greenspace


Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		Current Progress	Comments
				24/25 £'000	25/26 £'000		
COMM3	Sport & Recreation	471	Restructuring the roles and responsibilities of the Sports Development Team	36	0	<input checked="" type="checkbox"/>	Restructure is currently underway
COMM5	Stadium & Catering Services – School Meals	12	Cease to deliver the school meals service, which has made significant losses of over £200,000 for a number of years and is forecast to make a similar loss by year-end. Work would be undertaken with schools over the next two years to support them to secure an alternative means of delivery, whether in-house or via an external provider.	0	12	<input checked="" type="checkbox"/>	The cessation of the service is underway with the majority of schools ending their contracts by the end of the calendar year.
<b>Total Community &amp; Greenspace Department</b>				<b>36</b>	<b>12</b>		



Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		Current Progress	Comments
				24/25 £'000	25/26 £'000		
EEP4	Cleaning Services – Council Buildings	580	Review cleaning arrangements, with a focus on only emptying bins and cleaning toilets daily.	100	0	U	A review of the cleaning service is underway with some positions removed from the structure. The full savings will not be achieved until the accommodation review is complete.
EEP2	Caretaking & Security Services	641	A review and restructuring of caretaking arrangements.	52	0	U	The restructure can now take place following the retirement of a member of staff. The full saving will not be made until financial year 25/26
<b>Total Economy, Enterprise &amp; Property Department</b>				<b>152</b>	<b>0</b>		



**Policy, Planning and Transportation**

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		Current Progress	Comments
				24/25 £'000	25/26 £'000		
PPT6	Traffic	N/A	Consider introducing civil traffic enforcement for traffic violations. Employ private sector civil enforcement officers to issue fines and generate income. It would take 12 months to apply for powers from the DFT and put the scheme in place. The Environment & Urban Renewal Policy & Performance Board will consider this via a Topic Group.	150	0		Not currently viable, therefore no income will be generated in the current year as the traffic enforcement will not be carried out.
<b>Total Policy, Planning &amp; Transportation Department</b>				<b>150</b>	<b>0</b>		

**Symbol**

**Objective**



Indicates that the objective is on course to be achieved within the appropriate timeframe.



Indicates that it is uncertain or too early to say at this stage whether the milestone/objective will be achieved within the appropriate timeframe.



Indicates that it is highly likely or certain that the objective will not be achieved within the appropriate timeframe.

2024/25 Budget Risk Register as at 30 November 2024

Appendix 5

Risk No	Risk Identified	Impact	Likelihood	Risk Score	Risk Control Measures	Assessment of Residual Risk with Control Measures Implemented			Responsible Person	Timescale for Review	Progress Comments	Date Updated
						Impact	Likelihood	Risk Score				
1	<p><b>Pay costs</b></p> <ul style="list-style-type: none"> <li>• Pay award</li> <li>• Staff Turnover Saving Target</li> <li>• Agency, casuals and overtime</li> <li>• National Living Wage</li> <li>• Pension Costs</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• Budget based upon individual staff members/vacancies</li> <li>• Budget monitoring</li> <li>• Contingency</li> <li>• Balances</li> <li>• Medium Term Forecast</li> <li>• Engage with Cheshire Pension Scheme and pension actuary</li> <li>• Recruitment and retention scheme children social care workers.</li> <li>• Social Care Academy for children social care workers</li> <li>• Connect to Halton</li> </ul>	3	3	9	ED/SB/Executive Directors	Monthly	<p>2024/25 pay offer accepted and implemented November 2024.</p> <ul style="list-style-type: none"> <li>•£1290 on all pay points from 1st April</li> <li>•Equivalent to 5.77% on point 2 and 2.5% on point 43</li> <li>•2.5% on all pay points above 43 and below chief officer level</li> </ul> <p>Estimated 4% 2024.25 budget uplift will cover cost of pay award.</p> <p>Connect to Halton scheme went live September 2024, agency and casual appointments to be covered by the scheme.</p>	30/11/24

2	<b>Redundancy and Early Retirements</b>	3	3	9	<ul style="list-style-type: none"> <li>• Benefits Tracking Process</li> <li>• Future savings to take into account cost of redundancy and early retirements.</li> <li>• Seek Government approval to use capital receipts to fund transformation costs.</li> <li>• Transformation Reserve</li> </ul>	2	3	6	ED/SB	Quarterly	Tracker created to monitor redundancy costs in current year. Transformation reserve created to cover costs but limited reserves will impact use of this. Look to capitalise compulsory costs where possible where evidence exists it creates in a longer term saving.	30/11/24
3	<b>Savings not achieved</b>	4	3	12	<ul style="list-style-type: none"> <li>• Budget monitoring</li> <li>• Contingency</li> <li>• Reserves / Provisions</li> <li>• Rigorous process in approving savings.</li> <li>• Review of savings at departmental and directorate level</li> <li>• Monthly budget monitoring</li> </ul>	4	2	8	RR/ED/SB	Monthly	Savings for 2024/25 have been written into Directorate budgets. Budget savings monitored closely and if necessary offsetting savings sought. Transformation Programme Board meeting on monthly basis to discuss progress against programme.	30/11/24

					<ul style="list-style-type: none"> <li>• Medium Term Financial Forecast</li> <li>• 2023/24 to 2025/26 savings agreed February 2023.</li> <li>• RAG monitoring of savings included in quarterly monitoring reports.</li> <li>• Transformation saving targets reported monthly through Transformation Programme Board.</li> </ul>							
4	<b>Price inflation</b>	3	3	9	<ul style="list-style-type: none"> <li>• Prudent budget provision</li> <li>• Latest forecast information used eg. utilities</li> <li>• Budget monitoring</li> <li>• Contingency</li> <li>• Balances</li> </ul>	3	3	9	ED/SB	Monthly	CPI for November 2024 is 2.6% and RPI is 3.6%. Office of Budget Responsibility (OBR) forecast inflation to hit 3.5% in 2025 and 3.1% through to 2027. Rates are higher than forecast in September 2024	30/11/24

					<ul style="list-style-type: none"> <li>• CPI/RPI monitoring</li> <li>• MTFS</li> </ul>						and remain above Governments 2% target.	
5	<b>Review of LG Finance</b> <ul style="list-style-type: none"> <li>• Business rates retention – 100% Pilot and Review</li> <li>• Fair Funding Review</li> <li>• National Public Spending Plans</li> <li>• Social Care Green Paper</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• MPs</li> <li>• SIGOMA / LG Futures</li> <li>• Liverpool City Region &amp; Merseyside Treasurers Group</li> <li>• Medium Term Financial Strategy</li> <li>• Member of business rate retention pilot region</li> <li>• Dialogue with DCLG</li> </ul>	3	3	9	ED/SB/NS/M W/MG	Weekly/ Monthly	Business rate retention pilot continues through to March 2026. New Government are committed to providing more certainty on LG Finances through multi year settlements. Provisional settlement announced 18 December 2024, funding is higher than within financial forecast but consideration still being undertaken on impact to Halton.	30/11/24



6	<b>Treasury Management</b> <ul style="list-style-type: none"> <li>Borrowing</li> <li>Investment</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Treasury Management Strategy</li> <li>Link Asset Services advice</li> <li>Treasury Management planning and monitoring</li> <li>Attendance at Networking and Benchmarking Groups</li> <li>Officer Training</li> </ul>	1	3	3	ED/SB/MG	Daily / Quarterly	Investment rates continue to be high relative to last decade. BoE base rate at 4.75%, general thoughts are for this rate to be lowered towards the end of the financial year and further reductions beyond this. Impact of Exceptional Financial Support request to be assessed with regards to timing of future borrowing.	30/11/24
7	<b>Demand led budgets</b> <ul style="list-style-type: none"> <li>Children in Care</li> <li>Out of borough fostering</li> <li>Community Care</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Budget monitoring</li> <li>Contingency</li> <li>Balances</li> <li>Review service demand</li> <li>Directorate recovery groups</li> <li>Monthly budget monitoring</li> </ul>	4	4	16	ED/SB/NS/MW	Monthly	Children in care, numbers and costs continue to exceed budget. Numbers of children in care and with protection plans reviewed on a weekly basis. Community care costs and numbers on increase,	30/11/24

											reviewed on a regular basis.  Investment in Children Services following OFSTED inspection to be monitored with regard to control and reduction of future costs.	
8	<b>Mersey Gateway Costs</b> <ul style="list-style-type: none"> <li>• Costs</li> <li>• Toll Income</li> <li>• Funding</li> <li>• Accounting treatment</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>• Regular monitoring with Crossing Board</li> <li>• Capital reserve</li> <li>• Government Grant</li> <li>• Liquidity Fund</li> </ul>	2	1	2	ED/SB/MG	Quarterly	Arrangements in place to monitor spend and availability of liquidity fund.	30/11/24
9	<b>Council Tax Collection</b>	3	3	9	<ul style="list-style-type: none"> <li>• Council tax monitoring on monthly basis</li> <li>• Review of Collection Rate</li> <li>• Collection Fund Balance</li> <li>• Provision for bad debts</li> </ul>	3	2	6	ED/PG/SB/P D/BH/MG	Monthly	Collection rate to 30 November 2024 was 71.43% which is marginally lower than the rate of 71.57% at the same point last year. It is uncertain at this point if collection	30/11/24

					<ul style="list-style-type: none"> <li>Review recovery procedures</li> <li>Benchmarking</li> </ul>						for the year will be at the same level as for 2023/24. To 30 November 2024 £1.811m was collected in relation to old year debt.	
10	<b>Business Rates Retention Scheme</b>	3	3	9	<ul style="list-style-type: none"> <li>Review and monitoring of latest business rates income to baseline and estimate for year.</li> <li>Prudent allowance for losses in collection</li> <li>Prudent provision set aside for losses from valuation appeals</li> <li>Regular monitoring of annual yield and baseline / budget position</li> <li>Benchmarking Groups</li> <li>Review recovery procedures</li> </ul>	3	1	3	ED/SB/LB/MG	Monthly	Collection rate to 30 November 2024 was 76.03% which is 2.39% higher than the rate at the same point last year. It is uncertain at this point if collection for the year will be at the same level as for 2023/24. To 30 November 2024 £1.694m was collected in relation to old year debt.	30/11/24
11	<b>Income recovery</b> <ul style="list-style-type: none"> <li>Uncertainty to economy following</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Corporate charging policy</li> <li>Budget monitoring</li> </ul>	3	2	6	ED/MM/SB	Monthly	Income shortfalls identified and cause of increased concern in	30/11/24

	Brexit, cost of living and high inflation				<ul style="list-style-type: none"> <li>Contingency</li> <li>Balances</li> <li>Income benchmarking</li> </ul>						certain areas are being closely monitored. Cost of living crisis adds to uncertainty over collection.	
13	<b>Capital Programme</b> <ul style="list-style-type: none"> <li>Costs</li> <li>Funding</li> <li>Key Major Projects</li> <li>Clawback of Grant</li> <li>Availability and timing of capital receipts</li> <li>Cashflow</li> <li>Contractors</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Project Management</li> <li>Regular monitoring</li> <li>Detailed financial analysis of new schemes to ensure they are affordable</li> <li>Targets monitored to minimise clawback of grant.</li> <li>Contractor due diligence</li> <li>Dialogue with Government departments.</li> </ul>	3	2	6	Project Managers/ED /SB/LH	Quarterly	Capital receipts have been fully committed therefore new capital schemes need to bring own funding.	30/11/24
14	<b>Academy Schools</b> <ul style="list-style-type: none"> <li>Impact of transfer upon Council budget</li> <li>Loss of income to Council Services</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Early identification of school decisions</li> <li>DfE Regulations</li> <li>Prudent consideration of financial transactions to facilitate transfer</li> </ul>	1	3	3	ED/SB/NS	Monthly	Consideration given in MTFS for loss of funding.	30/11/24

					<ul style="list-style-type: none"> <li>Services continue to be offered to academies</li> <li>Transfer Protocol</li> </ul>							
15	<b>Reserves</b> <ul style="list-style-type: none"> <li>Diminishing reserves, used to balance budget, fund overspend positions.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Monitored on a quarterly basis, reported to Management Team and Exec Board</li> <li>Benchmarking</li> <li>Financial Forecast</li> <li>Programme to replenish reserves.</li> </ul>	3	3	9	ED/SB	Quarterly	Monitored and reported on a regular basis. Council reserves at historic low levels. Reserves will need to be replenished within future budgets	30/11/24
16	<b>Budget Balancing</b> <ul style="list-style-type: none"> <li>Council has struggled to achieve a balanced budget position for a number of years.</li> <li>Forecast for current year is an overspend position of £19m.</li> <li>Reserves insufficient to balance current year budget.</li> <li>Before transformation</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Current year budgets monitored on a regular basis.</li> <li>Forward forecasting through to March 2029 reported on a prudent basis.</li> <li>Regular conversations with DHLUC re Council's financial position.</li> </ul>	4	4	16	ED/SB	Ongoing	Updated benchmarking to be reported to better inform Transformation Programme targets.	30/11/24

	targets, there is a forecast budget gap of £68.5m through to 2028/29.				<ul style="list-style-type: none"><li>• LGA to undertake a financial assurance review.</li><li>• Transformation programme in place.</li></ul>							

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	16 <sup>th</sup> January 2025
<b>REPORTING OFFICER:</b>	Executive Director – Children’s Services
<b>PORTFOLIO:</b>	Children and Young People
<b>SUBJECT:</b>	School Admission Arrangements 2026/27
<b>WARDS:</b>	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 2026 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 2026 intake.**

### **3.0 SUPPORTING INFORMATION**

3.1 On the 1<sup>st</sup> October 2024 Halton Local Authority commenced a statutorily required consultation on the proposed admission arrangements and co-ordinated admission schemes for the September 2026 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 oversubscription 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 details of the consultation were 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 (academies, free schools and voluntary aided schools), and to all neighbouring local authorities.

- 3.3 The consultation ran until 12<sup>th</sup> November 2024 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 received would be shared with and considered by the Council's Executive Board. No responses were received to the consultation.
- 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 2026/27 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 Improving Health, Promoting Wellbeing and Supporting Greater Independence

The proposed admission arrangements generally support the attendance of local residents to local schools, which allows for pupils to walk to school (accompanied if necessary/appropriate) helping to improve their health and wellbeing and leading towards them ultimately being able to walk to school themselves where they are able to do so, thereby supporting their independence.

6.2 Building a Strong, Sustainable Local Economy

None.

6.3 Supporting Children, Young People and Families

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 underpin the requirement to promote fair access to educational opportunity which in turn supports children, young people and their families.

6.4 Tackling Inequality and Helping Those Who Are Most In Need

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.

6.5 Working Towards a Greener Future

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

6.6 Valuing and Appreciating Halton and Our Community

None

## **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 the 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 IMPLICATIONS**

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 2025 which is when the timetabled process for the September 2026 intake commences.

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

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



## HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS – 2026/27 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](http://www.halton.gov.uk/schooladmissions).
- 5.0** Where a Voluntary Aided School requires supporting information e.g. asking for a reference from a priest or other religious minister for a faith school, or details of baptism etc parents may be required to complete a supplementary form and VA schools **must** inform parents of their requirements within their school's published admission arrangements.
- 6.0** Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided and academy schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the Code. In Halton, as statutorily required, an Equal Preference Scheme is operated. Within

## Appendix 1

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.

Appendix 1

**8.0 APPLYING FOR A PRIMARY SCHOOL PLACE FOR SEPTEMBER 2026**

- 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 2025** 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 **15<sup>th</sup> January 2026**. 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 26th January 2026). 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 6th February 2026. 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 1st March 2026 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 13th March 2026.
- 8.6** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on **Thursday 16<sup>th</sup> April 2026**, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carer then it is assumed the place has been accepted.
- 8.7** Parents will have until Monday 18th May 2026 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.

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 where the child lives for the majority of the week, e.g. where the child wakes up between Monday and Thursday. Details should be provided to enable the Local Authority to determine which address will be used for admission purposes. If sufficient evidence has been provided then this address will be used for assigning a criterion to the application. Where there is dispute or equal nights are slept, the address provided for claiming child tax credits or equivalent will be applied to the admission application. In such circumstances, documentary evidence must be provided. 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 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, **15<sup>th</sup> January 2026**.

#### **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 15<sup>th</sup> January 2026 and before** 11th February 2026, 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 2026, 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 (**31<sup>st</sup> December 2026**), 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 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 2026 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 2026 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)  
 Castleview Primary (20)  
 Fairfield Primary (90)  
 Farnworth C E Voluntary Controlled Primary (60)  
 Gorsewood Primary (30)  
 Hale C E Voluntary Controlled Primary (30) – an increase from current PAN of 25  
 Halebank C E Voluntary Controlled Primary (15)  
 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 (30) – a reduction of 10 from current PAN of 40  
 Westfield Primary (25)  
 Weston Primary (30)  
 Windmill Hill Primary (25)  
 Woodside Primary (20)

**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) Consulting on a proposal to reduce to 30

**CATHOLIC:**

Our Lady Mother of the Saviour Catholic Primary (30)  
Our Lady of Perpetual Succour Catholic Primary (30)  
St Basil's Catholic Primary (30)  
St Bede's Catholic Infant (75)  
St Bede's Catholic Junior (75)  
St Clement's Catholic Primary (30)  
St Edward's Catholic Primary (20)  
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) Indicated they may wish to reduce to 15

**ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:**

Bridgewater Park Academy (30)  
Daresbury Primary (30)  
Ditton Primary (60)  
Hallwood Park Primary (25) – Shaw Trust considering reducing to 15, (Academy responsibility to consult and determine).  
Halton Lodge Primary (30)  
Kingsway Primary Academy (30)  
Palace Fields Primary Academy (30)  
St Augustine's Catholic Academy (25)  
St Mary's CE Aided Primary (35)  
St Michael's with St Thomas C E Primary (30)  
Weston Point Primary (20)  
Widnes Academy – Wade Deacon Trust are consulting on proposal to reduce from 30 to 20

**TIMETABLE FOR SEPTEMBER 2026 PRIMARY ADMISSIONS**

**15<sup>th</sup> January 2026**  
Closing Date for applications

**From Monday 26<sup>th</sup> January 2026**  
Inter LA exchange of preferences

**By Friday 6<sup>th</sup> February 2026**  
preference details sent to all VA  
and Academy schools to rank  
applications in criteria order

**By Sunday 1<sup>st</sup> March 2026**  
VA and Academy schools must have  
ranked all applications in criteria  
order and submitted the details to  
the LA

**By Friday 13<sup>th</sup> March 2026**  
Final exchange of data between  
neighbouring LAs to confirm  
allocations

**16<sup>th</sup> April 2026**  
Online notification of offer for  
parents submitting preferences  
online. Letter posted to parents  
submitting paper copy.

**By Monday 18<sup>th</sup> May 2026**  
Appeals to be lodged with LA



## HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR SECONDARY SCHOOLS – 2026/27 ACADEMIC YEAR

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools in September 2026.
- 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 2026 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:

<b>School</b>	<b>PAN</b>	<b>Type</b>
The Grange	180	Academy
Saints Peter and Paul Catholic High	280	Voluntary Aided
Blessed Carlo Acutis Catholic and Church of England Academy	120	Academy
Ormiston Bolingbroke Academy	180	Academy
Ormiston Chadwick Academy	190	Academy
The Heath School	240	Academy
Wade Deacon High School	330	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 2026, 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 Voluntary Aided Schools are the admission authorities for these schools. Academy Trusts and Governing Bodies of Voluntary Aided Schools are

## Appendix 2

required to undertake their own consultation regarding admission arrangements.

- 4.0** From September 2025 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 2026. 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](http://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 2026**
- 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 2025**, 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 **31<sup>st</sup> October 2025**.

Appendix 2

- 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](http://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 10th November 2025, 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 5th December 2025.
- 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 2<sup>nd</sup> March 2026, 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

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, **31<sup>st</sup> October 2025**.

## **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 2025 and before 14th January 2026, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made after 14th January 2026, 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 (**31<sup>st</sup> December 2026**) 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 Tuesday 31st March 2026.

## 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 2026 SECONDARY ADMISSIONS**

**SEPTEMBER 2025 – APPLICATION PROCESS COMMENCES**

**31<sup>ST</sup> OCTOBER 2025 CLOSING DATE FOR RECEIPT OF APPLICATIONS**

**WEEK COMMENCING 10th NOVEMBER 2025 LA PROVIDES DETAILS OF ALL 1<sup>ST</sup> 2<sup>ND</sup> AND 3<sup>RD</sup> PREFERENCES TO VA SCHOOLS**

**BETWEEN 10th NOVEMBER AND 5TH DECEMBER 2025 ADMISSION COMMITTEES OF OWN AUTHORITY SCHOOLS MUST MEET TO CONSIDER ALL APPLICATIONS (IF APPLICABLE)**

**NO LATER THAN 5TH DECEMBER 2025 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 2026 TO UPDATE ADDRESS FOR APPLICATION AND PROVIDE SUITABLE EVIDENCE THAT CHILD IS RESIDING AT THAT ADDRESS BY THIS DATE**

**2<sup>ND</sup> MARCH 2026 ONLINE NOTIFICATION OF OFFER MADE TO PARENTS APPLYING ONLINE. LETTER POSTED TO PARENTS SUBMITTING A PAPER COPY OF THE PREFERENCE FORM**

**31st MARCH 2026 - DEADLINE TO SUBMIT AN APPEAL TO ENSURE IT IS HEARD WITHIN THE ADMISSION AUTHORITY'S TIMEFRAME FOR APPEALS**

**REPORT TO:** Executive Board

**DATE:** 16<sup>th</sup> January 2025

**REPORTING OFFICER:** Executive Director – Children’s Services

**PORTFOLIO:** Children and Young People

**SUBJECT:** Capital Programme – 2025/26

**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 2025/26 financial year.

### **2.0 RECOMMENDED: That**

- 1) The position regarding capital funding from the Department for Education for 2025/26 is noted;**
- 2) The proposals to be funded from School Condition Capital Allocation and Basic Need Funding 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 2025/26, 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 2024/25 allocation which was £704,785. We are currently unsure if the Department for Education will adopt the same methodology as last year, therefore for the purpose of planning the 2025/26 capital programme, the 2024/25 allocation figure has been used. In the event of the 2025/26 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:

<b>GOVERNMENT FUNDING</b>	
<b>School Condition Allocation – Local Authority maintained schools i.e. community and voluntary controlled schools (INDICATIVE FIGURE BASED ON 2024/25)</b>  Allocated to fund condition and suitability projects at Local Authority maintained schools.	£704,785
<b>Basic Need Capital Grant – funding available as at December 2024, no indication of any further allocations for this grant.</b>  Allocated by DfE to best meet local capital work priorities across the school estate.	£600,831

#### 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 2024 the Department for Education announced that the 2024/25 School Condition Allocation for Halton was £704,785. The 2025/26 allocation has not yet been announced. For the purpose of planning the capital programme for 2025/26, the 2024/25 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 grant will be utilised.

<b>Description</b>	<b>Estimated costs</b>	<b>Description</b>
Asset Management - Computer Aided Design (CAD) Plans and Condition surveys	£25,000	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.
Accessibility projects	£30,000	Funding that schools can apply for to resolve accessibility issues within school buildings.

Description	Estimated costs	Description
Contingency	£89,785	Used for emergency and health and safety works that arise during the year.
Capital Repairs	£550,000	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.
<b>Total</b>	<b>£704,785</b>	

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 has previously received Basic Need funding from the Department for Education to assist in pupil place planning and ensure that there are sufficient pupil places across the borough as a whole. However, 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, and no forecasted demand for additional places, the DfE has already confirmed that the Council will not receive any Basic Need Funding for 2025/26.
- 5.4 There is currently a balance of Basic Need funding of £600,831 and this will be carried forward into 2025/26 to support general capital works required across the school estate. Where no basic need is identified (i.e. an authority has surplus school places) the funding can be used for general capital works. Officers are in the process of identifying the priority of general capital works needed which will be undertaken during 2025/26 using Basic Need funding.

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

- 6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence

None

- 6.2 Building a Strong, Sustainable Local Economy

None

- 6.3 Supporting Children, Young People and Families

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.

- 6.4 Tackling Inequality and Helping Those Who Are Most In Need

None

6.5 Working Towards a Greener Future

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

6.6 Valuing and Appreciating Halton and Our Community

None

**7.0 RISK ANALYSIS**

7.1 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 2025. If schools cannot or are not willing to contribute, any proposed projects will not be carried out in 2025/26 and will be deferred for future years.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 The Accessibility funding element from the School Condition Allocation (detailed in the table in 5.2 above) 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 IMPLICATIONS**

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

**10.0 REASON(S) FOR DECISION**

10.1 The Council is required to demonstrate appropriate identification of need against spend from the School Condition Allocation Grant

10.2 The works will provide schools with a suitable learning environment and manage the condition of the educational buildings we are responsible for.

**11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

11.1 None

**12.0 IMPLEMENTATION DATE**

12.1 It is intended that all works will be completed by March 2026

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
School Condition Allocation (SCA) and Devolved Formula Capital (DFC) provisional allocation 2024/25 Department for Education 26/03/24	Children's Services Directorate	Martin West
SCA and DFC final allocation 2024/25 Department for Education 14/05/24	Children's Services Directorate	Martin West
Basic Need Capital Allocation announcement for school places in 2026/27. Department for Education 25/04/24	Children's Services Directorate	Martin West



<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	16 January 2025
<b>REPORTING OFFICER:</b>	Executive Director, Adults Services
<b>PORTFOLIO:</b>	Adult Social Care
<b>SUBJECT:</b>	Fee setting Process and request to Consult Care Providers
<b>WARD(S)</b>	Borough-wide

### 1.0 **PURPOSE OF THE REPORT**

- 1.1 To inform the Board of the proposed fee setting process and annual uplift for domiciliary care, direct payments, supported living and care home providers within Halton for 2025/26.

### 2.0 **RECOMMENDATION: That**

- 1) **the Board note the contents of the report; and**
- 2) **approval be given to actively enter into consultation with care providers in relation to the annual uplift for 2025/26**

### 3.0 **SUPPORTING INFORMATION**

- 3.1 Section 5 of the Care Act 2014 requires local authorities to ensure that the care market as a whole remains viable and sustainable. This covers all care sectors and providers of care which includes domiciliary care, supported living, residential and nursing providers. It also includes a growing sector of individual people who use services through personal budgets to employ a personal assistant.
- 3.2 When commissioning services, local authorities must have regard to the cost effectiveness and value for money that the services offer for public funds. However they must not undertake any actions which may threaten the sustainability of the market, and must ensure that remuneration for staff must be at least sufficient to comply with national minimum wage legislation, and that there is a 'fair price' paid for care.
- 3.3 The 2025/26 fee uplift is being considered at a time when the adult social care sector is facing major challenges. The Care Act requires Councils with responsibility for adult social care services to enable a sustainable market. This must also be considered in relation to value for money and affordability at a time when the Council is also facing significant financial pressures.

3.4 The approach to setting fees and agreeing to appropriate uplifts includes consulting with all stakeholders and reassuring them that arrangements for determining fees and uplifts are robust. The approach allows for uplifts to be considered on an annual basis with consideration given to changes, business costs and the conditions faced by providers.

3.5 There is significant concern regarding the impact of the 6.7% rise in the National Living Wage and the increase in employer national insurance contributions on the social care sector. Although there have been discussions with government in respect of the local government finance settlement no details are currently available.

3.6 The care sector remains difficult to recruit to with unfilled vacancies and providers having to absorb expensive agency costs. Supermarkets have increased wages within year to enable staff to face the cost of living crisis and is the preferred employment option for people in this sector.

3.7 It is fundamental, in this context that the providers are given the opportunity to contribute to the fee setting process via consultation.

#### 4.0 **POLICY IMPLICATIONS**

4.1 None identified

#### 5.0 **FINANCIAL IMPLICATIONS**

5.1 The financial pressures within this sector are well recognised both nationally and locally. Although providers recognise the risks the Local Authority are facing and the impact of the cost of living crisis, the ongoing burden of staff vacancies and reliance on higher cost agency staff is severely affecting the sector in addition to the implications of the recent budget.

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

6.1 **Improving Health, Promoting Wellbeing and Supporting Greater Independence**  
None.

#### 6.2 **Building a Strong, Sustainable Local Economy**

Ensuring care home fees are set within an appropriate cost model will support providers to remain sustainable maintaining current provision and therefore giving the people of Halton greater choice and avoiding the necessity of having to look outside the borough for a care home that can meet their needs.

6.3 **Supporting Children, Young People and Families**

None.

6.4 **Tackling Inequality and Helping Those Who Are Most In Need**

Overall, the annual fee consultation will help secure sustainable and diverse adult social care support for people focusing on outcomes, wellbeing, quality, and choice, where service users will be safer and enjoy a better quality of life.

6.5 **Working Towards a Greener Future**

Adult Social Care will continue to work with providers to identify alternative approaches to support them with financial pressures e.g. training, procurement and alternative approaches to the delivery of care, including technology.

6.6 **Valuing and Appreciating Halton and Our Community**

None.

7.0 **RISK ANALYSIS**

7.1 The consultation will allow the sector to advise of any further risks in addition to those already identified..

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 Agencies working under contract to the Council are expected to comply with the Council's policies relating to Ethnicity and Cultural Diversity as well as promoting social inclusion of some of the most disadvantaged people in the Borough.

9.0 **CLIMATE CHANGE IMPLICATIONS**

9.1 Adult Social Care will work continuously with providers to ensure services maximise the use of technology and exploit service innovations that support the Council's commitment for a greener environment.

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

10.1 'None under the meaning of the Act.'

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	16 January 2025
<b>REPORTING OFFICER:</b>	Executive Director, Adults Services
<b>PORTFOLIO:</b>	Adult Social Care
<b>SUBJECT:</b>	Adult Social Care Annual Report 2023/24
<b>WARD(S)</b>	Borough-wide

## 1.0 **PURPOSE OF THE REPORT**

1.1 To present to the Executive Board the Adult Social Care Annual Report for 2023-2024.

## 2.0 **RECOMMENDED: That the report be noted**

## 3.0 **SUPPORTING INFORMATION**

3.1 Attached to this report is the ASC Annual report for 2023-2024, also known as 'The Local Account'. An Easy Read Version is also attached.

3.2 The Adult Social Care Annual report is now an embedded part of the reporting cycle for Halton Borough Council. Whilst it is not a mandatory requirement, it is viewed as good practice by ADASS.

3.3 The Annual report demonstrates an open approach to our successes, challenges and where we can develop further, in order to improve outcomes for people with care and support needs and their unpaid carers within Halton.

3.4 As agreed by SMT in July 2024, the theme of this year's report is 'prevention and wellbeing'. The focus of the report is to highlight the work that has taken place across the Directorate in recognising and responding to the National and Local drivers of prevention as a catalyst for change in how services are delivered to prevent or delay the need for statutory services.

3.5 The report is structure around the following areas:

1. Ensuring prevention and wellbeing is a priority across everything we do
2. Supporting prevention and wellbeing by understanding our residents needs
3. Supporting prevention and wellbeing through our services

3.6 The report also highlights what the local provision of ASC looks like, along with some high level data on service usage, spend, customer care and safeguarding.

3.7 This year a new section '*The Year Ahead – Priorities for 2024-2025*' has been included. The aim of this section is to provide a structure to the report that will allow progress against priorities to be measured year on year.

3.8 The report will also be circulated to:

- The Health and Wellbeing Board
- Health, Policy and Performance Board
- Adults with Learning Disabilities Board
- Newsletters (Adult Social Care News Bulletin; ASC Monthly Mashup)

#### 4.0 **POLICY IMPLICATIONS**

4.1 Whilst the Annual Report is not mandatory it is good practice, as endorsed by ADASS, and supports communication, information sharing and transparency between adult social care, the people who use our services and our stakeholders. It also serves as a review mechanism for Adult Social Care to consider as part of ongoing, continuous service improvement measures.

#### 5.0 **FINANCIAL IMPLICATIONS**

5.1 The Adult Social Care Annual Report is published online, incurring no print costs.

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

##### 6.1 **Improving Health, Promoting Wellbeing and Supporting Greater Independence**

The work of the Adults Directorate is essential to support the most vulnerable members of the community. This report sets out some of the key work undertaken across adult social care over 2023/24 to support people's wellbeing.

##### 6.2 **Building a Strong, Sustainable Local Economy** None.

##### 6.3 **Supporting Children, Young People and Families** None.

##### 6.4 **Tackling Inequality and Helping Those Who Are Most In Need**

As 6.1.

6.5 **Working Towards a Greener Future**

None.

6.6 **Valuing and Appreciating Halton and Our Community**

None.

7.0 **RISK ANALYSIS**

7.1 As the report will be a publicly available document this may prompt challenge, comment or enquiry from the community and stakeholders.

8.0 **CLIMATE CHANGE IMPLICATIONS**

8.1 None.

9.0 **EQUALITY AND DIVERSITY ISSUES**

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



# Adult Social Care Annual Report 2023/24

## Foreword

### *Welcome to the Adult Social Care Annual report for Halton Council 2023-24*

This annual report provides an opportunity to share with you the progress we have made and the challenges we face in providing care and support to adults and their carers across Halton.

In 2023, Halton Borough Council made a commitment to provide opportunities for meaningful consultation to everyone who lives or works in Halton. The 'Big Conversation' gives people a chance to have a say in how we can create an improved borough in all aspects of everyday life and was the basis for the development of the Council's Corporate Plan, which is totally unique and meaningful to the people of Halton.

'Improving Health, Promoting Wellbeing and Supporting Greater Independence' was one of the themes to emerge as important to the residents of Halton, and is now one of the Council's priorities. While prevention, wellbeing and delaying the onset of ill-health and dependence on support has always been a priority for Adult Social Care in Halton, this renewed focus has given us the opportunity to ensure that we have the foundations in place to deliver on our commitments.

Adult Social Care is an area of significant investment for the Council. In 2023/24, the Adult Social Care net budget was £57,668,210, which represents 40.7% of the overall Council budget.

We've done some important work this year in ensuring that our vision and focus for Adult Social Care's role in prevention and wellbeing is embedded in everything we do. This report showcases just some of the ways we are transforming how we support people so that they have more control over their own health and wellbeing, from their first point of contact with the Council to empowering them to remain independent for as long as possible in their own homes.

We want local people at the heart of what we do so that they can decide what's best for themselves and how they choose to live their lives. While we still have plenty to do, I am confident that if we continue to build on our commitments to prevention and wellbeing, and in building meaningful partnerships with the people and local services of Halton, we can improve the long-term health and wellbeing outcomes for all of our residents with care and support needs and their carers.

I would also like to take this opportunity to thank all of our partner agencies and stakeholders for their contribution in helping Adult Social Care achieve what we have over the last year. It is through this co-ordinated approach that we are able to help people achieve the health and wellbeing outcomes they want effectively and efficiently.

### **Councillor Angela Ball**

***Portfolio Holder for Adult Social Care***





## Adult Social Care in Halton

### Working together to prevent ill health and support wellbeing

The Adult Social Care Teams in Halton are committed to improving the health and wellbeing of local people so that you can all live **longer, healthier and more independent lives**. We know that good physical and mental health is key to everyone's happiness. It enables you to engage fully with your communities and with the things that matter to you most.

We believe that every person in Halton should be able to access the **right information at the right time** so you can feel empowered to make the right choices to **live the life you want, doing the things you like in a place you call home**.

This **Adult Social Care Annual Report** highlights some of the work we are doing in Halton to help you achieve this with a focus on prevention and wellbeing. It showcases how Adult Social Care in Halton is working to make a difference that matters to you and how you live your life. Helping you to stay healthy, happy and independent for as long as possible and supporting you to manage any problems that may arise is our priority.

This report also identifies **areas of focus for the future** and how we will continue to work with you to provide the **services that will make a difference to your everyday lives**.

**Investing in prevention and wellbeing during 2023-2024 is the foundation of our longer-term vision** and we are grateful to our partner organisations in health, social care and beyond for their contributions and collaborative working for the people of Halton.

The areas highlighted in this report represent just a small amount of the work undertaken by the Adult Social Care Teams. For more information on the work we do please contact [ASCServiceDevelopment@Halton.gov.uk](mailto:ASCServiceDevelopment@Halton.gov.uk).



## Adult Social Care in Halton

### What we do

Working in partnership with the people of Halton and a variety of local and national organisations, Adult Social Care offers a wide range of services to enable and support adults and carers to **live well, live independently and to achieve the outcomes that matter to them.**

In-line with the [Care Act 2014](#), Adult Social Care has a responsibility to make sure that people who live in Halton and appear to have needs for care and support will:

- ✓ Have a care assessment to see if they are eligible for a care package.
- ✓ Get the information and advice they need to make good decisions.
- ✓ Receive services that prevent their care needs from becoming more serious.
- ✓ Be supported to make decisions about how they want their needs to be met and in preparing their care and support plan.
- ✓ Be offered other things beside care services that can help them stay healthy and happy.

#### Some of our key Adult Social Care services include:

##### Prevention and Wellbeing Service

Not everyone who is assessed for care and support will be eligible for a care package, however the Prevention and Wellbeing Service can still play an important role in helping you to stay independent and healthy for as long as possible. By directing everyone who comes through our doors to the most appropriate information, community resources or services, we can all work together to prevent or delay the need for more in depth care so that you can keep your skills and confidence and live the live you want to.

##### Community Services

This service aims to help people live a fulfilling life, retain their independence, learn new skills and avoid social isolation through undertaking meaningful activities that they choose. The service offers a wide range of opportunities for people with health conditions, learning or physical disability to engage in voluntary work, training and social activities.

##### Care Management

Registered Social Workers, Occupational Therapists, and other care staff work with individuals and families to help people maintain a good quality of life. Through connecting people to support in their communities to arranging appropriate social care support because of frailty, illness, disability or a mental health condition, people's needs can be met in a holistic way.

### Halton Intermediate Care and Frailty Service (HICaFS)

Integrated with health, this service supports the hospital discharge process and reablement of patients after a hospital stay. It also supports people through social care, occupational therapy, and nursing where they can be cared for at home, avoiding unnecessary hospital admission or re-admission.

### Mental Health Services

Offer prevention, identification of mental ill health, early intervention, and access to support, treatments and recovery. Working closely with local partners such as health, education and employers, our mental health teams look to improve the wider services that affect poor mental health, such as housing, to create a place-based approach to improving mental wellbeing.

### Independent Living Services

This service helps people maintain their dignity and independence to remain living in their own home. The Housing Solutions Service helps people who are homeless or threatened with homelessness under the Council's statutory duties. The Integrated Safeguarding Unit works with services, providers and the public to ensure that people are safeguarded against abuse.

### Quality Assurance Team

Supports adult social care services that are commissioned by Halton Borough Council to ensure that they deliver services in line with legal, contract and quality requirements. The Team work closely with providers that deliver care at home and residential care (in a care home or in a supported living environment) as part of the council's commitment to continuous quality improvement to make sure that people who use those services are getting the best service and outcomes for them.



## What we achieved from April 2023 to March 2024

### Ensuring that prevention and wellbeing is a priority in everything we do

#### What we set out to do: Embed prevention and wellbeing into our long-term plans

We all want longer, healthier, more independent lives - for ourselves, our families and our friends. Prevention is about helping people stay healthy, happy and independent for as long as possible. This means reducing the chances of problems arising in the first place and, when they do, supporting people to manage them as best as possible so that they can continue to enjoy the things they like to do.

We want everybody who lives in Halton to feel able to make healthy choices and have more control over how they want to live their lives.

To do this we want to make sure that prevention and wellbeing are part of our long-term plans so that we can focus on new ways to provide opportunities for people to determine what they need to live their lives well.

#### How will this improve people's lives?

We want the plans we have put in place this year to help everybody in Halton to:

- Live as independently as possible.
- Live in their own homes for as long as possible.
- Have a better quality of life and improved wellbeing.
- Feel supported and part of their community.
- Make their own decisions on the care they receive.
- Feel able to do the things that they want to do and live the lives they want to live.
- Have access to clear, concise and meaningful information and advice at the right time.

#### What we will do next...

We will work in partnership with the people of Halton and local partners so that prevention and wellbeing is at the heart of everything that we do. We will talk to people that use our services, and their carers, to make sure that what we are doing is having a positive impact on people's lives and we are aware of where we can improve.

## What we achieved from April 2023 to March 2024

### Supporting prevention and wellbeing by understanding our residents' needs

#### What we set out to do: Engage our communities and people who use services

We know that people with 'lived experience' are best placed to advise on what support and services will make a positive difference to their lives.

Coproduction is a way of working that involves people who use health and care services, their carers and communities in equal partnership to develop solutions to best meet their needs. A local Coproduction Charter was developed with people with lived experience and which sets out how we want to work with them to identify gaps in services and how we can make decisions together to create better services across Halton.

We want to use the Charter in all areas of our work to :


- Engage people who live in Halton to be part of developing our services and feel able to suggest ways in which we can improve what we do.
- Ensure all of our Adult Social Care workers are trained so that they have the skills, knowledge and understanding of how best to work with those who need our support to enable them to determine their own wellbeing outcomes.


#### What we set out to do: Listen to our communities and people who use services

We encourage people to share feedback, compliments or complaints about our services, as that provides us with valuable opportunities to learn and improve.

Please contact [ssdcustomercare@halton.gov.uk](mailto:ssdcustomercare@halton.gov.uk) or telephone Halton Borough Council's contact centre on 0303 333 4300 and ask for the Adult Social Care Customer Care Team.

If you would like help to speak to your health or social care service to make your views and wishes known, then you may benefit from having an advocate. An advocate can support you to express your views and wishes and help you stand up for your rights. Healthwatch Halton Advocacy Hub offers free, confidential and independent advocacy support to Halton residents who need help with this. Their contact details are:

 **Telephone:** 0151 347 8183

 **Email:** [advocacy@weareecs.co.uk](mailto:advocacy@weareecs.co.uk)

#### How will this improve people's lives?

People will feel listened to, involved and understood and help us to understand: ***“What does a good life look like for you and how can we work together to achieve it?”***

#### What we will do next...

We will use the Coproduction Charter to guide how we work with our communities and people who use our services. We will look for opportunities to speak to our communities and listen to what matters to them.

## Adult Social Care Survey – what you said...

Each year, we conduct a survey of a random selection of people in receipt of adult social care services. The survey asks people about the services and support they receive as well as some questions about their general quality of life.

These surveys are conducted nationally by all local authorities and the information is used by NHS England to provide a national picture of adult social care services.

Here are some quotes from our most recent survey:

"I wouldn't be where I'd be without the help I get from my psychiatric team and my amazing social worker. I'm on my own completely. After losing one of my sons in 2021. The support I receive, the hours to get me by so that I have a good quality of life. My home will be suitable once I get a wet room. I know there's procedures and waiting lists. My case gets reviewed on a 3 month basis and know if I need more it will be reviewed."

"I love my PA  
[Personal Assistant]  
Alan – he makes me  
happy."

"I enjoy going to my  
voluntary day care as  
I socialise with other  
people and I see  
different places."

"I receive a direct payment and  
have four Personal Assistants  
who take me out and about  
when I am not at college. I  
really enjoy my time with them I  
do all the activities I like."



## What we achieved from April 2023 to March 2024

### Supporting prevention and wellbeing through our services

#### What we set out to do: Improve our prevention and wellbeing services

Working together and making the best use of all available resources across Halton, including the Council, private sector, voluntary sector, community sector and the health services, will ensure that we can meet the needs of our residents now and in the future.

2023 to 2024 was an exciting time for Adult Social Care in Halton with the development of the following services that focus on health, wellbeing and staying independent:

#### **Halton Borough Council Prevention and Wellbeing Service**

This service is the first point of contact or “*Front Door*” for anybody seeking information about wellbeing or the support that is available to them.

The Prevention and Wellbeing Service offers support, information and signposting to other relevant services to provide people with the knowledge, skills and confidence to make healthy choices. The aim of this service is to make sure that people are directed to the right level of support and information for their needs and circumstances.

Wellbeing Officers are trained in providing relevant information about community services, for example welfare and benefits advice, local activity and social groups and support for carers.

Social Care Workers and Occupational Therapists are also available for those who have more complex needs and are eligible for more in-depth support and a social care or carers assessment.

#### **Community Reablement Service: supporting independence at home**

Some people need a period of recovery from illness or a hospital stay to help them regain their independence and return back to their home safely and this is called ‘reablement’.

This year we have focused on building our community based service, alongside the Halton Intermediate Care and Frailty Service (HICaFS), so that our care and support workers can provide short-term reablement services closer to people’s homes.

Working closely with therapists, community care workers and social workers our care and support workers can now enable people to retain or regain their independence or provide evidence to support assessments of longer-term needs without having to leave their own homes.

#### How will this improve people’s lives?

Having access to the right information and services that support health, wellbeing and independence, will help stop problems from arising in the first place and can support you to stay in your own home for longer, living the life you want and in the way you want to live it.

If you would like more information about wellbeing, care and support available in Halton please contact the Prevention and Wellbeing Service on 0151 907 8306 or visit [www.halton.gov.uk](http://www.halton.gov.uk) and search 'Adult Social Care'.

#### What we will do next...

We will develop an information guide designed to bring together all relevant local services and to signpost people to existing services that can support them to stay independent and well.

#### What you've told us about the Prevention and Wellbeing Service...

*"The service with the Occupational Therapist was first rate. He gave me confidence to carry out tasks on my own. I am most grateful for this service. Thank you for this service."*

#### What you've told us about the Reablement Service...

*"We would like to take the opportunity to thank everyone in the reablement team for all their care and attention. Carers have been kind, cheerful and respectful in aiding with washing and dressing. The OT and physio have made a huge difference in regaining strength and mobility and also confidence. The equipment provided was helpful and much appreciated. The team have helped both Reg and the family in keeping him safe and well at home."*

*"I have been VERY HAPPY with the carers who have helped me to get and feel better. They have been, kind, gentle and caring with really good humour and stimulating conversation. THANKS TO ALL OF THEM."*

*"I would like to say a big thank you to all that helped me get back on my feet after my stay in hospital. The girls was all lovely and wanted to go that little bit beyond."*

*"HiCaFS, I write with many grateful thanks for your team who attended me at home recently after an infection. I had never heard or known about the work which you undertake. So kind, thoughtful and very professional. Many thanks once again."*



## Prevention and Wellbeing Service: John's Story

John was initially referred to the Prevention and Wellbeing Service (PWS) for a carers assessment, however, it became apparent that his own social care needs were of paramount importance as he was struggling with most aspects of daily living, wellbeing and finances. John was also facing eviction due to rent arrears. John was low in mood following the loss of his wife.

A PWS Wellbeing Officer visited John and spent time with him developing a relationship so that John felt comfortable to open up and identify goals to help him.

Over a short period of time John was supported to attend the Citizen's Advice Bureau to get a benefits check, and support with his finances and debts. He was able to set up direct debits to ensure payments were made on time and was able to get his rent back on track.

Through these initial steps, John then began to access the community more and the Wellbeing Officer linked him into a group which was of interest to him.

John became more open about his mental health struggles and the Wellbeing Officer was able to signpost and support him to appropriate mental health services that John could access if/when he wants to.

With the support received John has started to develop his own resilience and complete tasks himself which had become too much for him. By focusing on his community networks and own strengths he has not needed the input of formal statutory services.

## Key Facts & Figures

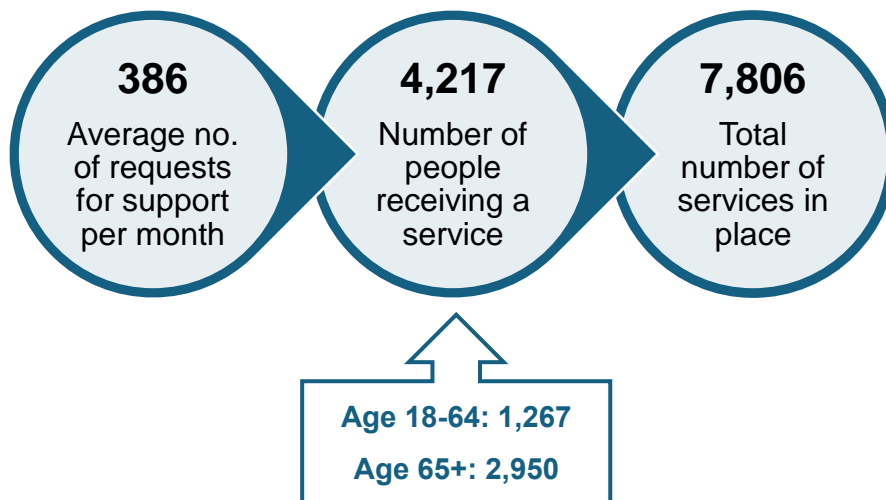
Collecting and analysing data helps Adult Social Care services in Halton to monitor capacity, pick up on changes in demand for services, provide evidence to direct future service development and help allocate resources across the range of services we offer. The figures below show the demand for Adult Social Care and across which services. It also includes data from our Adult Social Care Customer Care Team that helps us to act where experiences have fallen short of a person's expectations.

### Assessment of needs



### Services in place

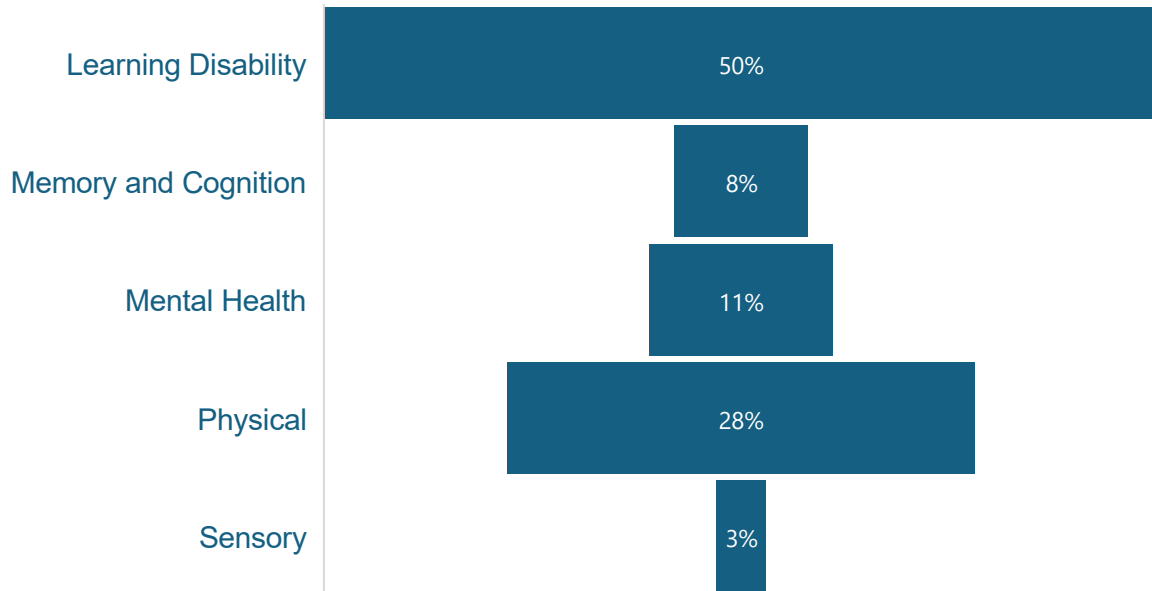
On average, there are **1,227** people a month in receipt of Telehealthcare



## How much did we spend?

In 2023/24 Halton Borough Council spent almost **41%** of its total expenditure on Adult Social Care.

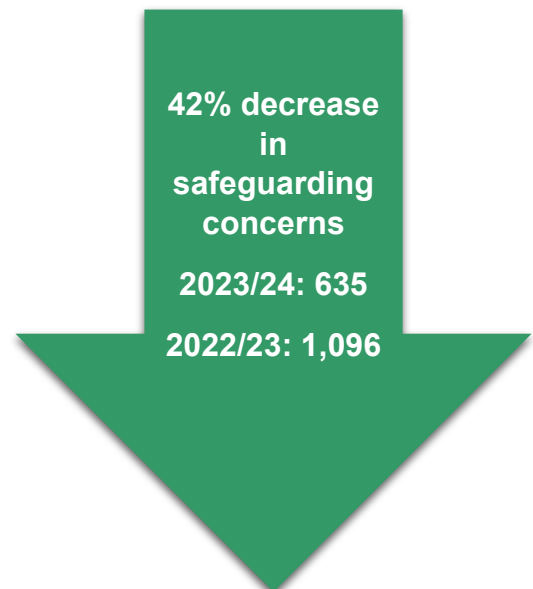
### Percentage of funding allocation by support need:



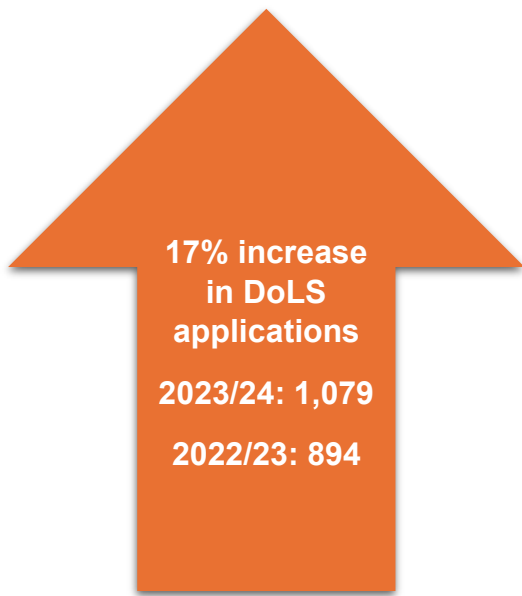
## Safeguarding

Adult safeguarding is about preventing and responding to concerns of abuse, harm or neglect of adults. Adult Social Care takes a person-centred approach so that adults, their families and carers are working together with agencies to find the right solutions so that everybody is:

- Safe and able to protect themselves from abuse and neglect.
- Treated fairly and with dignity and respect.
- Protected when they need to be.
- Easily able to get the support, protection and services that they need.



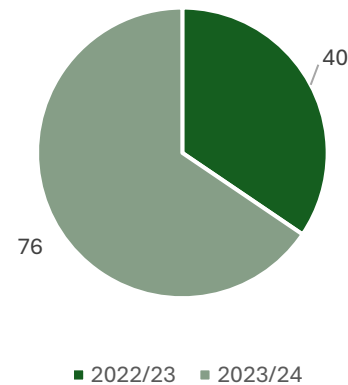
## Deprivation of Liberty Safeguards (DoLS)



The Deprivation of Liberty Safeguards (DoLS) ensure that adults lacking mental capacity are properly represented and not deprived of their liberty unless it is in their best interests. Arrangements must be assessed to check they are necessary and in the person’s best interests.

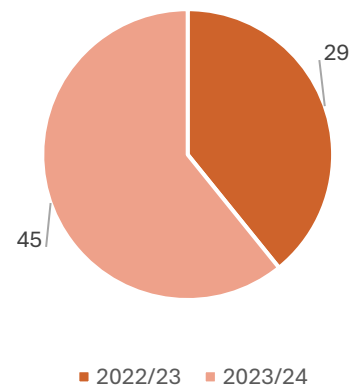
## Customer Care Compliments

During 2023/24 Adult Social Care Services received 76 compliments, this an increase of 36 from 2022/23. Compliments received are in the main from people who use services, their families or carers, to thank workers and or teams for their support that has gone above the realm of their daily role; they can also come via other teams, providers and partner agencies.



## Customer Care Complaints

45 complaints were received between 1 April 2023 and 31 March 2024. This is an increase of 16 from the previous year. This equates to 1.09 per cent of the people who Adult Social Care provide support for. Since the introduction of the Resolving Complaints and Improving Services Policy in 2019/20, complainants now have the opportunity to have their complaints resolved without going via the formal complaints process, resulting in a quicker resolution timeframe and outcome. Should this not be the case, they can progress to a formal complaint.



## The Year Ahead

### Priorities for 2024-2025

We have made good progress this year in laying the foundations for working even more closely with people with lived experience to gain insight into what matters to them and how we can work together to improve our services in the future, to ensure everyone is living the life they want. However, there is still lots more to do and our aims and priorities for next year will continue to be about delivering high quality services and information to improve health, promote wellbeing and support greater independence for the people of Halton throughout their lives.

#### Some areas of focus for next year include:

##### Universal Prevention and Wellbeing

We will continue to develop services that connect people with their communities.

##### Independent at home

We will continue to identify an individual's needs early so that people can remain independent and stay in their own homes longer.

##### Care in the home

We will continue to focus on "home first" and providing care at home.

##### Good, local, affordable, quality care

We will work in partnership with local organisations and community services to ensure residents have access to all relevant services.

##### Confident and skilled workforce

We will continue to invest in our staff so that they can support people to live the lives they choose.

## Talk to us...

If you would like to give us feedback on any aspect of this report and what we have said or if you would like further information about this report, we would love to hear from you:

- Please email: [ascservicedevelopment@halton.gov.uk](mailto:ascservicedevelopment@halton.gov.uk) or telephone Halton Borough Council's contact centre on 0303 333 4300 and ask for Adult Social Care Policy, Performance and Customer Care Team.



If you would like to speak to someone about having an assessment for social care:

- Please call our dedicated Social Care telephone line or call into one of our Halton Direct Link 'one-stop shops' and speak directly to one of our staff.
- Website: [www.halton.gov.uk](http://www.halton.gov.uk)
- Telephone: 0151 907 8306 (Halton Adult Social Care 24 hours)

### Ever considered a career in care?

There are many diverse and rewarding roles and professions in the care sector. If you would like to know more visit the Skills for Care '[Think Care Careers](#)' website or Halton Borough Council's Careers Website (<https://haltoncouncilcareers.co.uk/>) for more information and our current opportunities.



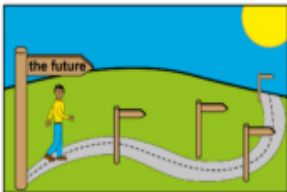
## Adult Social Care Annual Report 2023-2024

### report



This report tells you what Adult Social Care in Halton has done in the last year to make peoples lives better.

### the future



It also tells you what we will do next year.

### thank you



Along with our hardworking social care staff we work with lots of different people and organisations to make sure our services meet your needs.

***We would like to thank them all !***

## What does Adult Social Care in Halton do?

### quality care



We provide different types of care and support to help people live the life that they want.

### safe home



We help people to live safely and independently in their own homes.

### healthy and well



We help people to stay well and healthy so they can do the things they enjoy and live longer, healthier, and more independent lives.



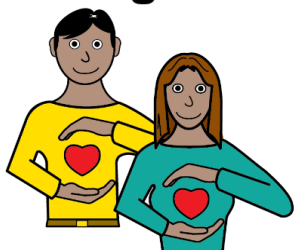
We point people in the right direction for other services and support that is available in their community.



## What has Adult Social Care done in 2023-2024 to improve people's lives?

### 1. We looked for new ways of helping people to stay well:

#### being well



We have spent time this year looking at how we can help you to stay well instead of only helping when you are struggling. This is called **Prevention**.



PLANNING

We made sure prevention and helping people to stay well was part of all of our plans.

#### body and mind healthy



#### What this means for you:

We want the plans we have put in place to help everybody in Halton to

***Live the life they want, doing the things they like in a place they call home !***

## 2. We looked for new ways to listen to you:



We wanted to understand what is important to you and what you think you need to live the life you want.



We looked for ways to make sure that you can have your say about how we can improve our services in the future.



We trained our social care workers so that they know how to work with you and to listen to what is important to you so that you can help yourself to stay well.



### **What this means for you:**

Listening to what you think is important can help us to work together to make your life better.

### 3. We launched new services to offer the best care for you:

#### assessment and referral team



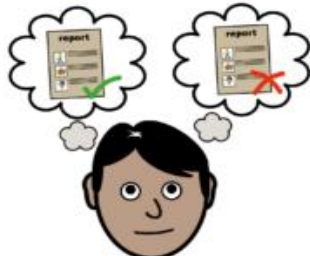
Our new *Prevention and Wellbeing Service* is the first place you can go to get support and information about staying well and where to find more support in your community.

#### care at home



The Community reablement service helps people who have been ill or in hospital to be able to recover in their own homes.

#### choice



#### What this means for you:

Our services can help you access the right information and services at the right time so that we can stop problems before they are too serious.

In Halton in 2023-2024 we also:

**support**



Helped **4217** adults to get extra support with their everyday lives.



Helped **1395** adults to get equipment or adaptations to make it easier to live in their own homes.

**assessment**



We completed **810** Care Assessments to make sure you had the right care and support.

And **549** Carers had their needs assessed

**review of your care plan**



We completed **2074** Reviews to make sure your care was still right for you.

And **477** Carers also had a review.

## What we plan to do in 2024-2025:

### told about community services



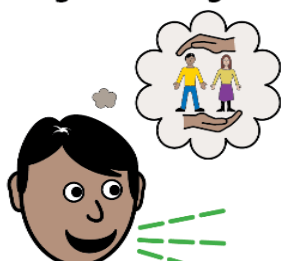
We will make sure you know about the support you can get from Adult Social Care and other services in your community.

### safe home



We will help you to stay in your own home for as long as possible.

### your say



We will help you be more involved in planning our services.

### training



We will make sure our staff are trained so they know how to listen to what people want to live a happy life.

## Talk to us:



If you have any comments about our services – good or bad - we would love to hear from you.

Please email:

[ssdcustomercare@halton.gov.uk](mailto:ssdcustomercare@halton.gov.uk)

Or Telephone Halton Borough Council on **0303 333 4300** and ask for the Adult Social Care Policy, Performance and Customer Care Team.



Sometimes people need some extra help talking to their health or social care services to make sure that that everyone understands what they want.

Healthwatch Halton Advocacy Hub is free and confidential and can help with this.

You can email them at:

[advocacy@weareecs.co.uk](mailto:advocacy@weareecs.co.uk)

or Telephone: 0151 347 8183



If you would like to speak to someone about having a **social care assessment** please call our dedicated Social Care telephone line or call into one of our Halton Direct Link 'one-stop shops' and speak directly to one of our staff.

Website: [www.halton.gov.uk](http://www.halton.gov.uk)

Telephone: 0151 907 8306 (Halton Adult Social Care 24 hours)



### **Ever Considered a Career in Care?**

There are many different roles in the care sector.

If you would like to know more visit the:

['Think Care Careers'](#) website or [Halton Borough Council's vacancy page](#) on our website for our current opportunities.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	16 January 2025
<b>REPORTING OFFICER:</b>	Executive Director, Adults Services
<b>PORTFOLIO:</b>	Adult Social Care
<b>SUBJECT:</b>	Wellbeing and Engagement Services in Halton – Age UK Mid Mersey
<b>WARD(S)</b>	Borough-wide

## 1.0 **PURPOSE OF THE REPORT**

- 1.1 To inform Executive Board Member of the intention to make a Direct Award of contract for the period 12<sup>th</sup> February 2025 to 11<sup>th</sup> February 2028 (three years) to Age UK Mid Mersey to deliver Wellbeing and Engagement Services in Halton.

## 2.0 **RECOMMENDATION: That**

- 2.1 **Executive Board approve a VEAT (voluntary ex-ante transparency) notice to enable the Council to directly award a three year contract to the incumbent provider for re-settlement support to ensure continuity of care in compliance with Procurement Standing Order 1.5.8.**

## 3.0 **SUPPORTING INFORMATION**

### 3.1 **Overview**

- 3.1.1 Halton Borough Council Adults Directorate has contracted with Age UK Mid Mersey over a number of years to provide a range of service for residents of the borough over 50 years of age.

- 3.1.2 Age UK Mid Mersey covers services across Halton, St Helens, Warrington and Knowsley. The Halton services has a 'shop front' presence in Runcorn Old Town and additionally conducts a range of outreach work across the borough to reach target audiences. The service, as a registered charity, receives funding from different sources and is a local branch of the national charity, Age UK. It is therefore linked-in to the wider campaigns and activity offered by the national organisation.

- 3.1.3 The service in Halton is supported by a Council contract and has evolved over time with a consistent offer of information and advice, social inclusion, personal independence, health and wellness and



campaigns which reflect key issues affecting the representative cohort, for example, veterans support, digital inclusion and affordable warmth.

- 3.1.4 In-line with their current strategic plan the service is working to four core pillars of intervention: Health and Wellbeing, Social Inclusion, Personal Independence and Staying Connected. These reflect the Council's objectives for supporting people who may wish to access low level, community-based services as part of prevention and delay of greater needs. This further represents the intentions of the Care Act 2014, to which the Council is bound.
- 3.1.5 The current contract with Halton Borough Council Adults Directorate equates to £118,724 per annum. This was reduced from £168, 724 in March 2024, whereupon the service was given a 10-month extension in consideration of the Council's finance position.
- 3.1.6 Performance monitoring is undertaken on a regular basis, and the service is delivered to contract specification standards.

## 3.2 **Service Continuity**

- 3.2.1 Following a review of the service it has been deemed that the contribution to 'prevention and delay' of needs, as part of our Care Act duties, is of benefit to the Directorate. The engagement and early intervention aspect of the service, in its work with older adults, connects people with their community, ensuring they retain their independence for longer.
- 3.2.2 This compliments the Directorate's position on prevention as set out in the [Adult Social Care Prevention Strategy 2023-2027](#).
- 3.2.3 It is believed that the service, in its current form, could not be replicated by another provider within the borough, and to assure continuity of provision a Direct Award has been made.
- 3.2.4 Due to the contract being extended previously this Award has been made via a VEAT Notice, in compliance with procurement standing orders.
- 3.2.5 The new contract period will run from 12<sup>th</sup> February 2025 to 11<sup>th</sup> February 2028. The total contract value for the three years of service will be £356,172.

## 4.0 **POLICY IMPLICATIONS**

- 4.1 The service form part of the Adult Social Care offer of provision and meets statutory requirements in relation to the Care Act 2014. Age UK Mid Mersey have a long-standing relationship with the Council, offering added-value in relation to their association with the national

Age UK campaigns.

**5.0 FINANCIAL IMPLICATIONS**

5.1 VEAT notice in compliance with Procurement Standing Order 1.5.8.

5.2 Awarding a contract to the existing provider would sustain the current structure and operations of the services which providers support, including preventative intervention, to vulnerable adults.

5.3 The new contract will run from 12<sup>th</sup> February 2025 to 11<sup>th</sup> February 2028.

5.4 The cost to the Adult Social Care budget on an annual basis will be £118,724, equating to £ £356,172 over the three years.

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

**6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence**

6.1.1 Age UK Mid Mersey works with older people to support and promote their health and wellbeing.

**6.2 Building a Strong, Sustainable Local Economy**

6.2.1 The service prevents and delays the need for social care support, reducing the reliance on public services.

**6.3 Supporting Children, Young People and Families**

6.3.1 No direct impact.

**6.4 Tackling Inequality and Helping Those Who Are Most In Need**

6.4.1 This service makes an important contribution to the health and social care system in Halton, supporting older people to understand their individual situations, where to access support to meet their requirement and what contributions they can make to others in their community.

**6.5 Working Towards a Greener Future**

6.5.1 No direct impact.

**6.6 Valuing and Appreciating Halton and Our Community**

6.6.1 The information and advice offered through the service incorporates signposting to other provision throughout the community.

**7.0 RISK ANALYSIS**

7.1 The Executive Board call off and VEAT standstill periods mean that the contract cannot be issued in time for service continuity. As such a waiver has been submitted to bridge the gap between the period 1<sup>st</sup> to 11<sup>th</sup> February 2025.

7.2 Should the VEAT notice be challenged another arrangement would need to be considered to assure continuity whilst a full procurement exercise took place.

## 8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 The service is focussed on residents of the borough over the age of 50 years, representing a significant proportion of the population of Halton who may require low level support to prevent and delay the need to access social service care.

## 9.0 **CLIMATE CHANGE IMPLICATIONS**

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

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

10.1 'None under the meaning of the Act.'

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	16 <sup>th</sup> January 2025
<b>REPORTING OFFICER:</b>	Executive Director Environment and Regeneration
<b>PORTFOLIO:</b>	Environment & Urban Renewal
<b>SUBJECT:</b>	Waste Management Update
<b>WARD(S)</b>	Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 Provide Members with details of the progress in developing Plans and Strategies in relation to the collection and recycling of Halton's waste.
- 1.2 To seek Members endorsement of a Liverpool City Region (LCR) Zero Waste Strategy and support for proposals to transition to a circular food waste system for the LCR.

## **2.0 RECOMMENDATION: That**

- 1) Members endorse the Zero Waste Strategy for the Liverpool City Region (attached as Appendix 1).**
- 2) Delegated authority be given to the Executive Director – Environment and Regeneration, in consultation with the Executive Board Member for Environment and Urban Renewal, to agree the final 'branded' version of the Zero Waste Strategy for the Liverpool City Region.**
- 3) Members support a proposal to transition to a circular food waste system for the Liverpool City Region by:**
  - (i) Supporting the principles of local circularity and green gas powered vehicles over the longer term.**
  - (ii) Acknowledging the high-level business case to support such an approach.**
  - (iii) Endorse the further exploration of this approach by the Liverpool City Region Waste Partnership.**
- 4) Members approve the capital spend associated with the procurement of food waste receptacles and collection vehicles using monies allocated to the Council by DEFRA for that purpose.**

### **3.0 SUPPORTING INFORMATION**

3.1 In 2021, the Liverpool City Region Strategic Waste Management Partnership was established to support the collective work of the LCR partners in addressing the significant waste management issues facing each of the authorities. The Partnership established a thematic work programme which included reviewing the implications arising from the Government's Resources & Waste Strategy and the Environment Act 2021, as well as environment & climate emergency, including opportunities to align this work with LCR and each district authority.

#### **3.2 LCR Zero Waste Strategy**

At the meeting of the Council's Executive Board 16<sup>th</sup> March 2023, Members approved the principles set out in a LCR Zero Waste 2040 Strategic Framework to reduce waste related carbon emissions (Minute EXB94/2023). All of the Council's LCR Partner Authorities also approved the principles of the Strategic Framework through their individual Committee/Cabinet decision making processes. In summary, the LCR Zero Waste Framework provided the strategic link between the partnership work being undertaken across the LCR to tackle waste, and the collective commitments to achieve our net zero ambitions.

3.3 Attached as Appendix 1 is a Zero Waste Strategy for the LCR which has been developed by the Strategic Partnership. The Strategy aligns with the existing overarching Zero Waste 2040 Strategic Framework and adopts the same three themes (People, Planet and Economy) and the same seven strategic outcomes. Members are asked to endorse this Strategy and are advised that a final 'branded' version of the Zero Waste Strategy will be produced which may result in some small, immaterial changes to content as part of the branding process.

#### **3.4 Food Waste Collections**

From 1<sup>st</sup> April 2026, all Councils across England will be legally required to offer a food waste collection service to all households in their area. As outlined in The Environment Act 2021, the service must be provided on a weekly basis, be 'separate' (i.e. not be mixed with garden waste) and the food waste preferably being treated by anaerobic digestion.

3.5 Attached as Appendix 2 is a report produced by a specialist waste management consultancy who were appointed by the LCR Waste Partnership to develop a strategy for meeting the Environment Act requirement for food waste collection. The overall brief for the commissioning of the project was to develop a strategic view of long-term options for optimised food waste collection and treatment and interim measures designed to offer Environment Act 2021 compliant solutions whilst transitioning to future state/operating

model.

- 3.6 The food waste collection vehicles being considered for the current procurement exercise are all diesel-powered (see para 3.7 below). However, based on the findings of the independent report considering an “optimal” approach to food waste management across the Liverpool City Region, it is proposed that in the longer term, gas powered vehicles could be purchased that would run on biomethane (green gas) generated from the processing of collected food waste via an Anaerobic Digestion treatment process.
- 3.7 Members are recommended to support the principles of local circularity and green gas-powered vehicles over the longer term and endorse the further exploration of this approach by the Liverpool City Region Waste Partnership.
- 3.8 In January 2024, DEFRA allocated capital monies to Council’s to fund the vehicle and caddy purchasing requirements for food waste collections – Halton’s allocation was £1.019m. In order to maximise buying power, and best co-ordinate procurement opportunities, the LCR Partners committed to jointly procuring caddies and food waste vehicles. Procurement preparation is now at an advanced stage and Members are asked to approve the spend of the capital monies allocated to Halton for the purchase of the required vehicles and caddies.
- 3.9 In January 2024, DEFRA also announced that revenue resource transitional funding will be provided to Waste Collection Authorities from the 2024/25 financial year to implement the weekly food waste collection service. DEFRA further added that ongoing resource/revenue costs will be provided to all waste collection authorities from 1<sup>st</sup> April 2026. The allocations to Halton are not known at this stage.
- 3.10 The Merseyside Recycling & Waste Authority (MRWA) are working with the Waste Management & Recycling Contract (WMRC) contractor (Veolia) to ensure that appropriate facilities and offtake arrangements for separately collected household food waste are in place by the mandated date. Food waste collected by Halton Council is not an Exclusive Contract Waste under the terms of the WMRC and is not therefore required to be delivered into a facility operated under this contract. However, it is acceptable as a Contract Waste and may therefore be delivered into the Contract facilities should Halton Council request.
- 3.11 Officers will explore Halton’s option in respect of the processing/treatment of collected food waste and recommendations will be the subject of a future report to Members for consideration and approval.
- 3.12 **Future Waste Report and Members’ Seminar**

The Environment Act 2021 has also placed new requirements on Council's to collect a wider range of materials from households, including aerosols, foil, cartons/tetrapaks, pots, tubs & trays and plastic films. The new legal requirements will have both cost and service redesign implications for the Council and work is continuing to assess the Council's options and consider the cost/benefits of those options.

- 3.13 Key decisions will need to be made, and Members of the Executive Board will be presented with a further report in Spring 2025. Ahead of this it is proposed to hold a Members' Seminar setting out to all Members the Council's legal obligations in respect of waste, work to date and future options.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 There are no new policy implications associated with this report.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 Whilst there are clear future resource and financial implications arising from the Council needing to put in place new collection services and waste treatment/processing arrangements in order to meet its obligations under the Environment Act 2021, the detail of those financial and resource implications are not known at this stage.

- 5.2 As stated in the report, Halton was allocated £1.019m by DEFRA to support the capital costs of delivering the mandatory weekly food waste collections from April 2026.

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

##### **6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence**

There are no specific implications associated with this report.

##### **6.2 Building a Strong, Sustainable Local Economy**

There are no specific implications associated with this report.

##### **6.3 Supporting Children, Young People and Families**

There are no specific implications associated with this report.

##### **6.4 Tackling Inequality and Helping Those Who Are Most In Need**

There are no specific implications associated with this report.

##### **6.5 Working Towards a Greener Future**

There are no specific implications associated with this report.

##### **6.6 Valuing and Appreciating Halton and Our Community**

There are no specific implications associated with this report.

**7.0 Risk Analysis**

7.1 Whilst there are risks associated with the Council failing to meet its statutory waste obligations, there are no specific risks associated with this report.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 There are no equality or diversity issues as a result of this report.

**9.0 CLIMATE CHANGE IMPLICATIONS**

9.1 The Zero Waste Strategy and the other initiatives planned to support waste reduction and increased recycling will support the Council's response to the climate emergency.

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

'None under the meaning of the Act.'

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**Liverpool City Region**  
Draft Zero Waste Strategy

September 2024

**Disclaimer:**

*Frith Resource Management Ltd (FRM) is an independent waste and resource management consultancy providing advice in accordance with the project brief. FRM has taken all reasonable care and diligence in the preparation of this report to ensure that all facts and analysis presented are as accurate as possible within the scope of the project. However, no guarantee is provided in respect of the information presented, and FRM is not responsible for decisions or actions taken on the basis of the content of this report.*



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Foreword [to be drafted]

## 1 Why have a Zero Waste Strategy?

To guide positive change for us, our community and our waste, and help Liverpool City Region meet its ambitious target to become net zero carbon by 2040 or sooner, at least a decade earlier than the national target<sup>1</sup>.

How we manage our waste (or rubbish) plays an important role in climate change and the carbon emissions we generate. Carbon emissions lead to a warmer atmosphere and a faster rate of climate change. Carbon is generated from the extraction, processing and transport of the raw materials which become the things we buy, use and ultimately dispose of as rubbish. When we throw items away, the collecting and treating of our rubbish also generates carbon emissions. We can lower our carbon emissions and contribute to climate action if we reduce our demand for new resources through reducing the amount of stuff we buy and increasing material reuse and recycling, which also reduces the amount of rubbish we need to manage.

Our draft Zero Waste Strategy sits firmly in the context of climate action to deliver this goal and provides opportunities for significant positive change in our region. It sets out how we can change to become a society that buys less new things because we can reuse, repair and recycle more. This will mean that in the future our rubbish bins are much less needed, providing benefits to our community and the economy and resources in our region. This will also reduce our carbon emissions. For our draft Zero Waste Strategy to be most effective it relies on the support of **everyone**, including Government, Councils, businesses, community organisations, schools and residents. Through working together, we can achieve positive change for our People, Planet and Economy.

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<sup>1</sup> The Liverpool City Region Combined Authority was the first in the country to declare a Climate Emergency in 2019

‘Zero waste’ is a circular economy approach which means adopting lifestyles where fewer items are bought, then minimising waste, as much as possible, through reuse, repair, recycling and composting.

Achievement of the draft Zero Waste Strategy’s Vision and Objectives requires a holistic approach by **everyone**, including Government, Councils, businesses, community organisations, schools and residents.

The overarching themes, strategic outcomes and objectives of our Zero Waste Strategy need behaviour change and waste prevention which will be led by the Partnership working with the community.



Liverpool City Region is committed to delivering zero waste by 2040.

Climate emergencies have been declared and our Strategy is a key part of achieving the commitment for a net zero carbon Liverpool City region by 2040.

Our Strategy seeks to provide significant benefit to our region, our communities and our economy by reducing the amount of rubbish produced and cutting carbon emissions across the city region.



**WHERE?**

**Liverpool City Region**  
(population in bold, households in plain text)

**So, what is Zero Waste?**

Zero waste is preventing as much rubbish as possible.

We know that some waste is unavoidable, no matter how hard we may try to prevent it by reusing and repairing things, so we will always be collecting some rubbish for recycling or disposal.

Our aim is to make it easier to prevent waste, and repair and reuse items, then recycle, so our bins have much less in them in future. This is known as the **'circular economy'** approach to managing our valuable resources and one aim is to keep our resources (items) in circulation for as long as possible so that their value is retained.

Our draft Zero Waste Strategy is being prepared by a Partnership of the Councils in the Liverpool City Region & the Merseyside Recycling & Waste Authority (MRWA). Together the Liverpool City Region Waste & Resources Partnership (the Partnership) provides waste and recycling services for the 1.5 million people, living here, approximately 675,000 households.

**So, who is The Partnership?**

Together, the Liverpool City Region Waste & Resources Partnership (the Partnership) comprises:

- Halton Borough Council
- Knowsley Borough Council
- Liverpool City Council
- Sefton Borough Council
- St Helens Council
- Wirral Council
- Merseyside Recycling and Waste Authority (MRWA)

***Our draft Zero Waste Strategy supports the delivery of net zero carbon targets by 2040, whilst maximising opportunities to make our city region "greener" by helping our residents and businesses to prevent waste, wherever possible – everyone needs to play their part***



## What does our draft Strategy include?

Our draft Strategy is built around the three themes of **People, Planet and Economy** and seven strategic outcomes set out in the *Liverpool City Region Zero Waste 2040 Strategic Framework* and section 2 of this document. It is designed to lead you through the process of how the Partnership will be working to help deliver ‘zero waste’.

1. **Why have a Zero Waste Strategy** answering the basic questions surrounding our draft Strategy, who, where, what, when, why, and how.
2. **What are we trying to achieve?** the vision, themes, strategic outcomes and objectives of our draft Strategy.
3. **Setting the scene** the context of our draft Strategy, the laws and strategies affecting waste, best practice for waste and what we do with your waste.
4. **What could the future look like?** looking at the Liverpool City Region in the future, projections of future waste services, the impact of key legislative changes and where our draft Strategy will take Liverpool City Region.
5. **How will we achieve zero waste?** Examines working together, changing attitudes, reducing rubbish, repair and reuse, recycling and influencing our carbon emissions.
6. **Making it happen** – Our commitments to deliver our draft Strategy.

### So, what is our waste?

Our waste or rubbish is items we “don’t need” and “throw away”.

Our strategy is relevant for:

- **Household & other waste collected by the councils**, such waste and recycling you produce at home, litter bins, street sweepings and some business waste
- **Other waste (not in direct control of the Partnership)**, such as industrial, agricultural and commercial waste that the councils can use collective powers to influence.

## Where does our draft Strategy fit?

Our draft Zero Waste Strategy for the Liverpool City Region:

- aligns with the existing overarching *Liverpool City Region Zero Waste 2040 Strategic Framework* and adopts the same three themes (People, Planet and Economy) and the same seven strategic outcomes.
- replaces, updates and encompasses, where appropriate, the objectives from the *Resources Merseyside 2011 – 2041 Strategy*
- takes into consideration commitment for the *Environment and Climate Emergency Strategies* of the Partnership and the Liverpool City Region Combined Authority to be net zero by 2040.
- provides overarching direction for and takes into consideration the *individual waste strategies* of the Partnership Councils and MRWA.

Waste strategies of the Partnership Councils and MRWA sit beneath our draft Zero Waste Strategy and align to our draft Vision, Mission Statement and Objectives. Where appropriate, existing Partnership waste strategies have fed into the development of our draft Zero Waste Strategy.

A Strategic Environmental Assessment (SEA) screening exercise was undertaken and determined<sup>2</sup> that our draft Zero Waste Strategy did not require a full SEA.

The Partnership will commit to a review of the Zero Waste Strategy in five-yearly intervals.



<sup>2</sup> Through consultation with the designated Consultation Bodies in England; Natural England, Historic England and the Environment Agency as the Zero Waste Strategy will not cause any significant negative environmental effects as it sits within existing policy and Strategy documents, is non site specific and is designed to make waste management more sustainable.

## 2 What are we trying to achieve?

The proposed Vision for our draft Zero Waste Strategy is:

### ***A Liverpool City Region without Waste***

We will work together to protect our environment by keeping materials in use for as long as possible, preventing avoidable waste, and encouraging reuse, repair, recycling and composting. We will educate and engage and deliver waste management practices that provide value for money for our communities.

Through working together to reduce waste, we aim to achieve positive change for our People, Planet and Economy. A shift towards a more circular economy by everyone will play a significant part in meeting net zero carbon targets and responding to the climate emergency, alongside bringing crucial environmental, economic, and social benefits. This won't be easy; we will all need to make big changes.

#### People

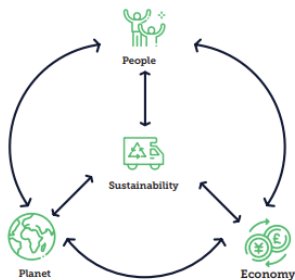
The wellbeing of LCR residents is central to our commitment of meeting net zero carbon and zero waste goals. We want a City Region where our use of resources creates social value and thriving communities.

#### Planet

Using resources wisely and reducing waste is critical in achieving net zero and sustaining our planet. We want to transition to a zero waste LCR, where a healthy and diverse environment enriches lives and strengthens the economy.

#### Economy

Transitioning to a circular LCR will create a wealth of green jobs and open up new opportunities for sustainable businesses. We want enterprises to prosper through rethinking the role of resources and designing out waste.



# Strategic outcomes

Our draft Zero Waste Strategy adopts and builds on the same interlinking themes of People, Planet and Economy and the strategic outcomes of the *Zero Waste 2040 Strategic Framework*



## People

1. Governance
2. Social value



## Planet

1. Climate and carbon
2. Resource efficiency



## Economy

1. Cost efficiency
2. Green jobs
3. Circular economy

Supporting our Strategy's vision and expanding the overall themes and strategic outcomes of the Zero Waste Strategy are thirteen objectives with the priority of achieving zero avoidable waste in the Liverpool City Region by 2040. Developed to encompass and build on the objectives of our earlier waste strategy, Resources Merseyside, where appropriate, and through a workshop to achieve Partner Council consensus, the objectives provide direction and focus for delivery of the Strategy.

**How?** To achieve Zero Waste, our draft Strategy is underpinned by the following 13 objectives:

1. To deliver the Strategy through **co-ordinated action** and **a unified voice**
2. Promote **behavioural change** in residents and business via **education** and **raising awareness** of zero waste and circular economy
3. Developing **reuse capacity** and maximising the **social (community) value of reuse**
4. Reduce **food waste**
5. Reduce the **carbon impacts** of resource use and waste management
6. Provide **waste infrastructure** that allows future flexibility
7. Provide a **whole system approach** to waste management and waste reduction
8. Maximise **waste prevention**
9. Increase **higher quality recycling** to achieve national targets (65% by 2035)
10. Promote the use of **renewable energy**
11. Provide **appropriate enforcement** to protect the environment
12. Maximise opportunities for **local green jobs**
13. Optimise **sustainable economic activity**

How the themes (People, Planet, Economy), the Strategic Outcomes and Strategy Objectives relate to each other, is shown here.

Zero Waste Objectives Summary	Themes & Strategic Outcomes						
	PEOPLE		PLANET		ECONOMY		
	Governance	Social Value	Climate & Carbon	Resource Efficiency	Cost Efficiency	Green Jobs	Circular Economy
1. <b>Co-ordinated action</b> and a unified voice	x						x
2. <b>Education and raising awareness</b> - zero waste and circular economy	x	x	x	x		x	x
3. <b>Developing reuse capacity</b> and maximising social value	x	x	x	x	x	x	x
4. <b>Reducing food waste</b>	x	x	x	x	x	x	x
5. <b>Reducing carbon impacts</b> of waste management	x		x	x		x	x
6. Waste infrastructure with <b>future flexibility</b>	x		x	x	x	x	x
7. <b>Whole system approach</b> to waste management & reduction	x		x	x	x		x
8. Maximising <b>waste prevention</b>	x		x	x	x		x
9. Increase <b>higher quality recycling</b>	x		x	x	x		x
10. Promoting use of <b>renewable energy</b>	x	x	x	x	x	x	x
11. <b>Appropriate enforcement</b>	x	x	x		x	x	
12. Maximise <b>local green jobs</b> opportunities	x	x				x	x
13. Optimise <b>sustainable economic activity</b>	x	x	x	x	x	x	x

*Matrix illustrating the links between our themes, strategic outcomes and objectives.*

### 3 Setting the scene

#### What laws and policies affect waste?

Managing waste in line with government policies is fundamental to our zero waste goal and has a key role in responding to the Climate Emergency...

#### So, what are the key waste policies?

##### 2025 - Extended Producer Responsibility for packaging

Producers to design more sustainable and recyclable products to increase the amount of household packaging waste recycled

##### 2027 – Deposit Return Scheme

Single use drinks containers to have a returnable deposit on them, redeemed at stores or through “reverse vending machines”, designed to reduce littering and increase recycling

##### 2028 – UK Emissions Trading Scheme

Increased cost for carbon emitted from incinerators & Energy from Waste facilities burning rubbish

**2035 – target:** max. 10% municipal waste to landfill

**2035 – target:** 65% municipal waste recycled

##### ‘Simpler Recycling’ in waste collections:

**31 March 2025** Businesses / non household municipal premises – to have recycling collections for cartons, plastics, glass, paper, card, cans, food waste

**31 March 2026** Households - to have recycling collections for cartons, plastics, glass, paper, card, cans, garden and weekly food waste

**31 March 2027** Businesses & Households - to have separate collection of plastic film

##### Net Zero target dates

**2030** – Liverpool City & Sefton

**2040** - Liverpool City Region, Halton, Knowsley & St Helens

**2041** - Wirral

**2050** - United Kingdom

Your Council and the MRWA provides waste services that meet or exceed the national requirements by law. There are lots of changes in legislation and waste policy coming in the next decade that will affect what your recycling and rubbish looks like and how it is collected. These aim for positive change for our People, Planet and Economy, and will determine how your Council delivers waste services in your area.

Changes to packaging regulations means that business which make or use packaging will have greater responsibility for the costs of dealing with it, which should lead to less packaging overall and more of it being able to be recycled. Your Council will need to collect the waste in an “efficient and effective” way as part of these regulations.

The ‘Simpler Recycling’ rules will increase the range of materials we are able to recycle at home and at work, including those materials already collected, plus food waste, more plastics and cartons.

#### So, what does this mean to me?

This means we will establish and/or promote **reuse and repair and refill** infrastructure and services, home composting and leasing / borrowing services.

There could be a variety of changes to how your rubbish is collected and treated and **improvements to your recycling**.

We will provide **regular communication and engagement** about any possible changes affecting you so you understand why there are changes, what is happening and what is required.



*Waste management laws and policies affecting residents*

## What is best practice for waste?

It is a common misconception that only the Councils and the MRWA are responsible for dealing with our rubbish, when in fact, our rubbish is everyone's responsibility.

Our increased awareness of climate change and the link to carbon emissions released from the collection and treatment of our waste forms the core of our draft Strategy. Almost 50 years ago in 1975, the "waste hierarchy" was introduced which emphasises the importance of minimising waste (rubbish), and the protection of our Planet (the environment) and People (human health) as priority. The 'circular economy' idea expands this

concept to a system that minimises resource use, waste and carbon emissions by reducing the amount of stuff we buy and keeping products in use for as long as possible, for example by reuse and repair. This is one area where we can all contribute to climate action. Reducing carbon emissions to combat climate change will benefit our People, Planet and Economy in general, through less extreme weather, leading to improved health, increased biodiversity and food (crop) security.

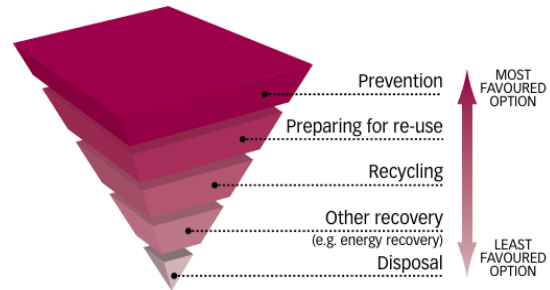
As residents and businesses, we are responsible for the rubbish we produce, and the ideal situation is we minimise our waste as much as possible. This can be achieved, for example, at a household

### So, what is a circular economy?

#### 3 principles:

- Design out waste & pollution
- Keep products & materials in use
- Repair & restore nature / natural environment

shops, minimising food waste, use of 'pre-loved' Apps etc.



*The waste hierarchy (from Resources Merseyside)*

level, by 'meal planning' (to reduce food waste), buying second-hand and products with less packaging, repairing and re-using items (rather than throwing them away and purchasing new). Consistent with our draft Strategy themes of People, Planet and Economy, this trend is increasing through climate and environmental awareness as well as recent rises in the cost of living. Changes we see here include, for example, furniture upcycling, buying from charity



**So, what does this mean to me?**

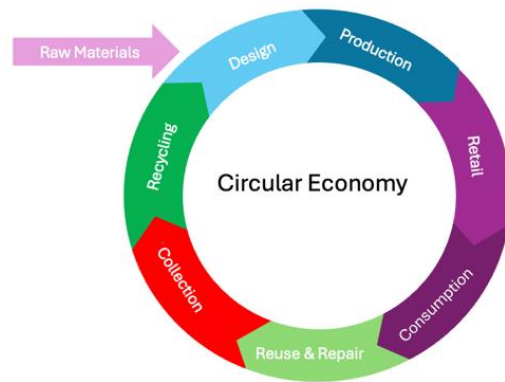
Circular economy means we all try to minimise the rubbish we produce, and that we reuse, share and recycle as much as we can. We are committed to helping you reduce food waste, signposting you to refill and reuse opportunities and improving your recycling.

INSERT PHOTOS TO SUPPORT TEXT

**Linear Economy**



**Changing to a**



*Circular economy*

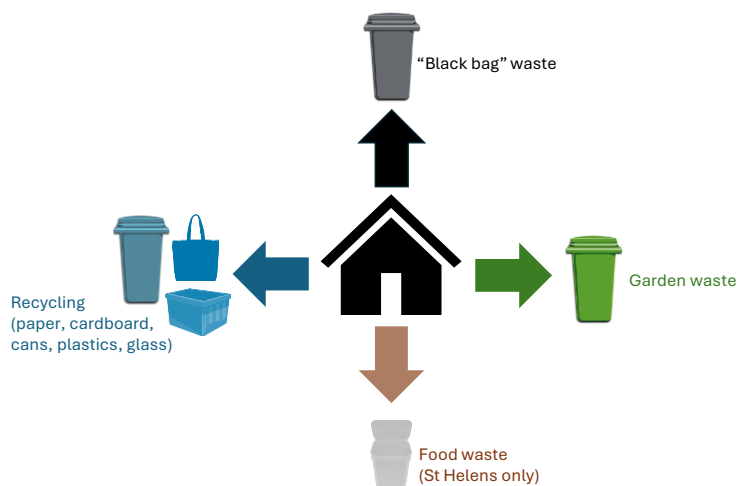
Recognising the value of resources is reflected in the waste hierarchy as items that may be repaired and reused. Only, if this is not possible, then items should be recycled either through your kerbside collections (the Councils' responsibility), at facilities in supermarkets or in one of the 16 Household Waste Recycling Centres in the region. The Government also plays a fundamental role in both reduction of waste and in the management of our rubbish, by setting targets, policies and legislative requirements.

***We are working with our residents and businesses to encourage change and gain benefits for everyone by helping build our circular economy***

**What do we do with your waste?**

The Partnership provides waste and recycling services for the 1.5 million people living in the Liverpool City Region.

Your Councils are responsible for collecting rubbish and recycling from households and some businesses, while the MRWA is responsible for managing its recycling<sup>3</sup>, transportation, treatment and



<sup>3</sup> in most cases, some Councils also arrange some recycling activity

disposal. The Councils might collect rubbish in different ways, but every household is provided with a collection of:

- **recycling** (paper, cardboard, cans, glass bottles and jars, plastic bottles),
- **garden waste** and
- **“black bag” rubbish** that is sent for treatment and disposal (see below).

St Helens Council also provides a weekly collection of food waste to every household, and an increased range of plastics in the recycling collection.

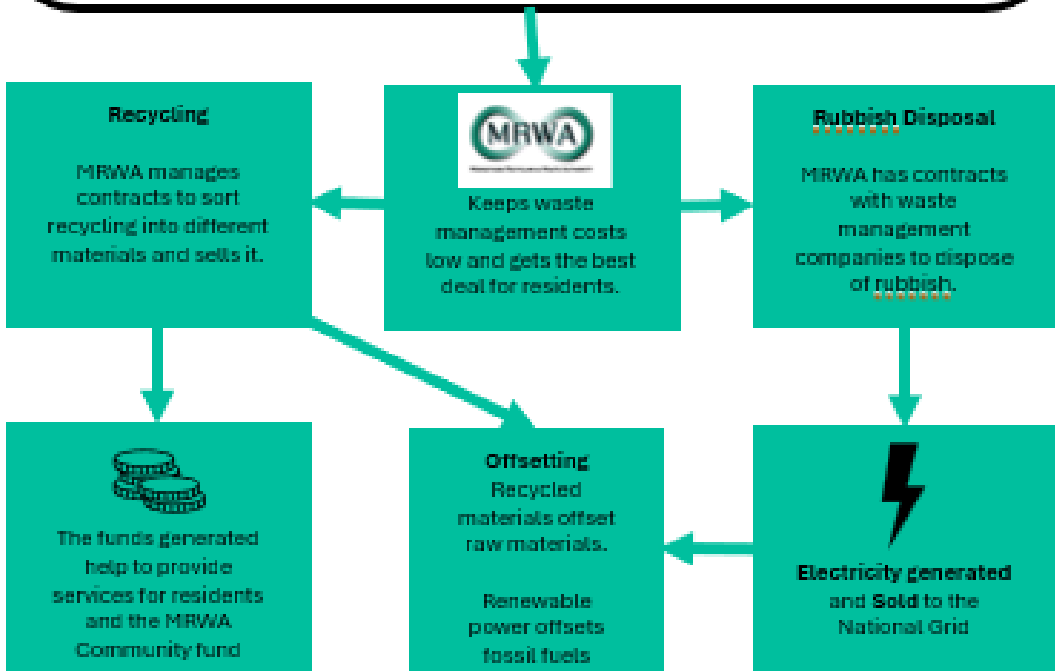
Our “black bag” rubbish is bulked up, put on a train and travels to an incineration process that recovers energy (electricity) from the heat generated by burning it, known as **Energy from Waste**.

Residents can also request **bulky waste** to be collected if required. This is typically large waste items that won't fit into the bins / bags that residents are unable to take to one of the network of Household Waste Recycling Centres that the MRWA provides across the region. The Household Waste Recycling Centres collect and recycle a wide range of waste types.

The Partnership is active in promoting waste minimisation, repair, reuse and recycling to preserve resources.

Our average recycling rate across the region is 30%. However, recycling is only part of the picture to achieving zero avoidable waste. Importantly, we need to change our buying habits and **reduce all the waste** (food, recycling, black bag rubbish etc) we are producing and try to minimise what we throw out. This will provide benefits to our People, Planet and Economy by reducing resource use and carbon emissions, and to help us keep the costs of managing waste down.

**Councils collect rubbish and recycling and pay MRWA to deal with it.**



\* St Helens arranges their own recycling offtake outside of MRWA agreement.

*How the Partnership works together*

## 4 What could the future look like?

We can improve our People, Planet and Economy by working together to reduce our waste.



*How we can influence the amount of rubbish in the future*

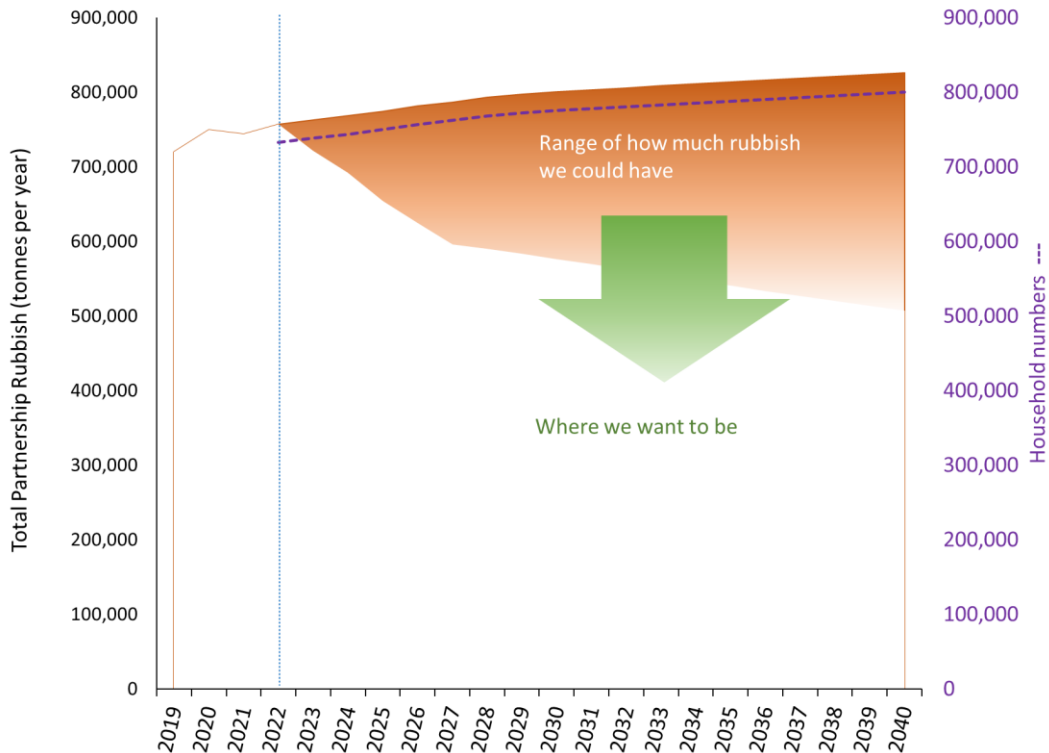
Looking ahead at our Liverpool City Region and how waste will reduce, depends on the changes each and every one of us makes. We have looked at three scenarios for how we can change our waste in the future, each involving different levels of change by each of us and your Council. These changes include how much we buy, what we buy and how the rubbish is collected by your Council. If we all make changes to these things, it can make a big difference.

### So, what changes are needed in the future?

Achieving zero waste will need Government support to ensure producers take responsibility for packaging and products as well as changes by The Partnership, such as weekly food waste collections, reduction in black bag rubbish capacity and increased recycling services, as well as **changes by everyone in:**

- waste awareness
- waste minimisation
- reuse and repair
- recycling initiatives
- purchasing behaviour

If we continue with our current buying habits and ways of dealing with our rubbish, our waste will continue to grow, along with the associated carbon emissions and climate change effects. If we make changes through the actions of our draft Strategy, we can make real reductions in the amount of rubbish we produce, which will also reduce our carbon emissions. We will need to reduce the amount of stuff we buy, and increase the repair and reuse of items to give them a second (or third, or fourth!) life, as well as getting better at recycling.



Potential rubbish and recycling from the Partnership – total arisings – the orange wedge shows possible scenarios

## The Partnership commits to promoting the circular economy in Liverpool City Region

### What does a zero waste household look like?

Over time, more services will be available to households where items can be repaired, pre-loved items can be bought, or rented. The products in the shops will be designed for repair and recycling, so that very little ends up in your rubbish bin.

Everyday consumables like coffee, laundry powder, cereals will be sold from zero waste shops into refillable containers, avoiding the need for packaging.

Together, a future household will receive all the goods and services it needs, but using fewer raw materials than today, which means less damaging climate change emissions from extracting and making new materials, and less environmental harm from needing to throw lots of rubbish away.

## 5 How will we achieve zero waste?

### Working together

Together through changes in purchasing behaviour and development and use of eco products and services we can reap far-reaching improvements for our People, Planet and Economy. Achieving zero waste in Liverpool City Region will be challenging and it will involve us all working together to achieve the common goals to the benefit of our communities. It will involve co-operation and co-ordinated actions from residents, community organisations, businesses, schools and commitments from the Partnership – to create a combined voice to promote change at a local, regional and national level.

The Liverpool City Region generates waste beyond the direct control of the Partnership, for example, waste from industry and agriculture, as well as businesses that the Partnership

Councils don't collect rubbish and recycling

from. The Strategy will be implemented through **delivery plans** to achieve our Objectives with targeted efforts across all waste streams.

#### So, what are our targets?

Reducing the total amount of our rubbish by 2040

- Reducing the total amount of rubbish handled by the Partnership by a third over by 2040
- Reducing our black bag rubbish by 50% of 2019 levels by 2040 – a maximum of 155g/person
- Recycling 65% of municipal waste by 2035

#### So, what is the future?

Remember to **SMILE** to achieve zero waste and low carbon, efficient waste services 😊

- **S**ignificant waste prevention & reduction
- **M**aximising reuse & repair
- **I**dentifying alternatives to buying new
- **L**ess rubbish & more high-quality recycling
- **E**nergy from Waste for only “unavoidable” rubbish that can't be recycled

### *The Partnership commits to providing efficient and effective resource and waste services*

For the waste within the direct control of the Partnership, it is estimated that by 2040 the amount of waste could reduce from approximately 760,000 tonnes per year<sup>4</sup> to nearer

500,000 tonnes per year through our draft Strategy and implementation of the individual Council / MRWA strategies. Without significant changes as set out in our draft Strategy, waste is expected to increase by around 70,000 tonnes per year by 2040 from current levels, due to a growing city region. This is rubbish generated by households and some local businesses<sup>5</sup>; there will be additional waste from industrial and commercial sources within the Liverpool City Region administrative boundaries.

***Through our draft Zero Waste Strategy, the amount of waste within the direct control of the Partnership could reduce by around a third, 260,000 tonnes per year, by 2040***

<sup>4</sup> From the 2022/23 baseline

<sup>5</sup> Where it is collected by the 6 Partner Councils

## How will we change our “rubbish” attitudes?

Achieving zero waste, requires residents and businesses in the region to make a significant effort to minimise the amount of rubbish we produce. To facilitate the change of preventing as much waste as possible, the Partnership will increase education and awareness, promoting changes in buying habits and behaviours and encouraging items to be reused.

### So, how do we change our “rubbish” attitude?

- Avoid buying new where possible
- Buying second hand
- Borrowing and leasing
- Sharing items
- Composting
- Meal planning to minimise food waste

## *The Partnership commits to delivering effective education to all ages, to support people in their journey to zero waste*

The changes would lead to a big reduction in the amount of rubbish generated per person, ahead of the target set at a national level<sup>66</sup>. The amount of “black bag” rubbish for disposal should reduce, by around two thirds, from the current level of around 475,000 tonnes per year to around 170,000 tonnes per year by 2040. This is a 65% reduction to the amount of our rubbish sent to Energy from Waste, mostly through a

combination of waste reduction and increasing recycling. Reducing the amount of rubbish sent to Energy from Waste has significant benefits for climate change, as well as reducing the cost of treating our rubbish – People, Planet and Economy.

Although ambitious, our draft Zero Waste Strategy takes a pragmatic approach – we understand that some waste will be inevitable, not all waste can be avoided completely, but real progress can be made.

## *The Partnership commits to working with our residents, businesses and communities to reduce wasteful behaviours encourage more waste prevention, reuse and recycling*

<sup>66</sup> Environment Act target is for 50% of 2019 levels by 2042, i.e. a target of 155kg/person by 2042. The “low waste growth” projection is expected to achieve 102kg/person by 2040.

## How will we reduce our waste?

Our Partnership will work together to minimise waste, which will also rely on changes at a national level through lobbying Government as well as locally, for example, through smaller bin sizes or reduced frequency of collection. Waste prevention includes avoiding some items (for example those with excessive packaging), reusing and repairing items, and reducing a large amount of food waste.

Looking in all the bins collected from our households together (recycling, “black bag” and food waste), around half of it might be considered

### So, how can I reduce my waste?

You can help by buying less, reusing, repairing, buying second hand, meal planning to reduce food waste.

Some changes will be driven by others e.g. Government banning single use items or requiring separate food waste collections by 2026 and your Council altering your waste collections to encourage less rubbish in your bin.

Opting to refill and reuse will help reduce your rubbish and there are a growing number of opportunities to **refill and reuse** in the region

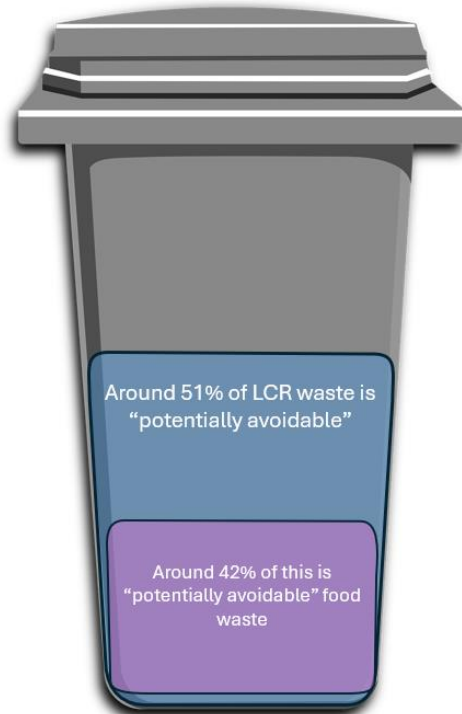
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### Locations to refill and reuse

to be “potentially avoidable waste”, although the removal of all of this from our bins is unrealistic in the Strategy period<sup>7</sup>. The extent to which such items can

be removed from the waste stream will depend on many factors, such as product and packaging design, reuse and repair initiatives, Government intervention and making ‘zero waste’ services easy for householders to use. Some packaging items are covered by waste policy aimed at

reducing waste and increasing good quality recycling, such as Extended Producer Responsibility for Packaging (see Section 3). The Delivery Plan for our draft Zero Waste Strategy will support initiatives for reuse. The MRWA’s Zero Waste Map provides information on local zero waste shops and where we can take items for repair or reuse: [Zero Waste Map - Zero Waste Liverpool City Region \(zerowastelcr.com\)](https://zerowastelcr.com)



Overall estimated amount of “potentially avoidable” waste in our bins

<sup>7</sup> Our modelling in the “low waste growth” projection is based on one-fifth of “potentially avoidable waste” being removed from our waste altogether.



MRWA led
Usually, council led
May be facilitated by council



*Opportunities and options for re-use*

***The Partnership commits to supporting the development of a reuse culture by maximising opportunities to reuse or repair goods***

## How will we improve recycling?

For waste that cannot be prevented, reused or repaired, there are a number policy and legislation changes that are designed to support our Partnership, businesses and residents to increase the levels of recycling of waste within the City Region. An example is a Government initiative called Simpler Recycling which includes the collection of food waste from every household and business (see Section 3) in England.

The Partnership commissioned a study to look at how waste might be collected from households in

### So, how could our rubbish collection change?

Changes to our rubbish collections might include:

- Additional materials collected for recycling (e.g. plastic film, plastic pots, trays and tubs)
- More bins / boxes / bags for recycling
- Separate collections of food waste
- Reducing the size of our “black bag” rubbish bin
- Reducing the frequency of how often our “black bag” rubbish is collected

the future. The study weighed up the merits of different ways of collecting recycling, food waste and “black bag” rubbish, considering cost, carbon, how well they meet the national waste policy, operational issues around collection and treatment, and the likely impact on householders. Changes may be needed, such as: different ways of collecting recycling and non-recyclable “black bag” rubbish or restricting bin size. These potential changes are in addition to those which will be required by law or national policy, such as increasing the range of materials collected for recycling, labelling products / packaging for whether they are recyclable or not and separate food waste collections to households. Each Partnership Council will develop its own strategy for waste collection, taking into account the unique demands of each area, with the MRWA providing facilities and services for recycling and the treatment and disposal of our rubbish. Any changes to your services will be designed to provide benefits to our People,

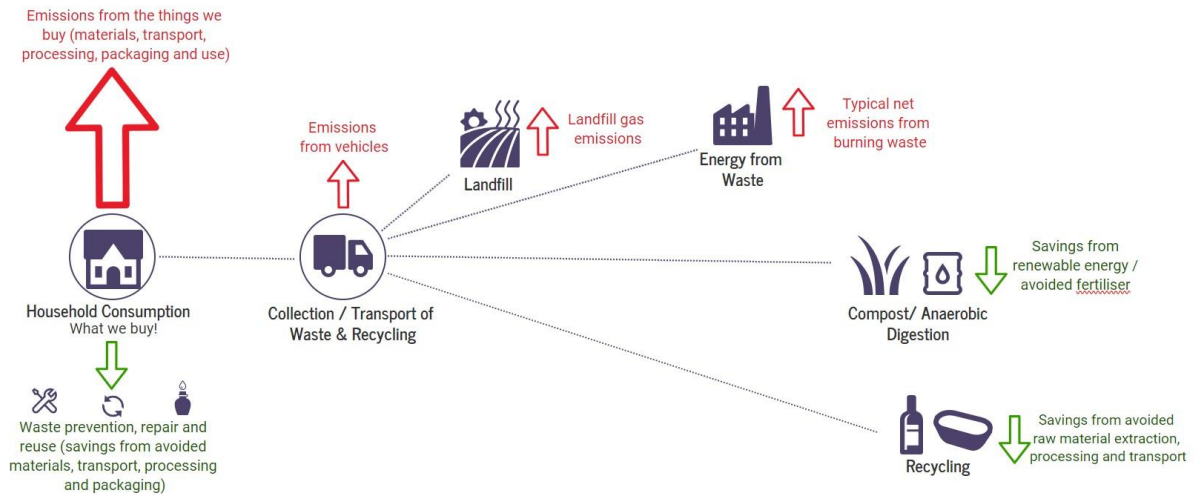
Planet and Economy.

There will be a need for treatment infrastructure to be developed for food waste and changes to recycling facilities as we add more materials, combined with more repair and reuse outlets. These changes will reduce the demand on disposal facilities for non-recyclable “black bag” rubbish and the associated carbon emissions.

## *The Partnership commits to providing collection and treatment infrastructure to maximise reuse and recycling*

## How can we reduce carbon?

The impact of carbon emissions is a huge issue for the world as a whole. Increasing carbon emissions from industry, agriculture and our day to day lives is putting the planet at risk through rising temperatures and extreme weather conditions. Waste and the things we buy have a big part to play, particularly on a local level. If we don't produce the rubbish in the first place, we don't have to collect it, transport it, treat it or dispose of it, all of which will provide climate action benefits from lower carbon emissions. We also conserve our planet's valuable resources and save money, if we are able to reduce the things we buy through reusing and repairing items, rather than buying new.



Carbon emissions from what we buy and what we do with it

If we manage to reduce the amount of rubbish from homes and businesses in the Liverpool City Region by 2040 to the levels sought through the delivery of the actions within our draft Strategy, we

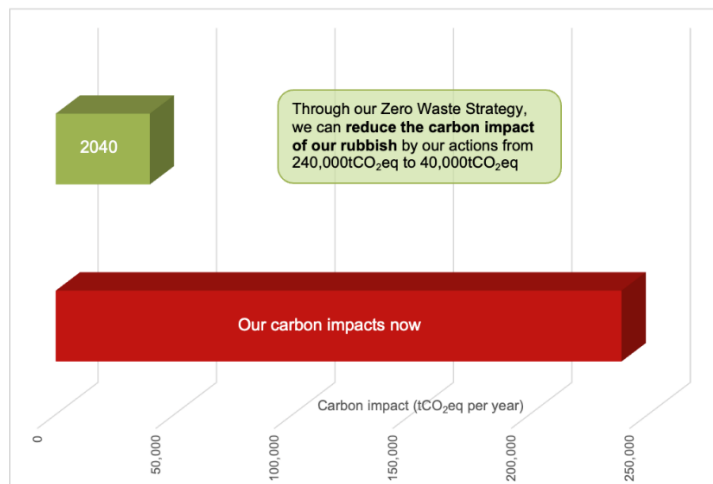
### So, how can I reduce my carbon emissions?

- Buy less new stuff! This can have the biggest impact!
- By reusing and repairing items
- By keeping items in use for longer before we replace them
- Buy things with less packaging, e.g. at refill shops
- Recycling more
- Composting food and garden waste at home, or if that is not possible, using your Council's collections

could save over 80% of our current levels of greenhouse gas (carbon) emissions from the rubbish and recycling services. This is because lower amounts of overall waste means less transport and reduced impacts from disposal of “black bag” rubbish whilst recycling and composting also bring carbon benefits. The carbon emissions could be reduced further with an extensive reuse, repair and circular economy culture within Liverpool City Region.

***The Partnership commits to promoting home and community composting of food and garden waste***

## *The Partnership commits to reducing carbon emissions from the collection and treatment of waste and recycling to support the achievement of net zero goals*



*Possible carbon impact of achieving our draft Zero Waste Strategy aims<sup>8</sup>*

These reductions in carbon emissions would be a significant achievement for our region and our net zero carbon target – the carbon savings could be even greater with more levels of reuse and repair of items. For example, work by WRAP<sup>9</sup> gives the **carbon impact** of producing cotton textiles as around 25 tonnes of carbon per tonne of product, whereas there is a **carbon benefit** of reusing cotton textiles of around 15 tonnes of carbon. Carbon emissions can therefore be reduced by avoiding producing new cotton material in the first place and by reusing it instead.

While we are aware that using fossil fuels in vehicles contributes to our carbon emissions and climate change, the carbon emissions from collection and transport of waste (compared to the rest of the carbon emissions from waste) is fairly low. Moving from diesel bin trucks to clean electric or “green” hydrogen powered vehicles will however lower the carbon emissions further, and there are other benefits of from moving away from diesel vehicles, such as improving air quality and reducing noise. The Partnership is committed to decarbonising their fleets and reducing waste through Council and MRWA Net Zero Action Plans.

## *The delivery of the actions within our draft Zero Waste Strategy could reduce the carbon emissions of our rubbish by over 80% with reduction of waste and improved recycling*

<sup>8</sup> Determined through 2023/24 carbon emissions factors

<sup>9</sup>

[https://www.researchgate.net/publication/306145659\\_A\\_Carbon\\_Footprint\\_for\\_UK\\_Clothing\\_and\\_Opportunities\\_for\\_Savings](https://www.researchgate.net/publication/306145659_A_Carbon_Footprint_for_UK_Clothing_and_Opportunities_for_Savings)

## 6 Making it happen

### Delivering our vision of a Liverpool City Region without waste

Our Zero Waste Strategy will be implemented by The Partnership working together



Delivery of our Zero Waste Strategy will be led by the Partnership and achieved through an overarching action (delivery) plan that encompass our interlinking themes of People, Planet and Economy, our strategic outcomes and our objectives. The actions for resource and waste management are interrelated and will be delivered by the Partnership as well as each of the Councils.

**So, how will our draft Strategy be delivered?**

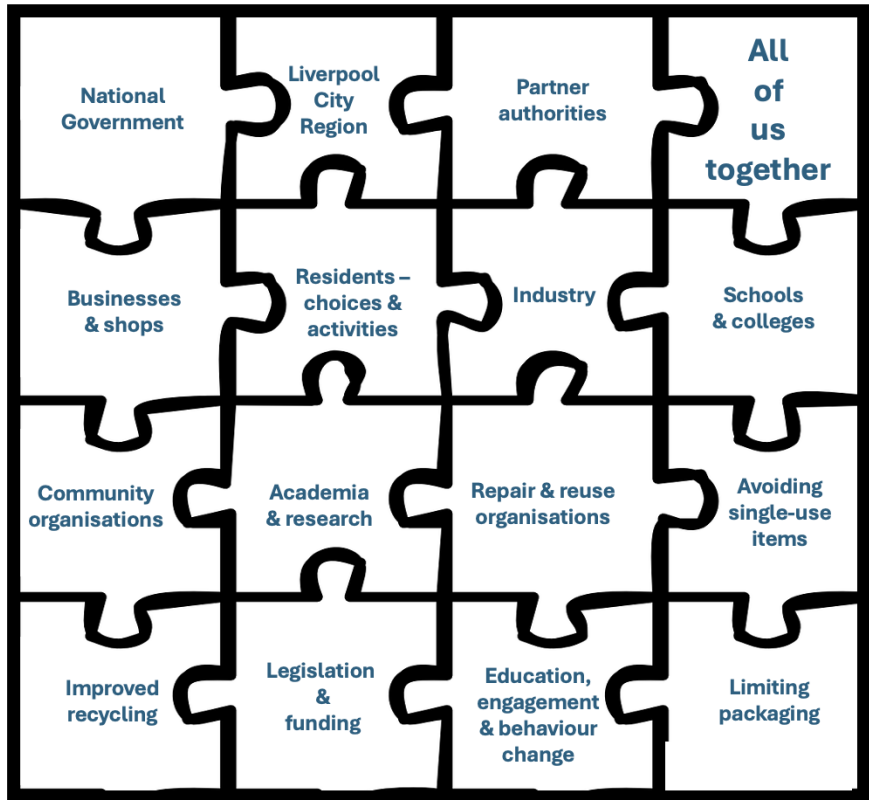
Through focussing our actions on:

- Increasing knowledge, information and education
- Cutting consumption
- Recovering more resources

Much like a family tree, each of the actions will develop and branch out into more specific plans, together with indicators for measuring and monitoring. These plans will be ‘live’ and will evolve through the life of the Strategy together with formal reviews which will be undertaken of the Strategy every five years.

If we implement these delivery plans in the Liverpool City Region, with the right resources, investment and the commitment across our communities, zero waste by 2040 in the Liverpool City Region will be achievable, contributing to our net zero carbon target. The draft Strategy cannot be achieved by the Partnership alone, it needs a holistic approach encompassing **everyone**, including Government, Councils, businesses, community organisations, schools and residents, to focus on a circular economy approach. This can be supported through lobbying government to implement waste management policies such as Extended Producer Responsibility and Deposit Return Schemes to encourage producers of products and packaging to accept more responsibility for their items sold

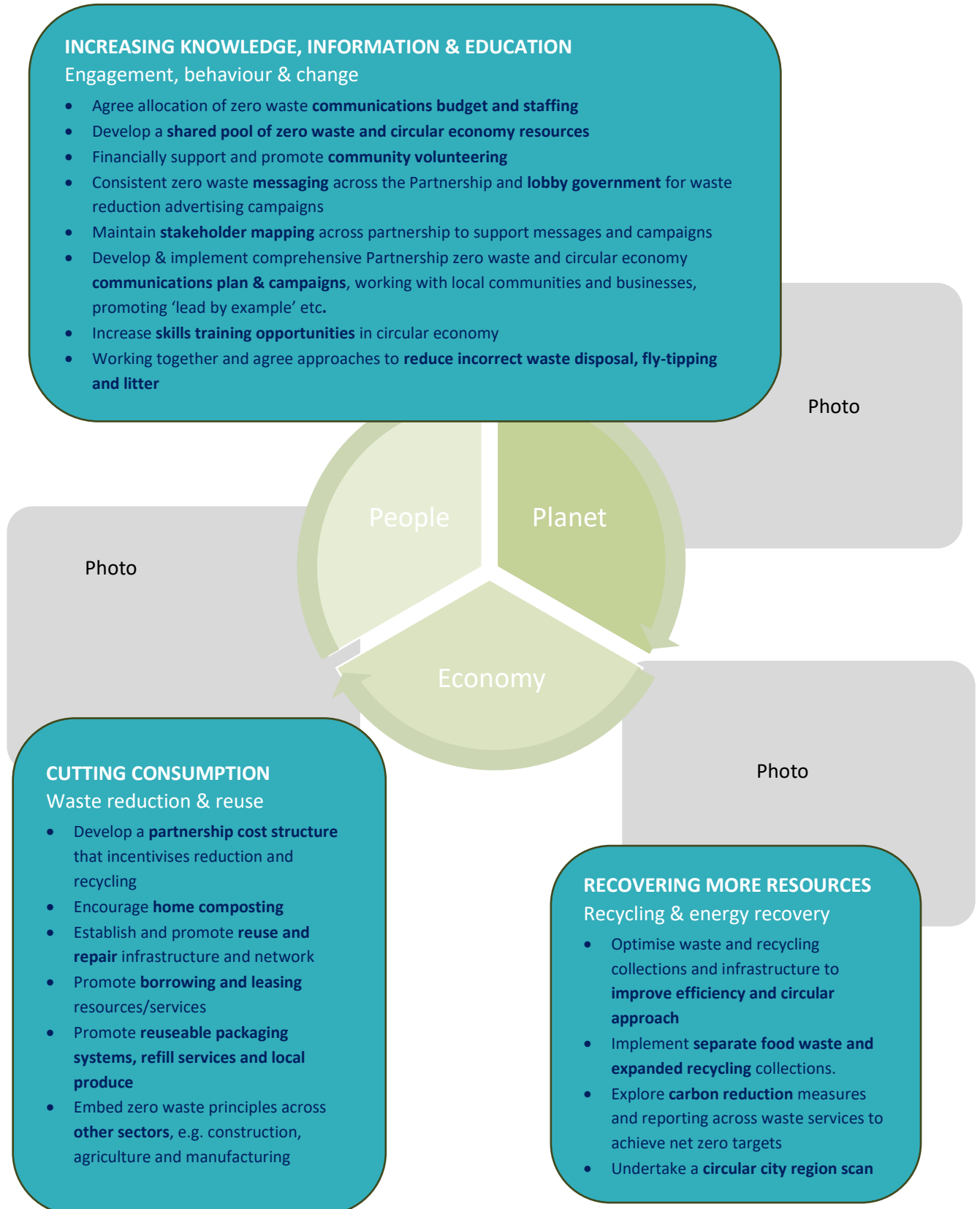
to the public. It will also be achieved by improving and increasing the extent of reuse and repair facilities, community initiatives, working with schools, community organisations and residents to help reduce waste and better improve our recycling services.



***Achieving our draft Zero Waste Strategy needs all the pieces of the puzzle to fit together***

## Delivering Zero Waste

Our proposed key Partnership actions to support delivery of the draft Zero Waste Strategy are shown here.









# FOOD WASTE COLLECTION AND TREATMENT STRATEGY

Environmental and sustainability solutions provided to  
LIVERPOOL CITY REGION WASTE & RESOURCES PARTNERSHIP



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## REVISION LOG

Revision	Details	Date
0.1	Initial draft	23/05/2024
0.2	Quality review & first issue as briefing paper	24/05/2024
0.3	Update to project report to reflect feedback from the Partnership and incorporation of options assessment	14/06/2024
1.0	First full draft of final project report for Partnership review	19/07/2024
1.1	Further final draft incorporating Partnership feedback	18/10/2024
1.2	Further final draft incorporating Partnership feedback	14/11/2024
1.3	Final draft	20/11/2024

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## EXECUTIVE SUMMARY

### Context

The Environment Act 2021 introduces a requirement for all local authorities in England to provide a separate weekly collection of food waste to all households within their administrative area. The majority of authorities within the Liverpool City Region Strategic Waste Management Partnership (“the Partnership”) area do not presently collect food waste with the exception of St Helen’s Council. Following the ‘simpler recycling’ consultation response from the UK Government in October 2023, five of the six Partnership authorities now need to introduce a food waste collection service by 31<sup>st</sup> March 2026. With a wide range of variables determining how this requirement may be met across the Partnership, a strategy is required to realise the strategic goals of the Environment Act, and to deliver a best value service for Merseyside.

### Project requirement

WRM, a specialist waste management consultancy with a particular specialism in food waste recycling, were appointed in April 2024 to develop a strategy for meeting the Environment Act requirement for food waste collection. The overall brief for the commission was:

*To develop a strategic view of long-term options for optimised food waste collection and treatment and interim measures designed to offer Environment Act 2021 compliant solutions whilst transitioning to future state/operating model.*

Two central research questions were established as part of this brief which were to firstly understand what constitutes a fully optimised food waste system for Merseyside; and then, to understand how the Partnership can transition from its current position, through interim arrangements to a future long term food waste recycling service.

This project, which was delivered between April 2024 and August 2024, included an initial project briefing paper, development and evaluation of options and quantitative modelling; all of which have informed the preparation of this report and a presentation made to Partnership Officers in July 2024.

### Option identification and development

The work has identified and developed strategy options which are broadly categorised into waste collection options and waste treatment options. The waste collection aspect drew upon previous collection work commissioned by the Partnership which had established the broad parameters for food waste collection, all of which are in line with WRM expectation.

The main variable to be explored within the waste collection category is the type of fuel used in the collection fleet. This included diesel as the current fuel and therefore baseline, hydrotreated vegetable oils, and biomethane. The latter is of particular interest to the project brief as biomethane fuel can be produced by anaerobic digestion treatment of collected food wastes.

In the waste treatment category, anaerobic digestion is the established technology for recycling food waste and is also advocated as the preferred option within the Environment Act. This treatment option also benefits from fiscal incentives and the opportunity for adjacencies including carbon capture and use/storage (CCUS). With a clear technology for treating food waste, the strategy options have focused on the delivery models with options including utilisation of merchant capacity including capacity provided in the wastewater sector, and options for the Partnership to purchase and receive energy outputs back from a contractor(s). The northwest of England presently has an acute capacity shortage for merchant anaerobic digestion treatment and so options for the development of new capacity for the dedicated use of the Partnership was therefore included as an option.

A range of variables in each option have been accommodated through the preparation of option matrices that define 3 short term and 18 long term options. A process of shortlisting was undertaken to screen out options that were undeliverable and/or unrealistic with cost and carbon modelling then applied to quantify the merits of each option. The assessment of options has also qualitative scoring using criteria that have been developed to reflect the strategic priorities of the partnership.

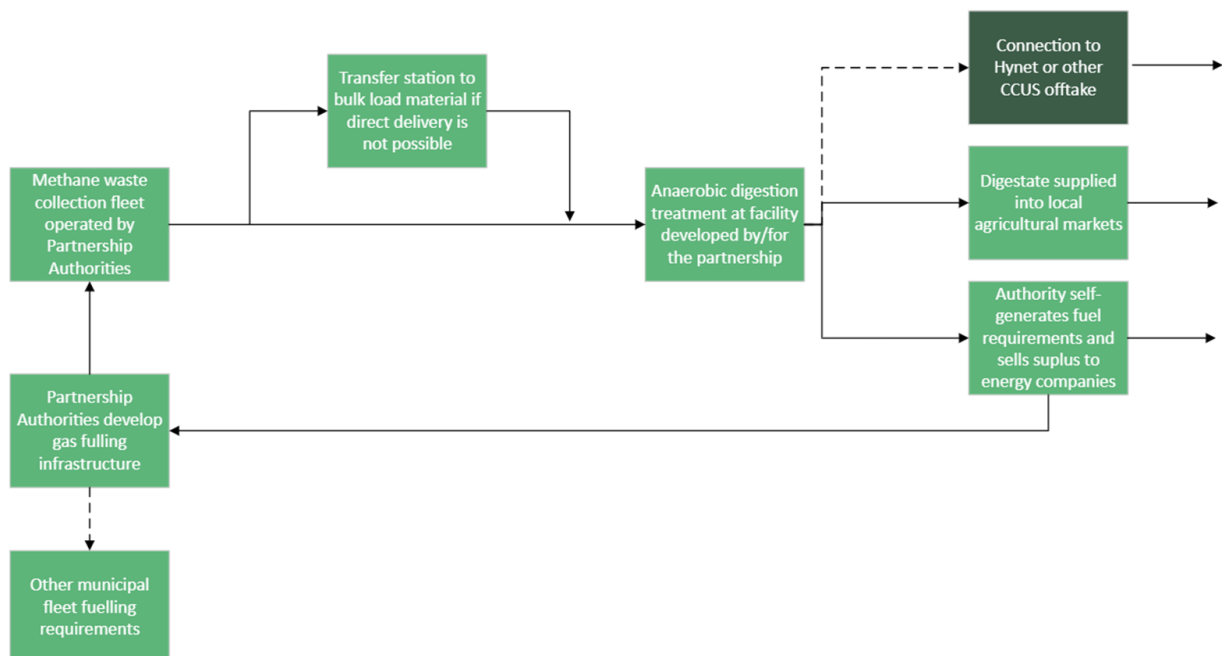
### Conclusion and recommendations

The project has provided a structured approach to identifying the optimal food waste recycling option for the LCR Partnership. This found that option 15, which involves the development of dedicated anaerobic digestion treatment capacity within the LCR region and the use of a portion of the generated biomethane in the vehicle fleet, is the preferred option from a financial perspective, and also in all three qualitative scenarios which were developed to reflect the strategic priorities of the Partnership. A summary of how this option compares to other considered scenarios is presented overleaf.



Option	Financial		Strategic & Quality					
	Total price per tonne of food waste treated		1. Even Apportionment		2. Capacity certainty with even apportionment of other criteria		3. Local treatment capacity that delivers environmental adjacencies	
	Price (£/t)	Rank	Weighted score	Rank	Weighted score	Rank	Weighted score	Rank
1	£198.70	5	42%	8	40%	9	42%	9
3	£192.88	2	67%	3	73%	3	67%	3
4	£209.61	8	42%	8	47%	7	47%	8
7	£203.07	6	50%	6	47%	7	52%	7
9	£197.25	4	75%	2	80%	2	77%	2
10	£213.98	9	46%	7	50%	6	55%	6
14	£196.74	3	67%	3	60%	4	63%	4
15	£190.92	1	92%	1	93%	1	93%	1
17	£207.65	7	50%	5	53%	5	60%	5

The structure of the preferred long-term strategy option is illustrated below with development responsibilities for the Partnership being identified in mid-green, and the development responsibilities of the private sector being identified in dark green.



### Recommended next steps

The identification of this preferred option enables a number of recommendations to be made on how the Partnership can progress to meet its Environment Act obligations. These recommendations, which are detailed in the closing section of the report, set out as a series of practical actions to progress the project, including:

- Collection vehicle and container procurement;
- Gas fuelling infrastructure feasibility and delivery;
- Confirmation of interim approach with the incumbent contractor;
- Site/land search for the development of the facility and obtaining necessary permissions and consents;
- Confirm the funding approach;
- Waste treatment contract development & procurement preparation; and,
- Registering for the Green Gas Support Scheme (GGSS)

The latter of these actions on attaining the GGSS accreditation is noted in the report as being a considerable risk and therefore priority for the preferred option, as this fiscal incentive scheme is currently due to close to new registrations in March 2028.

## 1.0 INTRODUCTION

### 1.1 Introduction to Liverpool City Region Waste Management Partnership

The Liverpool City Region Strategic Waste Management Partnership (“the Partnership”) is a high-level group of representatives from Knowsley Borough Council, Liverpool City Council, Sefton Borough Council, St Helens Council and Wirral Council (the Merseyside districts), Halton Borough Council and the Merseyside Recycling and Waste Authority (MRWA). This report refers the “Partnership” and “Partnership authorities” as a collective term for the organisations commissioning this work. In using this term in a broad sense, it is recognised that there are distinct responsibilities for the MRWA as a waste disposal authority, and the other organisations as waste collection authorities.

The Partnership’s purpose is to collectively address the waste management challenges in the Liverpool City Region (LCR), through the development of a Zero Waste Strategy for the City Region and provide a single voice on waste management affairs; these include implications of new waste management legislation, housing growth, the environment and climate emergency and the financial pressures on regional waste management.

### 1.2 The Environment Act Policy Context

The Environment Act 2021 introduces a requirement for all local authorities in England to provide a separate weekly collection of food waste to all households within their administrative area. Some 159 local authorities in England do not presently have a food waste service in place and those organisations will therefore need to introduce this new service. This includes the majority of authorities within the Partnership area with the exception of St Helen’s Council who have an existing food waste service. As per the ‘simpler recycling’ consultation response from the UK Government issued in October 2023, this collection service needs to be in place by the 31<sup>st</sup> March 2026.

Similarly, all businesses and non-domestic premises in England (such as schools and hospitals) shall be required to have food waste recycling collection in place for the recycling of business and non-domestic premises generated food waste by 31<sup>st</sup> March 2025. This largely applies to businesses in the food service, catering, wholesale and retail sectors. Micro-firms<sup>1</sup> have a separate implementation date and shall be required to have a food waste collection service in place by 31<sup>st</sup> March 2027. Many waste management businesses who offer food waste collection services are preparing for non-domestic food waste collections by

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<sup>1</sup> Micro firms are defined as businesses employing fewer than 10 members of staff and have a turnover or balance sheet of less than £1.7 million.

increasing their service offer to the commercial and industrial sectors. This includes several specialist organisations who are seeking to collect large quantities of food waste which can then be supplied into partnered anaerobic digestion facilities.

The rationale of the food waste collection requirement of the Environment Act has several dimensions. Work undertaken by Zero Waste Scotland found that the food waste fraction of the household waste stream is second only to textiles in terms of carbon intensity which makes it a high priority waste stream to maximise recycling from. This carbon intensity is, to a degree, addressed through the diversion of food waste from the residual waste stream to a recycling outlet, thereby elevating material up the waste hierarchy.

At a wider level within the waste industry, prevailing policy is seeking to disincentivise residual waste treatment practices that emit large amounts of carbon dioxide gas. This includes the UK Emissions Trading Scheme (ETS) which, from 1<sup>st</sup> January 2028, will be expanded to include Energy-from Waste facilities and incineration (without energy recovery). It should be noted that food waste, and the biogenic emissions resulting from the incineration of food waste are not included within the scope of the ETS as the tax is expected to be levied on the processing of waste that generates fossil fuel emissions only, with the point of obligation for the tax residing with the operators of the plant.

The diversion of food waste from the residual waste stream into preferred recycling outlets such as anaerobic digestion can bring a number of benefits, including the generation of clean bioenergy to displace fossil fuels, the subsequent utilisation of the energy in efficient applications, and the capture of the associated carbon emissions from the manufacture of that bioenergy. Furthermore, the recycling of food waste can support nutrient recycling with the non-gaseous outputs from treatment processes being used as an agricultural fertiliser. This has the environmental benefit of displacing carbon intensive compound fertilisers, and also contributes to other Environment Act priorities such as soils protection and health. Food waste recycling through anaerobic digestion supports the circular economy principle and aims to maximise the latent value of all materials derived from a waste treatment process.

A further dimension is the recycling rate increases and evidence from previous service launches suggests that food waste can add a 3-5 percentage point increase to an authority's recycling rate. Such a contribution is viewed by many as essential in working towards the Waste and Resources Strategy commitment to achieve a 65% municipal recycling rate by 2035, to halve residual waste generated per capita by 2041, to send less than 10% of municipal waste to landfill or incineration by 2035 and eliminating all avoidable waste by 2050.

Accessing and attaining this full range of benefits which underly the Environment Act commitment on food waste requires local authorities and their counterparts in the waste management sector to carefully consider, design and specify projects so that the full range of environmental benefits can be realised.

### 1.3 The project brief

Responding to the requirements of the Environment Act 2021 presents a significant change and expansion of waste services to the Partnership. As is discussed throughout this report, the requirement for the collection and recycling of household food waste necessitates the expansion of waste collection fleet, additional logistics operations, and entering into an additional major waste treatment contract. The selection of options within each of these segments of the recycling process have a variety of interdependencies and cannot be separated into discrete strategy decisions. Recognising this point, the Partnership developed this project brief which has the overarching brief:

*To develop a strategic view of long-term options for optimised food waste collection and treatment and interim measures designed to offer Environment Act 2021 compliant solutions whilst transitioning to future state/operating model.*

The differentiation of long-term and interim strategies within this brief acknowledges that current waste recycling contracts, which are in place until May 2029, include the treatment of food waste collected by the Partnership. As a consequence of this pre-existing contract, the Partnership may be limited in specifying the waste treatment solution between collections commencing in March 2026 and the expiry of the current recycling contract in May 2029.

### 1.4 Project scope and objectives

To address the brief, the project has been broken down into two strategic questions which each a number of specific objectives. These include:

**Q: What is a fully optimised food waste system for Merseyside; specifically,**

- What approach represents absolute best practice and an optimised food waste collection & treatment system that is efficient, low carbon and circular?
- What is the context and evidence base that supports this optimised and best practice approach? This question requires a brief to be provided confirming current assumptions and advising on a number of unknowns.
- What are the cost, risks, benefits and timeline of the available approaches?

**Q: How can the Partnership transition from its current position, through the interim arrangements to the future food waste recycling service; specifically,**

- How should the Partnership best move towards an optimised household food waste recycling service, whilst simultaneously meeting Environment Act deadline of 1st April 2026?
- What are the costs, risks, benefits and timeline that take accounts of existing arrangements?
- How do options compare and benchmark in terms of cost, carbon, and other strategic priorities of the Partnership authorities?

To address these questions and objectives, WRM proposed and delivered a project comprising four distinct stages

**1. Project briefing**

The project commenced with the preparation of a briefing paper which provides context to food waste collection and treatment. Topics such as energy markets and innovation which represents the optimum level of decarbonisation and environmental performance were also provided in the project briefing which has been included in this report as sections 2 to 4.

**2. Option identification and development**

With the context provided, the project progressed to identify and describe options that can form components of a fully optimised food waste treatment solution. Such option combinations have examined key variables that will impact the Partnership's strategy including the fuel used in vehicle fleet, the location of treatment and the commercial basis upon which that treatment is provided. Identified options were presented to the Partnership in a briefing paper which forms the basis for section 5 of this report.

**3. Option evaluation**

Combinations of options have been systematically identified through option matrices which has provided a shortlist of nine strategy options. Strategic quality evaluation criteria have then been established and weighted to provide a qualitative assessment of how well each option aligns to the Partnership's priorities. A cost and carbon model has also been developed to assess the financial and carbon performance of the shortlisted option combinations. Outputs from the evaluation were presented to the Partnership in early July 2024.

#### 4. Reporting and presentation

The presentation of option evaluation provided the opportunity for the preferred option to be identified to the Partnership. The presentation also offered the opportunity for the Partnership to ask questions of WRM as the report authors. The project then concluded shortly after the presentation with the preparation of this final project report.

#### 1.5 About this report

This report firstly provides context on food waste collections, food waste treatment, and the energy markets associated with waste treatment. Many of the specific questions within the consultancy brief are addressed in these sections. The report then moves on to identify strategy options, evaluate those options, and present a preferred strategy option for the LCR region, thereby addressing all other questions in the brief.

WRM were appointed to deliver the project in April 2024 and work commenced on the briefing sections in May 2024. The project concluded in July 2024 with a presentation to Partnership members and the delivery of this project report. All data, prices, and statistics stated within this report pertain to this date range unless specifically stated.

This project was delivered at a time when the Partnership had engaged a variety of separate consultancy work to address other aspects of waste and recycling service reform. It should be noted that this work has focused specifically on the brief and has aligned to that other work where possible (e.g. collection round modelling work). This project has however not been able to anticipate the full range of separate strategy decisions which could potentially impact the food waste service. A decision on if and how to restrict residual waste collection would be one example of such exclusions.

## 2.0 REVIEW OF COLLECTION OPTIONS & INNOVATION

The first step in determining an optimised food waste recycling solution is to consider the collection options. The Environment Act requires local authorities to provide a separate, weekly and source segregated collection to households and other potential options such as in-sink maceration have not been considered. Alongside the policy obligation, other reasons for discounting the in-sink maceration approach include the cost and deliverability of a macerator in each and every home, and the ability of the current wastewater treatment system to receive, transport and treat the c.50,000 tonnes of food waste that are estimated to arise within the LCR area.

Previous consultancy work delivered to the Partnership by Frith Resource Management Ltd (“Frith”) has examined a range of collection variables for food waste as part of work that addresses wider recycling consistency matters. This work determined the parameters for collection rounds which are broadly in line with WRM’s expectation. Consequently, this section focuses on technical options beyond the detailed service design parameters that can deliver a circular economy solution for the Partnership.

### 2.1 Kerbside collection options

The collection options included in subsequent modelling work reflect the previous work delivered by Frith. For clarity, the key assumptions from that work are listed below:

- Residents are offered a 7 litre kitchen caddy and 23 litre kerbside caddy for the collection of food wastes;
- Round sizes are c.1,900 properties per vehicle per day;
- A set out rate of 45% is assumed. This reflects evidence provided by WRAP;
- A driver plus one loader is required to service each vehicle. This is a smaller crew size than the usual driver plus two loaders on most recycling collections and sensitivity analysis would help to understand any further round optimisation potential;
- A 7.5 tonne specialist food waste collection vehicle is used. This vehicle type is commonplace for household food waste collection and is suitable for tipping at transfer stations or directly at anaerobic digestion facilities; and,
- The assumed lifecycle for each vehicle is 7 years.

Additionally, WRM has included a number of additional data points required to develop the model which are benchmarked with previous local authority food waste collection projects delivered to urban and semi-urban metropolitan borough council areas. These are:

- A container replacement rate of 4% per annum;



- A yield per household that is calculated in line with the WRAP 'food waste ready reckoner' tool;
- An annual milage per collection vehicle of 13,000 miles per annum; and,
- That the collection authority provides a supply of caddy liners.

The latter point on caddy liners is a strategy and/or service decision that is frequently questioned by waste service managers and is an aspect of food waste collection that attracts a high level of debate. Evidence from existing food waste collections shows that the use of caddy liners results in higher capture and therefore recycling rates. A concern is that their use introduces inorganic contamination to the food waste stream which is ultimately spread back onto agricultural land as a fertiliser. Whilst the majority of waste anaerobic digestion plants have invested heavily in contamination removal equipment, this potential pathway for plastics to enter environment remains a key concern.

To balance the benefit and concerns of caddy liner use, WRM recommends the use of compostable liners which are starch and lactide-based derivatives of plant sources. The specification of any liners should be compliant with the European composting standard (EN13432). Liners that are sold as biodegradable, rather than compostable, are not recommended as evidence has shown those materials to be more persistent if released into the environment.

## 2.2 Communications on food waste

The launch of any new recycling service needs to be supported by a good level of resident communications to support resident understanding, engagement and participation. Initiatives commonly used to promote food waste recycling include a range of general advertising media as well as specific measures such as stickers on residual waste bins to advise against placing food waste in the residual waste stream. WRAP has developed a range of branded, ready to use communications tools which are available to local authorities to use as part of their roll-out of food waste collections.

The modelling undertaken in this project has included a moderate-high level of spend on communications, noting their importance in attaining good levels of food waste recycling and capture. It is recommended that a communications strategy is developed by the Partnership in preparation for the March 2026 implementation date for food waste.

From a messaging perspective, the key themes to be included in any communications undertaken to residents are suggested as being;

- Facts on the environmental impact of food waste;
- Waste prevention messages and awareness of avoidable and unavoidable food waste arisings;
- How recycling of unavoidable food waste addresses these environmental impacts through the circular economy model, in particular through the production of bioenergy and biofertilizer products;
- The importance of not contaminating food waste with inorganic materials; and,
- Social impacts of food waste including the importance of redistributing surplus food which may otherwise result in food waste arisings.

### 2.3 Type of Collection Vehicles

The selection of a suitable waste collection vehicle significantly impacts the cost of waste collection rounds. Food waste is typically collected in very small quantities per set out in the region of 1.5kg per household per week, and for large collection round incorporating 2,000 properties per day, the payload will rarely exceed 3.5 tonnes (which could be collected over multiple tips).

For household food waste collection, the optimal vehicle therefore usually has a Gross Vehicle Weight (GVW) of 7.5 with a payload of 3 to 3.5 tonnes. Many 7.5 tonne GVW vehicles are specifically designed for kerbside food waste collection and incorporate features such as a sealed body, covered/sheeted compartment, and capacity for a service bin. WRM understand that the Frith work estimated some 70-80 vehicles would be required to service the combined fleets of the Merseyside area and this number has not been scrutinised further as part of this work, save for the option to operate a single regional fleet which is addressed in summary.

### 2.4 Alternative Vehicle Fuels

Beyond the service design factors discussed above, the main vehicle option that supports a circular and optimised solution for food waste recycling is the selection of vehicle fuel. This is due to the potential for anaerobic digestion to treat food waste and to produce a methane gas, a portion of which can be compressed and used as a vehicle fuel. Other power systems such as electric vehicles and, to a lesser extent hydrogen, are more novel.

Refuse Collection Vehicles (RCVs) are heavy, operate on a stop-start cycle and utilise internal/power take-off mechanisms (such as bin lifts and compactors), which all require a significant amount of fuel to operate. Alternative fuels have been proven to lower fuel costs over the vehicle's lifetime, whilst significantly reducing greenhouse gas emissions and

mitigating the environmental impact associated with poor air quality. This section provides a comparison of four available fuel types: diesel, compressed biomethane, electric and hydrotreated vegetable oil.

#### 2.4.1 Diesel

Traditional diesel RCVs have become the most common type of waste collection vehicle for local authorities despite advances in fuel efficiency and stringent emission standards. These diesel vehicles emit large quantities of carbon dioxide and other equivalent greenhouse gases, as well as particulate matter and gases such as nitrogen oxides, that contribute to poor local air quality.

Studies have shown that the service and maintenance cost of diesel RCVs are significantly higher than those of their electric counterparts due to the greater number of moving and engine parts. This higher operational cost makes alternative fuel vehicles an attractive option for local authorities.

Diesel fuelled refuse collection vehicles are the baseline for almost all refuse collection fleets and are well understood by local authorities including the Partnership. Consequently, no further evaluation of these vehicles is provided at this stage.

#### 2.4.2 Compressed Biomethane

Compressed natural gas (CNG) is a long-established transport fuel which is globally used in a variety of vehicle types. Biogas produced during the anaerobic digestion process can be upgraded to biomethane, by removing carbon dioxide, water vapor, and other trace gases which is chemically identical to natural gas (CH<sub>4</sub>). When biomethane is compressed, it can be used as a transport fuel in the same way as CNG.

Biomethane powered RCVs mechanically operate in a similar way to diesel RCVs, although biomethane produces around 85-94% less carbon dioxide-equivalent emissions than diesel across its lifecycle and has a fuel duty of approximately half of diesel used for vehicle fuelling. Indeed, the full retail price of biomethane is generally lower than the duty paid on an equivalent volume of diesel fuel.

A further benefit of biomethane vehicles is a comparative reduction in nitrous oxide and particulate matter emissions which contributes to local air quality improvement objectives. Previous research has found that such reductions in nitrous oxide emissions can be as high

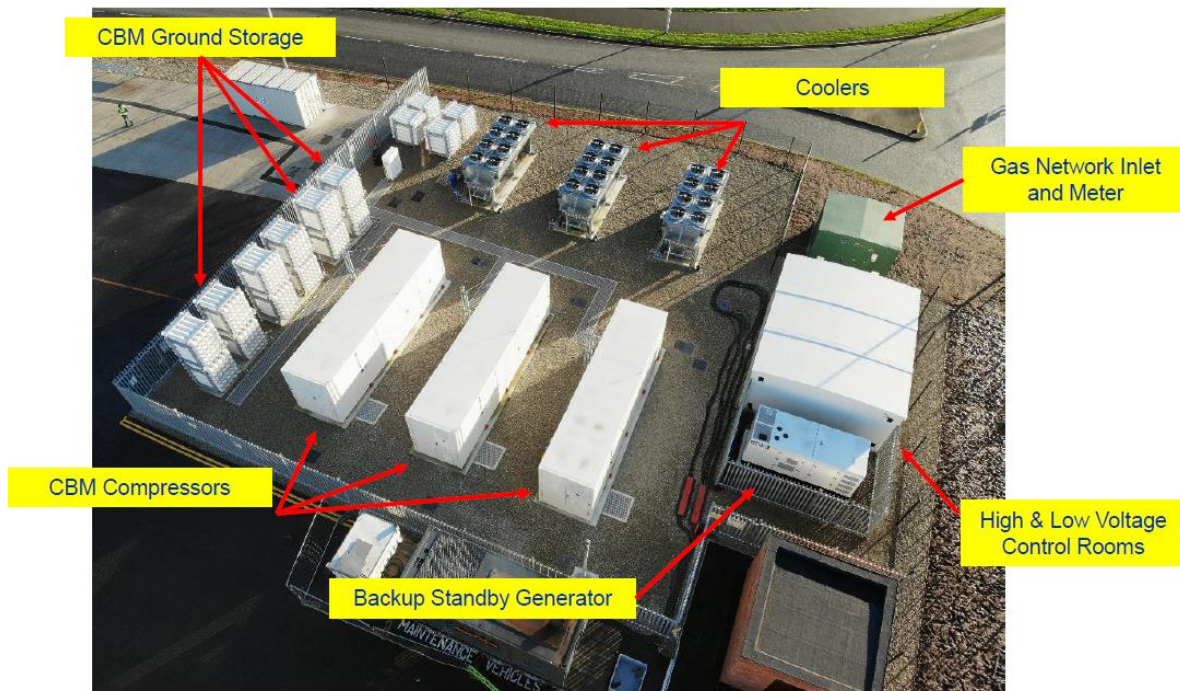
as 90%. Additionally, biomethane that is produced and re-used locally will reduce emissions associated with fuel distribution.

During the development of options, it was identified that Liverpool City Council presently operate a fleet of c.20 CNG powered refuse collection vehicles which operate on grid gas. The aforementioned air quality benefits were cited as a key reason for their selection.

Adoption of gas-powered vehicles, whether CNG or biomethane will require procurement of a specific fleet of vehicles as the economics of converting liquid fuelled vehicles to gas powered vehicles are not viable when compared to fleet substitution/replacement. This is due to the fact that conversions requires a swap out of the chassis which is comparatively more expensive than the body and lifting/compaction units which are the other key components of a collection vehicle.

The implementation of biomethane vehicles will require gas fuelling infrastructure to be installed. The vehicle filling station can be located at the anaerobic digestion site treating food waste enabling collection vehicles to fill up when making deliveries. This is not a necessity as filling infrastructure can be installed a depot facilities providing they have a medium or intermediate pressure gas grid connection. The methane gas grid can then be used to ship gas from an AD plant treating Merseyside's food waste to the filling station location with this shipment supported by a Renewable Gas Guarantee of Origin certificate to track the gas through the grid network as described in latter sections.

Such a filling station could, for the Partnership, be a single large filling station as illustrated in Figure 1; or, could be a smaller filling point at each of the Partnership authorities depots as illustrated in Figure 2.

**Figure 1 – Large scale bio-methane vehicle fuelling point.****Figure 2 – depot scale biomethane filling point.**

The cost of installing the smaller depot scale filling station equipment is in the region of £120,000, excluding the costs of connecting to the local gas grid which are a site-specific cost and can depend on factors such as the distance to the grid, and any encumbrances (e.g. land ownership, highway, railway, or watercourse crossings) that may escalate development costs. In one recent project, the total cost including civils work was in the region of £398,000. It is important to note that this order of cost would be incurred at each selected site for development of a filling station.

WRM does not presently have a capital cost for development of a large-scale refuelling site but has made enquiries to gather this information to support latter stages of this project.

Whilst this assessment is largely focused on the circular option for the waste collection fleet, it should be recognised that surplus biomethane that is not consumed by a filling station can go to other public sector fleet uses such as bus fuelling, and the Partnership may wish to engage with colleague in those areas to understand strategic alignment and therefore potential opportunities for biomethane fuel supply.

A further filling option for biomethane is to utilise an increasingly available network of filling stations which have arrangements with anaerobic digestion facilities for the supply of renewable gas. One recent development which could be available to the Partnership is the CNG Fuels filling station at Saturn Business Park in Knowsley (L34 9GJ) or at the St Helens filling station which is proposed by Gasrec.

#### Implementing the biomethane option

The current waste recycling contract for the Liverpool City Region with Veolia extends until 2029, and it is highly unlikely that a source of self-generated biomethane could be developed by the Partnership by this time. One challenge presented by this timescale is that the Council is obliged to commence food waste collections in March 2026 which will require the Partnership to invest in new vehicles before a potential source of biomethane becomes available. In this scenario, the baseline option would be to commence collections using diesel vehicles, although the 7–8-year lifecycle of those vehicles could then limit the option to move over to biomethane vehicles in 2029. The outcome of this situation is that the various benefits of biomethane fuel use would be lost.

A viable option for the Partnership is to procure CNG vehicles and to run those vehicles on grid methane gas in the short term (2026-2029). This would require the immediate delivery of the refuelling infrastructure and would deliver to achieve air quality savings, such as a reduction in nitrogen oxides notwithstanding the fossil origin of grid supplied gas.

Once an anaerobic digestion plant is operational and supplying a self-generated source of biomethane, the gas source can be switched to biomethane using the renewable energy guarantee of origin certificate to demonstrate the gas supply from the AD plant provider.

For a filling station to be operational in 2026, construction would need to begin imminently. Previous financial assessments conducted by WRM estimated the cost of a concrete yard area and tanker filling yard to be approximately £397,170. It is recommended to speak with

the district network operator (Cadent) to conduct a capacity check at the proposed filling station locations.

### 2.4.3 Electric

Electric RCVs are powered by on-board batteries and offer significant environmental benefits. They produce zero tailpipe CO<sub>2</sub>e emissions and particulate matter, as well as generating considerably less noise pollution compared to diesel-powered alternatives.

Following their launch, several fleet managers raised concerns about the range of eRCV's, particularly in respect of range and payload capacity. From a performance perspective, eRCV's are now available with payloads of up to 20 tonnes per day and with a published operating duration of around 8 hours per day. It is however noted by WRM that the majority of waste collection authorities adopting eRCV's are predominantly urban, and anecdotal discussions with contacts who have trialled eRCV's has suggested their performance and associated benefits reduces in suburban and rural areas. A full charge cycle is in the region of 6-7 hours, meaning that vehicles can typically only be charged once per operational day.

The switch to electric RCVs would require a detailed study of the grid to ascertain the viability for the installation of charging infrastructure. Including analysis of the grid capacity and scoping whether the grid infrastructure around the depots is sufficient for the demand.

## 2.5 Hydrotreated Vegetable Oil (HVO)

HVO is a form of renewable fuel that is produced from vegetable fats and oils. Unlike regular biodiesel, hydrogen is used as a catalyst in the fuel creation process instead of methanol. This makes it a cleaner burning, environmentally friendly renewable diesel alternative, without the short shelf life of regular biodiesel.

The fuel is created by collecting cooking oil waste and processing it through a hydrogenation and isomeration process, which removes the impurities from the oil. The process breaks down existing molecules and builds them up again, leaving a final product with consistent carbon chains, but without the impurities that are common in traditional diesel and biodiesel. The result is a fuel with a chemical structure almost identical to regular diesel, therefore acting as a viable fuel replacement, but with the added benefit of a c.90% reduction in carbon dioxide emissions, and lower particulate matter and nitrous oxide emissions compared to its traditional diesel counterpart.

HVO is considered a 'drop-in-fuel'. That is, the fuel is compatible with vehicles fitted with Euro VI diesel engines, with no modifications or changes required to traditional diesel vehicles to accommodate the fuel change. Consequently, the options modelling exercise has assumed compatibility of HVO fuel with traditional diesel vehicles, resulting in no change to baseline vehicle procurement costs. For the avoidance of doubt, vehicles running on HVO operate on a liquid fuel system and cannot be converted to a gaseous fuel source such as CNG or biomethane at a later date.

Whilst the use of HVO fuel provides clear decarbonisation benefits for a vehicle fleet, its emergence as a relatively new fuel source, combined with a distinct supply chain and higher fuel cost than conventional diesel, means that the scalability of the adoption of HVO as a vehicle fuel option currently remains less common than its more traditional diesel counterpart. During the delivery of this project it was identified that Wirral council had undertaken a trial using HVO fuels on three vehicles.

## 2.6 Fuel Types Comparison

Table 1 highlights the operating costs and emissions between each fuel type for a 7.5 tonne GVW food waste collection vehicle. To obtain figures for Biomethane-fuelled and electric vehicles, WRM utilised previous work completed for other local authority waste services. The cost of a 7.5 tonne diesel vehicle was sourced from the Frith work. All fuel rates are taken from the average price paid over 2022/23. Although diesel RCVs offer the lowest capital and annual maintenance cost, HVO, electric and biomethane all have higher carbon savings, whereas diesel has no carbon saving.

**Table 1 – Fuel Type Comparisons**

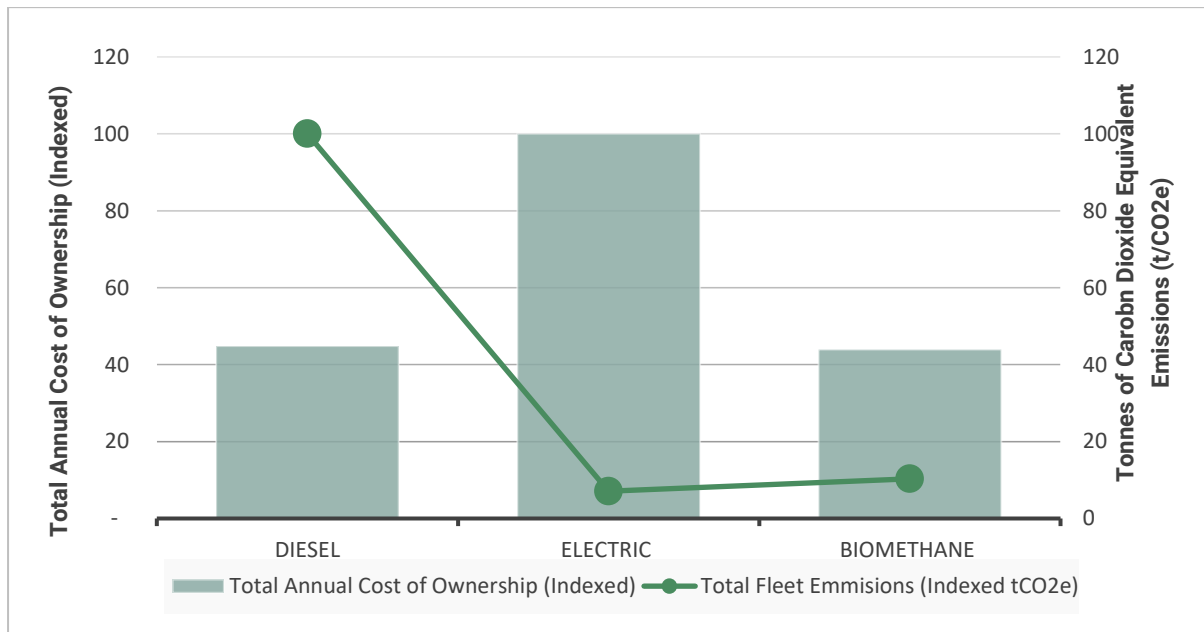
Fuel Type	Capital Cost (7.5t vehicle)	Operating Cost (Excluding VAT Fuel Price £)	Emissions (Kg CO2e per mile)	Annual total cost of ownership <sup>2</sup>
Diesel	£85,000	1.50 per litre	0.73	£20,643
Hydrotreated Vegetable Oil	£85,000	1.80 per litre	0.073	£20,643
Biomethane (RNG)	£102,000	0.65 per kg	0.09	£24,771
Electric	£145,000	0.29 per kWh	0.11	£35,214

<sup>2</sup> Includes apportioned capital cost over a 7-year depreciation period, plus annual vehicle servicing and repair costs.



Although diesel RCVs offer the lowest capital and annual maintenance cost, HVO, electric and biomethane all have high carbon savings, whereas diesel has no carbon saving. The relationship between the information presented in Table 1 is illustrated in Figure 3.

**Figure 3 – Comparison of cost and carbon savings for diesel, electric and biomethane fuelled refuse collection vehicles.**



## 2.7 Transfer station requirements

Depending upon the location of waste treatment, there may be a requirement for collected food waste to be bulk hauled to the anaerobic digestion facility. This operation would require the use of a waste transfer station(s).

Attention is drawn to the specific Environmental Permitting requirements for transfer stations receiving food waste. Such requirements can include:

- Appropriate containment measures for food waste;
- Odour control/management measures;
- Vermin control; and,
- Procedures to comply with the animal by-products regulations.

These requirements need to be assessed at any specific locations that the Partnership authorities propose to use so that permit variation and/or upgrade works can be undertaken. With lead times on environmental permitting currently standing at c.1 year from the point of

application, it is recommended that the Partnership commences work to identify and assess the suitability of any likely waste transfer locations.

## 2.8 Integration of a single collection service across the whole Partnership area

One question presented by the Partnership on the collection component of the service relates to whether other governance structure could lead to an improvement in efficiency and therefore represent a more optimised collection service.

WRM has not reopened any collection round modelling work undertaken by Frith but has previously addressed this question in detail for the organic waste collection service offered within the Greater Manchester Combined Authority administrative area. That work, which was of comparable scope to this project for the Partnership examined potential areas of efficiency such as but not limited to:

- Optimised round sizes, particularly by reducing the number of 'part rounds' and removing internal administrative borders which may reduce round sizes;
- Greater sharing of fleet and resources, particularly in respect of spare vehicle provision which may have the potential to be reduced;
- Combined service management and administration functions; and,
- The use and/or development of a single depot facility which could also incorporate new biomethane filling station and/or electric vehicle charging stations.

When modelled as a single collection service, WRM found that the collection option reduces the number of vehicles required to service food waste by c.4% compared to each collection authority operating its own service. The specific reduction in service would however need to be remodelled by Frith to determine whether such a level of efficiency would apply to the Partnership authorities.

A further possible benefit of the option would be that an entire food waste recycling service could be let as an integrated collection and treatment contract across the Merseyside area, placing full control of collections and treatment within a single entity.

Whilst the option of a single collection service has several possible benefits, a number of potential challenges are also presented by the option. These include although are not limited to:

- The service management may become separate to other waste services. An example of this could be contact points for reporting missed collections which could differ from other waste and recycling services;
- There could be a disconnect in the scheduling between food waste collections and other refuse and recycling services. Such confusion on set-out days can lead to a reduction in service participation and therefore yield;
- The ability to share resources and staff across the various fleets may be constrained. This could include spare vehicles that operate across service and could also include staff who, in many authorities, frequently rotate between services to balance workloads;
- The option may limit the fuel use options if the contractor was not fully in control of depot ownership.

The listed benefits and challenges have been discussed with the Partnership, specifically in relation to the timescales and the need to have a food waste collection service in place by March 2026. This noted that other authorities looking to make and procure complex changes for this date are already at the point of releasing procurement documents in order to ensure that lead times can be accommodated. It was agreed by the Partnership that a common specification to round design and vehicle procurement could be agreed by the Partnership which is then produced and integrated into waste services at the collection authority level. WRM recommends that work on this common specification and procurement should be a priority action for the waste collection authorities within the Partnership.

### 3.0 PROCESS OUTPUTS: RENEWABLE ENERGY, DIGESTATE AND CARBON MARKET OVERVIEWS

Ahead of examining the waste treatment sector this review begins by outlining the role of food waste in the current energy and sustainable fuels market. This section is presented ahead of food waste treatment options as energy use often determines the selected treatment technology. This is due to the level of revenue, which is derived from energy sales, and understanding the energy market context is a pre-requisite to determining the type of waste treatment solution that the Partnership may in future specify.

#### 3.1 Current Energy Market

Food waste is one of the most carbon intensive fractions of the wastes within the municipal waste streams, with a disproportionately high carbon emission per tonne. Energy derived from food waste contributes to the renewable energy sector by utilising organic matter that would otherwise be disposed of through energy from waste. Through anaerobic digestion and a range of adjacent technologies, food waste can be turned into a useable form of energy including electricity, heat, and transport fuels. Production of these energy outputs supports the principle of a circular economy by repurposing waste materials and to varying degrees maximising resource efficiency. Furthermore, food waste derived energy can support local energy production by enabling smaller-scale anaerobic digestion plants to be implemented closer to waste sources, reducing transportation needs and emissions.

The calorific value of a fuel is a measure of how much energy is available per tonne of waste. The higher the calorific value, the greater the energy potential from the waste. Alongside calorific value, the efficiency of the energy utilisation option must also be considered. Indirect energy generation, such as burning biogas to produce steam that drives a turbine to generate electricity, is generally less efficient than direct energy export (e.g. using the gas in heating or transport applications). However, direct generation will often require energy, 'parasitic load'. The parasitic load refers to the amount of energy consumed by the system itself to operate, as opposed to the energy it produces for external use. As a result, the overall efficiency needs to be considered when determining the relative value and environmental benefits of direct and indirect energy generation.

This section now proceeds to introduce and describe the various energy outputs that could be generated from the treatment of the Partnership's household food waste.

### 3.2 Electricity (and heat) generation

The initial waste anaerobic digestion facilities were developed to produce electricity and heat outputs. In these systems, raw biogas from the digestion process is utilised in combined heat and power engines (CHP) which produce electricity and heat in the form of hot water. A typical CHP engine is illustrated in Figure 4.

**Figure 4 – Combined heat and power engine.**



CHP engines have a net electrical efficiency in the region of 40% and energy content ratio of gas produced to electricity exported reflects this efficiency rating. A further 40% is generated as heat in the form of hot water which can be used in heating applications such as industrial heating or district heating for buildings.

The high levels of adoption of CHP engines at the initial anaerobic digestion plants is attributed to several reasons. At that point in time (2009-2014) the United Kingdom has some ground to make in reaching renewable electricity generation targets. By deploying CHP engines, which are readily available and used in other industry sectors (e.g. landfill gas, large process and heavy industry sites), the production of renewable electricity was a relatively straightforward development option. Furthermore, substantial incentives were available in the form of the Feed-In Tariff, a fiscal incentive scheme which paid renewable electricity generators a unitary rate for the power they exported to grid.

There are however several reasons why electricity generation from biogas has fallen in recent years. The UK has made commendable progress towards meeting renewable power targets; hence the focus has now shifted towards incentivising the production of heating and transport fuels as discussed in subsequent sections of this report. This shift in output requirement is reflected by the termination of the Feed-in Tariff in 2019 and there are presently no financial subsidies available to anaerobic digestion plant operators in respect of renewable electricity production.

This shift in focus also reflects a more optimal use of the renewable energy created in biogas. Many waste anaerobic digesters operating with a CHP engine did not have adjacent demands for full use of the 40% heat output meaning that a large proportion of the latent energy was vented to atmosphere. This contrasts with gas or vehicle fuel production which in comparison has a much higher (c.95%) energy conversion efficiency.

It should however be noted that most anaerobic digestion plants continue to operate small CHP engines are part of their operations in order to service the heat and power demands of the anaerobic digestion plant. This demand is commonly referred to as the 'parasitic load'.

### 3.3 Heat and Biomethane

The heat industry represents a substantial portion of national energy demand and carbon emissions, making it a focal point for renewable energy incentives. By incentivising renewable heating fuels, the aim is to reduce reliance on fossil fuels in residential, commercial, and industrial heating applications.

Decarbonising heat presents several challenges due to the extensive infrastructure and variation of energy sources involved in heating systems. Traditionally the heat industry relies heavily on fossil fuels, particularly natural gas, which is a major contributor to greenhouse gas emissions. Presently, biomethane, which is the upgraded and purified form of biogas, is viewed as a promising renewable gas option since it can meet a wide range of demand profiles from residential heating to industrial processes without alteration to that infrastructure (e.g. boiler replacement). Current UK strategies place biomethane production through anaerobic digestion as a key decarbonisation technology, with predictions that by 2030 biomethane production could treble from 2020 levels.

The Government has previously indicated anaerobic digestion as a preferred method for treating biodegradable material, due to the benefits associated with biomethane production and its role in decarbonising the UK gas grid. Government launched the Green Gas Support Scheme (GGSS) 31st March 2021 to support the construction of new anaerobic digestion facilities. The GGSS will support this objective by providing a tariff supporting the price of biomethane injected into the gas grid at anaerobic digestion sites. This scheme follows on from the non-domestic Renewable Heat Incentive (RHI) and will pay unitary tariffs to certified producers of biomethane for a period of 15 years. The scheme is expected to help decarbonise the UK's gas supplies by increasing the proportion of 'green' gas in the grid.

During peak years of production, biomethane plants incentivised by the GGSS will generate enough green gas to heat around 2 million homes.

The government recently announced their intention to extend the GGSS to 31 March 2028, a date by which a site must be injecting biomethane into the gas grid. This policy announcement provides more time for prospective applicants to register on the scheme and continue alignment between the GGSS and the introduction of municipal food waste collections. With its 15 year tariff guarantee, published and index adjusted tariffs, and the precedent of many operational examples, the Green Gas Support Scheme is now viewed as the principal incentive support scheme for waste anaerobic digestion.

### 3.4 Vehicle Fuel

The Renewable Transport Fuel Obligation (RTFO) launched on April 15, 2008, is one of the Government's main policies for reducing greenhouse gas emissions from transport. The RTFO achieves greenhouse gas emission savings by promoting the availability of renewable fuels for use in UK transport. Under the scheme, suppliers of eligible fuel types (petrol, diesel, gas oil or renewable fuel) in the UK must meet an annual obligation using tradeable certificates which are awarded for the supply of sustainable renewable fuel. In 2021 the renewable fuel supported by the RTFO accounted for 5.4% of the total transport fuel supplied, delivering greenhouse gas savings of 5.07 million tonnes of CO<sub>2</sub>e.

An obligated fuel supplier can obtain Renewable Transport Fuel Certificates (RTFCs) either by supplying renewable fuels or by buying them from renewable fuel suppliers. Where there is a shortfall in either of these options, the obligated supplier must obtain renewable fuel and/or certificates from third party organisations. Waste anaerobic digestion sites who are not obligated suppliers and who produce a biomethane gas which can be used as a transport fuel can sell the gas and/or certificates to those obligated suppliers. This provides a further renewable energy option alongside the GGSS.

Unlike the GGSS which provides a fixed tariff over a defined duration, the RTFO scheme is a cap and trade scheme and the value of a certificate can vary in line with supply of renewable fuels and/or demand for certificates. This makes the price received by operators looking to sell certificates less stable although has at times, resulted in a very high certificate price (e.g. where obligated vehicle fuel suppliers have a high demand for certificates). This fluctuation in value is, to a degree, reduced in circumstances where transport fuel is self-generated for use in fleets as additional benefits such as a reduction in fuel duty (by a magnitude of c.50%) can be claimed on biomethane fuels. Given this fluctuation, many operators producing vehicle

fuel rely upon the GGSS as a base revenue option (where they are injecting into the gas grid to supply vehicle refuelling stations) and then switch to RTFC payments where the value of that incentive exceeds the GGSS level. This provides a beneficial uplift in the value received for gas.

An important point to note when considering biomethane as a renewable transport fuel is that the waste treatment location that generates the fuel, and the filling station for the fleet using the fuel do not need to be co-located, providing both locations are connected to the gas grid at medium or intermediate pressure levels. Where this structure can be established, Renewable Gas Guarantee Origin certificates can be used to transmit or sleeve the gas through the national gas transmission grid. This mechanism effectively mass balances the inputs at the anaerobic digestion plant and outputs at the filling station.

### 3.5 Hybrid gas and fuel options

A further energy utilisation option which is now increasingly being deployed is to develop anaerobic digestion facilities that have a combination of grid-gas export and vehicle fuel production. In such cases, the certainty of the green gas support scheme provides assurance on income over the term of the project and is used as the default option for gas export. This provides a platform for options which include:

- Channelling gas into vehicle fuel applications at time when the RTFC prices is higher than the GGSS in order to generate additional revenue; and/or,
- Using the GGSS as a guaranteed payment mechanism for any gas that is generated above and beyond the demands of an owner operated (i.e. Partnership) fleet.

### 3.6 Novel markets for biomethane

There are emerging markets for biomethane supply which includes hydrogen and sustainable aviation fuel (SAF), with demonstrator initiatives underway to promote their adoption. These options are however at early levels of technology readiness in comparison to power, heat, gas, and vehicle fuel options.

The SAF mandate, set to be implemented in 2025, introduces specific targets for the proportion of SAF in the aviation fuel mix, which suppliers and airlines need to comply with. These targets are set to progressively increase from 2025 to 2040, providing a 15-year roadmap for the industry. By 2030, at least 10% of jet fuel should be made from sustainable feedstocks. To support the development of SAF infrastructure, the government has allocated over £135 million through the Advanced Fuels Fund. This funding aims to take UK SAF plants



through to completion and supports the ambition to see five plants under construction in the UK by 2025.

### 3.7 Carbon Capture Use or Storage

An increasingly important adjacency to vehicle fuel and gas production is the capture of carbon dioxide gas. Raw biogas produced by anaerobic digestion typically consists of 50-60% methane (CH<sub>4</sub>) and 25-35% carbon dioxide (CO<sub>2</sub>). As the demand for renewable energy increases, plants producing biomethane from biogas have implemented advanced technologies to capture and purify the CO<sub>2</sub> produced during the process. The removal of biogenic CO<sub>2</sub> during the biogas upgrading process in AD systems can be achieved using various separating methods, such as water scrubbing, the use of a membrane system, pressure swing absorption, or amine gas treatment.

The purified CO<sub>2</sub> can then be used for different applications in a variety of industries such as fire extinguishers, food and drinks, or process gases. The food and drink industry relies heavily on purified CO<sub>2</sub>, using it to extend the shelf life of products and carbonate beverages. Such applications are referred to as carbon capture and use (CCU) options.

Beyond these applications, captured CO<sub>2</sub> can be directed to geological storage sites, where it is permanently stored, a process known as Carbon Capture and Underground Storage (CCS). By securely storing CO<sub>2</sub> and preventing it from entering the atmosphere, plants producing biomethane can further help mitigate climate change. The option to capture short rotation carbon for storage is considered to be a 'carbon removal' process with potential to generate carbon credits which could have a particularly high value. The option however remains at an early level of development which creates challenges in reliably estimating the future CCS value(s) of such carbon credits and any valuation of carbon at this time is based on known CCU values

One particular CCS project of note to the Partnership is HyNet Northwest. This is an integrated CCS and low-carbon hydrogen production project, aimed at reducing industrial carbon emissions in the North-West England and North Wales regions. The project involves upgrading and repurposing existing gas infrastructure, as well as developing new infrastructure to produce, store and distribute hydrogen, together with CCS. The development, which runs from Runcorn, through Ince Marshes, Stanlow and Ellesmere Port is scheduled to begin operating in 2025 and will initially have a carbon storage capacity of 4.5 million tonnes per year in the first phase of the project.

By 2030, the project expects to deliver approximately 10 million tonnes of carbon dioxide reduction. The captured carbon will be transported to reservoirs in Liverpool Bay via a pipeline network that combines new and existing pipelines, with the injection point located at the Point of Ayr gas terminal. This site offers significant potential for connection to the CO<sub>2</sub> storage pipeline, providing an optional off-take solution for captured CO<sub>2</sub> from an anaerobic digester treating the Partnerships food waste.

### 3.8 Anaerobic digestate

Anaerobic digestate is the term that refers to the food waste output from the anaerobic digestion facility following its treatment. Digestate is the majority output from an anaerobic digester, accounting for between 90-95% of process outputs by mass.

Digestate can be produced in fractions which include:

- A pumpable viscous liquid with a dry matter content of c.6%. This fraction is referred to as whole digestate; or,
- Separate fraction of digestate liquor which has a dry matter of c.1%, and a solid fibre that has a physical character resembling farmyard manure.

The production of whole or separated fractions of digestate is mutually exclusive.

Digestate is rich in nitrogen, phosphorus and potassium and is therefore used as a biofertilizer in arable and grassland agriculture. The application of digestate as a fertiliser product is, as with all fertilising products, subject to farming regulation including the Nitrate Vulnerable Zone (NVZ) regulations and Farming Rules for Water. These regulations place limits on the application rates of fertilisers based on soil and crop type, and restrictions on the timing of application in line with crop demand. The latter point on timing of application requires the operator of an anaerobic digestion plant, or its downstream supply chain, to hold at least nine months digestate storage capacity. This requirement is usually addressed by operators by arranging lagoon storage in the agricultural supply chain who receive digestate.

The application of these regulations to digestate use has, in some areas, led to concerns on the landbank that is available for the recycling of digestate to land. The Liverpool City Region does not have a large amount of agricultural land within the administrative area, although benefits from large areas of arable and grassland agriculture in the neighbouring areas of west and central Lancashire, and north Cheshire. With digestate offering a lower cost and more sustainable option to manufactured fertilisers in these areas, the off-take of digestate to agriculture is not seen as a significant challenge or barrier for a facility developed in the LCR region.

To support supply into agricultural markets, all digestate produced from food waste should be produced to the PAS110 standard as detailed in paragraph 4.3.

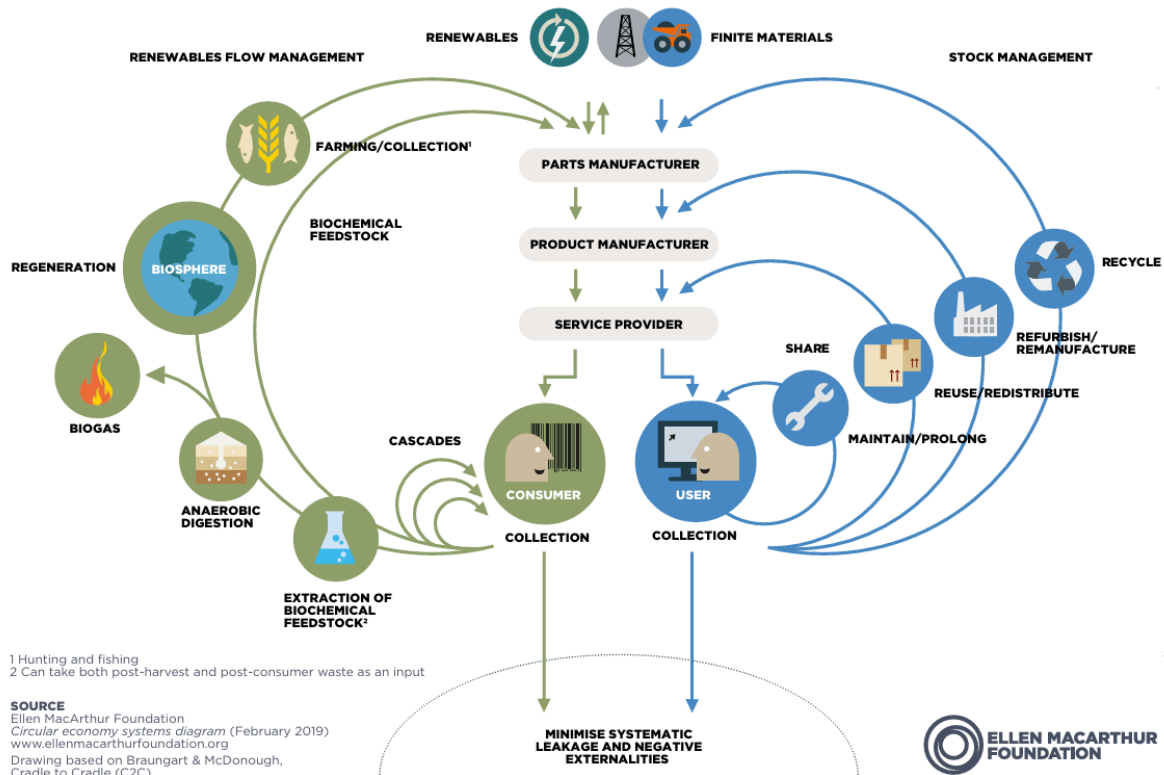
### 4.0 WASTE TREATMENT MARKET OVERVIEW

This section includes a review of the regulatory landscape concerning food waste management and broader policy drivers shaping the management of household food waste. A summary on the technological advancements that have emerged to enhance food waste management and the processing of secondary products. Such developments include, but are not limited to, the development of carbon capture and sequestration technologies. This section describes the technology and its variations before proceeding to look at development options for the Partnership.

#### 4.1 Circular waste treatment solutions

Anaerobic digestion is the principal treatment technology that can be used to recycle food waste into recycled products that include biogas and biofertilizer. The Resources and Waste Strategy for England released in 2018 specifically refers to the technology as the preferred treatment option for the recycling of municipal food wastes. The concept of recycling food waste as an organic waste is specifically identified in the circular economy concept as illustrated by the Ellen MacArthur Foundation in Figure 5.

**Figure 5 – Circular economy concept identifying the role of anaerobic digestion and biogas in the circular economy model**



Food waste treated through anaerobic digestion provides several benefits. Firstly, the use of the process in place of residual waste treatment approaches reduces carbon emissions from the treatment of residual waste.

Additionally, the production of biogas or biomethane can be used as a low carbon fuel for power, heating or vehicle fuel. In the latter option, the opportunity to power the refuse collection vehicles, combined with the return of primary nutrients to agriculture provides a circular solution.

In residual waste treatment such as landfill or Energy from Waste (EfW), valuable nutrients are lost. Whereas recycling waste through a PAS110 accredited AD plant not only meets the DEFRA and legal definition of recycling but also returns nutrients to agriculture, forming a circular solution. The liquid portion of digestate produced through the AD process is rich in nitrogen, while the solid portion is rich in phosphorous and potassium (P&K), making it highly beneficial for use in the agriculture industry.

#### 4.1.1 Wet Anaerobic Digestion

'Wet' or conventional Anaerobic digestion (Wet AD) remains the most prevalent method of anaerobic digestion in the organic waste sector. Since the government introduced the *Anaerobic Digestion strategy and Action Plan* in 2009, the number of AD plants in the UK has increased significantly.

Approximately a quarter of these plants process municipal food waste, and the technology is established and recognised as the predominant technology for food waste treatment. When passed through a pre-treatment phase, source segregated household food waste can be effectively processed to create a number of outputs, depending upon plant configuration. Outputs include power and heat from the combustions of biogas in a gas engine, biomethane, digestate in either a whole or liquid and fibre fraction, contamination that has been screened out during the waste acceptance process, and other products such as carbon dioxide.

Wet AD systems are designed to process biodegradable feedstock into a digestate pumpable substrate that typically has a consistency of less than 15% dry matter content. When processed through a pre-treatment phase, source segregated household food waste can be processed and the typical configuration of an anaerobic digestion plant capable of processing municipal food waste is as follows:

- **Reception and pre-treatment** – upon receipt at the anaerobic digestion plant, food waste feedstocks are inspected and passed through a pre-treatment line to remove

physical contamination which in the municipal stream can include packaging, cutlery and non-biodegradable liners. The pre-treatment phase also monitors and controls dry matter content and dilutes as required;

**Figure 6 – Food waste de-packaging line receiving food waste at an anaerobic digestion site**



- **Intermediary storage and blending** – pre-treated feedstocks are then commonly held in buffer tanks which allows different types or batches of feedstock to be blended. Anaerobic digestion systems benefit from a homogenous and consistent feed which is the purpose of this process phase. The feedstock substrate is often pre-heated in this phase ahead of feeding into the digestion tanks;
- **Anaerobic digestion** - the substrate is pumped into digestion tanks (Figure 7) maintained under anaerobic conditions where it is heated and stirred to prevent suspended solids from precipitating. Four cultures of microbes break down the organic matter, firstly into amino acids, which are then respired into methane gas which rises through the substrate enabling collection at the top of the tank. The substrate has a residence ranging from around 35-75 days depending on factors such as the temperature that the tank is maintained at and the rate at which the bacteria extract the biogas from the substrate;

**Figure 7 – wet anaerobic digestion tanks**

- Biogas and/or biomethane lines** – the methane rich biogas generated by the microbial activity is collected at the top of the digester, often in supported gas domes that give anaerobic digesters their characteristic appearance. A gas blower or compressor is then used to deliver the generated biogas into the gas treatment line. The raw biogas collected from the digester contains 60% methane with the remainder being a mixture of carbon dioxide, hydrogen sulphide and water vapour, and the gas treatment line seeks to remove contaminants, primarily the Hydrogen Sulphide which give the gas acidic and corrosive properties. A range of technologies and processes can be employed within this phase including water scrubbing, carbon filtration, and/or condensing. Following initial treatment, biogas can be combusted in a gas engine to produced power and heat; the latter in the form of hot water. Alternatively, the cleaned biogas can undergo further upgrading through filtration, odorant application and pressurisation to produce biomethane that meets the gas grid specification. Connecting the plant to a proximate gas grid connection then enables the bio-methane to be exported for use in place of natural sources of methane gas;

**Figure 8 – Gas cleansing membranes converting raw biogas to biomethane**

- Pasteurisation** – following digestion, the liquid substrate is passed through a pasteurisation phase in which the material is held at a temperature of 70oC for a minimum of one hour. This achieves a pathogen kill for species such as Salmonella

spp. and E.coli which may be present in the food waste feedstock. Following a sieve test or screen for contamination, the substrate is sent as digestate for storage;

**Figure 9 – Pasteurisers treating food waste following digestion**



- **Digestate processing and/or storage** – the raw substrate produced by the plant is referred to as digestate which is used as a nitrogen rich fertiliser in agriculture and field grown horticulture. Digestate may be stored at the processing site for a further residence time to collect any residual biogas, and for any further processing to take place. This can include separation of the whole digestate into a liquor and fibre fraction, although this practice is more commonplace in plants that process agricultural inputs.

**Figure 10 – Digestate being separated prior to application to agricultural land.**





As discussed above, the outputs from the anaerobic digestion process are, depending upon plant configuration:

- Power and heat – from the combustion of biogas in a gas engine; and/or
- Biomethane – where biogas is upgraded to gas transmission grid specification, or compressed for vehicle fuel;
- Digestate – in either a whole, or liquid and fibre fraction. Digestate produced in line with the PAS110 and Digestate Quality Protocol standard meets end of waste criteria, which means that waste regulatory controls cease to apply;
- Contamination that has been screened out during the waste acceptance process; and,
- Other products such as carbon dioxide – can be captured for use in usage or storage applications. Identifying and accessing a viable market is often a challenge with this output, and has historically been vented to atmosphere.

The annual processing capacity of anaerobic digestion systems as discussed above ranges considerably with operational plants in the UK ranging from 25,000 tonnes per annum to some 160,000 tonnes per annum.

#### 4.1.2 Dry Anaerobic Digestion

Dry Anaerobic Digestion (Dry AD) is similar to the Wet AD process outlined above but it is designed to treat materials with a much higher solids content, typically exceeding 15% dry matter. This makes Dry AD particularly suitable for processing stackable materials, such as mixed food and garden wastes. Dry AD systems typically have a lower biogas yield per input tonne than wet AD systems, although are able to extract biogas from a wider range of feedstocks, specifically the garden waste portion of household biowaste.

Dry AD is less widely used than Wet AD, with only four plants operating in the UK, three of which on fines generated from the mechanical-biological treatment of residual municipal wastes. The low-level deployment of this specific technology within the UK often leads to the perception that dry AD is novel or innovative, despite its decade's long operation across continental Europe.

Unlike wet AD systems, dry anaerobic digestion can operate on either a continuous feed plug-flow basis, or on a batch basis. The general process phases occurring within the dry AD process broadly follows that of the wet anaerobic digestion system.

The process outputs from dry anaerobic digestion are the same as those for wet AD. The key difference is the character of the digestate which resembles a compost rather than liquid digestate.

Reference to dry anaerobic digestion has been made here for completeness, although it is reiterated that the technology is deployed primarily for co-mingled food and garden waste collections. WRM understand that the Partnership have already discounted the option of a co-mingled food and garden waste which precludes further detailed consideration of this technology.

#### 4.2 Regulatory Standards

The Environment Agency initially regulated waste anaerobic digestion sites in line with other waste treatment technologies although recognised the environmental risk associated with the large quantity of liquid waste storage at a single treatment site. The agency therefore began to increase regulatory standards from 2017.

Regulatory standards must be a core part of the plant specification, requiring operators to obtain detailed permits that specify operational requirements, safety measures, and environmental safeguarding policies.

All AD sites must now be developed and operated in line with CIRIA (Construction Industry Research and Information Association) engineering standards, ensuring plants operate within safe limits. Additionally, enhanced emission monitoring requirements continue to be implemented to control the environmental impact of waste processing activities.

Specific attention is drawn to the regulatory approach, recognising that any treatment solution offered to, or developed by the Partnership must fully comply with the prevailing regulatory standards. For the avoidance of doubt, such standards have been assumed when presenting subsequent facility costings.

#### 4.3 PAS110, the digestate quality protocol, and recycling standards

The Anaerobic Digestion Quality Protocol is a set of guidelines developed to ensure that the digestate output of the AD process meet high quality standards and can be safely used in agriculture and field grown horticulture. PAS 110 and the digestate quality protocol place limits on feedstocks, operations and uses of the digestate to regulate digestate quality. A key benefit of meeting the combined standards is that any material produced under the standards attains 'end of waste' status and is therefore released from the requirements of the Controlled

Waste Regulations 2011. Producing a PAS110 digestate also ensures that tonnages can be attributed to the recycling rate reported by waste collection authorities in wastedataflow.

This end of waste attribute is seen as a key requirement for local authorities in claiming attribution towards their recycling rate. For digestate, which accounts for c.90% of the total digester output by mass, to meet the waste framework definition of recycling it must comply with an end of waste standard. The PAS 110 and digestate quality protocol provides a sectoral standard which therefore qualifies for local authorities attribute the food waste as in response to Q100 on the annual waste data return that local authorities submit to DEFRA (the Department for Environment, Food, & Rural Affairs). In this return, local authorities must report on various aspects of their waste management activities, including the quality and destination of the digestate produced from anaerobic digestion.

#### 4.4 Options for securing or delivering food waste treatment capacity

Having introduced and described the anaerobic digestion treatment technology, this briefing now turns attention to how the Partnership could either secure or develop capacity for the treatment of food wastes which may result from future recycling collections services. The broad two options available to the Partnership are:

1. To use existing operational facilities on a merchant basis; or,
2. To develop, or instigate the development of new infrastructure which would be developed specifically for the capacity requirements of the Partnership (plus any headroom that might be desired).

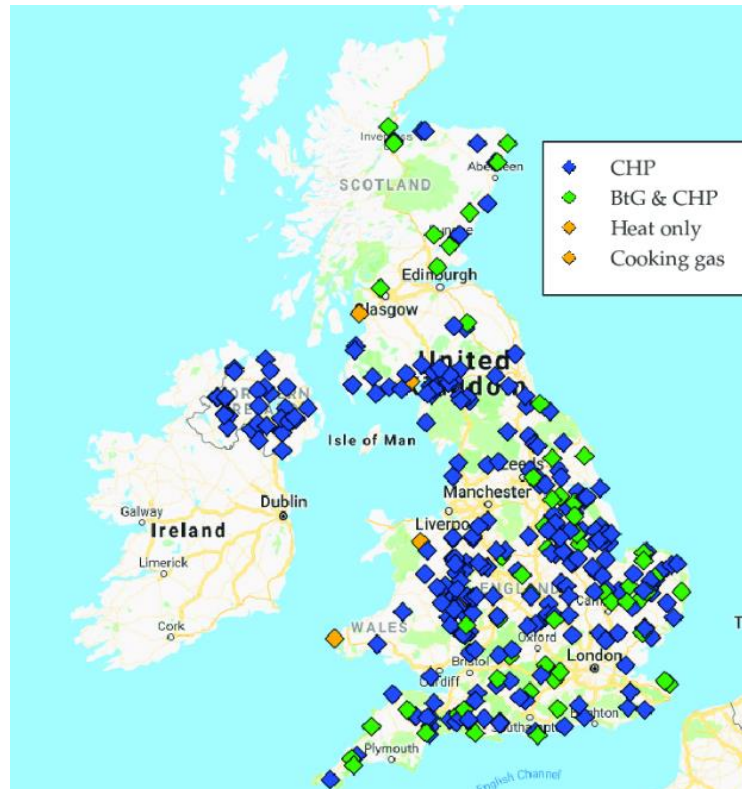
##### 4.4.1 Merchant anaerobic digestion capacity

The expansion of household food waste collections that will be introduced provides an opportunity for existing AD capacity to be better utilised, and for additional infrastructure to be developed.

In 2022, WRM authored a report on the local authority food waste treatment sector which examined installed capacity permitted for waste management use (i.e. excluding agricultural and energy crop digestion) and the utilisation of that capacity for controlled wastes (as measured by waste return data). This report found that much of the anaerobic digestion capacity installed over the past decade is ostensibly operating below its full capacity, or at a capacity level using sub optimal feedstocks. This observation is anecdotally supported through WRM's ongoing engagement with AD operators across the sector.

Currently, the distribution of AD plants permitted to treat biowaste in England is uneven as illustrated in the deployment map compiled by the THYME (Teesside, Hull and York - Mobilising Bioeconomy Knowledge Exchange) project.

**Figure 11 – Map of operational waste anaerobic digestion plants in the UK**



To meet the mandatory food waste collection policy, local authorities will need accessible food waste treatment facilities within a reasonable delivery distance, and this requires consideration of existing capacity in and around each local authority area.

### **Anaerobic digestion focus on the northwest of England**

The North-West of England is one of the most populated regions in the UK, with a population of just over 7.3 million residents (2020). Currently only the local authorities of Cheshire West and Chester and St Helens Metropolitan Borough Council has a source-segregated food waste collection service. Collectively these authorities are estimated to produce some 22,000 tonnes of source separated household food waste per annum.

Waste data returns show that the North-West region produced 281,000 (2022) tonnes per annum of waste which were delivered for treatment at anaerobic digestion facilities. This includes the quantity collected by two authorities (c.22,000 tonnes per annum) with source segregated collections as well as a substantial quantity of material from commercial (i.e. food service and retail) and industrial (i.e. food manufacturing) sectors. It should be noted that this

excludes the food waste collected in co-mingled streams with garden waste which is prevalent in the Greater Manchester area of the region.

It is notable that over half (54%) of the waste suitable for anaerobic digestion produced in the North-West was exported to other regions of the UK for treatment. Waste return data shows that the North-West processed only 138,800 tonnes of waste which accounts for 4% of national inputs, despite the region being home to 13% of England's population. The North-West region has two anaerobic digestion facilities with a combined waste treatment capacity of 172,000 tonnes per annum. The structure and spread of the anaerobic digestion market in the North-West is limited, with approximately 95% of the installed capacity concentrated at a single site in Merseyside (Re-food at Widnes). If all local authorities within the northwest implement source segregated collection, the annual volume of household food waste is estimated to be between 96,900 and 122,900 tonnes.

The projected growth of household food waste, combined with the existing 281,00 tonnes per annum of existing organic arisings (such as commercial and industrial waste), will create a significant oversupply of feedstock for the present level of installed anaerobic digestion capacity. This issue is further emphasised by the fact that most organic waste suitable for anaerobic digestion is already exported from the region, usually to the midland area at a haulage distance of over 100 miles. Consequently, there is no readily available market for locally treating food waste generated by the Partnership. This observation is particularly emphasised by the fact that main plant, Re-food at Widnes, has limited available capacity and primarily focuses on commercial and industrial wastes.

This briefing therefore presents a clear position that relying on existing local anaerobic digestion assets to treat the Partnership's food waste is not a viable option. The conclusion does not entirely preclude the use of merchant capacity, although a decision to do so would likely result in significant haulage distance, incurring both cost and transport carbon emissions, as well as lost opportunities for some of the local circular opportunities aforementioned in this report.

#### **Future anaerobic digestion developments in the northwest of England.**

The merchant anaerobic digestion market is dynamic and a number of proposals for future developments have been brought forward to obtain town and county planning and environmental permitting consents. This includes the SUEZ facility in Darwen in Lancashire, and the Iona facility located at Crowland Street Southport.

- **Suez, Darwen.** In anticipation to the forthcoming legislative requirements, SUEZ are progressing the development of a 100,000-tonne wet AD facility to be located at the existing SUEZ Recycling and Recovery Park in Darwen. The facility is set to be located 800 metres from the M65 motorway, providing good transport links to the wider North-West region. Additionally, the site is set 450 metres from a gas grid connection, enabling the injection of AD-derived biomethane into the national distribution network. Planning permission for the facility was granted in February 2023, and is reportedly to be commissioned in April 2025. The plant will be registered to the Green Gas Support Scheme and will inject gas into the regional gas grid.
- **Iona Capital, Southport:** Iona Capital have announced plans for a 80,000 tonne per annum anaerobic digestion facility at Crowland Street, Southport. The facility which has planning permission and an environmental permit and an appointed technology supplier is understood to be looking for sources of contract waste to enable the project reach financial closure which will enable the project to proceed to construction and commissioning.

Whilst these two options have been identified, it is important to note that neither has yet been constructed or commissioned which could make a decision to rely upon one or both of these sites in a business case challenging (WRM is in the process of obtaining an update on the status of these plants as part of this work). Whilst noting the current position of limited merchant assets, it should also be recognised that a pathway to 2029, at which point food waste would be released from current contractual arrangements, could enable other development options to be brought forward and commissioned, and for GGSS fiscal support to be obtained. A process of soft market testing, signalling the prospect of a sizeable food waste treatment contract, undertaken by the Partnership could help to identify such future initiatives that have not yet been publicised.

Notwithstanding that construction work is yet to commence, the development of both of these facilities would leave the Partnership with a comparatively limited level of competition in a procurement for a merchant contract unless other facilities were also developed ahead of the 2029 date. Such facilities could include merchant capacity within the wastewater sector as addressed in the following paragraphs.

#### 4.5 Treatment in the wastewater sector

Another merchant treatment option has been discussed within the Partnership is the use of repurposed anaerobic digestion assets within the wastewater treatment sector. Anaerobic

digestion is the most prevalent form of treatment for sewage sludges and the infrastructure developed at wastewater treatment sites is comparable to a food waste treatment facility. The statutory provider of sewage and wastewater treatment in the northwest of England is United Utilities PLC.

WRM are aware of proposals for the development of a food waste treatment plant at the Ellesmere Port wastewater treatment works (WwTW) although that development appears not to have been taken forward. The Partnership have recently engaged with United Utilities to understand potential opportunities for the treatment of the Partnership's food waste. This identified that techno-economic feasibility works are being undertaken at sites in St Helens and Crewe to assess how redundant assets could be re-purposed for food waste treatment. The findings of the techno-economic feasibility assessments are not due to be published until after the completion of this report. The limited details on the potential capacity in the local waste water sector at the time of writing does not materially impact the identification and development of the waste treatment options for the Partnership as the use of such capacity would be on a merchant basis. Any future opportunity to work with United Utilities at a local waste water treatment site is, for the purpose of the options assessment, viewed as being comparable to merchant options within the solid waste sector.

Despite the commonality in treatment technologies, the option of using wastewater assets for co-digestion of the Partnerships food waste faces several regulatory hurdles. These are:

1. Environmental regulatory regimes prevent the physical mixing of materials. The pathogen risk of the respective materials differs and consequently sewage sludge is not permissible in the PAS110 standard, and food waste is not permitted in the safe sludge matrix/sludge to agriculture regulations. This challenge can be overcome by designating segregated digestion lines in a sludge treatment facility; however,
2. OFWATs financial regulatory rules place limitations on the use of wastewater assets for commercial uses such as the treatment of third-party waste (e.g. Partnership Food Waste). The premise here is that assets subsidised by water bill payers cannot be used to generate commercial revenues unless the benefits of those revenues are passed back to those bill payers. To a degree, this diminishes the incentive of water companies to explore the commercial usage of available assets. One option that has been deployed by some water companies has been for the non-regulated/commercial arm of water companies to lease digestion assets from the regulated arm of the business at a market tested rate.

It is notable that where these challenges have successfully been overcome, water companies have typically focused on producing gas and/or electricity for consumption within their energy intensive water treatment and wastewater treatment processes. This could potentially limit opportunities for development of some of the circular solutions that have been described in this report.

#### 4.6 A dedicated food waste treatment plant for Merseyside

In the absence of a merchant market, the other option is for the Partnership to develop a design, build and operate (DBO); or, a design, build, finance and operate facility that provides dedicated capacity for the Partnership requirements. Based on waste modelling undertaken by WRM using the WRAP food waste ready reckoner tool, it is estimated that the Partnership shall have a disposal requirement in the region of 49,000 tonnes per annum as presented in Table 2.

**Table 2 – Projected food waste yields per collection authority**

Collection Authority	Annual Tonnage Estimate (Low)	Annual Tonnage Estimate (Standard)	Annual Tonnage Estimate (High)
Halton Borough Council	2,950	3,859	4,767
Knowsley MBC	3,424	4,505	5,586
Liverpool City Council	11,486	15,113	18,740
Sefton MBC	7,354	9,357	11,361
St Helens MBC	4,363	5,681	6,998
Wirral MBC	8,092	10,427	12,761
<b>Sub-Totals</b>	<b>37,669</b>	<b>48,941</b>	<b>60,213</b>

High and low yield estimates have also been presented alongside the calculated requirement for c.49,000 tonnes per annum of waste treatment capacity. This range has been included to reflect factors such as service recognition, participation and set-out, all of which are influenced by the range of communication and engagement activities (as described in paragraph 2.2) which are undertaken in support of a collection service. The range may also be influenced by other waste collection factors in other material streams such as restricted residual waste collections.



When specifying waste treatment facilities for dedicated requirements, it is prudent to ensure that sufficient capacity is provided for higher levels of material capture. Additional capacity may also be incorporated for non-household municipal waste such as food waste from schools, hospitals, social care homes, and markets. Depending on the risk appetite and balance, an authority may also look to include an allowance for third party wastes such as commercial wastes that are collected by trade waste services (whether provided by Partnership Authorities or private sector service providers).

A nominal capacity of 80,000 tonnes per annum has therefore been assumed for a purpose built anaerobic digestion facility serving the Partnership needs. Such a facility would:

- Have capacity to serve the maximum household food waste forecast;
- Have surplus capacity for the additional sources of food waste that would be generated within the region; and,
- Would likely comprise two or more digestion lines working in parallel, thereby providing a level of operation contingency.

This nominal capacity will be a point for discussion with the Partnership throughout this project, although is assumed in the remaining information presented throughout this report. It is also noted that facilities of c.80,000 are commonplace in new developments that are proposed in the anaerobic digestion sector. This is due to economies of scale (e.g. building this level of capacity is not comparatively more than a c.50,000 tonne per annum plant) and the tariff bandings within the GGSS incentive scheme which, to a degree, disincentive the development of smaller scale anaerobic digestion facilities.

#### 4.6.1 Capital and operational costs

WRM holds a range of capital costs pertaining to the preparation and construction of anaerobic digestion sites and the installation of equipment therein. The overall cost assumes that the project is delivered by an Engineering Procurement & Construction (EPC) contractor under a Design, Build Operate (DBO) model is presented in Table 3 as being in the region of £28.6 million.

**Table 3 - Capital cost estimate for constructing a dedicated Merseyside food waste treatment facility with a processing capacity of 80,000 tonnes per annum.**

Cost item	Cost for 80,000 tonne per annum plant
Site/land costs	£4,040,000

Cost item	Cost for 80,000 tonne per annum plant
Procurement	£300,000
Planning, consents, and development management costs	£200,000
Digestion equipment & gas to grid unit	£12,000,000
Civils & Balance of Plant	£8,000,000
Commissioning costs	£102,000
Design Fees and Project Management	£102,000
Carbon Capture and Storage equipment installation costs	£1,650,600
Capital Cost Contingency	£2,266,900
<b>Subtotal</b>	<b>£28,661,500</b>

The operation of a major waste treatment facility shall also incur significant operational costs which WRM have benchmarked and present in Table 4.

**Table 4 – Cost of processing estimate for constructing a dedicate Merseyside food waste treatment facility with a processing capacity of 80,000 tonnes per annum.**

Cost item	Cost for 80,000 tonne per annum plant
Site Permit Annual Subsistence Fee	£12,000
Equipment Maintenance	£420,000
Operator costs Inc. cost of employment	£251,000
Mobile plant	£102,000
Mobile plant lifecycle	£132,600
Sundry Items e.g. PPE, comms, occasional expenses	£10,200
Training Costs	£5,100
Site Manager Cost to Employ	£71,400
Facility Insurance	£102,000

Cost item	Cost for 80,000 tonne per annum plant
PAS 110 inspection and laboratory testing	£10,200
ABPR visits	£2,400
Operating Contingency	£143,350
Non accepted waste disposal	£240,000
<b>Subtotal</b>	<b>£1,951,850</b>

It is important to note that this number does not include financing/capital write down costs which could vary significantly in accordance with different commercial delivery models. Another important observation on this number is that it does not account for any commercial agreement that could be embedded within a BDO/DBFO contract such as gainshare mechanism on energy outputs and/or third-party waste income. Including income from third party wastes received at a future facility could improve the finances set out in this report.

#### 4.6.2 Revenues

The revenues received by a facility pertain to the sale of process outputs and renewable energy incentive schemes such as the Green Gas support scheme. Typical costs have been normalised by WRM to a per tonne basis to provide the Partnership with insight on the revenue levels per tonne that could be anticipated by the operator of a dedicated treatment facility. The calculation of revenue can be complex with different pricing rates applying to portions and/or bandings of the outputs. A base case column has therefore been included to identify which of the line items would apply to the c.49,000 tonnes of food waste that are projected by that Partnership (Table 5).

**Table 5 – Revenue estimate for a typical food waste treatment facility**

Revenue item	Revenue per tonne of food waste processed	Base case
Gas sales	£22	Y
Green Gas Support Scheme – Band 1	£38	Y

Green Gas Support Scheme – Band 2	£24	N/A
Green Gas Support Scheme – Band 3	£11	N/A
Digestate sales	£2	Y
Third party food waste gate fees	£10	N/A
CO2 sales – food and beverage	£2	Y

Income would typically be expected to be in the range of £63/tonne for waste delivered by the authority. Additional fees could be obtained for any third-party wastes received at the treatment facility, with the band 2 and 3 GGSS rates only being applicable if the plant achieves higher than expected biomethane yields. Third party wastes, such as additional non-household municipal wastes, or local commercial and industrial wastes cannot be guaranteed by the Partnership and have therefore been excluded from this assessment. Their inclusion could however provide a further price optimisation which could be explored through sensitivity testing at a more detailed stage of business case modelling.

#### 4.7 Locations for a dedicated treatment facility

A suitable site for an anaerobic digestion facility is typically around 2 hectares with good access to the primary road network free from HGV constraints. Proximity to waste arisings is important to reduce the distance of waste transfer and subsequent emissions. Proximity to agricultural land for the spreading of digestate is also an important factor, and one that often trades off against the waste delivery distance.

Typically, sites are usually situated in industrial and employment areas, often on contaminated or derelict land. Where possible, sites are ideally located at least 250m from sensitive receptors to minimise their local impact and to conform with environmental permitting requirements.

##### 4.7.1 Joint Waste Local Plan for Merseyside and Halton

This plan, which was adopted in 2013, sets out land allocations that are considered to be suitable for waste management use. The plan differentiates land by the potential type of waste management activity that could be accommodated on each site, although it does not address matters such as current use, availability, or technical factors such as the availability of gas grid and/or power grid connections.

In an option where the Partnership chooses to develop new food waste treatment capacity within the LCR area, work would be required to undertake a detailed review of the joint waste plan land allocations to shortlist and select potential locations based on commercial and technical requirements.

#### 4.7.2 Ince Marshes

Peel Holdings are currently developing a multi-modal resource recovery park and energy from waste facility for use in connection with the recycling industry. The park is being developed on land owned by Peel at Ince Marshes located in Cheshire West and Chester, a short distance from junction 14 of the M56.

In developing the resource recovery park, the company is looking to bring together a cluster of green and renewable industries who can be co-located to drive industrial symbiosis opportunities.

Amongst the development proposals, Peel have been granted planning permission to build a Refused Derived Fuel (RDF) plant for residual waste, a plastics polymer recycling facility and also have land allocated (which still needs to be taken through the planning process) for an anaerobic digestion facility as illustrated in Figure 12.

**Figure 12 – Land allocated for anaerobic digestion facility at Ince Marshes (identified in red boundary)**



The site holds strategic importance due to its connection to the HyNet project outlined in section 3.7 and could be a strong option for Merseyside given its 30 minutes travelling time from Liverpool city centre (which for other parts of the city region is typically 20-40 minutes).

## 5.0 STRATEGY OPTIONS FOR FOOD WASTE RECYCLING IN MERSEYSIDE

Having identified available waste collection and waste treatment options, this report now moves on to address how these components can be combined to provide an overall food waste recycling service for Merseyside.

With the resident facing collection service already defined by previous project work, and anaerobic digestion confirmed in policy as the preferred waste treatment technology, the main determinants of a future strategy are the fuel used in the new food waste collection fleet, the location at which treatment is undertaken, and the commercial basis of that treatment.

### 5.1 Food waste collection: vehicle fuelling options

The first segment of the solution to be examined is the approach to waste collection. The Partnership recently commissioned work from fellow consultancy FRM to examine the detailed collection approach for all refuse and recycling streams in response to the requirements of the Environment Act. As part of this detailed assessment, the option identified for food waste collection comprised:

- Provision of a kitchen and kerbside caddy to residents;
- The use of 7.5 tonne refuse collection vehicles. The work established that some 70-80 vehicles would be required subject to detailed collection variables; and,
- A driver plus one loader crew configuration.

These factors, which are in line with WRM's general expectation for household food waste collections, have not been reopened as part of this work. The one factor that has been considered in further detail is the type of fuel used in these vehicles as this is material to the whole system objective. The following fuel types have been considered (please refer to section 2.0 for detailed description)

1. **Diesel.** This is the baseline fuel with the majority of Partnership fleets being diesel fuelled. A diesel fuel truck would, in most cases, be the default option presented by vehicle suppliers.
2. **Hydrotreated vegetable oil (HVO).** This biogenic alternative to diesel can be used in Euro VI diesel vehicles as an alternative fuel. There are several examples of local authority and waste management provider fleets operating on HVO which, due to its biogenic content, produces a lower net carbon dioxide emission.

- 3. Biomethane gas (and compressed natural gas).** These vehicles utilise a compressed gas combustion line to power the vehicle chassis. As such, conversion from liquid fuels such as diesel is not viable. A gas-powered vehicle can source its fuel from either a biomethane or (fossil) grid gas source with the latter providing an important sub-option for this vehicle fuel during the first three years of food waste collection. It is noted that Liverpool City Council presently operate a fleet of c.20 gas RCV's which are fuelled from the natural gas grid. Initial calculations project that some 415,000 HGV miles per annum could be fuelled using biomethane produced from the Partnerships food waste. This quantity of fuel would support a new food waste collection service with a surplus of biomethane being available for use in other fleets, and/or for sale into the gas grid.

Electric powered vehicles have not been included within the options assessment. Despite electric RCV's being used by an increasing number of authorities, there are several reasons that have precluded their further consideration. This includes the high total cost of ownership relative to other fuel types. Furthermore, the fact that downstream waste treatment operations are disincentivised from producing electricity precludes a fully circular option from being established. Unlike HVO, which faces the same circular fuel challenge, electric RCV's cannot be readily converted from the diesel baseline.

## 5.2 Treatment location and haulage requirement

The location at which waste treatment is undertaken has a material impact on the delivery of options. This is due to the transfer and haulage requirements and the potential for local and social value benefits to be derived.

The market assessment presented in section 4.4.1 identifies an acute lack of merchant anaerobic digestion capacity of food wastes in the northwest of England. A number of new facilities have been proposed although are generally at early stages of development. One consequence of this market structure is that collected food disposed into a merchant contract would likely be subject to substantial haulage distances. In procurement work delivered by WRM in early 2024 to neighbouring authorities in the northwest, food waste treatment contracts have been awarded to operators as far as the West Midlands.

The options considered for the location of food waste treatment are:

- 1. Within or on the curtilage of the city region.** This option reflects scenarios whereby the Partnership instigates new local capacity; or has the option of using new merchant



capacity that is brought forward. Locations for this treatment would be within direct delivery distance and/or a short transfer distance of the Partnership administrative areas; or,

2. **Inter region locations.** Reflecting scenarios where merchant capacity is used outside the LCR area.

### 5.3 Waste treatment: commercial basis for providing anaerobic digestion treatment

The policy context in section 1.2 describes how anaerobic digestion is identified in the Resources and Waste Strategy as the preferred treatment technology for household food wastes. All options assume the use of this technology to generate biogas and digestate outputs. The strategic variable addressed at this stage is the contracting approach through which anaerobic digestion capacity is secured.

The contracting approach is fundamental as it determines the capital requirements facing the Partnership, the control on the energy outputs including circularity options, and has a probable relationship with the location of treatment solutions as discussed in section 5.2. The treatment options considered are:

1. **Merchant capacity.** This option would see the Partnership let a contract for treatment of received food waste on a per tonne basis. Selection of output markets would be a decision for the waste treatment provider with limited guarantee of supply to the Partnership. The current availability of merchant capacity would likely see treatment take place outside the LCR area unless new infrastructure is brought forward within the northwest. All adjacencies would be at the discretion of the waste treatment provider.
2. **Merchant capacity with energy buy back.** As a variant of option 1, the Partnership could let a mercantile contract with clauses that require a portion of energy output to be sold back to the Partnership. Such supply could be undertaken through a grid 'sleeving' mechanism using Renewable Gas Guarantee of Origin (RGGO) certificates giving flexibility on the treatment location providing that the treatment facility is connected to the national gas transmission grid. Delivery of all other adjacencies would be at the discretion of the waste treatment provider.
3. **Build dedicated capacity for the Merseyside region.** This option sees the Partnership (specifically MRWA) investing in new waste treatment capacity which is for the dedicated use of the Partnership. The delivery of this option could be undertaken in-house; or, through a DBO/DBFO delivery model. This option, which could also include headroom for the treatment of the region's commercial food wastes, would likely be

built within the LCR area. The facility would be eligible for renewable energy incentive payments (e.g. GGSS) providing a useful revenue source for the Partnership. The Partnership would have full control of the energy outputs providing opportunity for supply of fuel to the fleet and, potentially, other municipal fleets.

#### 5.4 Other options

Alongside the core options of food waste treatment, are options that are adjacencies to the waste treatment process and/or enablers of an optimised circular solution. These include:

1. **Development of biomethane fuelling infrastructure.** Through depot filling stations connected to the gas grid; and,
2. **Carbon capture and use/storage equipment.** To capture carbon dioxide gas from the anaerobic digestion treatment process.

#### 5.5 Option combinations

The options presented in sections 5.1 to 5.4 have been developed into combinations that provide a whole solution for the collection and treatment of food waste.

From a conceptual basis, a fully optimised solution is one in which the Partnership can utilise outputs from the waste treatment service to support food waste collection operations; and potentially, other waste fleet and municipal vehicle fuelling requirements.

In developing options that work towards this fully circular solution, the current contractual arrangements need to be considered. WRM understands that MRWA is presently entered into a contract with a waste management provider (Veolia) for treatment of recyclable materials until 2029. The scope of this contract includes any collected household food waste. This contract effectively determines the initial treatment (and therefore location) option for the first three years of food waste collection (i.e. from March 2026 until 2029), with longer term strategy options then being implemented from 2029 onwards.

Options identification matrices have therefore been established to consider the short-term options available to the Partnership in years 1-3 (Table 6) and in the longer term from year 3 onwards (Table 7). In identifying the option combinations, the matrices also discount options where there is rationale for doing so. Discounted options are identified in grey shading with specific barriers highlighted in red along with a brief description of why an option has been discounted. It is also noted that the development of these matrices involved consultation with colleagues from the Partnership team.

**Table 6 – Strategy combination matrix (years 1-3)**

Years 1-3 (During current Veolia Contract)									
	Collection			Delivery		Treatment			
Option	Current Fuel Mix	HVO	Grid gas (CNG)	Direct/local transfer	Inter region transfer	Merchant	Merchant with Energy Buy Back	Development of dedicated capacity	Comments
0.1									Procuring diesel vehicles could limit transfer to some long-term options.
0.2									Would also require diesel vehicle procurement. This could limit long term gas options for collection fleet.
0.3									Gas vehicles are purchased and operate on grid gas (e.g. similar to current Liverpool fleet) until biomethane source is available post 2029

**Table 7 – Strategy combination matrix (year 3 onwards)**

Year 3 onwards (Long term strategy options)									
	Collection			Delivery		Treatment			
Option	Current Fuel Mix	HVO	Biomethane	Direct/local transfer	Inter region transfer	Merchant	Merchant with Energy Buy Back	Development of dedicated capacity	Comments
1	Light Green	White	White	Light Green	White	Light Green	White	White	
2	Light Green	Grey	Grey	Light Green	Grey	Grey	Red	Grey	No requirement for vehicle fuel buy back as anaerobic digestion cannot supply diesel
3	Light Green	White	White	Light Green	White	White	White	Light Green	
4	Light Green	White	White	White	Light Green	Light Green	White	White	
5	Light Green	Grey	Grey	Grey	Light Green	Grey	Red	Grey	No requirement for vehicle fuel buy back as anaerobic digestion cannot supply diesel
6	Light Green	Grey	Grey	Grey	Light Green	Grey	Grey	Red	Unlikely that Partnership would build out of LCR area (NB: periphery of LCR would be local transfer)
7	White	Light Green	White	Light Green	White	Light Green	White	White	

Year 3 onwards (Long term strategy options)									
	Collection			Delivery		Treatment			
Option	Current Fuel Mix	HVO	Biomethane	Direct/local transfer	Inter region transfer	Merchant	Merchant with Energy Buy Back	Development of dedicated capacity	Comments
8									No requirement for vehicle fuel buy back as anaerobic digestion cannot supply HVO
9									
10									
11									No requirement for vehicle fuel buy back as anaerobic digestion cannot supply HVO
12									Unlikely that Partnership would build out of LCR area. (NB: periphery of LCR would be local transfer)
13									No source of biomethane available for buy back in a merchant only structure
14									

Year 3 onwards (Long term strategy options)									
	Collection			Delivery		Treatment			
Option	Current Fuel Mix	HVO	Biomethane	Direct/local transfer	Inter region transfer	Merchant	Merchant with Energy Buy Back	Development of dedicated capacity	Comments
15									
16									No source of biomethane available for buy back in a merchant only structure
17									
18									Unlikely that Partnership would build out of LCR area (NB: periphery of LCR would be local transfer)

The option matrices presented in Table 6 and Table 7 provide a comprehensive approach to identifying combinations of options and also enable an initial down selection of options where it is clear that there are barriers to an option proceeding. This structured process has shown that all short term (year 1-3) options are feasible and that the initial longlist of 18 options has been reduced down to a shortlist of 9 options. Reasons for discounting long term options are stated within Table 7 , and can generally be summarised as:

- The Partnership being highly unlikely to invest in dedicated treatment capacity out of the LCR region and its immediate periphery. It should be noted that immediately adjacent areas such as the Ince Marshes site described in 4.7.2 have, as a result of their potential to offer Social Value to the LCR Region, been included within the LCR region options.
- There being no requirement for vehicle fuel buy back by the Partnership where biomethane is not used; or,
- There being no source of biomethane available for the Partnership to use as a vehicle fuel in merchant only treatment options.

The discounting of several long terms option combinations provides a shortlist which has been taken forward to a detailed level of option evaluation (Table 8).

**Table 8 – Shortlist of long-term strategy option combinations**

Option	Collection fuel	Treatment Location	Provision of capacity
1	Diesel	LCR Region	Merchant
3	Diesel	LCR Region	New build dedicated capacity
4	Diesel	Inter-regional transfer	Merchant
7	HVO	LCR Region	Merchant
9	HVO	LCR Region	New build dedicated capacity
10	HVO	Inter-regional transfer	Merchant
14	Biomethane	LCR Region	Merchant with biomethane fuel buy back
15	Biomethane	LCR Region	New build dedicated capacity

Option	Collection fuel	Treatment Location	Provision of capacity
17	Biomethane	Inter-regional transfer	Merchant with biomethane fuel buy back



## 6.0 STRATEGY OPTION EVALUATION

The shortlisted strategy options listed in Table 8 have been evaluated from strategic quality and financial perspectives to identify a preferred option combination that best aligns with the Partnership's priorities. This section details the approach and outcome from the application of the selected evaluation criteria.

### 6.1 General identification of option merits

Prior to any formal option evaluation taking place, the project made a general assessment of the merits, advantages and benefits of each component option, along with drawbacks, disadvantages and risks. The purpose of this initial assessment was to provide a context against which option combinations could be scored and weighted.

Appendix A sets out the review of option merits which was presented to the Partnership for review and comment as part of the option development phase of the project. In presenting this view of option merits, WRM note that the assessment is provided from a generic and independent perspective and that the listed points may not be exhaustive; particularly in respect of some of the specialist perspectives that may exist across the waste collection and treatment value chain. It is however a point of reference which has been used in the scoring and weighting of option combinations in subsequent paragraphs of this section.

### 6.2 Short term option evaluation

Work on the evaluation initially sought to address the short term (years 1-3) options presented in Table 6. This matrix confirmed that all options are deliverable and that the commercial basis for, and location of waste treatment are effectively fixed by the current Veolia contract.

The variable differentiating each option is therefore the fuel type used in the food waste collection service. Waste collection vehicles have a generally accepted lifespan of 7 years upon which most local authority fleets are replaced for new vehicles. The balance of the fuel use within the collection vehicles therefore lies in the fuel use options within the long rather than short term options.

Of greater importance is perhaps the risk that selection of a collection vehicle fuel in the short term could constrain or limit the delivery of some longer-term strategy option combinations. An example of this would be the specification of a diesel or HVO fuelled food waste collection fleet which could create challenges in subsequent delivery of a biomethane option. Specific challenges could include replacement of fleet ahead of its scheduled lifecycle replacement

dates, integration with fuelling infrastructure, or the ability of the Partnership to offer a substantive biomethane off-take from the commencement of a waste treatment contract.

Given the relative weighting of the short-term options and the risk that longer term strategy options could be constrained through short term option selection, this work has set aside the short-term options to enable focus on the long-term strategy options, recognising that the solution deployed in years 1-3 of food waste collections will in fact be determined by the selected long term strategy option combination.

### 6.3 Evaluation of strategic and qualitative considerations

The project commenced with an evaluation of the strategic and qualitative considerations in advance of and separate to the financial evaluation which is presented in Section 6.4. This approach ensured that the scoring and weighting of quality options was carried out without any undue influence from the financial position of each option combination.

#### Initial assessment of option merits

Evaluation has first considered the strategic and qualitative merits of each option which have been assessed against the priorities of the Partnership. Eight strategic and quality criteria were proposed by WRM to the Partnership to reflect factors such as the importance of capacity certainty, deliverability and reliability of options, social value, and the benefits of the fully optimised circular food waste recycling service being examined in this work. Table 9 presents the quality criteria along with the broad measurement and details of how each criterion relates to the Partnership.

**Table 9 – Strategic & quality evaluation criteria**

Strategic & Quality Criterion	Criterion measurement	Details
Proximity principle and perception of treatment location	Proximity to Central Liverpool (as a reference point)	Options may have a difference in the haulage distance to the location at which waste treatment is undertaken. The proximity principles direct for waste to be treated as close to its arising as possible. Cost and carbon emissions (included in other evaluation criteria) will increase with haulage distances. There may also be an adverse/negative public perception associated with exporting waste for treatment outside the city-region, or northwest region.

Strategic & Quality Criterion	Criterion measurement	Details
Security of capacity /offtake	Long term security and stability of off-take	At c.45,000 tonnes per annum, the Partnership has a substantial disposal requirement. The limited level of competition in the northwest, combined with other authorities requiring treatment capacity from March 2026 could see concerns on the long-term availability/stability of food waste treatment capacity for Merseyside.
Local long-term infrastructure for Merseyside	Delivery of social value benefits for Merseyside	The development of local infrastructure can provide a range of (non-capacity certainty) benefits. This includes a range of social value objectives and the ability for the Partnership to specify the outputs and to respond to and capitalise upon future innovations.
Delivery of adjacencies	Delivery of a fully optimised and circular solution for the region's food waste	The ability of the authority to specify outputs varies in each option. Some options provide a greater level of certainty that the fully optimised circular solution desired by the Partnership will be delivered.
Integration with regional sustainability objectives	Delivery of strategy and integration with other initiatives	The ability of each option to contribute to wider Merseyside sustainability objectives varies with some options having potential to contribute towards the wider decarbonisation of the Partnership authorities' operations. Options also vary in their ability to integrate with other regional initiatives such as Hynet.

Strategic & Quality Criterion	Criterion measurement	Details
Delivery certainty	The level of friction in delivering the option	Some options can be delivered with certainty, whereas others will require varying levels of procurement, construction and commissioning. More complex pathways that have interdependencies can diminish the certainty that the targeted solution will be delivered.
Carbon balance	Ability to maximise carbon savings	The level of carbon savings attained by/attributed to the Partnership authorities will vary in each option
Capital cost requirement across Partnership	The ability of the Partnership to meet the capital spend requirements	Some options will require substantial upfront spend to develop new infrastructure and/or purchase new vehicles. The budget availability or funding approach for each option will vary

Prior to being taken forward, the criteria proposed by were discussed and tested with Partnership representatives to ensure their alignment to the collective strategic outlook. As part of these discussions, it was noted that potential criteria such as recycling rate impact could be applied to the options, although are determined by variables not considered in this work. In the case of recycling rate impact, such variables might include resident communications undertaken in support of a service launch, and other waste collection approaches such as restricting residual waste collections.

### Option scoring

A scoring approach was developed for the application of the strategic and quality criteria presented in Table 9 to the strategy option combinations listed in Table 8. This used a simple 1-3 scoring system with a score of zero also being included for a number of criterion where a score of 1 might not be applicable (e.g. for criteria with potential for no benefit whatsoever, or for criteria which might have been not applicable). The 1-3 scoring system was calibrated against a 1-5 and 1-10 scoring system to check and confirm that the use of a limited range of scores allowed for sufficient distinction of the option combinations, Appendix B provides a full breakdown of the available scores and a guide for allocating scores against each strategic and quality criterion.

The application of the scoring guide to the option combinations listed in Table 8 was then undertaken by WRM. This provided an independent perspective based on the waste strategy, procurement and service and infrastructure experience of the delivery team.

### Scoring of carbon balance as a strategic and quality criterion

In seven of the criteria, the application of scores was based on qualitative assessment, although for carbon, reference was made to the quantitative model which provides a comparison of the carbon impacts of each option combination. This model applies input data from a range of service variable to greenhouse gas reporting factors published by the Department for Energy Security and Net Zero (DESNZ), specifically:

- For the collection options – the carbon emissions from the combustion of different fuel sources. The model developed by WRM takes into account the annual mileage for each waste collection vehicle, fuel economy rates, and the different carbon emission profiles for the various fuel sources;
- For the haulage options – the carbon emissions associated with transfer and haulage within or outside the region. With limited visibility on fuel sources, it has been assumed that all bulk haulage vehicles operate on diesel fuel as the specification of this fleet may fall outside the Partnership's remit. Further carbon savings could therefore be attained if a fuel such as HVO or biomethane were to be used to support bulk haulage.
- For the waste treatment option – the carbon emissions associated with the waste treatment process have been accounted for along with the carbon benefits of bioenergy production and the use of digestate in place of manufactured fertilisers.

A breakdown of the carbon profile for the collection, haulage and treatment components of each option combination are presented in Table 10. This data formed the reference point in the comparative scoring of carbon emissions within the quality criterion for carbon balance.

**Table 10 – Summary of option carbon emissions calculated by option project model**

	Collection tCO <sub>2</sub> e/annum	Haulage tCO <sub>2</sub> e/annum	Treatment tCO <sub>2</sub> e/annum	Total Carbon Position	Ranking
Option 1	713,553	86,840	-15,837,151	-15,036,758	7
Option 3	713,553	86,840	-15,837,151	-15,036,758	7
Option 4	713,553	423,866	-15,837,151	-14,699,732	9
Option 7	71,355	86,840	-15,837,151	-15,678,955	1
Option 9	71,355	86,840	-15,837,151	-15,678,955	1
Option 10	71,355	423,866	-15,837,151	-15,341,930	5
Option 14	85,626	86,840	-15,837,151	-15,664,684	3
Option 15	85,626	86,840	-15,837,151	-15,664,684	3
Option 17	85,626	423,866	-15,837,151	-15,327,659	6

The carbon balance presented in Table 10 illustrates the anticipated difference in emissions between diesel vehicles and HVO or biomethane vehicles; and separately, the difference in carbon emissions associated with the haulage to proximate and inter-regional waste treatment locations. The carbon balance also shows that the waste treatment segment of the value chain provides a significant carbon benefit. This carbon benefit derives from several factors such [as the diversion of material from the residual waste stream, the producing of a short cycle carbon fuel that displaces fossil sources of methane gas, and the production of digestate as a biofertiliser which is used in place of carbon intensive mineral and compound fertiliser products]. Collectively, these benefits significantly outweigh any carbon emissions incurred within the waste treatment process (e.g. the energy required to operate the treatment process).

### Strategic and quality allocated scores

The scoring approach described in the preceding paragraphs has then been applied to the shortlisted option combinations set out in Table 8. The raw scores allocated to each option are presented in Table 11.

**Table 11 – Allocated scores for strategy option combinations**

Option	1	3	4	7	9	10	14	15	17
Proximity principle and perception of treatment location	2	3	1	2	3	1	2	3	1
Security of capacity /offtake	1	3	2	1	3	2	1	3	2

Option	1	3	4	7	9	10	14	15	17
Local long-term infrastructure for Merseyside	2	3	0	2	3	0	2	3	0
Delivery of adjacencies	1	1	1	1	1	1	2	3	2
Integration with regional sustainability objectives	1	1	0	1	1	0	2	3	1
Delivery certainty	2	1	3	2	1	3	2	1	2
Carbon balance	1	1	1	3	3	3	3	3	3
Capital cost requirement across Partnership	0	3	2	0	3	1	2	3	1
<b>Sub-total</b>	<b>10</b>	<b>16</b>	<b>10</b>	<b>12</b>	<b>18</b>	<b>11</b>	<b>16</b>	<b>22</b>	<b>12</b>

### Option weighting

In allocating scores to the option combinations, it is recognised that not all evaluation criteria are of equal importance to the Partnership. Indeed, it is reasonable to expect differences in perceived importance amongst member authorities within the Partnership depending upon their segment of the value chain (e.g. waste collection or waste disposal).

To address this observation, weightings have been applied to the scores presented in Table 11 to reflect the priorities of the Partnership members across the evaluation criteria. An initial even allocation of 12.5% per criterion was selected as a starting point and each member of the Partnership was invited to express their perceived importance; either through the return of adjusted percentages, or through a general ranking and narrative which could be converted by WRM to a percentage. This process resulted in agreement on three variants of weightings which are:

1. A neutral weighting with all criteria being weighted evenly;
2. A capacity certainty weighting whereby substantial weight (c.30%) is allocated to the certainty of long term capacity provided by each option. Discussions with Partnership representatives cited the acute lack of merchant capacity within the LCR area and wider northwest region as a reason for this scenario; and,
3. A weighting placing elevated importance on the delivery of environmental adjacencies and social value alongside capacity certainty. This weighting reflects the desire of the Partnership to explore the fully optimised, circular food waste treatment option that is addressed in this options assessment study.

**Table 12 – Weightings (including three agreed variants) applied to the scoring of strategy option combinations.**

Theme	Criterion	Even Apportionment	Capacity certainty recognised as a key risk	Delivery of secure capacity delivering environmental adjacencies
Proximity principle and perception of treatment location	Proximity to Central Liverpool (as a reference point)	12.50%	10.00%	15.00%
Security of capacity /offtake	Long term security and stability of off-take	12.50%	30.00%	25.00%
Local long-term infrastructure for Merseyside	Delivery of social value benefits for Merseyside	12.50%	10.00%	5.00%
Delivery of adjacencies	Delivery of a fully optimised and circular solution for the region's food waste	12.50%	10.00%	20.00%
Integration with regional sustainability objectives	Delivery of strategy and integration with other initiatives	12.50%	10.00%	5.00%
Delivery certainty	The level of friction in delivering the option	12.50%	10.00%	10.00%
Carbon balance	Ability to maximise carbon savings	12.50%	10.00%	15.00%
Capital cost requirement across Partnership	The ability of the Partnership to meet the capital spend requirements	12.50%	10.00%	5.00%
<b>Sub-total</b>		<b>100%</b>	<b>100%</b>	<b>100%</b>

The weightings set out in Table 12 have then been applied to the raw scores in Table 11 to provide weighted scores for each of the nine shortlisted strategy options. Appendix C details the weighted scores for each and every criterion, which are summarised for each of the three weighting variants in Table 13.



**Table 13 – Summary of weighted scores for each weighting variant**

Weighting	1. Even apportionment		2. Capacity certainty with even apportionment of other criteria		3. Local treatment capacity that delivers environmental adjacencies		
	Option	Weighted score	Rank	Weighted score	Rank	Weighted score	Rank
	1	42%	8	40%	9	42%	9
	3	67%	3	73%	3	67%	3
	4	42%	8	47%	7	47%	8
	7	50%	6	47%	7	52%	7
	9	75%	2	80%	2	77%	2
	10	46%	7	50%	6	55%	6
	14	67%	3	60%	4	63%	4
	15	92%	1	93%	1	93%	1
	17	50%	5	53%	5	60%	5

The analysis presented in Table 13 identifies a number of strategy options that consistently perform well against the strategic and quality criteria that have been established for the Partnership.

Option 15, which involves the adoption of a biomethane fleet, and the development of dedicated capacity (on a DBO/DBFO basis) within the LCR region, performs consistently well across all variants of the criterion weightings. This is perhaps not surprising noting that this option represents the fully optimised, circular option for treating the Partnership's food waste which is being addressed by this project. In addition to providing capacity certainty within the region, the option offers a range of strategic benefits including application of the proximity principle, contribution to region decarbonisation initiative (with potential to integrate into CCU/S), local social value benefits, and the delivery of a long-term asset for use by the Partnership authorities.

Options 3 and 9, which involve the development of a dedicated treatment plant within Merseyside also perform well consistently well across the weighting variants. The benefits of these options generally reflect the merits of option 15, specifically in relation to capacity certainty through a dedicated asset, social value delivery, and the proximity principle. These options however do not reflect the fully optimised solution due to the use of diesel or HVO fuel in the collection fleet.

Option 14, comprising a biomethane fleet with local merchant treatment with vehicle fuel buy back, also performs consistently above average for the same reasons as options 3 and 9. The limited control of the Partnership in areas such as social value, and potential limitations on regional sustainability initiatives (e.g. Hynet) which cannot be guaranteed at this stage are reasons that may result in a lower strategic quality score for option 14.

#### 6.4 Evaluation of the financial position of each strategic option

Each strategy option taken forward for modelling has been modelled on a whole service cost basis. The model comprises collection costs associated with a dedicated food waste round design, launch costs for the rollout of such a service, annual operational costs to maintain the collection service, costs associated with the transfer of collected material to a treatment end destination and the carbon impact of the collection and treatment of the material.

To allow for a direct evaluation of each option against each other, the model has calculated each option on a whole life cost per tonne basis, with the calculation steps set presented throughout this section of the report.

#### Integrated collection and treatment model

Baseline values for collection and treatment have been assembled and input into a financial and carbon model which underpins this project report which enables a direct comparison of the whole option cost and carbon performance to be directly evaluated.

Baseline costs for collection, treatment and carbon performance are provided through a series of model input sheets as listed below. It should be noted that model input data is inputted/calculated for all six authorities that form the Partnership.

**Food Waste Round Design (Appendix D):** Sets out the modelled parameters for a food waste collection round for each of the Partnership Authorities. The food waste round design sheet includes the following data for all six Partnership authorities:

- Property numbers and apportionment based on 2023 census data (e.g. Balance of houses vs HMO properties);
- The in-property (7-litre) and external food waste caddies (23-litre) to be provided to households as part of the service;
- The collection frequency of the material (weekly);
- The assumed pass rate for each collection vehicle, and the number of rounds each vehicle will complete per week;
- The number of days the collection round is in service per week (5);

- The number of vehicles required to service the collection rounds on a weekly basis;
- The assumed set out rate of containers at the kerbside, and the quantum of material expected to be collected from participating households annually;
- The estimated quantity of material collected per vehicle per collection round;
- The financing assumptions taken for the fleet of vehicles to be purchased for use in the service;
- The anticipated annual mileage of each collection vehicle, the fuel economy of each collection vehicle, and the resulting fuel consumed by each collection vehicle. This has been modelled for diesel, HVO and Biomethane vehicles.

**Food Waste Launch Costs (Appendix E):** Sets out the costs associated with the launch of a food waste collection service for each of the Partnership Authorities. The sheet includes the following data:

- Round design costs, comprising the purchase of round routing software and route planning, plus staff costs for a team of co-ordinators and supervision on the ground to support container and service delivery and troubleshooting.
- Costs to publicise and promote the rollout of the food waste collection service, which comprises a promotional campaign to launch the service, and an ongoing publicity campaign to maintain participation.
- Costs associated with the provision of in-property caddies and external containers to households and multi-occupancy dwellings.

**Collection Round Costs (Appendix F):** Sets out the price inputs used to calculate the launch and annual operational costs of a food waste collection service, which comprises the following:

- Input prices for round design costs.
- Input prices for publicity and promotion, both for the launch of the service and its ongoing annual operation.
- The cost of supplying replacement containers to households and multi-occupancy dwellings, expressed as a figure per household.
- The cost to the authority of supplying liners to residents. Expressed as a figure per household per year.
- Capital costs associated with the procurement of diesel, HVO and Biomethane vehicles.
- Fuel costs associated with the operation of collection vehicles to service collection rounds. Expressed as a £/litre, or £/kg figure, depending on the fuel type.

- Assumed costs associated with the annual repair and service of collection vehicles, expressed as a cost per annum.
- Costs associated with staff employed to deliver the collection services. Includes staffing costs for vehicle drivers, loaders and an annual allowance for PPE provision.

**Food Waste Op Costs (Appendix G)** (Diesel, HVO and Biomethane): Sets out the costs associated with the annual operation of a collection service using a diesel, HVO and Biomethane collection vehicle fleet, comprising the following factors:

- Caddy replacement costs (assumed 4%).
- Provision of liners (assumption of 2 liners provided per week to households).
- An annualised cost for the procurement of Diesel, HVO and Biomethane vehicles.
- Staffing costs for vehicle drivers, loaders and an annual allowance for PPE provision

**Transfer Delivery Tonnages (Appendix H):** Sets out the waste apportionment and growth figures for food waste arisings across the six authorities

**Transfer Distances and Costs (Appendix I):** Sets out the costs associated with the handing and transfer of food waste arisings across various haulage distances. The key variable in this sheet is local/LCR region transfer vs interregional transfer.

**Anaerobic Digestion Base Values (Appendix J):** Sets out the inputted base revenues, capital expenditure (CAPEX), operational expenditure (OPEX) and overheads/fixed costs associated with the construction, operation and maintenance of a wet anaerobic digestion system with an annual operating capacity of 80,000 tonnes per annum. This value has been assumed to accommodate the c.50,000 tonnes of food waste that are estimated to arise from the Partnership authorities, as well as headroom for other local waste sources. The selection of this capacity also reflects the level of capacity that is commonly developed from a economy of scale perspective.

**Treatment Option Definition (Appendix K):** Allows for the coding of different treatment options, or combinations of different treatment options, including the adjustment of specific variables required to develop the scenarios to which each option pertains..

The Treatment Option Definition Sheet directly links to the treatment output sheets, summarised below:

- **Wet AD – Mercantile (Appendix L):** Sets out the costs of processing to the Authority should the household food waste arisings generated in the LCR region be treated through mercantile capacity.
- **Wet AD – Authority Site (Appendix M):** A discounted cash flow model linked to the options involving the construction of an anaerobic digestion plant. The model includes anticipated revenues derived from the sale of process outputs and CAPEX and OPEX (fixed and variable) costs associated with the construction and operation of an anaerobic digestion asset. The application of the project's net margin, divided by the annual tonnage results in the calculation of the anticipated gate fee.

Carbon Data Input sheets – Carbon calculations associated with the collection, transfer and treatment collected food waste, and the measured carbon impact of haulage and spreading of natural digestate. (**Appendix N, O, P and Q**).

### Model Assumptions

Listed below are a number of general key assumptions that have been taken into account with respect to the construction of the financial model:

- The modelled technology is wet Anaerobic Digestion.
- The start year of the project is set at 2029, consistent with the expiry timeline of the WRM Contract that the LCR has with Veolia. This start year is also after the closure of the GGSS scheme meaning that revenues from that incentive scheme would be available from the service commencement date.
- The baseline project term is set at a 15-year payback period. A reason for this is the alignment with the GGSS tariff duration, from which a proportion of revenues are expected to be received over the project term. A project duration of 15 years also allows for a balance between short term value for money offerings; allowing the Partnership to enjoy the economy of scale advantages associated with new build infrastructure generated over time, whilst simultaneously providing an opportunity for adaption to potential future market developments/innovations. It should be noted that any facility constructed would have a design life greater than 25 years and will serve as a long-term asset for the Merseyside region.
- Year 1 tonnage is based on the WRAP IMD estimation approach which stands at 49,789 tonnes. The model assumes a 2% municipal waste growth factor year on year. Third party tonnages derived from commercial or other non-domestic sources (such as schools or hospitals) have not been included within the baseline model but are a key sensitivity which could potentially reduce the effective gate fee payable for household waste collected by the Partnership.

- The model assumes a 45% material capture rate for food waste, in line with the Firth report.
- New build dedicated capacity shall be financed by the Partnership, due to local authority access to lower borrowing rates. This is set for modelling purposes at 3.5% in line with WRM's previous experience.
- Baseline revenues associated with the processing of food waste through each new build dedicated capacity option are set out in Table 5 of this report. This excludes third-party gate fees, due to the absence of any third-party waste being processed under a baseline scenario.
- "Inter-regional transfer" represents the movement of material out of the North West England region into neighbouring areas centred around the Midlands and Warwickshire regions. The transfer distance (from a central postcode within the LCR Region – L3 0BE) has been set at 98 miles for modelling purposes. If capacity were not available at plants in this area, this distance could increase although any increase in carbon emissions would be minor in comparison to the carbon impact of the initial haulage distance (e.g. the assumed 98 miles) and the carbon benefits of the biomethane associated with the treatment of the food waste.

### Costs and revenues

Costs associated with vehicle procurement and annual servicing and maintenance arrangements are set out in section 2.6. Capital and operational costs and revenues associated with the construction, management and operation of a purpose-built facility are set out in sections 4.6.1 and 4.6.2 respectively. All costs used to inform the financial model have been sourced from a combination of engagement with industry suppliers/representatives, obtained from similar WRM reference projects, and/or anecdotal evidence from some twenty years of experience within the waste management industry.

### Financial Assessment Option Summary

The summary of the financial assessment for each of the modelled options is shown in Table 14 which summarises key cost categories from the financial model.

**Table 14 - Financial summary of modelled options**

Option	1	3	4	7	9	10	14	15	17
Launch Cost (£m)	7,307,179	7,307,179	7,307,179	7,307,179	7,307,179	7,307,179	7,307,179	7,307,179	7,307,179
Contract Collection Cost (£m)	135,785,588	135,785,588	135,785,588	139,546,429	139,546,429	139,546,429	134,094,822	134,094,822	134,094,822
Contract Transfer Cost (£m)	10,770,716	10,770,716	20,164,442	10,770,716	10,770,716	20,164,442	10,770,716	10,770,716	20,164,442
Contract Treatment Cost (£m)	17,220,351	12,213,129	17,220,351	17,220,351	12,213,129	17,220,351	17,220,351	12,213,129	17,220,351
Treatment cost (£/tonne)	20.00	14.18	20.00	20.00	14.18	20.00	20.00	14.18	20.00
Total Contract Cost (£m)	163,776,655	158,769,433	173,170,381	167,537,496	162,530,274	176,931,223	162,085,889	157,078,667	171,479,616
<b>Contract Cost Ranking</b>	<b>5</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>7</b>

The approach to launching a source-segregated food waste collection service with the ambition of driving resident engagement and maximising recycling rates is assumed to be the same in all options, and therefore launch costs for a food waste collection service are estimated to be £7,307,179.

The cost differential in collection costs observed across the modelled options can be attributed to the fuel used in the vehicles used to service the collection rounds. Options in which a biomethane vehicle is used to service the collection rounds demonstrates the lowest collection cost,

approximately £1,690,000 (or 1.25%) cheaper than the diesel collection vehicle, which ranks second on collection. As demonstrated in section 2.6, a 7.5 tonne food waste collection vehicle using biomethane as its fuel source is approximately £17,000 more expensive than its traditional diesel counterpart. However, the lower fuel price and fuel economy difference to a diesel-fuelled vehicle results in the lowest collection cost, when the whole life vehicle cost is taken into account.

The difference in the transfer cost observed amongst modelled options is attributed to the location by which waste arisings are transferred to for treatment. Modelling demonstrates a cost increase of over 60% when material is transferred out of the Partnership area and northwest. This statistic is important noting the acute lack of anaerobic digestion capacity within the northwest of England.

Differences in contract treatment costs are attributed to the delivery model by which each option is executed. Where a new build dedicated capacity option has been modelled, an assumption has been taken that the Partnership would receive and benefit from the revenues associated with the operation of an Authority owned asset, which includes GGSS tariff payments, revenue generated from the sale of upgraded biomethane to the collection authorities, digestate sales and the sale of captured carbon to applicable markets. The discounted cashflow model has calculated a price per tonne of £14.18 over the assumed 15-year project term when these revenues are taken into account.

In options where merchant capacity is utilised, the gate fee has been set at £20/tonne. This is representative of the merchant market, based on WRM's recent local procurement experience. The c.£6/tonne difference observed between the merchant capacity gate fee and the new build anaerobic digestion facility option is attributed to the higher borrowing rates associated with private investment (set at a typical 8.5% within the model), and investor return that is expected to be generated on renewable energy projects of this nature.

### Financial Analysis – Cost per Tonne Basis

Baseline food waste tonnages upon which the project report findings are based are set out in the Transfer Delivery Tonnages tab of the integrated model. The base model assumes some 860,000 tonnes of food waste arisings generated from the Partnership region shall be sent for treatment via Anaerobic Digestion over the project period. Table 15 below provides a summary on a cost per tonne basis for each modelled option.



**Table 15 - Financial performance of each modelled option expressed on a cost per tonne basis**

Option	1	3	4	7	9	10	14	15	17
Launch Costs (£ per tonne)	8	8	8	8	8	8	8	8	8
Collection Cost (£ per tonne)	158	158	158	162	162	162	156	156	156
Transfer Cost (£ per tonne)	13	13	23	13	13	23	13	13	13
Treatment Cost (£ per tonne)	20	14	20	20	14	20	20	14	20
Total Option Cost (£ per tonne)	198.70	192.88	209.61	203.07	197.25	213.98	196.74	190.92	207.65
<b>Cost per Tonne Ranking</b>	<b>5</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>7</b>

As anticipated, the results of the calculations performed to inform Table 15 mirror those presented in Table 14. Option 15 (biomethane fuelled collection fleet with Authority-built asset within the LCR region) demonstrates the lowest option cost per tonne, almost £2 per tonne cheaper than the second-ranked option, option 3 (Diesel fuelled collection fleet with Authority-built asset within the LCR region) and c.£5.80 cheaper than the third-ranked option, option 14 (biomethane fuelled collection fleet with merchant capacity within the LCR region, with biomethane buy back).

### 6.5 Combined strategic quality and financial assessment

Having evaluated strategic quality and financial criteria independently, the assessment now proceeds to bring together all evaluation criteria into a single assessment. The weighted quality scores (for each variant) presented in Table 13 have been brought together with the total cost per tonne for each option presented in Table 15. A summary presenting this combination of financial and strategic quality criteria is set out in Table 16 as an overall evaluation of strategy options for the project.

**Table 16 – Summary of overall (financial and weighted strategic & quality) evaluation**

Option	Financial		Strategic & Quality					
	Total price per tonne of food waste treated		1. Even Apportionment		2. Capacity certainty with even apportionment of other criteria		3. Local treatment capacity that delivers environmental adjacencies	
	Price (£/t)	Rank	Weighted score	Rank	Weighted score	Rank	Weighted score	Rank
1	£198.70	5	42%	8	40%	9	42%	9
3	£192.88	2	67%	3	73%	3	67%	3
4	£209.61	8	42%	8	47%	7	47%	8
7	£203.07	6	50%	6	47%	7	52%	7
9	£197.25	4	75%	2	80%	2	77%	2
10	£213.98	9	46%	7	50%	6	55%	6
14	£196.74	3	67%	3	60%	4	63%	4
15	£190.92	1	92%	1	93%	1	93%	1
17	£207.65	7	50%	5	53%	5	60%	5

This combined strategic and quality assessment provides a preferred option that leads the options rankings on both financial criteria, and in a variety of sensitivity tested strategic quality criteria.

Option 15 which involves the development of dedicated anaerobic digestion treatment capacity within the LCR region and the use of a portion of the generated biomethane in the vehicle fleet, is therefore the recommended option to be taken forward from this option evaluation and assessment. As discussed throughout section 6.3, the application of lower borrowing rates available to local authorities and the control and pass through of biomethane revenues results in this option representing the lowest price. At the same time, the option offers many strategic and quality benefits including capacity security, local social value benefits, and potential for the maximum level of decarbonisation opportunities. In making these concluding remarks, it is noted that option 15 constitutes the fully optimised and circular food waste recycling service that the Partnership set out to investigate through this work.

The combined evaluation summary presented in Table 16 also identifies a number of other options that performs consistently well. Noting these options at this stage may be helpful to

the Partnership as they could provide reserve options in the event that the preferred option or part thereof were to be undeliverable for an unanticipated reason. Options 3 and 9 both involve the construction of a dedicated treatment facility on a DBO/DBFO basis albeit with diesel and HVO fuels respectively used in the collection fleet. Such options could provide fallbacks in circumstances where the circular vehicle fuel is not deliverable, with the diesel use in option 2 providing a price driven alternative, and the HVO fuel use in option 9 maintaining the decarbonisation priority.

Option 14 is also notable as it is similar in most aspects to option 15, albeit with the treatment capacity being developed by the waste sector on a merchant basis with sale of vehicle fuel back to the Authority. Whilst some of the financial value is lost as a consequence of the merchant structure, many of the local social value benefits would continue to be delivered; albeit with less certainty that all adjacency opportunities would be developed by the operator. Option 14 could therefore provide a useful contingency option to the preferred option in any circumstances where procurement of dedicated capacity falls through, or in circumstances where a variety of local merchant treatment options are quickly brought forward and become available. Indeed, WRM have recent public sector procurement experience with Cheshire East Council where a DBFO solution and merchant option for the same technical solution were run alongside each other with selection between the final tenders for each lot being at the absolute discretion of the Authority. Such an approach enabled flexibility on the selected development approach right up to the point of final evaluation and identification of preferred bidder.

A final important note on the preferred option and reserve options is that compliance is attained with the Environment Act 2021 requirements for household food waste in all options following the legislated March 2026 implementation date.

## 7.0 CONCLUSION AND RECCOMENDATIONS

This section concludes the project by reflecting on the key findings of the work as well as setting out recommended actions that the Partnership can take to progress the preferred strategy option.

### 7.1 A structured approach to strategy development

The project has provided a structured approach to identifying the optimal food waste recycling option for the LCR Partnership.

This commenced with a briefing which has contextualised and informed each segment of the food waste recycling chain. Through the provision of this briefing at an early stage of the project, colleagues across the Partnership authorities have been able to confirm their understanding of the 'known' evidence base and have also been able to understand previously 'unknown' matters which are material to a future food waste strategy decision. By providing the evidence base in sections 2 to 4 of this report, the project has levelized the understanding of Partnership colleagues as a collective decision on the strategy option is taken and progressed.

The project has provided a systematic approach to option identification and down selection. This has balanced the baseline merchant or off-take type structures that have prevailed to date with, a spectrum of option combinations up to and including a fully optimised and circular solution for collecting and treating household food waste.

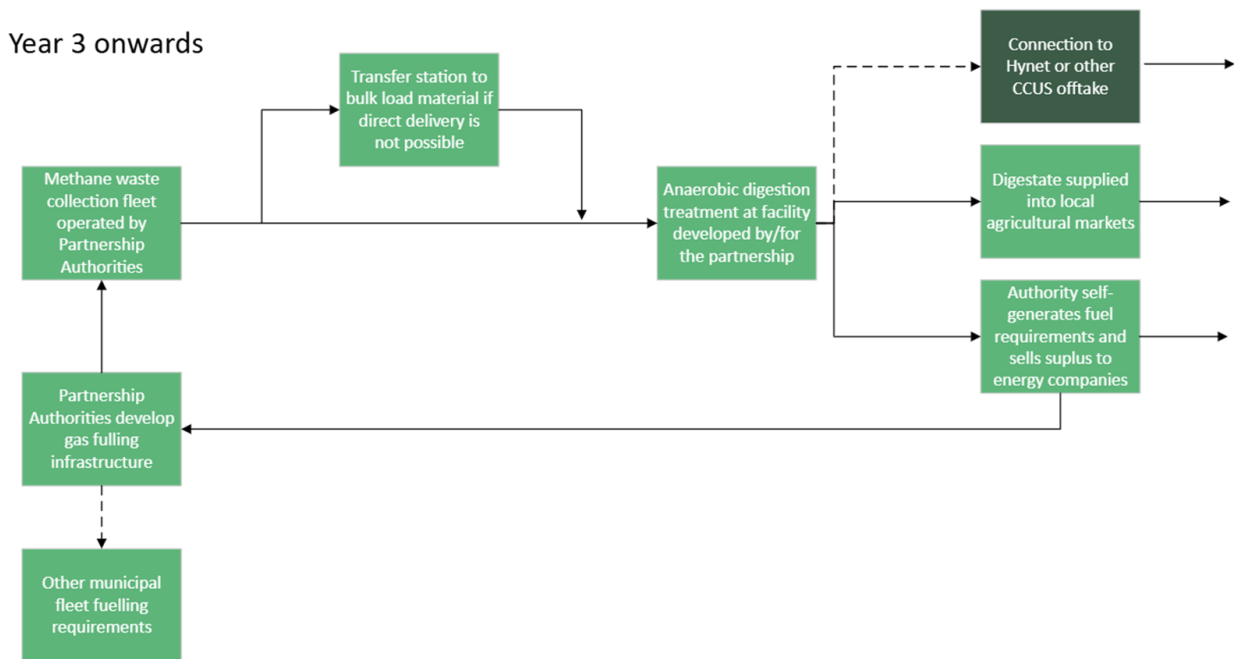
A framework for down-selection and evaluation of the option shortlist has reflected strategic priorities of the Partnership authorities from a qualitative perspective. Market insight and a range of financial benchmarks has enabled financial modelling to be undertaken at a more detailed level than initially included in the project scope. Furthermore, Partnership colleagues have been engaged in the development of the option evaluation framework to give a level of agency in this consultancy delivered options assessment. Collectively, this evaluation approach offers a good level of assurance to those in the governance and approvals process whose decisions may rely on this report.

As a consequence of the delivery approach for this project, it is concluded that this report provides the Partnership with a robust basis from which to consider, approve, and then progress and develop the preferred food waste strategy option.

## 7.2 Key conclusion – identification of a preferred strategy option

The concluding remarks of section 6.5 identifies option 15 which involves the development of dedicated anaerobic digestion treatment capacity within the LCR region and the use of a portion of the generated biomethane in the vehicle fleet, as the preferred option. The structure of the preferred long-term strategy option is illustrated in Figure 13 with development responsibilities for the Partnership being identified in mid-green, and the development responsibilities of the private sector being identified in dark green.

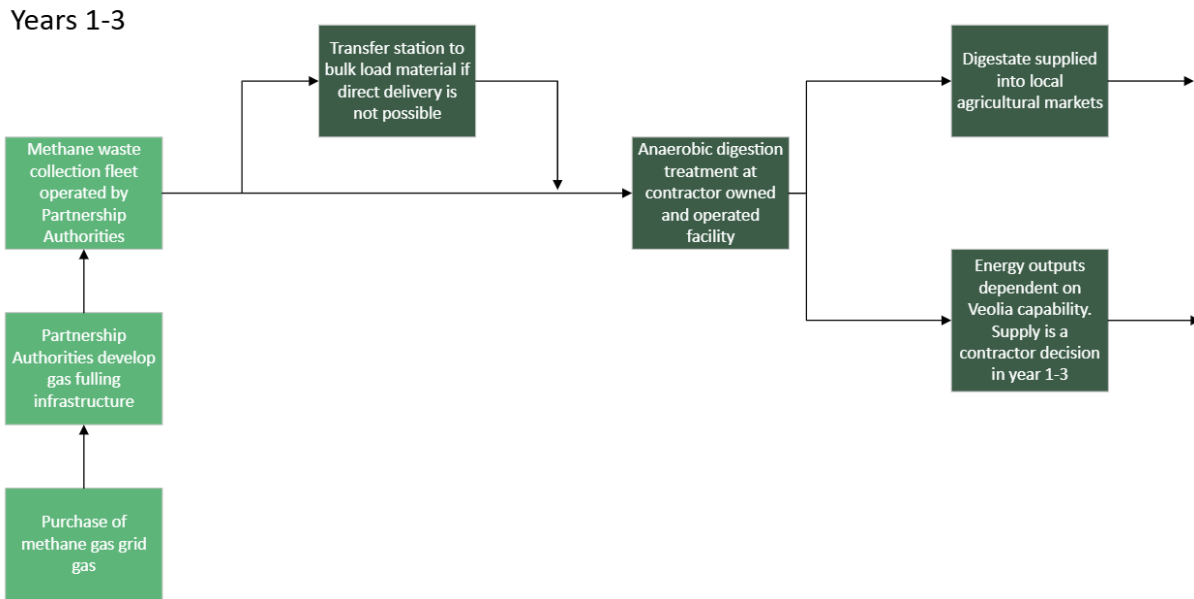
**Figure 13 - Flow chart representation of preferred long term strategy option**



Paragraph 6.2 described how the selection of short-term options is actually determined by the identification of the long-term strategy option. A key risk that was identified in that section was the potential for a short-term option to preclude or limit some of the longer-term options.

With the preferred long-term strategy option now identified, the project can return to the short-term options which provide a solution for the three years following implementation of food waste collections in March 2026. Option 0.3, comprising the use of (fossil) grid gas in CNG fuelled vehicles with merchant treatment of food waste being arranged through the incumbent recycling provider (Veolia) is the best fit option to enable the longer-term delivery of Option 15. Whilst grid gas does little to immediately decarbonise waste collections, the use of that fuel provides immediate air quality benefits and also lays down the infrastructure and fleet to enable the use of biomethane fuel when available. An illustration of this short term option is provided in Figure 14 overleaf.

**Figure 14 – Flow chart representation of preferred short term strategy option**



**7.3 Recommendations to progress and develop the preferred strategy option**

Reflecting on the preferred options illustrated in Figure 13 and Figure 14 along with the commentary provided throughout this report enables a number of recommendations to be made on how the Partnership can progress with the development of the preferred strategy option. Table 17 identifies key work packages that are now required. A brief description of each requirement and an indicative timescale are also set out to provide an outline programme for delivery.

**Table 17 – Recommended actions to progress and develop the preferred option**

Work Package / Action	Timescale	Summary of required Activity
Collection vehicle and container procurement	2024	The Partnership agreed to procure the service in line with a common specification which shall then be delivered by each collection authority. Work is therefore required to confirm that common specification in line with the advice of the collection assessment provided by Frith Resource Management. This workstream can also address container procurement and staff recruitment to enable timely implementation of the service in March 2026. WRM are

Work Package / Action	Timescale	Summary of required Activity
		<p>aware the vehicle leads times are reported to be in the region of one year from the point of ordering and this action should be a priority within the programme.</p>
<p>Gas fuelling infrastructure feasibility and delivery</p>	<p>2024</p>	<p>The short- and long-term options have recommended the use of gas-powered vehicles. In the short term, these vehicles will be fuelled by grid gas and work is required to determine the optimal fuelling strategy for these vehicles. This could include the installation of fuelling equipment at depots as has been assumed in the options assessment in which case site specific engineering feasibility assessments will be required. This work packaged could simultaneously examine options to install refilling infrastructure at a transfer station; or, for the fleets to use the increasing network of open access filling stations as described in paragraph 2.4.2.</p>
<p>Confirmation of approach with incumbent contractor</p>	<p>2024</p>	<p>The short-term option relies on the incumbent recycling contractor, Veolia, to provide an off-take for collected food wastes between March 2026 and May 2029. Prior to the service commencing, it is recommended that dialogue on the preparedness for deliveries of contract food waste are held to confirm that the short-term option is fully deliverable.</p>
<p>Site/land search</p>	<p>2024</p>	<p>The long-term strategy option has recommended the development of dedicated waste treatment capacity for the Partnership tonnages. A site within, or on the periphery of the LCR area will therefore be required. Whilst some prospective candidates for delivering a facility may have land options, other may look towards the authority to provide a (reference) site as part of a procurement process; particularly in a contract structure where the anaerobic digestion facility is a reverting asset.</p>

Work Package / Action	Timescale	Summary of required Activity
		<p>It is therefore recommended that a priority action for 2024 is for the Partnership, and specifically MWRA to commence a site search. This can include specific sites identified in this report such as the Peel Holdings site at Ince Marshes, as well as other land allocations identified in the Joint Waste Local Plan for Merseyside.</p>
Funding approach	2024	<p>This report has identified that the development of an anaerobic digester to treat the regions food waste will require an investment of c.£28.5m (Table 3). A DBFO contract structure may provide the best value procurement option for the authority due to lower prudential borrowing rates, and a workstream is therefore suggested to examine how this capital funding requirement may be met and arranged. This workstream may also examine other funding requirements associated with the service and the balance of funding commitments and promises offered by central government in implementing the simpler recycling reforms.</p>
Waste treatment contract development & procurement preparation	2024 - 2025	<p>Delivery of the preferred option (or any of the options identified as potential reserves) will necessitate the development and procurement of a major waste treatment contract. A key workstream to follow on from the above listed activity is to prepare the structure and procurement of this contract through more detailed and focused scoping work. Such work could include:</p> <ul style="list-style-type: none"> <li data-bbox="730 1630 1407 1897">• Soft market testing (suggested in 2024-2025) to understand and confirm the capabilities and capacities of the market to deliver the preferred strategy option. This process would also enable a market perception of risk to be identified along with potential optimisations</li> </ul>



Work Package / Action	Timescale	Summary of required Activity
		<p>(e.g. the level of third-party waste acceptance that could improve best value;</p> <ul style="list-style-type: none"> <li>• Development of a contract risk allocation log to identify and record broad areas of risk that the Partnership can/cannot accept;</li> <li>• Stakeholder analysis to ensure that all required stakeholders are identified and engaged in an appropriate manner;</li> <li>• Specification of core requirements for delivery of the required works and/or services in a contract principles paper which would provide the detailed business case for proceeding to develop and publicise the procurement documentation.</li> </ul> <p>As this proposed work progresses, it is recommended that the Partnership monitors the merchant anaerobic digestion market across the northwest for any new developments which (1) increase competition within the market, and therefore, (2) could lead to a legitimate check and challenge on the preferred strategy option.</p>
Permissions & consents	2025 (Partnership) 2026 (provider)	<p>A key limitation and risk of delivering the preferred strategy option is the closure of the Green Gas Support Scheme in March 2028. Any new build facility that is predicated on the economics set out in this report therefore needs to be built and commissioned by this date. A key variable in meeting this timescale could be the time required to obtain planning permission and an environmental permit. To de-risk the attainment of the GGSS date, and also to potentially simplify the procurement of the treatment solution, applications for permissions and consents should commence at the earliest opportunity.</p>

Work Package / Action	Timescale	Summary of required Activity
		<p>If the Partnership is able to identify and offer a development site, then this activity could occur as early as 2025, whereas a provider led site is unlikely to commence with applications until a waste treatment contract has been entered into. A nominal date of 2026 is identified for this scenario.</p>
Resident communications	Early 2026	<p>This report has in paragraph 2.2 emphasised the importance of effective communications in implementing a successful food waste service. The need for a concerted and high-profile publicity campaign is therefore noted within this programme.</p>
Build & commission	2026-27 (Partnership planning) 2027-28 (provider planning)	<p>The build of an anaerobic digestion facility from receiving planning permission to entering into commissioning tests will take between 12-18 months. Two timescales are provided for this works period depending upon when planning permission is received.</p>
GGSS closure	2028	<p>March 2028 is noted as a key date due to the closure of the Green Gas Support Scheme. Any new build facility that is predicated on the economics set out in this report therefore needs to be built and commissioned by this date.</p>
Service transition	2029	<p>The term of the current recycling contract expires and the long-term strategy option presented in this report is fully implemented.</p>

## APPENDIX A – CONSIDERATION OF OPTION MERITS, BENEFITS, ADVANTAGES, DRAWBACKS, LIMITATIONS AND DISADVANTAGES

	Merits, benefits and advantages	Drawbacks, limitations and disadvantages
Diesel	Fuelling infrastructure presently in place	Prospective prohibition of diesel/petrol vehicles?
	Familiarity with diesel vehicles as the baseline	Carbon emissions and air quality impacts from fossil fuel combustion
	Lower purchase cost than gas fuelled alternatives	Potentially limits future use of self-generated biomethane due to misalignment of vehicle lifecycle and 2029 transition date
HVO	Carbon emission reduction and air quality benefit	Long term supply of HVO is uncertain as a comparatively novel fuel source.
	Flexibility of conversion to diesel fuel if required as a contingency	Reliant on a developing supply chain which presently has limited capacity.
	Fuelling infrastructure fundamentally in place	The LCR Partnership is at the end of the value chain and could encounter upstream competition from segments who control feedstock materials.
	Precedent for fuel well demonstrated in local authority and commercial fleets	Competition for fuel from other users is likely impact on pricing
	Lower purchase cost than gas fuelled alternatives	
Biomethane	Operationally, vehicles are identical to diesel baseline	Capital cost of developing new depot or centralised refuelling infrastructure

	Merits, benefits and advantages	Drawbacks, limitations and disadvantages
	Significant air quality and carbon reductions compared to diesel vehicles	Deliverability of new refuelling infrastructure by March 2026 may be challenging
	Ability to utilise self-generated fuel in a fully circular and optimised option	Higher purchase cost of vehicles
	Can operated on CNG as an alternative/contingency	
	Current fuel duty is 50% (fixed for 3 years) of the fossil fuel comparators providing large operational incentive	
	Precedent for fuel well demonstrated in both local authority (including Liverpool City Council) and commercial fleets	
In region treatment	Accords with proximity principle reducing transfer carbon emissions and cost	Presently acute capacity shortage within the northwest region which limits the immediate delivery
	Opportunity for direct refuelling	Likely to require a level of involvement from the Partnership to instigate or directly deliver new treatment capacity
	Social value benefits attributed to LCR region	
	Infrastructure development provides capacity for other organic wastes arising in the region (e.g. commercial and industrial wastes)	

	Merits, benefits and advantages	Drawbacks, limitations and disadvantages
	Can be instigated in the merchant by an anchor contract if not developed by the Partnership.	
Inter-region treatment	Excess of available capacity provides opportunity for short term low gate fee	Latent energy value lost from region
	Gas grid enables circular supply of biomethane back to authority	Loss of social value from treatment within region (whether delivered in merchant or Partnership facility  Current available capacity likely to be in midlands, resulting in a significant haulage distance with associated carbon and cost impacts
Merchant	Appetite amongst investors and operators to develop a facility in the region where an anchor contract is available.	Procurement risk of contracting with entity that has not yet delivered a facility.
	Delivery of facility may be more expedient than a dedicated facility	Utilisation of energy outputs will likely be at the discretion of the operator, with no guarantee on supply to the Partnership.
	A number of potential options have already been identified. This includes potential United Utilities sites.	
	Negates capital cost for Partnership	

	Merits, benefits and advantages	Drawbacks, limitations and disadvantages
Merchant with energy buy-back	Option provide circularity with a reduced capital spend requirement and delivery risk on the Partnership.	No additional commercial benefit to Partnership through biomethane buy back as operators have a range of competing sectors to sell energy outputs into.
	High level of investor and operator interest to develop a new facility in the region where a anchor contract is available.	
Develop dedicated capacity	Full range of sustainability benefits can be specified by the Partnership	High level of capital spend elevates risk to Partnership
	Social value benefits delivered within the LCR area	Timescales may be challenging for current round of Green Gas Support Scheme payments if procurement does not commence immediately
	Opportunity to integrate with other regional sustainability initiatives (e.g. hynet, wider fleet decarbonisation)	Site identification and acquisition presents a key programme and deliverability risk
	Dedicated capacity provides capacity certainty	Planning and environmental permits present programme and deliverability risk
	Likely high level of interest to deliver works and services contract	

## APPENDIX B – STRATEGIC & QUALITY CRITERIA INCLUDING SCORING GUIDE

Criterion	Measure	Consideration	Score
Proximity principle and perception of treatment location	Proximity to Central Liverpool (as a reference point)	Options may have a difference in the haulage distance to the location at which waste treatment is undertaken. The proximity principles direct for waste to be treated as close to its arising as possible. Cost and carbon emissions (included in other evaluation criteria) will increase with haulage distances. There may also be an adverse/negative public perception associated with exporting waste for treatment outside the city-region, or northwest region.	3= Local treatment within LCR 2= Treatment on periphery of LCR 1= Treatment outside Northwest
Security of capacity /offtake	Long term security and stability of off-take	At c.45,000 tonnes per annum, the Partnership has a substantial disposal requirement. The limited level of competition in the northwest, combined with other authorities requiring treatment capacity from March 2026 could see concerns on the long-term availability/stability of food waste treatment capacity for Merseyside.	3= Capacity guaranteed over a long-term period 2= Capacity guaranteed for medium term period 1= Short term capacity guarantee; or, likelihood of future capacity concerns after an initial short term period.

Criterion	Measure	Consideration	Score
Local long-term infrastructure for Merseyside	Delivery of social value benefits for Merseyside	The development of local infrastructure can provide a range of (non-capacity certainty) benefits. This includes a range of social value objectives and the ability for the Partnership to specify the outputs and to respond to and capitalise upon future innovations.	3= Full realisation of a range of social value benefits within LCR 2= Some realisation of a range of social value benefits within LCR 1= Limited realisation of a range of social value benefits within LCR 0= No realisation of a range of social value benefits within LCR
Delivery of adjacencies	Delivery of a fully optimised and circular solution for the region's food waste	The ability of the authority to specify outputs varies in each option. Some options provide a greater level of certainty that the fully optimised circular solution desired by the Partnership will be delivered.	3= Delivery of CCU/S, high value gas utilisation, and decarbonisation of collection fleet (potentially with wider fleet decarbonisation) 2= Delivery of two of CCU/S, high value gas utilisation, and decarbonisation of collection fleet. 1= Delivery of one of CCU/S, high value gas utilisation, and decarbonisation of collection fleet.



Criterion	Measure	Consideration	Score
Integration with regional sustainability objectives	Delivery of strategy and integration with other initiatives	The ability of each option to contribute to wider Merseyside sustainability objectives varies with some options having potential to contribute towards the wider decarbonisation of the Partnership authorities' operations. Options also vary in their ability to integrate with other regional initiatives such as Hynet.	3= Option fully integrates with regional objectives with opportunity to support wider LCR objectives and also integrate with third party initiatives (e.g. hint) 2= Some delivery of sustainability objectives in the LCR region. 1= Limited delivery of sustainability objectives in the LCR region. 0= No Some delivery of sustainability objectives in the LCR region; or, the sustainability benefits are attributed to a location outside of LCR.
Delivery certainty	The level of friction in delivering the option	Some options can be delivered with certainty, whereas others will require varying levels of procurement, construction and commissioning. More complex pathways that have interdependencies can diminish the certainty that the targeted solution will be delivered.	3= A high level of confidence that the option can be implemented /delivered with its programme. The delivery programme is clear with limited opportunity for detrimental scope/cost impacts. 2= A medium level of confidence that the option can be implemented /delivered with its programme. The delivery programme is clear with limited opportunity for detrimental scope/cost impacts. 1= Option is complex with potential for the programme to feature unanticipated scope changes which may result in delay or cost increases. The level of management and administration time incurred by LCR is significant in this option.

Criterion	Measure	Consideration	Score
Carbon balance	Ability to maximise carbon savings	The level of carbon savings attained by/attribution to the Partnership authorities will vary in each option	3 = High level of comparative carbon savings (as quantified by cost model) 2= Medium level of comparative carbon savings (as quantified by cost model) 1 = Low level of comparative carbon savings (as quantified by cost model)
Capital cost requirement across Partnership	The ability of the Partnership to meet the capital spend requirements	Some options will require substantial upfront spend to develop new infrastructure and/or purchase new vehicles. The budget availability or funding approach for each option will vary	3= Option presents an upfront capital spend requirement that is challenging for the Partnership to meet. 2= Option presents an upfront capital spend requirement that is manageable for the Partnership. 1= Option presents an upfront capital spend requirement that is not problematic for the Partnership. 0= Option has no upfront capital spend requirement.

## APPENDIX C – WEIGHTED OPTION SCORES

Applied weighting:	Capacity certainty risk with even apportionment								
Option	1	3	4	7	9	10	14	15	17
Proximity principle and perception of treatment location	6.7%	10.0%	3.3%	7%	10%	3%	7%	10%	3%
Security of capacity /offtake	10.0%	30.0%	20.0%	10%	30%	20%	10%	30%	20%
Local long-term infrastructure for Merseyside	6.7%	10.0%	0.0%	7%	10%	0%	7%	10%	0%
Delivery of adjacencies	3.3%	3.3%	3.3%	3%	3%	3%	7%	10%	7%
Integration with regional sustainability objectives	3.3%	3.3%	0.0%	3%	3%	0%	7%	10%	3%
Delivery certainty	6.7%	3.3%	10.0%	7%	3%	10%	7%	3%	7%
Carbon balance	3.3%	3.3%	3.3%	10%	10%	10%	10%	10%	10%
Capital cost requirement across Partnership	0.0%	10.0%	6.7%	0%	10%	3%	7%	10%	3%
<b>Sub-totals</b>	<b>40%</b>	<b>73%</b>	<b>47%</b>	<b>47%</b>	<b>80%</b>	<b>50%</b>	<b>60%</b>	<b>93%</b>	<b>53%</b>

Applied weighting: Capacity certainty recognised as a key risk (with even apportionment of other factors)									
Option	1	3	4	7	9	10	14	15	17
Proximity principle and perception of treatment location	6.7%	10.0%	3.3%	7%	10%	3%	7%	10%	3%
Security of capacity /offtake	10.0%	30.0%	20.0%	10%	30%	20%	10%	30%	20%
Local long-term infrastructure for Merseyside	6.7%	10.0%	0.0%	7%	10%	0%	7%	10%	0%
Delivery of adjacencies	3.3%	3.3%	3.3%	3%	3%	3%	7%	10%	7%
Integration with regional sustainability objectives	3.3%	3.3%	0.0%	3%	3%	0%	7%	10%	3%
Delivery certainty	6.7%	3.3%	10.0%	7%	3%	10%	7%	3%	7%
Carbon balance	3.3%	3.3%	3.3%	10%	10%	10%	10%	10%	10%
Capital cost requirement across Partnership	0.0%	10.0%	6.7%	0%	10%	3%	7%	10%	3%
<b>Sub-totals</b>	<b>40%</b>	<b>73%</b>	<b>47%</b>	<b>47%</b>	<b>80%</b>	<b>50%</b>	<b>60%</b>	<b>93%</b>	<b>53%</b>

Applied weighting: Delivery of secure and local treatment capacity that delivers environmental adjacencies									
Option	1	3	4	7	9	10	14	15	17
Proximity principle and perception of treatment location	10.0%	15.0%	5.0%	10%	15%	5%	10%	15%	5%
Security of capacity /offtake	8.3%	25.0%	16.7%	8%	25%	17%	8%	25%	17%
Local long-term infrastructure for Merseyside	3.3%	5.0%	0.0%	3%	5%	0%	3%	5%	0%
Delivery of adjacencies	6.7%	6.7%	6.7%	7%	7%	7%	13%	20%	13%
Integration with regional sustainability objectives	1.7%	1.7%	0.0%	2%	2%	0%	3%	5%	2%
Delivery certainty	6.7%	3.3%	10.0%	7%	3%	10%	7%	3%	7%
Carbon balance	5.0%	5.0%	5.0%	15%	15%	15%	15%	15%	15%
Capital cost requirement across Partnership	0.0%	5.0%	3.3%	0%	5%	2%	3%	5%	2%
<b>Sub-totals</b>	<b>42%</b>	<b>67%</b>	<b>47%</b>	<b>52%</b>	<b>77%</b>	<b>55%</b>	<b>63%</b>	<b>93%</b>	<b>60%</b>

## APPENDIX D – FOOD WASTE ROUND DESIGN MODEL INPUTS

	Unit	Halton	Knowlsey	Liverpool	Sefton	St Helens	Wirral	Report Notes / Assumptions
<b>Number of properties</b>	Nr	58,890	70,700	238,860	130,370	85,640	151,300	Property apportionment and alignment with ONS data for 2023
<b>Food Waste Recycling Scheme Coverage</b>								
Food only (Houses)	Nr	53,001	62,499	179,145	103,775	77,419	136,170	612,008
Multi-Occupancy		5,889	8,201	59,715	26,595	8,221	15,130	Balance taken from Frith Report
<b>Food Waste Container Offered</b>								
Food Waste Container Offered	Litres	23	23	23	23	23	23	
In-property container provided	Litres	7	7	7	7	7	7	
Multi-Occupancy	Litres	7	7	7	7	7	7	
Container replacement requirement	%	4%	4%	4%	4%	4%	4%	Assumed 4% for all authorities
Liner provided	Y/N	Yes	Yes	Yes	Yes	Yes	Yes	Assumption that 2 liners will be provided per week (as per Frith Report)
<b>Food Waste Collection Frequency</b>								
Food only	Frequency	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	All authorities are mandated to provide a weekly food waste collection.
Multi-occupancy	Frequency	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	
<b>Vehicle Pass Rate</b>								
Houses	Nr	1900	1900	1900	1900	1900	1900	Pass rate assumption of 1,900 as a balance between Frith Report Pass Rates and previous food waste estimation exercise from Liverpool (Round assumption of 3,100 properties). Similar demography to Manchester region.
Multi Occupancy	Nr	2250	2250	2250	2250	2250	2250	WRAP assumption of 2,600 properties applied.
<b>Round Numbers (Routes per week)</b>								
Food only	Nr	28	33	94	55	41	72	
Multi-occupancy	Nr	3	4	27	12	4	7	
Total	Nr	31	37	121	66	44	78	
<b>Working Days per Week</b>	Nr	5	5	5	5	5	5	Assumed 5 on a weekly food waste collection
<b>Vehicles required</b>								
Food only	Nr	5.6	6.6	18.9	10.9	8.1	14.3	Spare vehicles excluded - to be provided by wider fleet.
Multi-occupancy	Nr	0.5	0.7	5.3	2.4	0.7	1.3	
Total	Nr	7.0	8.0	25.0	14.0	9.0	16.0	0.0
<b>Crew Configuration</b>								
Driver	Nr	1	1	1	1	1	1	
Loader	Nr	1	1	1	1	1	1	
Shift Multiplier	%	100%	100%	100%	100%	100%	100%	
<b>Staff Inputs</b>								
Drivers	Nr	7	8	25	14	9	16	
Loaders	Nr	7	8	25	14	9	16	

Unit		Halton	Knowlsey	Liverpool	Sefton	St Helens	Wirral	Report Notes / Assumptions
<b>Container Presentation &amp; Weight</b>								
Set-out rate	%	45%	45%	45%	45%	45%	45%	Assumed set out rate of minimum of 45% in line with WRAP targets. Also value stated in Frith Report.
Containers collected per week	Nr	26,501	31,815	107,487	58,667	38,538	68,085	
Yield per household	kg/hh/wk	1.27	1.25	1.25	1.40	1.29	1.34	Yields per household figures derived from Local Authority Market Report data.
Yield per MO		1.27	1.25	1.25	1.40	1.29	1.34	
Average Weekly Yield (House)	tonnes	67	78	224	145	100	182	Approx. 900 tonnes uplift from figure outlined in the presentation from Wednesday 12th June
MO Average Weekly Yield	tonnes	7	10	75	37	11	20	
Average Annual Yield	tonnes	3,889	4,596	15,526	9,491	5,745	10,543	
Average presented container weight	kg	2.5	2.5	2.1	2.5	2.6	2.7	
<b>Round Payload</b>								
Food only	tonnes per day	2.17	2.10	1.78	2.12	2.22	2.29	
Multi-occupancy	tonnes per day	2.57	2.49	2.11	2.51	2.62	2.71	
<b>Round Totals</b>		<b>4.74</b>	<b>4.59</b>	<b>3.89</b>	<b>4.62</b>	<b>4.84</b>	<b>5.00</b>	
<b>Vehicle Selection</b>								
Food only	GWW	7.5	7.5	7.5	7.5	7.5	7.5	
Multi-occupancy	GWW	7.5	7.5	7.5	7.5	7.5	7.5	
<b>Vehicle Payload Check</b>								
Food only	Tonnes	3.3	3.3	3.3	3.3	3.3	3.3	
Multi-occupancy	Tonnes	3.3	3.3	3.3	3.3	3.3	3.3	
<b>Fleet Financing Assumption</b>								
	Years	7	7	7	7	7	7	In line with existing fleet replacement cycles reported by waste collection authorities
<b>Mileage per Vehicle - Diesel</b>								
Food only	Miles/annum	13,000	13,000	13,000	13,000	13,000	13,000	
Multi-occupancy	Miles/annum	13,000	13,000	13,000	13,000	13,000	13,000	
<b>Mileage per Vehicle - HVO</b>								
Food only	Miles/annum	13,000	13,000	13,000	13,000	13,000	13,000	
Multi-occupancy	Miles/annum	13,000	13,000	13,000	13,000	13,000	13,000	
<b>Mileage per Vehicle - Biomethane</b>								
Food only	Miles/annum	13,000	13,000	13,000	13,000	13,000	13,000	
Multi-occupancy	Miles/annum	13,000	13,000	13,000	13,000	13,000	13,000	
<b>Vehicle Fuel Economy - Diesel</b>								
Food only	Miles per gallon	16	16	16	16	16	16	
Multi-occupancy	Miles per gallon	16	16	16	16	16	16	
<b>Vehicle Fuel Economy - HVO</b>								
Food only	Miles per gallon	12	12	12	12	12	12	
Multi-occupancy	Miles per gallon	12	12	12	12	12	12	
<b>Vehicle Fuel Economy - Biomethane</b>								
Food only	Miles per kg	5	5	5	5	5	5	
Multi-occupancy	Miles per kg	5	5	5	5	5	5	
<b>Fuel Consumed - Diesel</b>								
Food only	Litres	20,607	24,300	69,652	40,348	30,101	52,943	
Multi-occupancy	Litres	1,933	2,693	19,606	8,732	2,699	4,968	
<b>Total</b>	<b>Litres</b>	<b>22,540</b>	<b>26,992</b>	<b>89,258</b>	<b>49,080</b>	<b>32,800</b>	<b>57,911</b>	
<b>Fuel Consumed - HVO</b>								
Food only	Litres	27,476	32,400	92,869	53,797	40,134	70,591	
Multi-occupancy	Litres	2,578	3,590	26,141	11,643	3,599	6,623	
<b>Totals</b>	<b>Litres</b>	<b>30,054</b>	<b>35,990</b>	<b>119,010</b>	<b>65,440</b>	<b>43,733</b>	<b>77,214</b>	
<b>Fuel Consumed - Biomethane</b>								
Food only	Litres	14,524	17,126	49,090	28,437	21,215	37,314	
Multi-occupancy	Litres	1,363	1,898	13,818	6,154	1,902	3,501	
<b>Totals</b>	<b>Litres</b>	<b>15,886</b>	<b>19,024</b>	<b>62,908</b>	<b>34,591</b>	<b>23,117</b>	<b>40,815</b>	

### APPENDIX E - FOOD WASTE LAUNCH MODEL INPUTS

	Halton	Knowlsey	Liverpool	Sefton	St Helens	Wirral	LCR Partnership Region Wide
<b>Round Design Costs</b>	£ 200,000	£ 200,000	£ 200,000	£ 200,000	£ 200,000	£ 200,000	£ 1,200,000
<b>Publicity and Promotion</b>	£ 164,833	£ 197,889	£ 668,569	£ 364,906	£ 239,706	£ 423,489	£ 2,059,392
<b>Container Deployment</b>							
<i>Food only (Houses)</i>	£ 243,805	£ 287,494	£ 824,067	£ 477,363	£ 356,125	£ 626,382	£ 2,815,236
<i>Multi-Occupancy</i>	£ 406	£ 566	£ 4,118	£ 1,834	£ 567	£ 1,043	£ 8,535
<i>In-Property Caddy</i>	£ 106,002	£ 124,998	£ 358,290	£ 207,549	£ 154,837	£ 272,340	£ 1,224,016
<b>Container Total</b>	£ 350,213	£ 413,058	£ 1,186,475	£ 686,746	£ 511,529	£ 899,765	£ 4,047,787
<b>TOTAL LAUNCH COST</b>	£ 715,046	£ 810,947	£ 2,055,044	£ 1,251,652	£ 951,236	£ 1,523,254	£ 7,307,179



### APPENDIX F - COLLECTION ROUND COSTS MODEL INPUTS

Item	Unit	Notes	Cost £ (Excl VAT)
<b>Diesel</b>			
<b>Round Design Costs</b>	£		200,000
<b>Publicity and Promotion</b>			
Launch	£/hh		2.80
Ongoing annual	£/hh		1.50
<b>Waste Containers (Litres)</b>			
7 Litre	£/bin		2.00
23 Litre	£/bin		4.60
<b>Food Waste Liners</b>	£/hh/yr		1.93
<b>Vehicle Capital Costs</b>			
7.5 Tonne	£/vehicle	Inflationary Factor 1.02	85,000
<b>Vehicle Fuel</b>			
Diesel cost per L	£/Litre	diesel rate 1.5	1.50
7.5 Tonne	£/mile	mpg 16	0.05795
		Fuel duty 1.50	0.43
<b>Vehicle Repair &amp; Service</b>	% of CAPEX per Annum		10%
7.5 Tonne	% of Vehicle cost		8,500.00
<b>Staffing Costs</b>			
Driver	£/person/yr		27,534
Loader	£/person/yr		24,054
PPE Provision	£/person/yr		500

Item	Unit	Notes		Cost £ (Excl VAT)
<b>Hydrotreated Vegetable Oil</b>				
<b>Round Design Costs</b>	£			200,000
<b>Publicity and Promotion</b>				
Launch	£/hh			2.80
Ongoing annual	£/hh			1.50
<b>Waste Containers (Litres)</b>				
7 Litre	£/bin			2.00
23 Litre	£/bin			4.60
<b>Food Waste Liners</b>	£/hh/yr			1.93
<b>Vehicle Capital Costs</b>				
7.5 Tonne	£/vehicle	Inflationary Factor 1.02		85,000
<b>Vehicle Fuel</b>				
HVO cost per L	£/Litre	mpg	HVO rate	1.80
7.5 Tonne	£/mile	16	1.50	0.43
<b>Vehicle Repair &amp; Service</b>	% of CAPEX per Annum % of Vehicle cost			10% 8,500.00
<b>Staffing Costs</b>				
Driver	£/person/yr			27,534
Loader	£/person/yr			24,054
PPE Provision	£/person/yr			500

Item	Unit	Notes		Cost £ (Excl VAT)
<b>Biomethane</b>				
Round Design Costs	£			200,000
<b>Publicity and Promotion</b>				
Launch	£/hh			2.80
Ongoing annual	£/hh			1.50
<b>Waste Containers (Litres)</b>				
7 Litre	£/bin			2.00
23 Litre	£/bin			4.60
<b>Food Waste Liners</b>				
	£/hh/yr			1.93
<b>Vehicle Capital Costs</b>				
7.5 Tonne	£/vehicle	Cost Uplift 28,000 On diesel equivalent	Diesel Equivalent 85,000	102,000
<b>Vehicle Fuel</b>				
BioM cost per L 7.5 Tonne	£/kg	mpg diesel equivalent	BioM rate	0.6500
<b>Vehicle Repair &amp; Service</b>				
7.5 Tonne	% of CAPEX per Annum % of Vehicle cost			8% 8,160.00
<b>Staffing Costs</b>				
Driver	£/person/yr			27,534
Loader	£/person/yr			24,054
PPE Provision	£/person/yr			500

## APPENDIX G - FOOD WASTE OPERATIONS COSTS

Diesel	Halton	Knowlsey	Liverpool	Sefton	St Helens	Wirral	LCR Wide
<b>Container Replacement</b>							
Houses	£ 9,752	£ 11,500	£ 32,963	£ 19,095	£ 14,245	£ 25,055	£ 112,609
Multi-occupancy	£ 471	£ 656	£ 4,777	£ 2,128	£ 658	£ 1,210	£ 9,900
Total	£ 10,223	£ 12,156	£ 37,740	£ 21,222	£ 14,903	£ 26,266	£ 122,510
<b>Liner Provision</b>							
Liners (All service segments)	£ 227,315	£ 272,902	£ 922,000	£ 503,228	£ 330,570	£ 584,018	£ 2,840,034
<b>Vehicle Procurement (Annualised Cost)</b>							
Houses	£ 67,746	£ 79,886	£ 228,982	£ 132,644	£ 98,956	£ 174,052	£ 782,266
Multi-occupancy	£ 6,356	£ 8,852	£ 64,454	£ 28,706	£ 8,874	£ 16,331	£ 133,574
Total	£ 74,102	£ 88,738	£ 293,437	£ 161,350	£ 107,830	£ 190,383	£ 915,839
<b>Staffing Costs</b>							
Drivers	£ 192,738	£ 220,272	£ 688,350	£ 385,476	£ 247,806	£ 440,544	£ 2,175,186
Loader	£ 168,378	£ 192,432	£ 601,350	£ 336,756	£ 216,486	£ 384,864	£ 1,900,266
PPE Replacement	£ 3,507	£ 4,008	£ 12,525	£ 7,014	£ 4,509	£ 8,016	£ 39,579
Total	£ 364,623	£ 416,712	£ 1,302,225	£ 729,246	£ 468,801	£ 833,424	£ 4,115,031
<b>Fuel Costs (Diesel)</b>							
Houses	£ 30,910	£ 36,450	£ 104,478	£ 60,522	£ 45,151	£ 79,415	£ 356,925
Multi-occupancy	£ 2,900	£ 4,039	£ 29,409	£ 13,098	£ 4,049	£ 7,451	£ 60,946
Total	£ 33,811	£ 40,489	£ 133,887	£ 73,620	£ 49,200	£ 86,866	£ 417,871
<b>Vehicle Repair &amp; Service</b>							
Houses	£ 47,422	£ 55,920	£ 160,288	£ 92,851	£ 69,269	£ 121,836	£ 547,586
Multi-occupancy	£ 4,449	£ 6,196	£ 45,118	£ 20,094	£ 6,212	£ 11,432	£ 93,502
Total	£ 51,871	£ 62,116	£ 205,406	£ 112,945	£ 75,481	£ 133,268	£ 641,088
<b>TOTAL ANNUAL OPERATIONAL COST</b>	<b>£ 761,946</b>	<b>£ 893,113</b>	<b>£ 2,894,693</b>	<b>£ 1,601,611</b>	<b>£ 1,046,785</b>	<b>£ 1,854,224</b>	<b>£ 9,052,373</b>

HVO	Halton	Knowlsey	Liverpool	Sefton	St Helens	Wirral	LCR Wide
<b>Container Replacement</b>							
Houses	£ 9,752	£ 11,500	£ 32,963	£ 19,095	£ 14,245	£ 25,055	£ 112,609
Multi-occupancy	£ 471	£ 656	£ 4,777	£ 2,128	£ 658	£ 1,210	£ 9,900
Total	£ 10,223	£ 12,156	£ 37,740	£ 21,222	£ 14,903	£ 26,266	£ 122,510
<b>Liner Provision</b>							
Liners (All service segments)	£ 227,315	£ 272,902	£ 922,000	£ 503,228	£ 330,570	£ 584,018	£ 2,840,034
<b>Vehicle Procurement (Annualised Cost)</b>							
Houses	£ 67,746	£ 79,886	£ 228,982	£ 132,644	£ 98,956	£ 174,052	£ 782,266
Multi-occupancy	£ 6,356	£ 8,852	£ 64,454	£ 28,706	£ 8,874	£ 16,331	£ 133,574
Total	£ 74,102	£ 88,738	£ 293,437	£ 161,350	£ 107,830	£ 190,383	£ 915,839
<b>Staffing Costs</b>							
Drivers	£ 192,738	£ 220,272	£ 688,350	£ 385,476	£ 247,806	£ 440,544	£ 2,175,186
Loader	£ 168,378	£ 192,432	£ 601,350	£ 336,756	£ 216,486	£ 384,864	£ 1,900,266
PPE Replacement	£ 3,507	£ 4,008	£ 12,525	£ 7,014	£ 4,509	£ 8,016	£ 39,579
Total	£ 364,623	£ 416,712	£ 1,302,225	£ 729,246	£ 468,801	£ 833,424	£ 4,115,031
<b>Fuel Costs (HVO)</b>							
Houses	£ 49,457	£ 58,319	£ 167,165	£ 96,835	£ 72,241	£ 127,064	£ 571,081
Multi-occupancy	£ 4,640	£ 6,462	£ 47,054	£ 20,957	£ 6,478	£ 11,922	£ 97,513
Total	£ 54,097	£ 64,782	£ 214,219	£ 117,791	£ 78,720	£ 138,986	£ 668,594
<b>Vehicle Repair &amp; Service</b>							
Houses	£ 47,422	£ 55,920	£ 160,288	£ 92,851	£ 69,269	£ 121,836	£ 547,586
Multi-occupancy	£ 4,449	£ 6,196	£ 45,118	£ 20,094	£ 6,212	£ 11,432	£ 93,502
Total	£ 51,871	£ 62,116	£ 205,406	£ 112,945	£ 75,481	£ 133,268	£ 641,088
<b>TOTAL ANNUAL OPERATIONAL COST</b>	<b>£ 782,232</b>	<b>£ 917,406</b>	<b>£ 2,975,025</b>	<b>£ 1,645,783</b>	<b>£ 1,076,305</b>	<b>£ 1,906,344</b>	<b>£ 9,303,095</b>

Biomethane	Halton	Knowlsey	Liverpool	Sefton	St Helens	Wirral	LCR Wide
<b>Container Replacement</b>							
Houses	£ 9,752	£ 11,500	£ 32,963	£ 19,095	£ 14,245	£ 25,055	£ 112,609
Multi-occupancy	£ 471	£ 656	£ 4,777	£ 2,128	£ 658	£ 1,210	£ 9,900
Total	£ 10,223	£ 12,156	£ 37,740	£ 21,222	£ 14,903	£ 26,266	£ 122,510
<b>Liner Provision</b>							
Liners (All service segments)	£ 227,315	£ 272,902	£ 922,000	£ 503,228	£ 330,570	£ 584,018	£ 2,840,034
<b>Vehicle Procurement (Annualised Cost)</b>							
Houses	£ 67,746	£ 79,886	£ 228,982	£ 132,644	£ 98,956	£ 174,052	£ 782,266
Multi-occupancy	£ 6,356	£ 8,852	£ 64,454	£ 28,706	£ 8,874	£ 16,331	£ 133,574
Total	£ 74,102	£ 88,738	£ 293,437	£ 161,350	£ 107,830	£ 190,383	£ 915,839
<b>Staffing Costs</b>							
Drivers	£ 192,738	£ 220,272	£ 688,350	£ 385,476	£ 247,806	£ 440,544	£ 2,175,186
Loader	£ 168,378	£ 192,432	£ 601,350	£ 336,756	£ 216,486	£ 384,864	£ 1,900,266
PPE Replacement	£ 3,507	£ 4,008	£ 12,525	£ 7,014	£ 4,509	£ 8,016	£ 39,579
Total	£ 364,623	£ 416,712	£ 1,302,225	£ 729,246	£ 468,801	£ 833,424	£ 4,115,031
<b>Fuel Costs (HVO)</b>							
Houses	£ 49,457	£ 58,319	£ 167,165	£ 96,835	£ 72,241	£ 127,064	£ 571,081
Multi-occupancy	£ 4,640	£ 6,462	£ 47,054	£ 20,957	£ 6,478	£ 11,922	£ 97,513
Total	£ 54,097	£ 64,782	£ 214,219	£ 117,791	£ 78,720	£ 138,986	£ 668,594
<b>Vehicle Repair &amp; Service</b>							
Houses	£ 47,422	£ 55,920	£ 160,288	£ 92,851	£ 69,269	£ 121,836	£ 547,586
Multi-occupancy	£ 4,449	£ 6,196	£ 45,118	£ 20,094	£ 6,212	£ 11,432	£ 93,502
Total	£ 51,871	£ 62,116	£ 205,406	£ 112,945	£ 75,481	£ 133,268	£ 641,088
<b>TOTAL ANNUAL OPERATIONAL COST</b>	<b>£ 782,232</b>	<b>£ 917,406</b>	<b>£ 2,975,025</b>	<b>£ 1,645,783</b>	<b>£ 1,076,305</b>	<b>£ 1,906,344</b>	<b>£ 9,303,095</b>

### APPENDIX H - TRANSFER DELIVERY TONNAGES MODEL INPUTS

Waste Growth	100%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%	102%
Project Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Contract Year	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
Halton MBC	3,889	3,967	4,046	4,127	4,210	4,294	4,380	4,467	4,557	4,648	4,741	4,836	4,932	5,031	5,132	5,234	5,339	5,446	5,555	5,666
Knowsley MBC	4,596	4,687	4,781	4,877	4,974	5,074	5,175	5,279	5,384	5,492	5,602	5,714	5,828	5,945	6,064	6,185	6,309	6,435	6,564	6,695
Liverpool CC	15,526	15,836	16,153	16,476	16,806	17,142	17,485	17,834	18,191	18,555	18,926	19,305	19,691	20,084	20,486	20,896	21,314	21,740	22,175	22,618
Sefton MBC	9,491	9,681	9,874	10,072	10,273	10,479	10,688	10,902	11,120	11,343	11,569	11,801	12,037	12,278	12,523	12,774	13,029	13,290	13,555	13,827
St. Helens MBC	5,745	5,860	5,977	6,096	6,218	6,343	6,470	6,599	6,731	6,865	7,003	7,143	7,286	7,431	7,580	7,732	7,886	8,044	8,205	8,369
Wirral MBC	10,543	10,753	10,969	11,188	11,412	11,640	11,873	12,110	12,352	12,599	12,851	13,108	13,371	13,638	13,911	14,189	14,473	14,762	15,057	15,359
Totals	49,789	50,785	51,800	52,836	53,893	54,971	56,070	57,192	58,335	59,502	60,692	61,906	63,144	64,407	65,695	67,009	68,349	69,716	71,111	72,533

**APPENDIX I - TRANSFER DISTANCES AND COSTS MODEL INPUTS**

Partnership Region	Reference Postcode	Wet Anaerobic Digestion		
		LCR Partnership Area (Average)	Northwest England (Average)	Out of Region (Average)
Halton MBC	L3 0BE	15	40	104
Knowsley MBC		22	40	104
Liverpool CC		22	40	104
Sefton MBC		22	40	104
St. Helens MBC		22	40	104
Wirral MBC		22	40	104

Assumed Haulage Costs		
Upper haulage distance (miles)	£/tonne	
0	£0.00	
10	£6.00	
20	£7.00	
30	£8.00	
50	£9.50	
75	£14.00	
100	£15.75	
125	£20.50	
150	£25.00	



## APPENDIX J - ANAEROBIC DIGESTION BASE VALUES MODEL INPUTS

	Base Value	Base Unit per Tonne
<b>Revenues</b>		
Gas Sales	£ -	£ 21.56
RHI	Not used	£ -
Digestate Sales	£ -	£ 1.50
Third Party Gate Fees		£ 15.00
Green Gas Support Scheme - Band 1	£ -	£ 37.58
Green Gas Support Scheme - Band 2	£ -	£ 24.07
Green Gas Support Scheme - Band 3	£ -	£ 10.61
CO2 Sales - Food and Beverage	£ -	£ 2.17
<b>Capital Cost</b>		
Site/Land lease costs	£ 4,040,000	
Procurement	£ 300,000	
Planning, consents and development management costs	£ 200,000	
Digestion equipment & gas to grid unit	£ 12,000,000	
Civils & Balance of Plant	£ 8,000,000	
Commissioning costs	£ 102,000	
Design Fees and Project Management	£ 102,000	
Capital Cost Contingency	£ 2,266,900	
Refuelling Station Costs		
CCUS Installation Costs	€ 1,965,000.00	
<b>Operational Costs</b>		
<b>Cost of Processing/Variable Costs</b>		
Contamination disposal (at 5%)	£ 120.00	£ 6.00
Gas Parasitic Load (10% for power and heat)	£ -	£ 2.16
Consumables (Water, Ferric dosing etc.)	£ -	£ 0.50
Digestate Removal (m3)	£ -	£ 6.00
<b>Overheads/Fixed Costs</b>		
Site Permit Annual Subsistence Fee	£ 12,000.00	
Equipment Maintenance	£ 420,000	
Operator costs Inc. cost of employment	£ 251,000	
Mobile plant	£ 102,000	
Mobile plant lifecycle	£ 132,600	
Sundry Items [e.g. PPE, comms, occasional expenses]	£ 10,200	
Training Costs	£ 5,100	
Site Manager Cost to Employ	£ 71,400	
Facility Insurance	£ 102,000	
PAS 110 inspection and laboratory testing	£ 10,200	
ABPR visits	£ 2,400	
Business Rates	£ 449,600	
Operating Contingency	£ 143,350.00	

APPENDIX K – TREATMENT OPTION DEFINITION SHEET FROM MODEL

	Wet Anaerobic Digestion Authority Site	Wet Anaerobic Digestion New Site	Wet Anaerobic Digestion Merchant Site
<b>TREATMENT OPTION DEFINITION - Refer to technology specific base value sheet to review facility CAPEX, OPEX, and benchmarked/assumed plant capacity</b>			
Rounded LCR requirement (tonnes per annum)	80,000	80,000	80,000
Plant capacity (tonnes per annum)	80,000	80,000	N/A
Number of plants (N/P)	1	1	1
Treatment plant location	LCR Partnership Area	LCR Partnership Area	Out of Region
Project Duration (Years)	15	15	15
Capital Write-down (Years)	15	15	N/A
Funding (Public / Private)	Public	Private	N/A
Contractor Operated (Y/N)	Yes	Yes	Yes
Contractor Margin (%)	10%	10%	N/A
Third Party Waste Input (Y/N)	No	No	N/A
Third Party Waste Input Start Date	2029		
Utilisation of 3rd Party Capacity (%)	0%	0%	N/A
<i>Treatment OPTION DEFINITION - Refer to technology specific base value sheets to review facility CAPEX, OPEX, and benchmarked/assumed</i>			
<b>KEY TREATMENT SENSITIVITIES - the below list adjusts items regarded as key variables in the forward outlook</b>			
Wet AD Merchant Gate Fee	0	0	20
FOREX on imported kit (adjustment to current E:€ rate)	1.00	1.00	1.00
<b>BASELINE ADJUSTMENT FACTORS - the below list allows scenario specific adjustment of all other cost model input values</b>			
<b>Revenues</b>			
Gas Sales	95%	95%	95%
Digestate Sales	100%	100%	100%
Third Party Gate Fees	0%	0%	100%
Green Gas Support Scheme - Band 1	100%	100%	100%
Green Gas Support Scheme - Band 2	100%	100%	100%
Green Gas Support Scheme - Band 3	100%	100%	100%
CO2 Sales - Food and Beverage	100%	100%	0%
<b>Capital Cost</b>			
Site/Land lease costs	100%	100%	N/A
Procurement	100%	100%	100%
Planning, consents and development management costs	100%	100%	100%
Wet AD Digestion equipment	100%	100%	100%
Wet AD Civils & Balance of Plant	100%	100%	100%
Commissioning costs	100%	100%	100%
Design Fees and Project Management	100%	100%	100%
Capital Cost Contingency	100%	100%	100%
CCUS Technology Utilisation	100%	100%	0%
<b>Operational Costs</b>			
<b>Cost of Processing/Variable Costs</b>			
Contamination disposal	100%	100%	100%
Gas Parasitic Load	100%	100%	100%
Wet AD Consumables (Water, Ferric dosing etc.)	100%	100%	100%
Mobile plant fuel	100%	100%	N/A
Digestate Removal (m3)	100%	100%	100%
<b>Overheads/Fixed Costs</b>			
Site Permit Annual Subsistence Fee	100%	100%	100%
Equipment Maintenance	100%	100%	100%
Operator costs inc. cost of employment	100%	100%	100%
Mobile plant lease	100%	100%	100%
Mobile Plant Lifecycle	100%	100%	100%
Sundry Items [e.g. PPE, comms, occasional expenses]	100%	100%	100%
Training Costs	100%	100%	100%
Site Manager Cost to Employ	100%	100%	100%
Facility Insurance	100%	100%	100%
PAS 110 inspection and laboratory testing	100%	100%	100%
ABPR (Monthly Visits)	100%	100%	100%
Business Rates	0%	0%	0%
Operating Contingency	100%	100%	100%
Recyclable Pet Bedding	100%	100%	100%
SPV Fee & Contractor Margin	100%	100%	100%
Cost of finance	100%	100%	100%

### APPENDIX L – WET AD MERCANTILE MODEL

Project Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Year	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
LCR Tonnage	49,789	50,785	51,800	52,836	53,893	54,971	56,070	57,192	58,335	59,502	60,692	61,906	63,144	64,407	65,695	67,009	68,349	69,716	71,111	72,533
Third party input tonnage	49,789	50,785	51,800	52,836	53,893	54,971	56,070	57,192	58,335	59,502	60,692	61,906	63,144	64,407	65,695	67,009	68,349	69,716	71,111	72,533
Annual input	49,789	50,785	51,800	52,836	53,893	54,971	56,070	57,192	58,335	59,502	60,692	61,906	63,144	64,407	65,695	67,009	68,349	69,716	71,111	72,533
Item	Base Unit per Tonne																			
Gate Fee	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00
Cost of Processing	£ 995,775	£ 1,015,690	£ 1,038,004	£ 1,066,724	£ 1,077,859	£ 1,099,416	£ 1,121,404	£ 1,143,832	£ 1,166,709	£ 1,190,043	£ 1,213,844	£ 1,238,121	£ 1,262,883	£ 1,288,141	£ 1,313,904	£ 1,340,182	£ 1,366,896	£ 1,394,325	£ 1,422,212	£ 1,450,656

## APPENDIX M - WET AD AUTHORITY SITE MODEL

Item	Base Value	Base Unit per Tonne	Scenario Adjustment	Scenario Adjustment	Project Year																			
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
LCR Tonnage					49,789	50,785	51,800	52,836	53,893	54,971	56,070	57,192	58,335	59,502	60,692	61,906	63,144	64,407	65,695	67,009	68,349	69,716	71,111	72,533
Third Party Input Tonnage					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Input					49,789	50,785	51,800	52,836	53,893	54,971	56,070	57,192	58,335	59,502	60,692	61,906	63,144	64,407	65,695	67,009	68,349	69,716	71,111	72,533
<b>Revenues</b>																								
Gas Sales	£	21.56			1,019,773	1,040,169	1,059,972	1,082,191	1,103,635	1,125,912	1,148,430	1,171,399	1,194,827	1,218,723	1,243,098	1,267,960	1,293,319	1,319,185	1,345,569	1,372,480	1,399,930	1,427,929	1,456,487	1,485,617
Digestate Sales	£	1.50			74,683	76,177	77,700	79,254	80,839	82,456	84,105	85,787	87,503	89,253	91,038	92,859	94,716	96,611	98,543	100,514	102,524	104,574	106,666	108,799
Third Party Gate Fees	£	15.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Green Gas Support Scheme - Band 1	£	37.58			1,871,061	1,908,482	1,946,652	1,985,585	2,025,297	2,065,803	2,107,119	2,149,261	2,192,246	2,236,091	2,280,813	2,326,429	2,372,958	2,420,417	2,468,825	2,518,202	2,568,566	-	-	-
Green Gas Support Scheme - Band 2	£	24.07			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Green Gas Support Scheme - Band 3	£	10.61			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2 Sales - Food and Beverage	£	2.17			107,793	109,948	112,147	114,390	116,678	119,012	121,392	123,820	126,296	128,822	131,399	134,027	136,707	139,441	142,230	145,075	147,976	150,936	153,954	157,034
Annual Revenue					3,073,910	3,134,776	3,197,472	3,262,421	3,329,659	3,399,183	3,461,046	3,525,267	3,591,872	3,660,872	3,732,269	3,806,073	3,882,304	3,960,983	4,042,123	4,125,746	4,211,874	4,300,518	4,391,690	4,485,412
<b>Capital Cost</b>																								
Site/Land lease costs	£	4,040,000			269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833	269,833
Procurement	£	300,000			20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Planning, consents and development management costs	£	200,000			13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333
Digestion equipment & gas to grid unit	£	12,000,000			800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Owls & Balance of Plant	£	8,000,000			533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333	533,333
Commissioning costs	£	102,000			6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800
Design Fees and Project Management	£	102,000			6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800
Capital Cost Contingency	£	2,266,900			151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127	151,127
CCUS Installation Costs	£	1,650,600			110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040	110,040
Capital Subtotal	£	28,661,500			1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767	1,910,767
Annual Capital Requirement	£	28,760,733			24,838,967	22,929,200	21,018,433	19,107,667	17,196,900	15,286,133	13,375,367	11,464,600	9,553,833	7,643,067	5,732,300	3,821,533	1,910,767	-	-	-	-	-	-	-
Finance Outstanding	£				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Operational Costs</b>																								
<b>Cost of Processing/Variable Costs</b>																								
Contamination disposal (at 5%)	£	6.00			298,732	304,707	310,801	317,017	323,358	329,825	336,421	343,150	350,013	357,013	364,153	371,436	378,865	386,442	394,171	402,055	410,096	418,298	426,664	435,197
Gas Parasitic Load (10% for power and heat)	£	2.16			107,345	109,491	111,681	113,915	116,193	118,517	120,887	123,305	125,771	128,287	130,852	133,469	136,139	138,862	141,639	144,471	147,361	150,308	153,314	156,381
Consumables (Water, Ferric dosing etc.)	£	0.50			24,894	25,392	25,900	26,418	26,946	27,485	28,035	28,596	29,168	29,751	30,346	30,953	31,572	32,204	32,848	33,505	34,175	34,858	35,555	36,266
Digestate Removal (m3)	£	6.00			288,732	304,707	310,801	317,017	323,358	329,825	336,421	343,150	350,013	357,013	364,153	371,436	378,865	386,442	394,171	402,055	410,096	418,298	426,664	435,197
Variable cost Sub-total	£	729,704			729,704	744,298	759,184	774,368	789,855	805,652	821,765	838,200	854,964	872,064	889,505	907,295	925,441	943,950	962,829	982,085	1,001,727	1,021,762	1,042,197	1,063,041
Gross Margin	£	2,343,606			2,343,606	2,390,478	2,438,288	2,487,054	2,536,795	2,587,531	2,639,281	2,692,067	2,745,908	2,800,826	2,856,843	2,913,980	2,972,259	3,031,704	3,092,338	3,154,185	3,217,289	3,281,677	3,347,361	3,414,351
<b>Overheads/Fixed Costs</b>																								
Site Permit Annual Subsistence Fee	£	12,000			12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Equipment Maintenance	£	420,000			420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000
Operator costs Inc. cost of employment	£	251,000			251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000	251,000
Mobile plant	£	102,000			102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000
Mobile plant lifecycle	£	132,600			132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600	132,600
Sundry items (e.g. PPE, comms, occasional expenses)	£	10,200			10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200
Training Costs	£	5,100			5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100
Site Manager Cost to Employ	£	71,400			71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400	71,400
Facility Insurance	£	102,000			102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000
PAS 110 inspection and laboratory testing	£	10,200			10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200
ABPR visits	£	2,400			2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
Business Rates	£	-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Contingency	£	143,350			143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350	143,350
Recyclable pet bedding disposal (non acceptance)	£	240,000			240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000
SPV Fee & Contractor Margin	£	240,000			401,012	402,471	403,960	405,478	407,027	408,607	410,218	411,862	413,538	415,248	416,992	418,771	420,586	422,437	424,325	426,250	428,212	429,201	430,225	431,284
Cost of finance	£	936,276</																						

## APPENDICES N-Q – CARBON EVALUATION MODEL INPUTS

### Waste collection

Diesel		Halton	Knowlsey	Liverpool	Sefton	St Helens	Wirral	Totals
Source Segregated Food Waste Collection								
Emission	CO <sub>2</sub> e	Households	52,782	62,241	176,406	103,346	77,099	135,608
		Mutli-occupancy	4,952	6,897	50,218	22,366	6,914	12,724
		CO <sub>2</sub> e Totals	57,735	69,138	228,624	125,712	84,013	148,332
CO <sub>2</sub>	Households	57,317	67,588	193,732	112,225	83,723	147,258	
	Mutli-occupancy	5,378	7,489	54,532	24,287	7,508	13,817	
	CO <sub>2</sub> Totals	62,695	75,077	248,264	136,512	91,230	161,075	774,853
CH <sub>4</sub>	Households	13	15	44	25	19	33	
	Mutli-occupancy	1	2	12	6	2	3	
	CH <sub>4</sub> Totals	14	17	56	31	21	37	176
NOx	Households	620	732	2,097	1,215	906	1,594	
	Mutli-occupancy	58	81	590	263	81	150	
	NOx Totals	679	813	2,687	1,478	988	1,744	8,388
Hydrotreated Vegetable Oil								
		Halton	Knowlsey	Liverpool	Sefton	St Helens	Wirral	Totals
Source Segregated Food Waste Collection								
Emission	CO <sub>2</sub> e	Households	5,278	6,224	17,841	10,335	7,710	13,561
		Mutli-occupancy	495	690	5,022	2,237	691	1,272
		CO <sub>2</sub> e Totals	5,773	6,914	22,862	12,571	8,401	14,833
CO <sub>2</sub>	Households	5,732	6,759	19,373	11,222	8,372	14,726	
	Mutli-occupancy	538	749	5,453	2,429	751	1,382	
	CO <sub>2</sub> Totals	6,269	7,508	24,826	13,651	9,123	16,107	77,485
CH <sub>4</sub>	Households	1.30	1.53	4.39	2.54	1.90	3.34	
	Mutli-occupancy	0.12	0.17	1.24	0.55	0.17	0.31	
	CH <sub>4</sub> Totals	1.42	1.70	5.63	3.10	2.07	3.65	18
NOx	Households	186	219	629	364	272	478	
	Mutli-occupancy	17	24	177	79	24	45	
	NOx Totals	204	244	806	443	296	523	2,516
Biomethane								
		Halton	Knowlsey	Liverpool	Sefton	St Helens	Wirral	Totals
Source Segregated Food Waste Collection								
Emission	CO <sub>2</sub> e	Households	6,334	7,469	21,409	12,402	9,252	16,273
		Mutli-occupancy	594	828	6,026	2,684	830	1,527
		CO <sub>2</sub> e Totals	6,928	8,297	27,435	15,085	10,082	17,800
CO <sub>2</sub>	Households	5,644	6,656	19,078	11,051	8,245	14,501	
	Mutli-occupancy	538	749	5,453	2,429	751	1,382	
	CO <sub>2</sub> Totals	6,182	7,405	24,531	13,480	8,995	15,883	76,476
CH <sub>4</sub>	Households	153.76	181.31	519.71	301.06	224.60	395.04	
	Mutli-occupancy	0.12	0.17	1.24	0.55	0.17	0.31	
	CH <sub>4</sub> Totals	153.88	181.48	520.95	301.61	224.77	395.35	1,778
NOx	Households	38	45	129	75	56	98	
	Mutli-occupancy	4	5	36	16	5	9	
	NOx Totals	42	50	166	91	61	108	518

## Waste transfer

CO2 Equivalent kg CO2e/mile	Wet Anaerobic Digestion			
	No Transfer	LCR Partnership Area	Northwest England	Out of Region
Halton MBC	0.000	23.521	62.410	162.531
Knowsley MBC	0.000	34.498	62.723	163.080
Liverpool CC	0.000	103.493	188.170	489.241
Sefton MBC	0.000	68.996	125.446	326.161
St. Helens MBC	0.000	34.498	62.723	163.080
Wirral MBC	0.000	68.996	125.446	326.161
Totals per day	0	334	627	1,630
<b>Totals per year</b>	<b>0</b>	<b>86,840</b>	<b>162,999</b>	<b>423,866</b>

## Digestate dispatch

CO2 Equivalent kg CO2e/mile	Wet Anaerobic Digestion			
	No Transfer	LCR Partnership Area	Northwest England	Out of Region
Halton MBC	0	3,545	9,405	24,494
Knowsley MBC	0	6,143	11,169	29,041
Liverpool CC	0	20,755	37,736	98,114
Sefton MBC	0	12,687	23,068	59,977
St. Helens MBC	0	7,679	13,963	36,303
Wirral MBC	0	14,093	25,624	66,622
<b>Totals per year</b>	<b>0</b>	<b>64,903</b>	<b>120,965</b>	<b>314,550</b>

Waste treatment

Factor	Wet Anaerobic Digestion
	Food Waste
Anaerobic digestion carbon emissions	9
Biomethane production (Wet AD)	-99
Liquid digestate fertiliser off-set	-186
<b>Total Carbon balance from waste treatment and fertiliser off-setting per tonne</b>	<b>-275.90</b>

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	16 <sup>th</sup> January 2025
<b>REPORTING OFFICER:</b>	Executive Director Environment & Regeneration
<b>PORTFOLIO:</b>	Employment, Learning and Skills, Leisure, Community and Culture
<b>SUBJECT:</b>	Sports Facility Fees and Charges
<b>WARD(S)</b>	Borough wide

### **1.0 PURPOSE OF THE REPORT**

- 1.1 This report presents the proposed fees and charges for Halton Leisure Centre and for services provided by the Council's Sports Services for financial year 2025/26.
- 1.2 Included is a proposal to increase the eligibility age for Halton Leisure Card from 60 years to 65 years.

### **2.0 RECOMMENDATIONS: That**

- 1) the proposed fees and charges as set out in Appendix A are approved.**
- 2) Halton Leisure Card age eligibility criteria be raised from current 60 years to 65 years.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 The review of fees and charges has been carried out as part of the budget preparations for 2025/26 and the setting of fees and charges for Halton Leisure Centre.
- 3.2 The general aim in setting fees and charges is to ensure the Council recovers costs incurred in providing a service. Historically, the sports service receives a subsidy, for Leisure Centres. The Council determined that it is best placed to provide affordable leisure activities to its residents. The cost of providing a service over the past year and forecast increases for next year are making this more difficult given the impact of inflation, wage increases and the unpredictable nature of utility costs.
- 3.3 It should be noted that Halton Leisure Centre has the potential to generate significant income. Whilst a reduction in expenditure is



expected in some areas of the business, when compared with Kingsway Leisure Centre, the energy costs are expected to increase, as a result of the air source heat pumps.

3.4 Recovering service costs through the year is dependent on a number of factors outside the agreed charges, including:

- Demand – will change year on year and could be determined by a number of drivers such as weather, economy, regional and national events, demographics etc. Demand has further been complicated due to the impact of Covid and increases in the cost of living.
- Competition – There is a strong competitive market. Costs within the private sector are generally lower than in the public sector, for example employee terms and conditions.

3.5 Income targets for the new financial year have been set by the inflation level highlighted in the Medium-Term Financial Strategy, at an increase of 2% on 2024/25 budgeted targets.

3.6 A number of fees and charges proposed in Appendix A have been set at an increased percentage rate. Individual fees and charges have been reviewed and increases proposed by service managers that reflect the particular circumstances of each area. This is following an analysis of competitors and nearest neighbour fees and charges. The service is confident, through targeted work and good service delivery that it can reduce the service subsidy, whilst still offering affordable activities.

3.7 Under 8s free swimming

#### **Under 8 swimming fees comparison**

<b>Halton</b>	<b>Warrington</b>	<b>Knowsley</b>	<b>St Helens</b>
Under 8's - FREE	Under 2's - £1.00	Under 5's - FREE	Under 4's - FREE
Juniors (8-15) - £3.00	Juniors (2-15) - £3.30	Juniors (5-15) - £3.60	Juniors (4-16) - £3.50

3.8 The under 8's swim fee proposal includes the introduction of a £1 fee for all under 8's. 2023/24 free swim under 8's admits total was 9,424, the service anticipates an increase in attendance in 2024/25 thus applying the £1 could generate circa £10,000 income.

- 3.9 School swimming: The hourly cost of a swimming instructor, with on costs, ranges from £18.80 to £20. Most school sessions require 2 teachers. A lesson is 45 minutes thus £30 of the current fee is allocated to instructor costs, leaving basic overheads, such as heating, cleaning, equipment not being met; the proposal is an increase from £33 to £45 per lesson. The proposal, whilst a significant increase, is lower than many providers, such as, £150 per hour for 45 pupils: £63.75 per hour for 20 pupils. The increase would be applied from 1<sup>st</sup> September 2025.
- 3.10 The Sports Service currently provides a generous discount on activities to Halton Leisure Card holders. Increasing the eligibility age for this card to 65 years, may increase the service income. The retirement age increased some years ago, many residents 60 to 64 years are still working. Average weekly pay for those in 60 years+ bracket is higher than those in the 22 to 29 age bracket (Office for National Statistics, annual survey of hours and earning November 2024). Any resident aged 60 to 64 on a low income would qualify via one of the other eligibility criteria.
- 3.11 The majority of Halton Leisure Cards are issued by the sports service 688 of 724 sold to date, of these 498 have been issued to over 60s, with circa 40% issued to those in 60 – 64 bracket. Most cards are used to receive a discount on activities in Leisure Centres. Increasing the age of eligibility would generate circa £6k per annum. In addition, the proposal is to increase the cost of card by £1 to contribute towards the administrative costs.
- 3.12 The gym membership rates have been compared to other providers, including other local authorities and the proposed increases are in line with these. The gym and class offer are enhanced in the new leisure centre which is also reflected in the proposed charges.
- 3.13 Soft play is a new provision at Halton Leisure Centre; price comparison has been conducted with other local authority providers and will be reviewed during the first year of operation.
- 3.14 As part of the in-year budget monitoring process, actual income from fees and charges will be regularly reviewed against budgeted income. Supporting narrative will be provided within monitoring reports to highlight areas where that may be over or under achieving.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The Council voluntarily embraces the provision of sport and leisure services without specific funding to do so. Historically, the sector has responded innovatively to funding pressures by developing new sources of income for swimming, fitness classes, room hires or cafes. The marginal profit in these areas has been necessary to cross-subsidise other parts of service delivery, keeping services affordable for all parts of the community.

## **5.0 FINANCIAL IMPLICATIONS**

5.1 The financial implications are as presented in the report and appendix.

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

### **6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence**

There is increased importance on participation in physical activity for the prevention of ill-health and the need to break down barriers to accessing physical activity. Programme and prices are set to provide opportunities for all. "Every £1 spent on sport and physical activity generates almost £4 in return across health and wellbeing, strengthening communities and the national economy." (Sport England)

### **6.2 Building a Strong, Sustainable Local Economy**

Place shaping to deliver desirable places to live includes spaces to be active where you live, sports facilities are an integral part of the infrastructure that supports the delivery of sport which contributes to Halton's economy.

### **6.3 Supporting Children, Young People and Families**

Physical activity can improve people's lives physically, mentally and socially. Learning to swim at a young age can reduce the risk of drowning by up to 88% and develop social skills and psychological benefits.

### **6.4 Tackling Inequality and Helping Those Who Are Most In Need**

Sports facilities offer a varied programme of use, supporting the wider agenda of access to opportunities and improving life chances.

### **6.5 Working Towards a Greener Future**

Halton Leisure Centre is a cleaner greener facility adopting greener technologies, including air source heat pumps, the running costs for these may be higher than traditional heating.

### **6.6 Valuing and Appreciating Halton and Our Community**

The role of councils is vitally important in the provision of health and wellbeing services. Creating greater cooperation between agencies to create a joint vision to enable communities to be physically active will be an important component in the fight against inactivity and ill health.

## **7.0 RISK ANALYSIS**

7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid; the fees should be received before the service is provided.

7.2 The Council's budget assumes an increase in fees and charges income in line with those proposed in the Medium-Term Financial Strategy. If

increases are not approved, it may lead to a shortfall in budgeted income targets.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 There are discounted rates proposed for residents in receipt of certain benefits. People from the most deprived areas and from lower socioeconomic backgrounds are most likely to reduce physical activity participation due to cost-of-living increases.

The new centre includes a changing village, changing places facility, inclusive toilets/changing rooms, pool pod, lifts, these facilities and others promote accessibility and inclusion to ensure the time a customer spends at site is relaxed and enjoyable.

## **9.0 CLIMATE CHANGE IMPLICATIONS**

- 9.1 Leisure centres are 'energy hungry' facilities and represent a significant opportunity for the Council to take a meaningful step in reducing carbon footprint and optimise buildings with energy efficiency measures. Air source heat pumps have been installed in Halton Leisure Centre, solar panel and biomass at Brookvale. Energy saving measures such as LED lights, non-concussive taps on sinks and showers are a feature in all facilities.

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

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

## Appendix A – Sports Services Fees and Charges for 2025/26

(all are subject to approval)	2024/25 Current	2025/26	%
<b>Swimming</b>			
Adult (Halton LC incs Steam/Sauna)	5.30	5.80	8.6%
Adult (BRC)	4.90	5.30	7.5%
Junior	3.00	3.20	6.6%
Under 8s swim	0.00	1.00	
Halton Leisure Card (HLC)	3.40	3.70	8.1%
Family Swim (2 x adults & 2 x juniors)	12.00	13.00	7.6%
Splash and Play (NEW)	5.30	5.80	8.6%
Aqua babes	6.00	6.50	7.6%
Private lesson 121	20.00	22.00	9.0%
Private lesson 221	25.00	27.50	9.0%
Child Swim Lesson - 30 min membership	26.50	28.50	7.0%
Child Swim Lesson - 60 min membership	32.50	37.00	13.8%
Crash Course - 30 min (5 day)	29.70	32.00	7.5%
Certificate and badge (additional)	2.50	2.75	9.0%
Sport Works membership	34.30	37.00	7.2%
Adult swimming lessons (Block of 12)	79.50	86.00	7.5%
Runcorn cycle club swim	3.40	3.70	8.1%
Small pool party	95.00	Remove	NA
Small pool party -coloured water	128.00	Remove	NA
School Swimming Lessons (45 min lesson) (Increase from September 2025 as set out in 3.8 in the body of the report)	33.00	45.00	36.5%
<b>Memberships (as set out in 3.11 in the body of the report)</b>			
Single membership – Annual upfront payment £374 one month free or stick with current 2 month free (comparable with other providers)	29.00	34.00 (Gold)	14.7%
Off Peak membership- Annual £264 one month free – This will now include 9am-4pm and classes during these times.	15.99 12-4pm	24.00 (Silver)	33.3%
HLC Membership Full access no restrictions, these are those eligible due to certain benefits.	20.50	21.00 (Bronze)	2.3%
Gym only membership (BRC)	18.30	20.00	8.5%
Teen Membership (11-17)	18.00	20.00	10%
Family membership -x 1 Adult x 3 Children (8-17) criteria (registered at same household)	New	55.00	
Family membership -x 1 Adult x 3 Children (8-17) criteria (registered at same household) HLC rate	New	34.00	
Family membership x 2 Adult x 2 Children (8-17) (registered at same household)	New	70.00	
Family membership x 2 Adult x 2 Children (8-17) (registered at same household) HLC rate	New	44.00	

Activities			
Bowls – room hire – <b>Remove the entry fee and provide a hall hire price with a 25% club discount.</b>	58.00	£45 per hour	
Bowls entry	2.80	Remove	
Bowls HL Card	1.90	Remove	
Men's 50+ Badminton (Club hire price)	4.80	9.30	
Badminton club hire (per court, 55 mins)	8.50	9.30	
Badminton court hire (per court, 55 mins) – Off Peak (9am-4pm Mon-Fri)	New	9.30	
Badminton court hire (per court. 55 mins) (Adults up to 4 players only)	13.50	14.00	
Badminton court hire (per court, 55 mins) (Junior up to 4 players only)		10.00	
Badminton court hire (per court, 55 mins) (x 2 Adult, x 2 Junior only)		12.00	
Netball Leagues (Jnr)	326.00 (full hall hire day rate)	55.00 (hourly rate new site)	
Back to Netball (Half Hall) – <b>No admission cost</b>	4.00 (per person cost)	30.00 (hall hire per hour)	
Walking netball (Half Hall) – <b>No admission cost</b>	2.80	30.00	
Walking netball HL Card	1.90	Remove	
Walking football (Half Hall) – <b>No admission cost</b>	2.80	30.00	
Walking football HL Card	1.90	Remove	
Squash Adult (40 min court hire)	4.75 (per person)	10.50 (per court)	
Squash Junior (40 min court hire)	2.40 (per person)	6.00 (per court)	
Squash x 1 Adult x 1 Junior (40 min court hire)	NEW	8.25	
Squash Membership	33.40	Remove	
Casual Gym/Aerobics classes	5.95	6.50	8.4%
Table Tennis court hire (per court. 55 mins) (Adults up to 4 players only)	New	14.00	
Badminton court hire (per court, 55 mins) (Junior up to 4 players only)	New	10.00	
Badminton court hire (per court, 55 mins) (x 2 Adult, x 2 Junior only)	New	12.00	
Table Tennis court hire – Off Peak (9am-4pm Mon-Fri)	New	9.30	
Half Hall Booking Halton LC (55 mins)	New	30.00	
Full Hall Booking Halton LC (55mins)	New	60.00	
Half Hall Booking Halton LC Junior sports activities (55 mins)	New	25.00	
Full Hall Booking Halton LC Junior sports activities (55 mins)	New	55.00	
Swimming Pool (Club)- £15 per lane/per hour	New	15.00	
Swimming Pool (Private)- £20 per lane/per hour	New	20.00	
Exercise Studio	New	30.00	
Community Rooms 1, 2 & 3 (per hour)	New	20.00	
<b>BRC increases in line with HLC fees &amp; charges also reflecting larger hall/court spaces</b>			
Full Hall Booking Adult BRC (55 min booking)	70.00	75.00	6.6%
Half Hall Booking Adult BRC (55 min booking)	35.00	40.00	12.5%
Full Hall Booking Junior BRC (55 min booking)	50.00	65.00	30%
Half Hall Booking Junior BRC (55 min booking)	25.00	30.00	20%
Gymnasium Adult BRC (55 min booking)	28.00	30.00	6.6%
Gymnasium Junior BRC (55 min booking)	20.00	22.00	9%

Astro Casual Adult/Jnr (Quarter)	30.00	32.00	6.70%
Astro Casual Adult/ Junior (Half)	45.00	48.00	6.70%
Astro Casual Adult/Junior (Full)	85.00	90.70	6.70%
Astro Partner Club (Quarter) 20% discount on casual rate	24.00	25.60	
Astro Partner Club (Half) “ “	35.00	38.40	
Astro Partner Club (Full) “ “	70.00	72.56	
Astro Commercial (Quarter)	40.00	42.68	6.70%
Astro Commercial (Half)	60.00	64.00	6.70%
Astro Commercial (Full)	120.00	128.00	6.70%
Parties (BRC) - Multi - Full Hall (reflects 17% in operational costs)	150.00	180.00	16.6%
Parties (BRC) Half Hall (reflects 17% in operational costs)	125.00	150.00	16.6%
Parties (HLC)- Multi – Full Hall (includes food for future bookings, max 30 children)	150.00	300.00	50%
Parties (HLC) Half Hall (Food included, max 30 children) (includes food for future bookings, max 30 children)	125.00	280.00	44.6%
Soft play is a new provision at HLC as set out in 3.12 in the body of the report			
Soft Play Mon – Fri (Gold member children- half price entry Max 4 Children)		6.00	
Soft Play Sat/Sun		7.50	
Soft Play – registered childminders/foster carers ID required – max 4 children (term time only) Mon – Fri between 9am-3pm only.		2.60	
Soft Play – Foster carers ID required – max 4 children weekends		3.90	
Soft Play – tea time 3:30pm – 5:00pm Mon – Fri term time only (food inc)		7.80	
Soft Play – exclusive use (up to 30 children) – food included 5pm – 6:45pm midweek and 1:30pm – 3:15pm Sat/Sun		360.00	
Soft Play – part non-exclusive (up to 15 children) – food included		Weekday 150.00 Weekend 180.00	
Halton Leisure Card (as set out in 3.10 in the body of the report)	4.00	5.00	

□

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	16 January 2025
<b>REPORTING OFFICER:</b>	Executive Director of Adults Services
<b>PORTFOLIO:</b>	Employment, Learning and Skills, Leisure and Community
<b>SUBJECT:</b>	Voluntary Sector Funding – Grant Allocations 2024/25
<b>WARD(S)</b>	Borough-wide

### 1.0 **PURPOSE OF THE REPORT**

1.1 To report on the Voluntary Sector Grant Funding Awards for 2024/25.

### 2.0 **RECOMMENDATION: That**

**Executive Board approve the grant allocations as outlined in this report at Section 3.3.**

### 3.0 **SUPPORTING INFORMATION**

3.1 Halton Borough Council has been awarding direct grants to local voluntary and charitable organisations for a number of years. The opportunity is advertised on the Council website and applications invited. Applications are assessed against key criteria including: impact on and outcomes for local people; demonstrable wider social impact such as volunteering and training and development opportunities for local people; the impact on reducing the need for statutory services.

In January 2023 the available grant was reduced as part of the efficiency programme

Applications are assessed and recommendations agreed by a panel consisting of the Executive Board Member with portfolio responsibility for the Voluntary Sector and Officers from the People Directorate.

### 3.2 **Monitoring Arrangements**

1) All grants must agree a Service Level Agreement and provide quarterly monitoring reports. Grants under £5,000 provide mid-year and end of year reports.



2) Review meetings are held with the organisations in receipt of core grant on an annual basis.

3) Voluntary sector grant performance monitoring information contributes to corporate assessments.

### 3.3 Voluntary Sector Core Funding Grants

The table below outlines the original application amount, along with the proposed allocation based on the budget available.

These recommendations are for an annual allocation for the financial year 2024/25.

The budget available is **£27,000**

Application Amount	Proposed Allocation	Organisation Name
£143,350	£3,802	Halton Citizens Advice Bureau
£21,285	£3,802	Halton & St Helens VCA
£11,500	£3,802	Halton Cancer Support Group
£5,000	£3,802	Cheshire Asbestos Victims Support
£5,000	£3,802	Halton Child Contact Centre
£4,000	£3,802	Samaritans
£4,000	£3,802	Cheshire Race & Equality Council (CHAWREC)
£770	£385	Greenfingers Gardening Group
<b>£194,905</b>	<b>£26,999</b>	<b>TOTALS</b>

### 4.0 POLICY IMPLICATIONS

4.1 None at this stage.

### 5.0 FINANCIAL IMPLICATIONS

5.1 The recommended grants do not exceed the current budget allocations.

5.2 The work of the voluntary sector organisations receiving grants impacts greatly on health improvements, social inclusion, community involvement, anti-poverty and diversity issues.

### 6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The service delivery from organisations receiving core grants in many cases is cross cutting in the context of the Council's strategic priorities.

6.1 **Improving Health, Promoting Wellbeing and Supporting Greater Independence**

Halton Cancer Support Group supports individuals and families from first diagnosis to living beyond cancer – including coping with grief and loss caused by cancer.

Cheshire, Halton & Warrington Race & Equality Centre (CHAWREC) will actively work with local Gypsy and Traveller communities regarding the increase in suicide levels amongst Traveller men.

Cheshire Asbestos Victims Support Group seeks to maximise clients' income to relieve stress resulting in less visits to hospitals, The group also provide contact for clients and their families, which decreases their feelings of isolation.

Greenfingers Gardening Group sell their produce to the community, which helps people obtain fresh produce at reasonable prices.

## 6.2 **Building a Strong, Sustainable Local Economy**

Halton Citizens Advice offers a nationally recognised volunteer training programme to local people to help them gain skills and increase confidence whilst volunteering and completing training.

Halton and St Helens VCA's volunteering opportunities are often accessed by people on disability allowances or long term unemployed. The confidence and new skills learnt through volunteering can lead to them gaining employment.

## 6.3 **Supporting Children, Young People and Families**

The Samaritans works with local schools on suicide prevention and following a suicide, supporting school staff, students and their families.

Halton Cancer support group offer support to all members of families affected by the disease, encompassing young members of families.

Halton Citizens Advice attends local schools and provide training to support young children prepare for adulthood e.g. financial capability training, interview skills

Cheshire, Halton and Warrington Race and Equality Centre (CHAWREC) immigration work provides support around keeping families together.

Halton Child Contact Centre aims to build healthy relationships with families in the event of family breakdown.

- 6.4 **Tackling Inequality and Helping Those Who Are Most In Need**  
CHAWREC will actively work with local hard to reach groups to support access to services.

6.5 **Working Towards a Greener Future**

Halton & St Helens VCA has enabled an increase in voluntary and community groups using the venue for meetings, conferences and events for the public.

6.6 **Valuing and Appreciating Halton and Our Community**

Halton Citizens Advice works closely with Trading Standards and the Citizens Advice Consumer Helpline to try and combat scams and help prevent people falling victim to scammers.

Cheshire, Halton & Warrington Race & Equality Centre (CHAWREC) is a hate crime reporting centre and provides advice and practical support to victims of hate crime.

Cheshire Asbestos Victims Support Group generates awareness of the dangers of asbestos at home, at work and in the environment. Samaritans work with Network Rail and local railway stations to reduce suicide activity at Runcorn and Widnes stations. Samaritans have also worked with the Council in relation to the new and existing Bridge crossings to ensure suicide opportunities are minimised.

7.0 **RISK ANALYSIS**

- 7.1 The Quality Assurance Team will monitor the grants and ensure the Council and Halton residents receive value for money.

8.0 **EQUALITY AND DIVERSITY ISSUES**

- 8.1 Voluntary and charitable organisations can have positive impacts on local communities and support people and the wider community in a diverse way.

Organisations were requested for information on how the work they undertake reflects the diversity of the local community during the application stage

9.0 **CLIMATE CHANGE IMPLICATIONS**

- 9.1 None identified.

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

10.1 None under the meaning of the Act.

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

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of the Local Government Act 1972.

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