

Public Document Pack



Executive Board

Thursday, 13 March 2025 2.00 p.m.
The Boardroom, Municipal Building

S. Young

Chief Executive

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

PART 1

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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. LEADER'S PORTFOLIO	
(A) URGENT DECISIONS	13 - 14
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*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, 17 April 2025*

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PART II In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item(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.	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

EXECUTIVE BOARD

At a meeting of the Executive Board on Tuesday, 25 February 2025 in The Boardroom, Municipal Building

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, M. Reaney, E. Dawson, S. Wallace-Bonner, Z. Fearon, G. Ferguson, H. Roberts and D. Cooke

Also in attendance: None

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

	<i>Action</i>
<p>EXB82 MINUTES</p> <p>The Minutes of the meeting held on 16 January 2025, were taken as read and signed as a correct record.</p> <p>LEADER'S PORTFOLIO</p>	
<p>EXB83 CALENDAR OF MEETINGS 2025/26</p> <p>The Board received a report of the Chief Executive, which set out the proposed Calendar of Meetings for the 2025/26 Municipal Year, which was appended to the report for information.</p> <p>RESOLVED: That Council be recommended to approve the Calendar of Meetings for the 2025/26 Municipal Year, as appended to the report.</p>	Chief Executive
<p>EXB84 URGENT DECISIONS</p> <p>The Board received a report from the Chief Executive, which provided information on urgent decisions taken since the last meeting of the Board.</p> <p>It was noted that the Council's Constitution gave</p>	

authority to the Chief Executive to take urgent decisions, in consultation with the Leader of the Council and the Director Finance and/or the Director Legal and Democratic Services, where necessary.

Two urgent decisions had been made since the last meeting of the Board and full details were published on the Council's website.

RESOLVED: That the urgent decisions taken since the last meeting of the Executive Board be noted.

CORPORATE SERVICES PORTFOLIO

EXB85 BUDGET 2025/26 - KEY DECISION

The Board considered a report from the Director, Finance, which outlined a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2025/26.

The Medium Term Financial Strategy (MTFS), approved at the Executive Board meeting on 14 November 2024, had identified a funding gap of around £38.1m in 2025/26, £14.5m in 2026/27, £7.3m in 2027/28 and £9.3m in 2028/29. The Strategy had the following objectives:

- Deliver a balanced and sustainable budget;
- Prioritise spending towards the Council's priority areas;
- Avoid excessive Council Tax rises;
- Achieve significant cashable efficiency gains;
- Protect essential front line services and vulnerable members of the community; and
- Deliver improved procurement.

In terms of consultation, it was noted that the Council used various methods to listen to the views of the public, and Members own experiences through their Ward work was an important part of that process. Individual consultations were taking place in respect of specific budget proposals and equality impact assessments would be completed where necessary.

The Board received regular reports detailing spending in the current year against the budget. The latest report indicated that spending was forecast to be over budget in the current year by approximately £20.757m against a net budget of £149.496m.

The proposed revenue budget for 2025/26 totalled £183.052m; the departmental analysis of this was shown in Appendix B along with a breakdown of these changes in Appendix C. A total of £1.349m of savings were approved by Council on 1 February 2023. Further savings of £6.876m had been proposed for 2025/26 financial year and were detailed in Appendix G.

Table B in the report demonstrated the Council position where it is unable to present a balanced 2025/26 budget without seeking Exceptional Financial Support (EFS) from Government. Receipts from Council Tax and Business Rates were insufficient to fund the forecast net spend for 2025/26. Council at its meeting on 4 December approved that an application for EFS be made to Government. The submission included an ask for EFS for 2024/25 £20.8m and for 2025/26 £32m. Provisional approval for the EFS application was still awaited but it was expected to be received in late February 2025.

The Board was advised that the proposed budget incorporated the grant figures announced in the Local Government Finance Settlement. It included £0.181m for the New Homes Bonus grant, an increase of £0.057m from 2024/25. The budget also included Better Care Funding of £8.614m which was unchanged from 2024/25. Additional funding for Adult's and Children's Social Care was announced as part of the provisional grant settlement. The 2025/26 grant allocation of £17.744m was inclusive of an additional allocation of £2.718m awarded for the forthcoming year. This funding would be included in the Council budget to help fund existing pressures within Social Care services. Table C in the report provided an updated position of grants announced at the settlement and how the allocation compared to 2024/25.

Further information was also provided on the budget outlook, Halton's Council Tax, Parish precepts, Police, Fire and Liverpool City Region (LCR) Mayor precepts, the Capital Programme, Prudential Code and School Budgets.

Reason(s) for Decision

To seek approval for the Council's revenue budget, capital programme and council tax for 2025/26

Alternative Options Considered and Rejected

A number of alternative budget proposals have been considered by the Budget Working Group

Implementation Date

5 March 2025

RESOLVED: That Council be recommended

Director of
Finance

- 1) to adopt the resolution set out in Appendix A, which includes setting the budget at £183.052m, the Council Tax requirement of £68.208m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D Council Tax for Halton of £1,846.66;
- 2) to approve the capital programme set out in Appendix E;
- 3) to approve the use of Capital Receipts Strategy as set out in Appendix H;
- 4) to approve the budget savings set out in Appendix G; and
- 5) to approve 100% Council Tax premium being applied to properties which have been unoccupied and unfurnished for a minimum period of 12 months.

EXB86 TREASURY MANAGEMENT STRATEGY STATEMENT
2025/26

The Board received the Treasury Management Strategy Statement, (TMSS) which incorporated the Annual Investment Strategy (AIS) and the Minimum Revenue Provision (MRP) Strategy for 2025/26.

The TMSS was appended to the report and detailed the expected activities of the treasury function in the forthcoming financial year (2025/26). Its production and submission to Council was a requirement of the CIPFA Prudential Code and the CIPFA Treasury Management Code.

The Local Government Act 2003 required the Council to have regard to the Prudential Code and to set Prudential Indicators for the next three years, to ensure that the Council's capital investment plans were affordable, prudent and sustainable.

The Act therefore required the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (AIS), which set out the Council's

policies for managing its investments and for giving priority to the security and liquidity of those investments. Government guidance notes stated that authorities could combine the TMSS and the AIS into one report, which the Council had done and was included in Section 4.

Members noted that the production of a Minimum Revenue Provision Policy Statement was required and a formal statement for approval was contained within the report at paragraph 2.3, with the full policy shown in Appendix A.

RESOLVED: That Council be recommended to adopt the policies, strategies, statements, prudential and treasury indicators outlined in the report.

Director of Finance

EXB87 CAPITAL STRATEGY 2025/26

The Board considered a report of the Director – Finance, on the Council’s Capital Strategy for 2025/26.

It was reported that all councils were required to produce a Capital Strategy annually, the aim of which was to ensure that the Council understood the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

Members were advised that the Capital Strategy should be read in conjunction with the Treasury Management Strategy Statement, included on the same agenda; this detailed the expected activities of the treasury management function and incorporated the Annual Investment Strategy (AIS) and the Minimum Revenue Provision (MRP) policy for 2025/26. It was noted that the successful delivery of the Capital Strategy would assist the Council in planning and funding its capital expenditure over the next three years.

RESOLVED: That Council be recommended to approve the 2025/26 Capital Strategy, as presented in the Appendix.

Director of Finance

N.B. Councillor Wharton and declared an Other Registrable Interest in the following item of business as he is a Treasurer of Hale Youth Club. Councillor Dennett declared an Other Registrable Interest in the following item of business as he is a Treasurer of Halton Play Council.

EXB88 DISCRETIONARY NON-DOMESTIC RATE RELIEF RENEWALS

The Board received a report from the Director – Finance, which advised 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. The report requested consideration be given for the renewal of discretionary business rate relief for existing registered charities, not for profit organisations, and community amateur sports clubs who continued to satisfy the appropriate criteria.

The report outlined details of proposed changes to discretionary rate relief for these organisations. The Council currently granted discretionary business rate relief to organisations for a three-year period, and it was recommended that this practice would continue in order to provide the organisations with certainty to assist with their financial planning.

The Council was required to provide the organisations with twelve months' notice of any changes to their discretionary rate relief. Therefore, if approved the renewals will apply from 1 April 2026.

RESOLVED: That

- 1) Discretionary business rate relief of 10% be granted for those registered charities and CASC organisations currently in receipt of such relief, for the period of three years commencing 1 April 2026, as listed in the Appendix; and
- 2) Discretionary business rate relief of 75% be granted for those not-for-profit organisations currently in receipt of such relief (with 60% relief for one organisation as indicated), for the period of three years commencing 1 April 2026, as listed in the Appendix.

Director of Finance

CHILDREN AND YOUNG PEOPLE PORTFOLIO

EXB89 PERMISSION TO CONSULT- HOME TO SCHOOL TRANSPORT FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS & DISABILITIES - KEY DECISION

The Board considered a report which sought approval to commence a consultation with stakeholders and partners with a view to determining a new policy on sustainable travel

and transport for children and young people with special educational needs and disabilities. In accordance with the DfE Statutory Guidance, provision of assisted home to school transport is for eligible SEND pupils of statutory school age, 5-16 years of age. The Council currently provides a transport service to early years children and post 16 SEND students, which falls outside of their statutory duties.

The Board was advised that the number of SEND pupils requiring specialist transport had significantly increased over the past number of years. This was a trend that appeared to be replicated in every other local authority across the country. A comparison in Halton was provided in the report for between 2012 and 2024 for in Borough and out of Borough transport.

It was proposed that the Local Authority consults with parents/carers, educational establishments and other interested parties on revised travel solutions. The consultation would take the form of two parts:

Part A: Flexible travel arrangements and increasing independence

This would include, personal travel budgets, escalation of independent travel training, centralised picks ups and mobility vehicles.

Part B: Reviewing discretionary transport

This would include distance criteria, provision of transport for pupils under the age of 5 years, post 16 transport and governance changes.

Reason(s) for Decision

The report seeks the Board approval to commence a consultation with stakeholders and partners with a view to determining a new policy on sustainable travel and transport for children and young people with special educational needs and disabilities.

Alternative Options Considered and Rejected

The alternative option would be to not consult on Home to School Transport provision and continue with the current policy.

Implementation Date

June 2025 report back to Executive Board.

RESOLVED: That the Board

- 1) note the report;
- 2) approve the commencement of a consultation with stakeholders and partners with regard to implementing a new Home to School and College Travel and Transport Policy for Children and Young People with Special Educational Needs and Disabilities from September 2025; and
- 3) confirm they support the overall process.

Executive Director
of Children's
Services

ADULT AND SOCIAL CARE PORTFOLIO

EXB90 SUPPORT AT HOME SERVICE IN HALTON – BRITISH RED CROSS

The Board considered a report of the Executive Director, Adults which sought approval for a waiver in compliance with Procurement Standing Order 1.14.4 iv of Part 3 of Procurement Standing Orders, for a direct award to support the continuation of the provision of the Support at Home services in Halton delivered through contract with British Red Cross for the period 1 April 2025 to 31 March 2028. A breakdown of the key performance indicators of the Service provided by British Red Cross between January to December 2024, were set out in the Appendix to the report.

The total cost of the contract over a three-year term would be £260,013 (based on an annual contract value of £86,671).

RESOLVED: That the Board

- 1) note the contents of the report; and
- 2) approve a waiver in compliance with Procurement Standing Order 1.14.4 iv of Part 3 of Procurement Standing Orders, for a direct award to support the continuation of the provision of the Support at Home services in Halton delivered through contract with British Red Cross for the period 1 April 2025 to 31 March 2028.

Executive Director
of Adult Services

ENVIRONMENT AND URBAN RENEWAL PORTFOLIO

EXB91 HALTON LOCAL DEVELOPMENT SCHEME (LDS)

In December 2024, the deputy Prime Minister wrote

to all Local Planning Authorities requesting an updated Local Development Scheme (LDS) be sent to the Ministry of Housing, Communities and Local Government (MHCLG) by 6 March 2025. The LDS informs work which was required to maintain a Local Plan, in line with National Policy.

The Board considered a request to delegate powers to the Director for Planning and Transport, in consultation with Portfolio Holders for Environment and Urban Renewal and Climate Change, to make editorial changes to the Local Development Scheme work plan prior to submission to the (MHCLG).

RESOLVED: That the Board

- 1) note the report;
- 2) approve the schedule of work within the LDS; and
- 3) give delegated powers to the Director of Planning and Transport, in consultation with the Portfolio Holder for Environment and Urban Renewal, for the final approval before submission on the 6 March 2025.

Director -
Planning and
Transportation

EXB92 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.

DEPUTY LEADER'S PORTFOLIO

EXB93 RUNCORN CREATIVE AND DIGITAL SKILLS CENTRE

The Board considered a report of the Executive Director, Environment and Regeneration, which provided information about the refurbishment of the current vacant historic properties 63-65 High Street, Runcorn, into a Creative and Digital Skills Centre, and subsequent leases of the building to both Mako Create and A Place for Us.

RESOLVED: That the report be noted.

EXB94 HALTON STADIUM MAINTENANCE PROGRAMME

The Board considered a report of the Executive Director, Environment and Regeneration, which sought approval to include maintenance works at the Halton Stadium in the 2024-26 Capital Programme.

RESOLVED: That the report be noted.

ENVIRONMENT AND URBAN RENEWAL PORTFOLIO

EXB95 COMPULSORY PURCHASE ORDER FOR LAND AT SCI-TECH DARESBUY - KEY DECISION

The Board considered a report of the Executive Director, Environment and Regeneration, which sought approval to exercise the Council's powers of compulsory purchase to enable the delivery of the extension to the Sci-Tech Daresbury campus and to enable the development of delivery land and interests to provide the subject site with vacant possession.

Reason(s) for Decision

A decision is required to enable the Council to agree to make use of its powers of compulsory purchase to acquire the land necessary to enable the delivery of the Sci-Tech Daresbury masterplan.

Alternative Options Considered and Rejected

The compulsory purchase of land is considered the best course of action to ensure that the land is available for the delivery of the scheme.

Implementation Date

RESOLVED: That

- 1) the report be noted;
- 2) Council updates the Capital Programme to reflect the costs of the Scheme;
- 3) the Director – Legal and Democratic Services is authorised to make the Halton Borough Council (Sci-Tech Daresbury) Compulsory Purchase Order 2025 (“Order) pursuant to section 226 (1) (a) of the Town and Country Planning Act 1990 and all other enabling powers, for the purposes of site assembly necessary to deliver the Scheme. And that the recommendations set out in paragraphs 2.3.2 – 2.3.10 of the report be approved;
- 4) the Executive Director, Environment and Regeneration, in consultation with the Portfolio Holder, to: continue, in partnership with the Sci-Tech Daresbury Joint Venture, to negotiate with third parties alongside the progression of the CPO and, agree the terms of any acquisition, relocation or accommodation works required or the amount of any compensation payable with the JV as a result of the Order, including compensation for disturbance and upon possession of any land within the Order, to take the necessary steps to clear, secure or ensure such land as is necessary; and
- 5) the Director – Legal and Democratic Services, in consultation with the Director – Economy, Enterprise and Property, is authorised to:
 - enter into other agreements with interested parties including agreements for the withdrawal of blight notices and/or the withdrawal of objections to the CPO including where appropriate seeking the exclusion of land or rights from the CPO, making provision

Director, Legal
and Democratic
Services

for the payment of compensation and/or for relocation.

- Agree minor modifications to the Order or the Order Map to secure confirmation of the Order.

EXB96 FOUNDRY LANE RESIDENTIAL

The Board considered a report of the Executive Director, Environment and Regeneration, which provided an update on the Foundry Lane Residential scheme and sought approval:

- For the acquisition of the land required for Phase 2.
- To accept the additional funding from Liverpool City Region Combined Authority (LCRCA) and enter into a new/addendum Grant Funding Agreement (GFA) to support the acquisition and development.

RESOLVED: That

- 1) authority be given to the Director Economy Enterprise and Property, in consultation with the Portfolio Holder, to conclude the legal and funding arrangements for the acquisition of the Phase 2 required land;
- 2) authority be given to the Director Economy Enterprise and Property, in consultation with the Portfolio Holder, to enter a new Grant Funding Agreement with LCRCA; and
- 3) the inclusion of the aforementioned items in the Capital Programme be approved.

Director
Economy,
Enterprise &
Property

MINUTES ISSUED: 27 February 2025

CALL-IN: 6 March 2025 at 5.00 pm.

Any matter decided by the Executive Board may be called in no later than 5.00pm on 6 March 2025.

Meeting ended at 3.07 p.m.

REPORT TO: Executive Board
DATE: 13 March 2025
REPORTING OFFICER: Chief Executive
PORTFOLIO: Leader
SUBJECT: Urgent Decisions
WARDS: Borough Wide

1.0 PURPOSE OF THE REPORT

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

2.0 RECOMMENDATION: That the report is noted.

3.0 SUPPORTING INFORMATION

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

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

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

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

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

Date Decision taken	Decision details
21 February 2025	Acquisition of Bono Vacantia Land Goddard Road

4.0 POLICY IMPLICATIONS

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

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton**

None.

6.2 Employment, Learning and Skills in Halton

None.

6.3 A Healthy Halton

None.

6.4 A Safer Halton

None.

6.5 Halton's Urban Renewal

None.

7.0 RISK ANALYSIS

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

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

9. CLIMATE CHANGE IMPLICATIONS

9.1 There are no climate change implications.

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

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

REPORT TO:	Executive Board
DATE:	13 March 2025
REPORTING OFFICER:	Director of Finance
PORTFOLIO:	Corporate Services
SUBJECT:	Review of Councilwide Fees and Charges
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 In conjunction with the annual budget review, it is proposed to charge the fee rates for services in accordance with the schedules shown in Appendices A, B and C. This report presents the proposed fees and charges for 2025/26 for services provided by the Council's Directorates.

RECOMMENDATION: That the proposed fees and charges for 2025/26 as set out in Appendix A and for 2026/27 as set out in Appendices B and C, be approved;

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.
- 3.2 The general aim in setting fees and charges is to ensure the Council fully recovers the cost incurred in providing a service. Establishing the cost base for providing a service draws upon the past year and forecast increases for next year, however, this has become more difficult given the impact of inflation uncertainty, wage increases and the unpredictable nature of utility costs.
- 3.3 Recovering the full cost of services throughout the year is also dependent on a number of other factors outside the agreed charge, including:
- Demand – this 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 had further been complicated over the last three years due to the impact of Covid and increases in the cost of living.
 - Competition – there are a number of services the Council provides, for which 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.
 - Statutory Elements – some charges are outside the control of the Council with there being no discretion as to what can be charged.

- 3.4 Fees and charges budgeted 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.
- 3.5 As part of the in-year budget monitoring process, actual income from fees and charges are regularly reviewed against budgeted income. Supporting narrative will be provided within monitoring reports to highlight areas where the Council has not fully recovered the cost of providing a service.
- 3.6 All proposed charges are exclusive of VAT. Where applicable, VAT will be added to the charges set out in the Appendices.
- 3.7 The schedule in the Appendices includes guidance on the charge being a discretionary or statutory fee. Statutory fees may result in changes throughout the year and therefore the relevant fees will be amended accordingly.
- 3.8 Fees and charges for Halton Leisure Centre and for services provided by the Council's Sports Services were approved by Executive Board on 16 January 2025. For information and completeness they have been included at Appendix A under the Leisure and Recreation heading.

4.0 POLICY IMPLICATIONS

- 4.1 The effects of the proposed changes to fees and charges have been incorporated where possible into budgets for 2025/26. As per the Medium Term Financial Strategy budgeted income for 2025/26 has been increased by 2%, except where additional increases have been proposed as saving items, statutory fee increases apply, or where income targets have been reduced to reflect the actual recovery rate. Individual fees and charges have been reviewed and increases proposed by service managers which also reflect the particular circumstances of each area.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The financial implications are as presented in the report and appendices.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 **Improving Health, Promoting Wellbeing and Supporting Greater Independence**
- 6.2 **Building a Strong, Sustainable Local Economy**
- 6.3 **Supporting Children, Young People and Families**
- 6.4 **Tackling Inequality and Helping Those Who Are Most In Need**
- 6.5 **Working Towards a Greener Future**
- 6.6 **Valuing and Appreciating Halton and Our Community**

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

7.0 RISK ANALYSIS

- 7.1 In order to avoid the risk of fees and charges not being paid and debt accruing, the fees and charges should be received before the service is provided wherever possible.
- 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 no Equality and Diversity implications arising as a result of the proposed action.

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 None

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

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

LICENCE FEES

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Hackney Carriage & Private Hire Charges Single Status Driver			
First Grant (max 3 year licence)	210.00	210.00	D
First Grant - inc DBS (max 3 year licence)	250.50	259.50	D
Renewal (max 3 year licence)	192.00	192.00	D
Renewal - inc DBS (max 3 year licence)	232.00	241.50	D
Replacement Badges	13.20	13.20	D
Hackney Carriage & Private Hire Charges Vehicle Licence			
Grant and Renewals 1 Year – Hackney Carriage ++ ## Note: £21.50 added for to recover the costs of the Hackney Carriage Vehicle unmet demand survey	268.00	246.50	D
Grant and Renewals 1 Year – Private Hire ++ ##	248.50	248.50	D
Transfer of Existing Vehicle Licence	31.00	31.00	D
Temporary Transfer Fees (Licence issued for a maximum of 2 months)	97.50	97.50	D
Replacement Vehicle Plate (each)	19.70	19.70	D
Replacement Bracket (each)	19.70	19.70	D
Replacement Doors Stickers Private Hire (Pair)	26.00	26.00	D
Replacement Internal plate	13.20	13.20	D
Change to Personalised Number Plate	57.60	57.60	D
Private Hire Operator Licence:	300.00	300.00	D
Private Hire Operator Licence (5 years)	600.00	600.00	D
Hackney Carriage & Private Hire Charges Lowerhouse Lane Depot Fees			
Hackney Carriage and Private Hire - Vehicle Test Fee	63.00	63.00	D
Hackney Carriage and Private Hire - Vehicle Re-test Fee	25.25	25.25	D
Hackney Carriage and Private Hire - Vehicle Test Un-notified Cancellation Fee	24.25	24.25	D
Notes			
Hackney Carriage and Private Hire - ++Includes Taximeter Sealing Fee Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee ## Unless part of a single transaction involving a simultaneous grant in which case £30.50			
Street Trading			
First Grant & Renewal	426.00	426.00	D
Additional Vehicles (Per Vehicle)	212.00	212.00	D
"Static" First Grant	491.00	491.00	D
Change of Vehicle	32.40	34.20	D
Daily Fee for Temporary Extension of Existing Consent (max 5 days per year)	72.50	72.50	D
Daily Fee for Temporary Consent (max 5 days per year)	110.00	110.00	D
Hawkers etc. Cheshire County Council Act	253.00	253.00	D
Sex Establishments*	1,558.00	1,558.00	D
Scrap Metal Dealers	212.00	212.00	D
Notes			
* The expression "Sex Establishment" includes Sex Entertainment Venues, Sex Cinemas and Sex Shops			
LOCAL LAND CHARGES (Search Fees)			
Form CON29R	94.60	104.00	D
Official Search (CON29) -	94.60	104.00	D
Each additional (CON29) parcel***	94.60	104.00	D
CON29O Optional Enquiries (per person, per parcel)	14.30	15.73	D
Each Additional Enquiry	30.80	33.88	D
Notes			
***Parcel of land means land (including a building or part of a building) which is separately occupied or separately rated, in separate ownership. For the purposes of this definition an owner is a person who (in his own right or as a trustee for another person) is entitled to receive the rack rent of land, or, where the land is not a rack rent, would be so entitled if it were so let.			

HIGHWAYS

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Road Traffic Regulation Act 1984			
Temporary Order at request of a third party	2,520.00	2,670.00	D
Temporary Order at request of non-commercial organisations – Section 16A plus actual cost of advertising	172.00	182.00	D
Temporary Closure Notice (incl emergency) at request of a third party	435.00	460.00	D
Diversions Notice at request of a third party	367.00	390.00	D
Highways Act 1980			
Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs). Also applies to closures/diversions under Town & Country Planning Act 1990	950.00	980.00	D
Issuing of Scaffolding/Hoarding permit	120.00	127.00	D
Issuing of Scaffolding/Hoarding permit (Additional week or part thereof)	49.00	50.00	D
Issuing of Skip Permit – Initial Fee (up to 14 days)	49.00	50.00	D
Skip Permit – Additional periods (each additional 14 days)	49.00	50.00	D
Skip found without a licence (plus current permit fee)	138.00	146.00	D
Removal of unauthorised skip	At cost plus 15% admin fee	At cost plus 15% admin fee	D
Temporary Deposit of materials on the Highway - up to 10 days	0.00	50.00	D
Issuing of Cherry Picker/Mobile Platform permit (Initial week)	150.00	160.00	D
Issuing of Cherry picker/Mobile Platform permit (Additional week or part thereof)	150.00	160.00	D
Issuing of permits to erect structures/equipment over or under the highway (Minimum £400)	At cost plus 15% admin fee	At cost plus 15% admin fee	D
Construction of vehicular crossings on footways	As agreed by the Executive Director	As agreed by the Executive Director	D
Section 38 Agreements	10% of works cost. Minimum charge £2,992	10% of works cost. Minimum charge £3100	D
NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,690.00 will be payable	NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,690.00 will be payable	NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £3100 will be payable	D

HIGHWAYS...continued

Highways Act 1980 continued	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
PLUS Legal Agreement fee as detailed below			
(a) Basic Agreement	945.00	970.00	D
(b) Moderately Complex Agreement	1,575.00	1,620.00	D
(c) Highly Complex Agreement	2,510.00	2,580.00	D
NOTE: The Council will determine the appropriate agreement			
Section 278 Agreements	As agreed by the Executive Director	As agreed by the Executive Director	D
Alfresco Dining Areas Licence	115.00	122.00	D
'A' Board Licence – Per Annum	69.00	73.00	D
Shop Displays Licence – Per Annum	153.00	162.00	D
Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations. (Applications made within 7 working days of the event will incur an additional administration fee of £140.00)	218.00	230.00	D
Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by the Executive Director	As agreed by the Executive Director	D
Minor Highways Works Permits including S184	1,832.00	1,940.00	D
NOTE: The refundable cash bond is the value of the works as determined by the Council	plus refundable cash bond	plus refundable cash bond	
Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Structural checking and technical approval of highways structures	As agreed by the Executive Director	As agreed by the Executive Director	D
Relocation of Lighting Column at Request of Third Party			
Commercial Organisations	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Non-commercial organisations	745.00	770.00	D
Highway Searches			
Letter and plan showing adopted highway	68.00	70.00	D
Additional questions	21.75	22.50	D
Signing			
Design and Erection of a Traffic Sign(s) at the request of a third party	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Initial Assessment of Application for Tourism Signs	175.00	190.00	D
Provision of H Bar Road Markings	122.00	130.00	D
Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events)	191.00	200.00	D
Provision of Disabled Persons Parking Space (subject to meeting criteria)	No charge subject to meeting criteria	No charge subject to meeting criteria	D

HIGHWAYS...continued

Traffic Signals	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Supply of Information on Operation of Traffic Signals	292.00	300.00	D
Switching Off/On Traffic Signals and Bagging Over heads during normal working hours (08.00 - 19.00; Monday - Saturday (excluding bank holidays)) –	740.00	760.00	D
Switching Off/On Traffic Signals and Bagging Over outside normal working hours -	860.00	885.00	D
Bagging over traffic signal head	24.50	25.00	D
Bagging over pedestrian push button / demand unit	12.25	12.50	D
Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	206.00	212.00	D
Street Name and Numbering			
Up to 2 Dwellings	51.52	53.06	D
Between 3 and 10 dwellings	253.00	260.59	D
Schemes Over 10 dwellings	473.95	488.17	D
Re-numbering of properties where original numbering has already been confirmed	64.11	66.03	D
Road Safety			
Supply of Accident Data (per road/junction for up to 3 years)	212.00	225.00	D
Road Safety Courses	As agreed by the Executive Director	As agreed by the Executive Director	D
Traffic Data			
Supply of Automatic Traffic Count Data	191.00	197.00	D
Closure of Bus Stop for Roadworks			
Closure of Bus Stop for Roadworks (per stop)	220.00	242.00	D
Commissioning of Temporary Stop (per stop)	220.00	242.00	D
Bus Stop Closure Notice and Notice to the Public (per stop)	119.00	130.00	D
Section 50 - Street Works Income (i) All Apparatus			
Minor Works	500.00	530.00	D
Standard Works	991.00	1,050.00	D
Major Works	1,990.00	2,100.00	D
Flood and Water Management Act 2010			
Ordinary Watercourse Consents - Sections 23 and 24 of the Land Drainage Act 1991	50.00	55.00	S

PLANNING

PRE APPLICATION PLANNING FEE SCHEDULE Charges for pre application are applied prior to planning requests being submitted to the Council. Planning application fees are set nationally.

Development Category	Charging Rates 2025/26
Category A – Householder Development	<ul style="list-style-type: none"> £130 – unaccompanied visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer.
Category B – Minor Development See also notes: (1), (2)	<ul style="list-style-type: none"> £310 to cover one unaccompanied site visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category C – Intermediate Development See also notes: (1), (2),	<ul style="list-style-type: none"> £620 to cover one site visit, formal response to request and one meeting. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category D – Small Scale Development See also notes: (1), (2),	<ul style="list-style-type: none"> £1500 to cover one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category E – Significant Development See also notes: (1), (2),	<ul style="list-style-type: none"> £2500 to cover one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category F – Large Scale Development See also notes: (1), (2),	<ul style="list-style-type: none"> £3000 for schemes of 50 houses plus an additional fee of £100 per house over 50 houses to a maximum fee of £30,000. Fee covers one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc
Notes:	
<p>(1) Current hourly rate is £100 per hour for all Officers.</p> <p>Householder (Category A) meetings and Minor Development (Category B) meetings, where requested, are with the Case Officer. Additional officers at hourly rate.</p> <p>Meetings included in Categories C to F include the Case Officer and a Highways Officer. Additional officers will be charged at an hourly rate.</p> <p>(2) Green Belt/Conservation Areas/Listed Buildings: Proposals involving one or more of these categories will incur additional fees due to the additional considerations involved. Additional fees for Category A £100, Category B £150, Category C £250, Category D £350, Category E £500, Category F £1000</p>	

ADULT SOCIAL CARE

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Maximum Charges for Community Based Care			
Domiciliary Care (per hour) – Note – Full cost recovery applies if above threshold level	Full cost recovery as per charge by care provider	Full cost recovery as per charge by care provider	S
Residential Care – Note – Full cost recovery applies if above threshold level	Full cost recovery as per charge by care provider	Full cost recovery as per charge by care provider	S
Day Care (per session)	20.30	20.70	D
Family Placement (per session)	20.30	20.70	D
Key Safe	68.10	69.45	D
Transport (per journey)	3.90	3.98	D
Meals in the Community			
Family Placement Breakfast	2.60	2.65	D
Family Placement Lunch	3.15	3.20	D
Family Placement Tea	2.90	2.95	D
Meals - Delivered to People in Their Own Homes	5.65	5.75	D
Meals - Tea Time Pack Delivered to People in Their Own Home	4.00	4.10	D
Charges Community Based Services			
Pitch Charges (weekly) Riverview Gypsy Site 21 pitches @	74.50	76.35	D
Pitch Charges (weekly) Riverview Gypsy Site 1 pitch @	87.30	89.50	D
Water & Sewerage (weekly) - Riverview Gypsy Site	17.05	21.10	D
Combined Pitch and Water/Sewerage Charge – Canalside Traveller Site	100.40	102.90	D
Pitch Charges (daily) - Transit Site	16.65	17.05	D
Charges to Other Local Authorities			
Older People in Residential Intermediate Care (per week)	849.50	866.50	D
Adults in Supported Accommodation (per week) Bredon	736.20	750.90	D
Day Care - Older People (per session)	58.80	60.00	D
Day Care - Adults with Learning Disability (per session)	104.35	106.45	D
Day Care - Adults with Physical/Sensory Disability (per session)	120.85	123.25	D
Appointee/Deputyship Charges*			
Securing Property	120.00	125.00	D
Continuous Monitoring of Property (when property holder is unable - cost per hour)	30.00	30.00	D
Storage of Wills (annual cost)	30.00	30.00	D
Property Searches, Meter Readings etc (cost per hour)	32.50	35.00	D
Charging structure for the Appointeeship Service:			
Appointeeship clients (residential) per annum	650.00	650.00	D
Appointeeship clients (community based) per annum.	832.00	832.00	D
Deputyship clients	charged in accordance with the fees set by the Office of the Public Guardian	charged in accordance with the fees set by the Office of the Public Guardian	S
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost	S
Applications to the Court of Protection	Actual cost	Actual cost	S
Administration charge following a client leaving the Appointeeship service.	300.00	300.00	D
Funeral Arrangements	360.00	375.00	D
Same day payment of personal allowances	5.00	5.00	D
Community Wardens/Lifeline Charges			
Single Occupancy – per person charge			
Level 1 Call centre monitoring plus community warden reactive response. (Assessment and support plan, review within the first 6 weeks and then 6 monthly, unless further review is indicated.)	10.00	10.20	D
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to assessed need and support planning.	16.05	16.35	D
Houses of Multiple Occupation	5.32	5.45	D

ADULT SOCIAL CARE....continued

Fees for Licensing Residential Park Home Sites	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
New License Application: 1-5 Pitches	595.75	610.65	D
New License Application: 6-15 Pitches	641.55	657.60	D
New License Application: 16-45 Pitches	687.40	704.60	D
New License Application: >46 Pitches	733.20	751.55	D
Transfer of Existing License: 1-5 Pitches	148.95	152.65	D
Transfer of Existing License: 6-15 Pitches	148.95	152.65	D
Transfer of Existing License: 16-45 Pitches	148.95	152.65	D
Transfer of Existing License: >46 Pitches	148.95	152.65	D
Application to vary a Site License: 1-5 Pitches	246.30	252.45	D
Application to vary a Site License: 6-15 Pitches	309.35	317.10	D
Application to vary a Site License: 16-45 Pitches	366.60	375.80	D
Application to vary a Site License: >46 Pitches	429.60	440.35	D
Annual License Fee: 1-5 Pitches	97.40	99.85	D
Annual License Fee: 6-15 Pitches	126.05	129.20	D
Annual License Fee: 16-45 Pitches	194.75	199.60	D
Annual License Fee: >46 Pitches	383.80	393.40	D
Deposit of Site Rules: 1-5 Pitches	36.95	37.85	D
Deposit of Site Rules: 6-15 Pitches	36.95	37.85	D
Deposit of Site Rules: 16-45 Pitches	36.95	37.85	D
Deposit of Site Rules: >46 Pitches	36.95	37.85	D

CHILDREN'S SERVICES

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Halton Lodge Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	8.40	8.90	D
Meeting Room – Voluntary Group Daily Rate	44.80	47.49	D
Meeting Room – Private Group Hourly Rate	10.90	11.55	D
Meeting Room – Private Group Daily Rate	62.50	66.25	D
Training Room 1&2 – Voluntary Group Hourly Rate	8.40	8.90	D
Training Room 1&2 – Voluntary Group Daily Rate	44.80	47.49	D
Training Room 1&2 – Private Group Hourly Rate	10.90	11.55	D
Training Room 1&2 – Private Group Daily Rate	62.50	66.25	D
Training Room 1 – Voluntary Group Hourly Rate	4.50	4.77	D
Training Room 1 – Voluntary Group Daily Rate	18.40	19.50	D
Training Room 1 – Private Group Hourly Rate	7.10	7.53	D
Training Room 1 – Private Group Daily Rate	35.90	38.05	D
Training Room 2 – Voluntary Group Hourly Rate	4.50	4.77	D
Training Room 2 – Voluntary Group Daily Rate	18.40	19.50	D
Training Room 2 – Private Group Hourly Rate	7.10	7.53	D
Training Room 2 – Private Group Daily Rate	35.90	38.05	D
Community Room – Voluntary Group Hourly Rate	5.70	6.04	D
Community Room – Voluntary Group Daily Rate	27.20	28.83	D
Community Room – Private Group Hourly Rate	9.00	9.54	D
Community Room – Private Group Daily Rate	49.90	52.89	D
Quiet Room – Voluntary Group Hourly Rate	3.30	3.50	D
Quiet Room – Voluntary Group Daily Rate	12.70	13.46	D
Quiet Room – Private Group Hourly Rate	6.60	7.00	D
Quiet Room – Private Group Daily Rate	31.70	33.60	D
Halton Brook Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	8.40	8.90	D
Meeting Room – Voluntary Group Daily Rate	44.80	47.49	D
Meeting Room – Private Group Hourly Rate	10.90	11.55	D
Meeting Room – Private Group Daily Rate	62.50	66.25	D
Windmill Hill Children's Centre			
Play Room – Voluntary Group Hourly Rate	10.90	11.55	D
Play Room – Voluntary Group Daily Rate	62.50	66.25	D
Play Room – Private Group Hourly Rate	13.40	14.20	D
Play Room – Private Group Daily Rate	80.10	84.91	D
Training Room – Voluntary Group Hourly Rate	8.40	8.90	D
Training Room – Voluntary Group Daily Rate	44.80	47.49	D
Training Room – Private Group Hourly Rate	10.90	11.55	D
Training Room – Private Group Daily Rate	62.50	66.25	D
Family Room – Voluntary Group Hourly Rate	5.70	6.04	D
Family Room – Voluntary Group Daily Rate	27.20	28.83	D
Family Room – Private Group Hourly Rate	9.00	9.54	D
Family Room – Private Group Daily Rate	49.90	52.89	D
Brookvale Children's Centre			
Woodhatch Room – Voluntary Group Hourly Rate	10.90	11.55	D
Woodhatch Room – Voluntary Group Daily Rate	62.50	66.25	D
Woodhatch Room – Private Group Hourly Rate	13.40	14.20	D
Woodhatch Room – Private Group Daily Rate	80.10	84.91	D
Wellbrook Room – Voluntary Group Hourly Rate	8.40	8.90	D
Wellbrook Room – Voluntary Group Daily Rate	44.80	47.49	D
Wellbrook Room – Private Group Hourly Rate	10.90	11.55	D
Wellbrook Room – Private Group Daily Rate	62.50	66.25	D
Helston Room – Voluntary Group Hourly Rate	6.60	7.00	D
Helston Room – Voluntary Group Daily Rate	31.70	33.60	D
Helston Room – Private Group Hourly Rate	9.00	9.54	D
Helston Room – Private Group Daily Rate	49.90	52.89	D

CHILDREN'S SERVICES....continued

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Brookvale Children's Centre continued			
Kilncroft Room – Voluntary Group Hourly Rate	5.10	5.41	D
Kilncroft Room – Voluntary Group Daily Rate	22.80	24.17	D
Kilncroft Room – Private Group Hourly Rate	7.70	8.16	D
Kilncroft Room – Private Group Daily Rate	40.30	42.72	D
Portleven Room – Voluntary Group Hourly Rate	5.10	5.41	D
Portleven Room – Voluntary Group Daily Rate	22.80	24.17	D
Portleven Room – Private Group Hourly Rate	7.70	8.16	D
Portleven Room – Private Group Daily Rate	40.30	42.72	D
Clovelly Room – Voluntary Group Hourly Rate	5.10	5.41	D
Clovelly Room – Voluntary Group Daily Rate	22.80	24.17	D
Clovelly Room – Private Group Hourly Rate	7.70	8.16	D
Clovelly Room – Private Group Daily Rate	40.30	42.72	D
Hanover Full Room – Voluntary Group Hourly Rate	10.90	11.55	D
Hanover Full Room – Voluntary Group Daily Rate	62.50	66.25	D
Hanover Full Room – Private Group Hourly Rate	13.40	14.20	D
Hanover Full Room – Private Group Daily Rate	80.10	84.91	D
Hanover Half Room – Voluntary Group Hourly Rate	5.40	5.72	D
Hanover Half Room – Voluntary Group Daily Rate	31.40	33.28	D
Hanover Half Room – Private Group Hourly Rate	8.40	8.90	D
Hanover Half Room – Private Group Daily Rate	39.90	42.29	D
Ditton Library			
Community Room & Kitchen– Voluntary Group Hourly Rate	10.90	11.55	D
Community Room & Kitchen – Voluntary Group Daily Rate	62.50	66.25	D
Community Room & Kitchen – Private Group Hourly Rate	13.40	14.20	D
Community Room & Kitchen – Private Group Daily Rate	80.10	84.91	D
Quiet Room – Voluntary Group Hourly Rate	3.90	4.13	D
Quiet Room – Voluntary Group Daily Rate	14.00	14.84	D
Quiet Room – Private Group Hourly Rate	6.70	7.10	D
Quiet Room – Private Group Daily Rate	31.70	33.60	D
Play Room – Voluntary Group Hourly Rate	6.70	7.10	D
Play Room – Voluntary Group Daily Rate	31.70	33.60	D
Play Room – Private Group Hourly Rate	9.00	9.54	D
Play Room – Private Group Daily Rate	49.10	52.05	D
Ditton Children's Centre			
Conference Room – Voluntary Group Hourly Rate	8.40	8.90	D
Conference Room – Voluntary Group Daily Rate	44.80	47.49	D
Conference Room – Private Group Hourly Rate	10.90	11.55	D
Conference Room – Private Group Daily Rate	62.50	66.25	D
Community Room – Voluntary Group Hourly Rate	6.60	7.00	D
Community Room – Voluntary Group Daily Rate	31.70	33.60	D
Community Room – Private Group Hourly Rate	9.00	9.54	D
Community Room – Private Group Daily Rate	49.10	52.05	D
Quiet Room – Voluntary Group Hourly Rate	3.90	4.13	D
Quiet Room – Voluntary Group Daily Rate	14.00	14.84	D
Quiet Room – Private Group Hourly Rate	6.70	7.10	D
Quiet Room – Private Group Daily Rate	31.70	33.60	D
Upton Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	6.40	6.78	D
Meeting Room – Voluntary Group Daily Rate	31.10	32.97	D
Meeting Room – Private Group Hourly Rate	8.80	9.33	D
Meeting Room – Private Group Daily Rate	48.10	50.99	D
Play Room – Voluntary Group Hourly Rate	8.20	8.69	D
Play Room – Voluntary Group Daily Rate	44.00	46.64	D
Play Room – Private Group Hourly Rate	10.60	11.24	D
Play Room – Private Group Daily Rate	61.20	64.87	D

CHILDREN'S SERVICES....continued

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Warrington Road Children's Centre			
Buttercup Room – Voluntary Group Hourly Rate	10.90	11.55	D
Buttercup Room – Voluntary Group Daily Rate	62.50	66.25	D
Buttercup Room – Private Group Hourly Rate	13.40	14.20	D
Buttercup Room – Private Group Daily Rate	80.10	84.91	D
Daisy Room – Voluntary Group Hourly Rate	6.70	7.10	D
Daisy Room – Voluntary Group Daily Rate	31.70	33.60	D
Daisy Room – Private Group Hourly Rate	9.00	9.54	D
Daisy Room – Private Group Daily Rate	49.10	52.05	D
Daffodil Room – Voluntary Group Hourly Rate	6.70	7.10	D
Daffodil Room – Voluntary Group Daily Rate	31.70	33.60	D
Daffodil Room – Private Group Hourly Rate	9.00	9.54	D
Daffodil Room – Private Group Daily Rate	49.10	52.05	D
Daisy and Daffodil Room – Voluntary Group Hourly Rate	10.90	11.55	D
Daisy and Daffodil Room – Voluntary Group Daily Rate	62.50	66.25	D
Daisy and Daffodil Room – Private Group Hourly Rate	13.40	14.20	D
Daisy and Daffodil Room – Private Group Daily Rate	80.10	84.91	D
Kitchen – Voluntary Group Hourly Rate	10.90	11.55	D
Kitchen – Voluntary Group Daily Rate	62.50	66.25	D
Kitchen – Private Group Hourly Rate	13.40	14.20	D
Kitchen – Private Group Daily Rate	80.10	84.91	D
Poppy Room – Voluntary Group Hourly Rate	3.90	4.13	D
Poppy Room – Voluntary Group Daily Rate	14.00	14.84	D
Poppy Room – Private Group Hourly Rate	6.70	7.10	D
Poppy Room – Private Group Daily Rate	31.70	33.60	D
Kingsway Children's Centre			
Community Room – Voluntary Group Hourly Rate	10.90	11.55	D
Community Room – Voluntary Group Daily Rate	62.50	66.25	D
Community Room – Private Group Hourly Rate	13.40	14.20	D
Community Room – Private Group Daily Rate	80.10	84.91	D
Quiet Room – Voluntary Group Hourly Rate	3.90	4.13	D
Quiet Room – Voluntary Group Daily Rate	14.00	14.84	D
Quiet Room – Private Group Hourly Rate	6.70	7.10	D
Quiet Room – Private Group Daily Rate	31.70	33.60	D
Meeting Room – Voluntary Group Hourly Rate	5.10	5.41	D
Meeting Room – Voluntary Group Daily Rate	22.80	24.17	D
Meeting Room – Private Group Hourly Rate	7.70	8.16	D
Meeting Room – Private Group Daily Rate	40.30	42.72	D
For All Above - Equipment Hire TV, OHP, Projector, DVD Player available at an hourly rate of £2.95 each			
For All Above - 25% discount on all block bookings over 10 sessions			

OPEN SPACES

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Allotments			
Allotment Plot	0.54p m2	0.55p m2	D
New Tenant Admin Fee (includes £20 refundable cost of key)	50.00	51.00	D
Cemeteries and Crematorium Charges			
Purchase of Exclusive Right of Burial (50 year lease):			
Three interments	1,150.00	1,173.00	D
One or two interments	1,015.00	1,035.30	D
Cremated remains grave (Holds 4 sets of Ashes)	606.00	618.12	D
Non-resident charge for Purchase	plus 100% of Halton resident fee		
Interment Fees (Mon to Thurs 10am to 2pm and Fri 10am to 1:30pm):			
Interment - Adult (to include organs and body parts)	1,215.00	1,239.30	D
Interment - Under 18	1,215.00	1,239.30	D
Burial of cremated remains (Mon-Fri)	240.00	244.80	D
Burial of two cremated caskets at same time or double cremated remains casket (Mon-Fri)	375.00	382.50	D
Burial of Cremated Remains at Depth - 1 Interment left (4ft 6" depth)	955	974.10	D
Burial of Cremated Remains at Depth - 2 Interment left (6ft depth)	1,085.00	1,106.70	D
Burial of Cremated Remains at Depth - 3 Interment left (7ft 6" depth)	1,215.00	1,239.30	D
Cemetery Fees - Other Charges			
Late Arriving Funeral – 10 minutes or more	65.00	66.30	D
Incorrect coffin size for Cremation or Burial	86.00	87.72	D
Excessive coffin length for Burial (over 6ft 6)	86.00	87.72	D
Use of Crematorium Chapel for funeral service	145.00	300.00	D
Grave search for 1– Only for last 15 years and/or after checking Deceased Online (new charge)	10.00	15.00	D
Transfer of Exclusive Right of Burial			
Statutory Declaration	108.00	125.00	D
Transfer of Assignment	108.00	110.16	D
Transfer with Assent	108.00	110.16	D
Transfer with Renunciation	108.00	110.16	D
Transfer with probate	new	110.16	
Memorials:			
New Headstone	225.00	229.50	D
New Headstone - Under 18 (Reclaimed from Child Funeral Fund)	225.00	229.50	D
Additional Inscription	64.00	65.28	D
Vase/tablet/book – up to 18" x 12" x 12"	88.00	89.76	D
Inscription to Baby Headstone in Baby Garden	76.00	77.52	D
Replacement headstone/kerb/refix to NAMM	Nil	NIL	D
Memorial Bench (new)	new	1,082.88	D
Memorial Benches (10 year lease)			
Renewal of Existing Bench - For 1 year - At Managers Discretion (new charge)	145.00	147.90	D
Plaque on Recycled Bench (new charge)	145.00	147.90	D

OPEN SPACES...continued

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Crematorium Charges			
Cremation charge – Adult (Includes Live Webcast and 28Day Watch again)	933.00	952.86	D
Cremation charge - Under 18 (Includes Live Webcast and 28Day Watch again)	933.00	952.86	D
Cremation No Service - All Ages	476.00	485.52	D
Extended Service Time in Chapel (30 minutes)	150.00	153.00	D
Cremation charge – after anatomical examination	476.00	485.52	D
Live Webcast and 28Day Watch again)	new	45.00	D
Cremation webcast physical Copy (DVD/Blu-Ray/USB)	60.00	61.20	D
Cremation webcast physical Copy (Video Book) (new charge 24/25)	95.00	96.90	D
Cremation Webcast Physical copy (memory book) (new charge 24/25)	130.00	132.60	D
Scattering of Cremated Remains			
Scattering of remains - Following Cremation at Widnes Crematorium - With Appointment.	86.00	87.72	D
Scattering of remains - With Appointment. Cremation Elsewhere	140.00	142.80	D
Scattering of remains - Without Appointment - Cremation Elsewhere	57.00	58.14	D
Wooden Casket (no name plate)	94.00	95.88	D
Miscellaneous Charges			
Reprinting/ Emailing of Copy Invoice Schedule	31.00	31.52	D
Incomplete Forms for Cremation/Burial (per error)	11.00	11.22	D
Late Cremation/Burial Paperwork - After 10:30am 48 hours before funeral	29.00	29.58	D
Copy of Cremation Certificate (new charge 24/25)	31.00	31.62	D
Replacement - Bio-degradable Box (new charge 24/25)	10.00	10.20	D
Meeting and Locating Grave on Site (new charge 24/25)	25.00	25.50	D
Certified Extract from the Cremation Register	65.00	66.30	D
Storage of cremated remains after 10 working days (cost per calendar month)	NEW	30.00	D
Plaques (10 year lease)			
Bronze plaque (Widnes and Runcorn Cemetery)	324.00	335.00	D
Renewal for further 10 years	154.00	160.00	D
Granite plaque on Planter – Four Seasons, Widnes/ Runcorn Cemetery Sundial	475.00	425.00	D
Renewal for further 10 years	154.00	160.00	D
Book of Remembrance -			
2 line entry	120.00	122.40	D
3 line entry	156.00	159.12	D
4 line entry	191.00	194.82	D
5 line entry	222.00	226.44	D
6 line entry	267.00	272.34	D
7 line entry	296.00	301.92	D
8 line entry	329.00	335.58	D
Flower designs	108.00	110.16	D
Other designs	120.00	122.40	D
Extra line to existing entry	66.00	67.32	D
Slate Tablets			
Slate Tablet Inscription only - per letter	7.00	7.14	D
Sanctum Vaults:			
10 year lease (includes 1st wooden casket and placement)	781.00	799.00	D
Renewal for further 10 years	250.00	350.00	D
20 year lease (includes wooden casket and placement)	1,046.00	1,150.00	D
Renewal for further 20 years	509.00	700.00	D
Placing 2nd casket of remains – Monday to Friday only	52.00	94.00	D
Opening vault on request	52.00	53.04	D

OPEN SPACES....continued

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Design and Lettering			
Lettering (per letter)	5.50	5.61	D
Small design	102.00	104.04	D
Large design (full length of vault)	132.00	134.64	D
Photo tile (portrait – 1 person, Portrait)	186.00	189.72	D
Photo tile (landscape – 2 persons Landscape)	239.00	243.78	D
Outdoor Facility Charges			
Summer Games:			
Adult Bowling Green Card (Annual)	32.00	33.00	D
Couples Bowling Green Card (Annual) (in same household)	55.00	56.50	D
Junior Bowling Green Card (Annual)	16.00	16.50	D
Summer Rugby Adult	680.00	694.00	D
Summer Rugby Juniors	402.00	410.00	D
Winter Games:			
Adult B/B Pitch Hire (Alternate weeks)	680.00	694.00	D
Junior B/B Pitch Hire (Alternate weeks)	402.00	410.00	D
Mini Soccer B/B Hire	310.50	317.00	D
Youth B/B Pitch Hire - no changing rooms (Alternate Weeks)	231.30	236.00	D
Mini Soccer B/B Pitch Hire - no changing rooms (Alternate Weeks)	173.00	177.00	D
Adult Baseball Field (Annual)	669.00	683.00	D
Junior Baseball Field (Annual)	402.00	410.00	D
Adult Casual Pitch	40.00	41.00	D
Junior Casual Pitch	25.00	25.50	D

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Environmental Information			
Basic outstanding Environmental Health search	Free	Free	S
Access to information on Public Register	Free	Free	S
Provision of other environmental information that is not publicly available (per hour)	25.70	26.22	D
Environmental Protection Act			
List of authorised part "B" Processes	52.36	53.41	S
List of authorised part "A" Processes	53.69	54.77	S
Condemned Food Certificates			
Disposal of condemned food following statutory or voluntary process	At cost	At cost	S
Certification of Food Products for Export			
Certificates requiring signature	79.97	81.57	S
Other documents requiring stamp	26.44	26.97	S
National Food Hygiene Rating Scheme			
Request for Re-Inspection	138.28	141.04	S
Kennelling of Dogs			
Reclaiming of Stray Dogs	On Application*	On Application*	S
Collection of Dogs from repossessed premises	99.58	101.57	S
Transportation of non-seized animals i.e. dogs/cats to kennels or other premises	99.58	101.57	S
*As agreed with Strategic Director People or Director of Public Health			
Animal Welfare Licensing of Activities involving Animals (Regulations 2018)			
Pet Shop	260.97	266.19	S
Pet Shop with Dangerous Animals	386.74	394.48	S
Boarding Cats	285.51	291.22	S
Boarding Dogs	285.51	291.22	S
Breeding Dogs	411.81	420.05	S
Hiring Horses	411.81	420.05	S
Home Boarding Dogs	234.90	239.60	S
Dog Day Care	234.90	239.60	S
Exhibition Animals	285.99	291.71	S
EPA Authorisation			
Application	Statutory fee	Statutory fee	S
Renewal	Statutory fee	Statutory fee	S
Health and Safety At Work Act 1974 etc.			
Provision of information obtained under the Act including production of statements and reports as requested (per hour)	25.71	26.22	S
Acupuncture, Tattooing, Ear Piercing and Electrolysis Establishments Registration fee	139.02	141.80	S
Additional Individual Operator Registration	43.99	44.87	S
Border Agency Accommodation Inspections	92.70	94.55	S
Return of Seized Sound Equipment (Noise Act 1996)	163.61	166.88	S
Housing Enforcement Notices under Section 49 of the Housing Act 2004	232.72	237.37	S
Houses in Multiple Occupation up to and including 5 rooms. 5 year license	613.53	625.80	S
Houses in Multiple Occupation with 6 rooms. 5 year license	657.26	670.40	S
Houses in Multiple Occupation with 7 rooms. 5 year license	700.24	714.24	S
Houses in Multiple Occupation with 8 rooms. 5 year license	743.48	758.35	S
Houses in Multiple Occupation with 9 rooms. 5 year license	786.84	802.57	S
Houses in Multiple Occupation with 9 rooms and over. 5 year license	830.08	846.68	S
Petroleum Consolidation Regulations 2014 Certificate and Licensing	Statutory Fee	Statutory Fee	S
Pest Control Charges			
Commercial Charge for all pests (per hour, minimum 1 hour)	94.34	98.00	D

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES continued

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Academy School Charge:			
Ants	68.10	78.10	D
Fleas	68.10	78.10	D
Wasps	68.10	78.10	D
Cockroaches	68.10	78.10	D
Mice	68.10	78.10	D
Rats	68.10	78.10	D
Journal or Cheque Book School Charge:			
Ants	68.10	78.10	D
Fleas	68.10	78.10	D
Wasps	68.10	78.10	D
Cockroaches	68.10	78.10	D
Mice	68.10	78.10	D
Rats	68.10	78.10	D
Domestic Charges - #:			
Ants	56.66	58.00	D
Fleas	56.66	58.00	D
Wasps	51.30	58.00	D
Cockroaches	32.70	58.00	D
Mice	32.70	38.00	D
Rats	Free	38.00	S
Regulatory Enforcement and Sanctions Act			
The first 10 hours of advice in a financial year to all businesses	Free		S
Hourly rate for additional consultancy to primary authority businesses	70.86	80.00	S
Trading Standards Services			
Fireworks			
Trading Standards Explosives Licensing	Statutory fee	Statutory fee	S
Weights and Measures charged per office hour	70.95	72.36	S
Feeding stuffs – Manufacturing (statutory fee)	451.00	Statutory fee	S
Feeding stuffs – Placing on the Market (statutory fee)	226.00	Statutory fee	S

COMMUNITY DEVELOPMENT

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
COMMUNITY CENTRES			
Activities			
Badminton	13.50	TBC	D
Climbing Wall (Adults – per hourly session)	5.40	TBC	D
Climbing Wall (Juniors – per hourly session)	3.30	TBC	D
Climbing Wall (Hire per hour inc. instructor)	65.00	TBC	D
Climbing Wall (Hire per hour with own instructor)	50.00	TBC	D
Community Groups:			
Room Hire – Hall (per hour)	11.30	TBC	D
Room Hire – Small Room (per hour)	4.90	TBC	D
Room Hire – Medium Room (per hour)	6.50	TBC	D
Room Hire – Large Room (per hour)	7.20	TBC	D
Private Groups:			
Room Hire – Hall (per hour)	14.00	TBC	D
Room Hire – Small Room (per hour)	5.70	TBC	D
Room Hire – Medium Room (per hour)	7.70	TBC	D
Room Hire – Large Room (per hour)	8.80	TBC	D
Room Hire – Large Room (per hour) Max 25 people (new charge 2023/24)	11.30	TBC	D
Commercial Groups:			
Room Hire – Hall (per hour)	17.00	TBC	D
Room Hire – Small Room (per hour) Max 4 people	7.40	TBC	D
Room Hire – Medium Room (per hour) Max 10 people	9.80	TBC	D
Room Hire – Large Room (per hour) Max 20 people	10.50	TBC	D
Room Hire – Large Room (per hour) Max 25 people (new charge 2023/24)	12.00	TBC	D
Saturday (per hour) min 3 hours	27.00	TBC	D
Sunday (per hour) min 3 hours	35.00	TBC	D
Performing Rights (of total charge)	2.00	TBC	D
Sportshall at Upton Community Centre (Adults)	40.00	TBC	D
Sportshall at Upton Community Centre (Juniors)	35.00	TBC	D

LIBRARIES

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Reservation Fees			
Items in Stock	Free	Free	D
Items Bought Into Stock	2.70	2.75	D
Items Bought Into Stock – Leisure Card Holders	1.65	1.70	D
Personal Computer Bookings			
Printing (per page) – A4 Black and White	0.15	0.15	D
Printing (per page) – A4 Colour	0.40	0.40	D
Printing (per page) – A4 Black and White – Leisure Card Holders	0.10	0.10	D
Printing (per page) – A4 Colour – Leisure Card Holders	0.25	0.25	D
Printing (per page) - A3 Black and White	0.25	0.40	D
Printing (per page) - A3 Colour	0.80	0.80	D
Printing (per page) - A3 Black and White - Leisure Card Holders	0.20	0.30	D
Printing (per page) - A3 Colour - Leisure Card Holders	0.60	0.60	D
Photocopies			
A4 (per sheet)	0.15	0.15	D
A3 (per sheet)	0.40	0.40	D
Lost Tickets			
Adults	1.50	1.60	D
Children and Leisure Card Holders	1.00	1.00	D
Room Hire			
Meeting Room 2 - Halton Lea (per hour)	18.65	19.00	D
Meeting Room 3 - Halton Lea (per hour)	18.65	19.00	D
Meeting Room 2 & 3 - Halton Lea (per hour)	37.30	38.00	D
Meeting Room 4 - Halton Lea (per hour)	10.80	11.00	D
Meeting Room 5 – Halton Lea (per hour)	18.65	19.00	D
Meeting Room 6 - Halton Lea (per hour)	18.65	19.00	D
Meeting Room 7 - Halton Lea (per hour)	12.00	12.50	D

LEISURE & RECREATION

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Swimming			
Adult (Halton LC inc Steam/Sauna)	5.30	5.80	D
Under 8's	Free	1.00	D
Adult (BRC)	4.90	5.30	D
Junior	3.00	3.20	D
Halton Leisure Card (HLC)	3.40	3.70	D
Family Swim (2 x adults & 2 x juniors)	12.00	13.00	D
Splash and Play	5.30	5.80	D
Aquababes	6.00	6.50	D
Private lesson 121	20.00	22.00	D
Private lesson 221	25.00	27.50	D
Child Swim Lesson - 30 min membership	26.50	28.50	D
Child Swim Lesson - 60 min membership	32.50	37.00	D
Adult Swimming Lessons (12)	79.50	86.00	D
Sport Works membership	34.30	37.00	D
Crash Course - 30 min (5 day)	29.70	32.00	D
Certificate and badge	2.50	2.75	D
School Swimming Lesson (45 min lesson)	33.00	45.00	D
Runcorn Cycle Club Swim	3.40	3.70	D
Memberships			
Single Membership Gold- Annual Upfront payment £374	29.00	34.00	D
Off Peak Membership Silver - Annual Upfront Payment £264	15.99	24.00	D
HLC Membership	20.50	21.00	D
Gym only membership (BRC)	18.30	20.00	D
Teen Membership (11 - 17 years)	18.00	20.00	D
Family Membership - x1 Adult x3 Children (8-17) criteria (registered at same household) - new for 2025/26	0.00	55.00	D
Family Membership - x1 Adult x3 Children (8-17) criteria (registered at same household) HLC Rate -new for 2025/26	0.00	34.00	D
Family Membership - x2 Adult x2 Children (8-17) criteria (registered at same household) - new for 2025/26	0.00	70.00	D
Family Membership - x2 Adult x2 Children (8-17) criteria (registered at same household) HLC Rate -new for 2025/26	0.00	44.00	D
Activities			
Bowls – room hire – Remove the entry fee and provide a hall hire price with a 25% club discount	58.00	45.00	D
Men's 50+ Badminton	4.80	9.30	D
Badminton Club Hire (Per court, 55 mins)	8.50	9.30	D
Badminton Club Hire Off Peak New 25/26 (Per court, 55 mins)	0.00	9.30	D
Badminton Court Hire (Per court, 55 mins) - Adults up to 4 Players	13.50	14.00	D
Badminton Court Hire (Per court, 55 mins) - Juniors up to 4 players - New 25/26	0.00	10.00	D
Badminton Court Hire (Per court, 55 mins) x2 Adult, x2 Junior - New 25/26	0.00	12.00	D
Netball Leagues - Switch from full day rate to hourly rate 25/26	326.00	55.00	D
Back to Netball - Switch from per person to per court rate 25/26	4.00	30.00	D
Walking Netball - Court Rate	2.80	30.00	D
Walking Football - Court Rate	2.80	30.00	D
Squash Adult - Switch from per person to per court rate 25/26	4.75	10.50	D
Squash Junior - Switch from per person to per court rate 25/26	2.40	6.00	D
Squash x1 Adult x1 Junior new 25/26	0.00	8.25	D
Casual Gym/Aerobics	5.95	6.50	D
Table Tennis court hire (per court, 55 mins) (Adults up to 4 players only)	0.00	14.00	D
Badminton court hire (per court, 55 mins) (Junior up to 4 players only)	0.00	10.00	D
Badminton court hire (per court, 55 mins) (x2 Adult, x2 Junior only)	0.00	12.00	D
Table Tennis court hire – Off Peak (9am-4pm Mon-Fri)	0.00	9.30	D
Half Hall Booking Halton LC (55 mins)	0.00	30.00	D
Half Hall Booking Halton LC (55 mins) (off peak)	NEW	22.50	D
Full Hall Booking Halton LC (55mins)	0.00	60.00	D
FullHall Booking Halton LC (55 mins) (off peak)	NEW	45.00	D
Half Hall Booking Halton LC Junior sports activities (55 mins)	0.00	25.00	D

LEISURE & RECREATION....continued

Activities...continued	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Full Hall Booking Halton LC Junior sports activities (55 mins)	0.00	55.00	D
Swimming Pool (Club)- £15 per lane/per hour	0.00	15.00	D
Swimming Pool (Private)- £20 per lane/per hour	0.00	20.00	D
Exercise Studio	0.00	30.00	D
Community Rooms 1, 2 & 3 (per hour)	0.00	20.00	D
Full Hall Booking Adult BRC	70.00	75.00	D
Half Hall Booking Adult BRC	35.00	40.00	D
Half Hall Booking Junior BRC	25.00	30.00	D
Full Hall Booking Junior BRC	50.00	65.00	D
Gymnasium Adult BRC	28.00	30.00	D
Gymnasium Junior BRC	20.00	22.00	D
Astro Casual Adult/Junior (Quarter)	30.00	32.00	D
Astro Casual Adult/ Junior (Half)	45.00	48.00	D
Astro Casual Adult/Junior (Full)	85.00	90.70	D
Astro Partner Club (Quarter)	24.00	25.60	D
Astro Partner Club (Half)	35.00	38.40	D
Astro Partner Club (Full)	70.00	72.56	D
Astro Commercial (Quarter)	40.00	42.68	D
Astro Commercial (Half)	60.00	64.00	D
Astro Commercial (Full)	120.00	128.00	D
Parties (BRC) - Multi - Full Hall	150.00	180.00	D
Parties (BRC) Half Hall	125.00	150.00	D
Parties (KLC) - Multi - Full Hall	150.00	300.00	D
Parties (KLC) Half Hall	125.00	280.00	D
Soft Play Mon – Fri (Gold member children- half price entry Max 4 Children)	0.00	6.00	D
Soft Play Sat/Sun	0.00	7.50	D
Soft Play – registered childminders/foster carers ID required – max 4 children (term time only) Mon – Fri between 9am-3pm only.	0.00	2.60	D
Soft Play – Foster carers ID required – max 4 children weekends	0.00	3.90	D
Soft Play – tea time 3:30pm – 5:00pm Mon – Fri term time only (food inc)	0.00	7.80	D
Soft Play – exclusive use (up to 30 children) – food included 5pm – 6:45pm midweek and 1:30pm – 3:15pm Sat/Sun -	0.00	360.00	D
Soft Play – part non-exclusive (up to 15 children) – food included - Weekday Rate	0.00	150.00	D
Soft Play – part non-exclusive (up to 15 children) – food included - Weekend Rate	0.00	180.00	D
Halton Leisure Card	4.00	5.00	D

WASTE & ENVIRONMENTAL IMPROVEMENT SERVICES

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Waste Management			
Charge for a new or replacement wheeled bin	34.50	35.50	D
Charge for the collection of bulky household items (Up to 3 items)	29.75	31.00	D
Charges for the collection of an additional bulky item (To a maximum of 3 additional items)	7.75	8.00	D
Charge for collection of Electrical items, fridges and freezers (per item - max 2 per visit)	NEW	17.00	D
Charge for collection of POPS items (waste that contains a persistent organic pollutant) - per item	NEW	17.00	D
Charge for collection of garden waste (per bin)	43.00	50.00	D
**Charge for collection of an abandoned shopping trolley	65.75	68.00	D
**Charge for storage of an abandoned shopping trolley (per day)	6.75	7.00	D
**Charge for the return of an abandoned shopping trolley to the owner	66.00	68.00	D
**Charge for the disposal of an abandoned shopping trolley	66.00	68.00	D

STADIUM and CATERING

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Room Hire			
Bridge Full Day Room & AV Package	500.00	500.00	D
Bridge Half Day & AV Package	NEW	250.00	D
Karalius Full Day & AV Package	350.00	350.00	D
Karalius Half Day	NEW	175.00	D
Single Box	95.00	95.00	D
Double Box Full Day	150.00	150.00	D
Double Box Half Day	NEW	75.00	D
Triple Box Full Day	200.00	200.00	D
Triple Box Half Day	NEW	100.00	D
Pitch Hire			
*1/4 Hire - Off Peak	55.00	55.00	D
*1/2 Hire - Off Peak	110.00	110.00	D
*Full Pitch Hire - Off Peak	220.00	220.00	D
**1/4 Hire - Peak	70.00	70.00	D
**1/2 Hire - Peak	140.00	140.00	D
**Full Pitch Hire - Peak	265.00	265.00	D
Full Pitch Hire with Spectators	POA	POA	D
Sports Hall Hire			
Full Dry Sports Hall Hire - Adult Activity (Per Hour)	NEW	59.50	D
2/3 Dry Sports Hall Hire - Adult Activity (Per Hour)	NEW	41.50	D
1/3 Dry Sports Hall Hire - Adult Activity (Per Hour)	NEW	21.00	D
Full Dry Sports Hall Hire -Weekend (8 hours)	NEW	835.00	D
Full Dry Marquee Hire (Room Only Per Event)	NEW	800.00	D
Full Hall Hire & Stage, PA & Sound Tech - Music Event	NEW	POA	D
Sports Hall Hire			
SW Concourse (Per Hour)	NEW	22.50	D
Miscellaneous			
Flipchart & Pens	NEW	15.00	D
Microphone (additional to AV package)	NEW	25.00	D
Laptop	NEW	50.00	D
Light Up Dance Floor	NEW	250.00	D
TV screen (Portable)	NEW	50.00	D
Uplighters (per unit)	NEW	10.00	D
Red Carpet and Scoreboard message	NEW	25.00	D
Hospitality			
Waitress Service	NEW	POA	D
VIP Area/Additional Bar	NEW	125.00	D
Late Bar	NEW	POA	D
Corkage per Bottle (Wine)	NEW	10.00	D
Corkage per Bottle (Beer)	NEW	4.00	D
Advertising - Outdoor Screen			
Weekly	NEW	20.00	D
Monthly	NEW	65.00	D
Quarterly	NEW	180.00	D
BiAnnual	NEW	340.00	D
Annual	NEW	650.00	D

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
PROPERTY SERVICES			
Industrial Estate Service Charges	Based on actual costs for the preceding year with uplift for inflation	Based on actual costs for the preceding year with uplift for inflation	D
ADULT LEARNING CLASSES – Note – Charges do not cover full cost of course, external grant covers the full remaining cost			
Maths	Nil	nil	D
English	Nil	nil	D
HEP Employability Skills	Nil	nil	D
Employability Skills	Nil	nil	D
10 Week Courses	64.80	60.00	D
22 Week Courses + £30 registration fee	129.60	120.00	D
33 Week Courses + £30 registration fee	226.80	180.00	D
Wellbeing Courses	nil	nil	D
Any course that does have a fee attached may be subject to fee remission (either 50% or 100%) dependant on which benefits the learner may be claiming			
Runcorn Town Hall Room Hire Charges per hour			
Committee Room 1 - 18 people	14.00	15.00	D
Committee Room 2 - 12 people	13.00	14.00	D
Civic Suite - 30 people or 50-60 theatre style	30.00	32.00	D
Chamber 80-90 people	46.00	49.00	D
Kingsway Learning Centre Room Hire Charges per hour (10% discount for 6 meetings or more)			
Room 10A - 15 people	12.00	13.00	D
Room 11 - 15 people	12.00	13.00	D
Room 15 - 15 people	12.00	13.00	D
Room 13 - 30 people	21.00	22.00	D

THE BRINDLEY

	2025/26	2026/27	Statutory / Discretionary Charge (S/D)
The Theatre			
Commercial Hirers (1 performance or up to 8 hours):			
Monday to Thursday	1,400.00	1,441.66	D
Friday to Sunday	1,583.33	1,633.33	D
Community Hirers (1 performance or up to 8 hours):			
Monday to Thursday	840.00	865.00	D
Friday and Saturday	950.00	980.00	D
Rehearsal Performance per 4 Hours (Monday to Thursday)	408.33	420.83	D
The Studio			
Per 8 hour performance with technical support:			
Monday to Thursday	387.50	400.00	D
Friday, Saturday and Sunday	450.00	466.66	D
Per 4 hour rehearsal with technical support:			
Monday to Thursday	233.33	241.66	D
Friday, Saturday and Sunday	279.17	287.50	D
Per 4 hours dressing room facility:			
Monday to Sunday	191.67	200.00	D
Per 8 hours dressing room facility:			
Monday to Sunday	287.50	295.83	D
Per 12 hour dressing room facility:			
Monday to Sunday	383.33	395.83	D
Workshops Per 1 hour (studio):			
Monday to Thursday (10am – 5pm) per hour	41.67	45.83	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	D
Workshops Per 4 hours (studio):			
Monday to Thursday (10am – 5pm)	250.00	258.33	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	
Education Room Hire			
Hourly Rate	25.00	30.00	D
Technical Support	POA	POA	D

	2025/26	2026/27	Statutory / Discretionary Charge (S/D)
Additional Charges			
Inclusion within the Brindley season Brochure	208.33	220.83	D
Brindley Website Facebook Advert	POA	POA	D
Brindley to manage ticket sales (per ticket)	0.46	0.46	D
Programme/Merchandise sales by Brindley staff	104.17	125.00	D
Merchandise Sales for Hirer by a Third Party (Per Show)	41.67	83.33	D
Additional technicians (per hour)	19.58	20.41	D
Pre rig (sound, lighting or stage) (Monday to Friday)	POA	POA	D
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	POA	POA	D
Use of the orchestra pit	33.33	33.33	D
Use of the Orchestra Pit (3 days +) Inclusive when hiring Brindley Theatre	Nil	Nil	D
Music Stands and Lights –			
Smoke Machine (day)	25.00	29.16	D
Smoke Machine (3 days +)	75.00	87.50	D
Haze Machine (day)	25.00	29.16	D
Haze Machine (3 days +)	75.00	87.50	D
Radio Mics (each)	31.67	31.67	D
Radio Mics (3 days +) (per mic)	95.00	95.00	D
Music Stand and Light (day)	4.17	4.17	D
Music Stand and Light (3 days +)	12.50	12.50	D
Theatre Projector (day)	141.67	150.00	D
Theatre Projector (3 days +)	425.00	450.00	D
Studio Projector and Screen (day)	79.17	83.33	D
Studio Projector and Screen (3 days +)	237.50	250.00	D
Desktop Projector Education Room (day) - New 2023/24	33.33	33.33	D
Desktop Projector Education Room (3days +) - New 2023/24	100.00	100.00	D
TV Monitor 65' and Stand (day)	66.67	66.67	D
TV Monitor 65' and Stand (3 days +)	200.00	200.00	D
Harlequin Dance Floor (day)	91.67	108.33	D
Harlequin Dance Floor (3 days +)	275.00	325.00	D
Star Cloth (day)	95.83	100.00	D
Star Cloth (3 days +)	287.50	300.00	D
Gauze (day)	50.00	50.00	D
Gauze (3 days +)	150.00	150.00	D
Pyrotechnics (day)	POA	POA	D
Pyrotechnics (week)	POA	POA	D
Steinway Grand Piano – (Theatre only) (day)	150.00	150.00	D
Steinway Grand Piano – (Theatre only) (3 days +)	450.00	450.00	D
Steinway Grand Piano tune (Theatre only) (weekday)	POA	POA	D
Steinway Grand Piano tune (Theatre only) (weekend)	POA	POA	D
Post show bar	133.33	166.66	D
Corkage Per Bottle (Wine)	8.33	10.00	D
Café Facility Per Hour (outside of normal opening hours) OR Café Space Hire	54.17	83.33	D
Movers Package (12) (Beam/Wash) (Day)	166.67	166.67	D
Movers Package (12) (Beam/Wash) (3 Days+)	500.00	500.00	D

REGISTRARS SERVICE**

	2025/26	2026/27	Statutory / Discretionary Charge (S/D)
Boston Suite and Lounge			
Monday to Thursday	370.00	390.00	D
Friday	430.00	450.00	D
Saturday	480.00	500.00	D
Sunday (11am to 1pm)	530.00	550.00	D
Bank Holiday	630.00	650.00	D
Civic Suite, Runcorn Town Hall			
Monday to Thursday	480.00	500.00	D
Friday	480.00	500.00	D
Saturday	530.00	590.00	D
Sunday (11am to 1pm)	580.00	640.00	D
Bank Holiday	680.00	740.00	D
Leiria or Members Room, Runcorn Town Hall			
Monday to Thursday	430.00	450.00	D
Friday	430.00	450.00	D
Saturday	480.00	540.00	D
Sunday (11am to 1pm)	530.00	590.00	D
Bank Holiday	630.00	690.00	D
Council Chamber Runcorn Town Hall and Approved Premises			
Monday to Thursday	590.00	610.00	D
Friday	590.00	610.00	D
Saturday	650.00	710.00	D
Sunday	750.00	810.00	D
Bank Holiday	850.00	910.00	D
Note** - All charges are listed as discretionary but do include a statutory element applied by the General Registry Office			

REPORT TO: Executive Board

DATE: 13 March 2025

REPORTING OFFICER: Finance Director

PORTFOLIO: Corporate Services

SUBJECT: 2024/25 Spending as at 31 January 2025

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To report the Council's overall revenue net spend position as at 31 January 2025 together with a 2024/25 forecast outturn position.

2.0 RECOMMENDED: That;

- (i) 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;**
- (ii) Executive Directors continue to implement the approved savings proposals for 2024/25 and 2025/26 as detailed in Appendix 4;**
- (iii) Council be asked to approve the revisions to the capital programme set-out in paragraph 3.22 and incorporated within Appendix 3;**
- (iv) 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 31 January 2025 and Appendix 2 provides detailed figures for each individual Department. In overall terms, net Council spending as at 31 January 2025 is £15.487m over budget. The outturn forecast for the year estimates that net spending will be over budget by £18.906m if no corrective action is taken.
- 3.2 The forecast outturn overspend has improved by £1.851m from the amount reported on 16 January 2025. Whilst the financial position for the year remains deeply concerning the forecast outturn is a significant

improvement. The improvement largely relates to reduced net spend estimates across Children Services. Further information regarding significant departmental variances is included within the report and departmental figures are included in Appendices 1 and 2.

- 3.3 Over the two month period since the last reported position, financial focus workshops led by the Chief Executive have taken 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 Ordinarily, where net spend is exceeding available resources for the year, the Council would have used reserves to achieve a balanced position. Due to decreasing levels, the Council are not in a position 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 (over 20 years) from the Public Works Loans Board (PWLB). EFS provides permission to borrow and does not provide grant funding. On 20 February 2025 MHCLG confirmed the Deputy Prime Minister is minded to approve a capitalisation direction of a total not exceeding £52.8 million over the period 2024/25 and 2025/26. The position will only be confirmed following an external assurance review to be undertaken in the summer of 2025.
- 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 and the Adults Directorate. Against Children & Families net spend for the year is forecast to be £6.817m (16.2%) above 2023/24 actual spend. Against the Adults Directorate net spend for the year is forecast to be £4.557m (7.5%) higher than 2023/24 actual spend.
- 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 Q4 only includes data for one months, January.

	2024/25					2023/24
	Q1 £'000	Q2 £'000	Q3 £'000	Q4 to Date £'000	Total £'000	Total £'000
Adult Social Care	1,341	1,656	1,210	1,241	5,448	5,927
Chief Executives Delivery Unit	132	179	239	82	632	0
Children & Family Services	1,283	1,432	1,321	400	4,436	6,157
Community & Greenspace	116	129	104	33	382	336
Economy, Enterprise & Property	86	105	110	38	339	343
Education, Inclusion & Provision	99	78	53	14	244	393
Finance	14	42	31	8	95	56
Legal & Democratic Services	253	274	212	41	780	814
Planning & Transportation	94	85	19	3	201	206
Public Health & Public Protection	11	10	1	0	22	21
Total	3,429	3,990	3,300	1,860	12,579	14,253

- 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 £20.997m (14.1%).

Revenue - Operational Spending

- 3.13 Operational net spending for the first ten months of the year is higher than the budget to date by £15.487m Based on current forecasts it is estimated net spend will be over budget for the year by £18.906m 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 estimated forecast overspend position at the end of 2024/25 has reduced by £1.616m since last reported at 30 November 2024.

Significant investment as part of a Children’s Social Care improvement plan has helped to reduce the forecast overspend position as well as reductions in agency and placement costs.

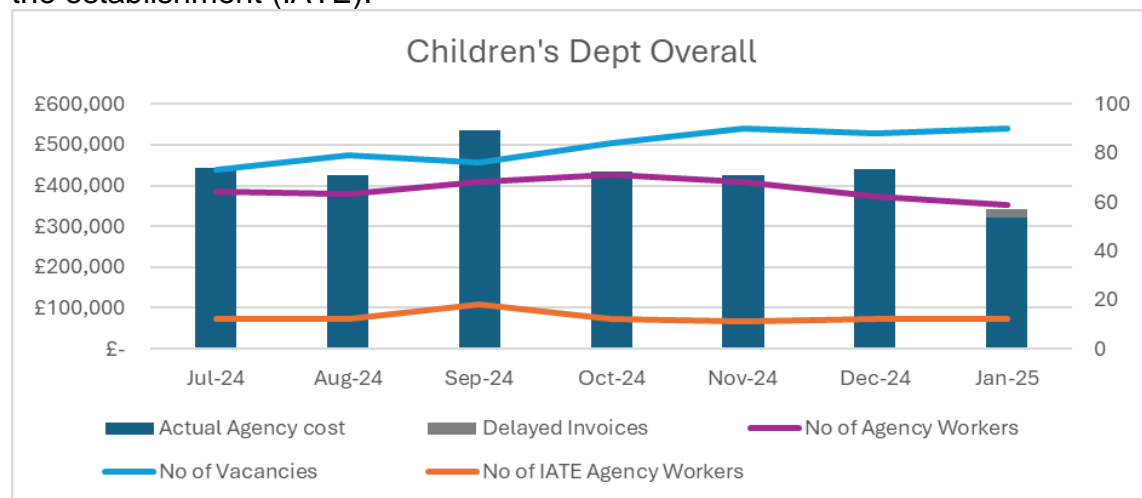
Although that there is a reduction in estimated forecast overspend across the Children’s and Families department the overspend is still an area of serious concern and the issues remain the same. The difficulty in the recruitment of social workers and the subsequent extortionate agency costs, along with the 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 £1.994m this is a reduction of £0.624m based on information available at 31 January 2025.

The reduction mainly relates to an agreed investment within children’s services which has resulted in the establishment of 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 £0.501m (funded from contingency) has been provided for some of the newly established posts which has helped reduce the overspend position.

The chart below demonstrates agency cost that cover the month of April to January based on the period that was worked, the number of agency members of staff that the Council have received an invoice for within each period, the number of vacancies across the department and the number of staff that are currently in addition to the establishment (IATE).

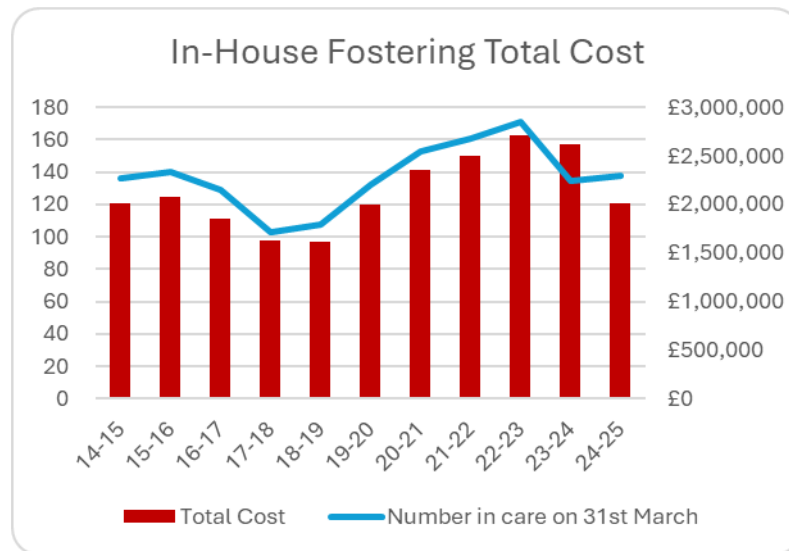


Various workstreams are in place to target the difficulties in recruitment, including a recruitment work group, social work academy and market supplements for applicable posts.

The chart above shows the level of agency has consistently reduced since October this is due to a number of agency converting to vacant positions and external recruitment which has resulted agency staff being stepped down.

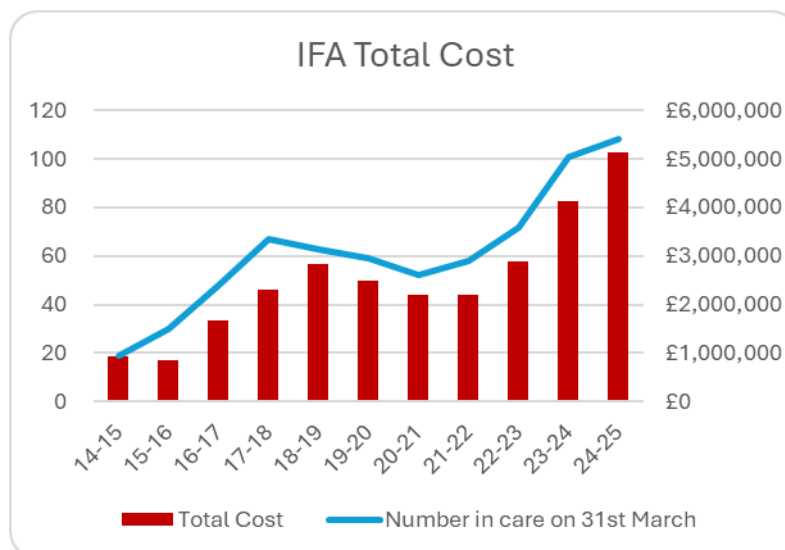
Fostering

Inhouse fostering placements is estimated to be £0.348m under budget profile for financial year 2024/25. Inhouse fostering budgets were increased to support the budget pressure in this area.



Work continues to recruit and retain Halton’s In-house foster carers, along with training to develop carers enabling them to accommodate more specialist placements. This therefore means that costs could increase. However, the ability to accommodate young people within in-house provision provides a substantial saving in comparison to Independent Fostering Agency (IFA) or residential care.

Increasing numbers of children in care and insufficient in-house fostering provision has meant increased reliance on IFA. Higher numbers of children placed within IFA provision and increased IFA rates has resulted in an estimated forecast overspend for the end of 2024/25 as £0.886m.



Residential Care

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

Provision	Weekly Costs	31-Jan-25		30-Nov-24	
		No. Placed	Estimated cost for the year	No. Placed	Estimated cost for the year
Residential	£1000 - £3000	4	488,662	4	476,360
Residential	£3001 - £5000	27	5,108,252	25	4,956,870
Residential	£5001 - £7000	26	6,737,694	26	7,413,389
Residential	£7001 - £15982	16	9,452,930	17	9,291,964
Secure	£6397 - £8137				
Leaving Care	£443 - £7175	11	2,134,843	14	2,341,056
Parent & Child	£2000 - £5500	7	774,025	7	913,562
Total:		91	24,696,405	93	25,393,201

At the end of financial year 24/25 the estimated overspend is £6.410M over budget for residential placements this has reduced by £0.784m since last reported.

Overall cost of packages are increasing due to the complexity of support the young people require as well as standard 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 last year, 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 a High Cost Placement Panel where high cost packages are individually scrutinized to ensure the placement is

right for the young person and at the best available cost for the placement.

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 previous years.



(ii) **Adult Social Care Directorate**

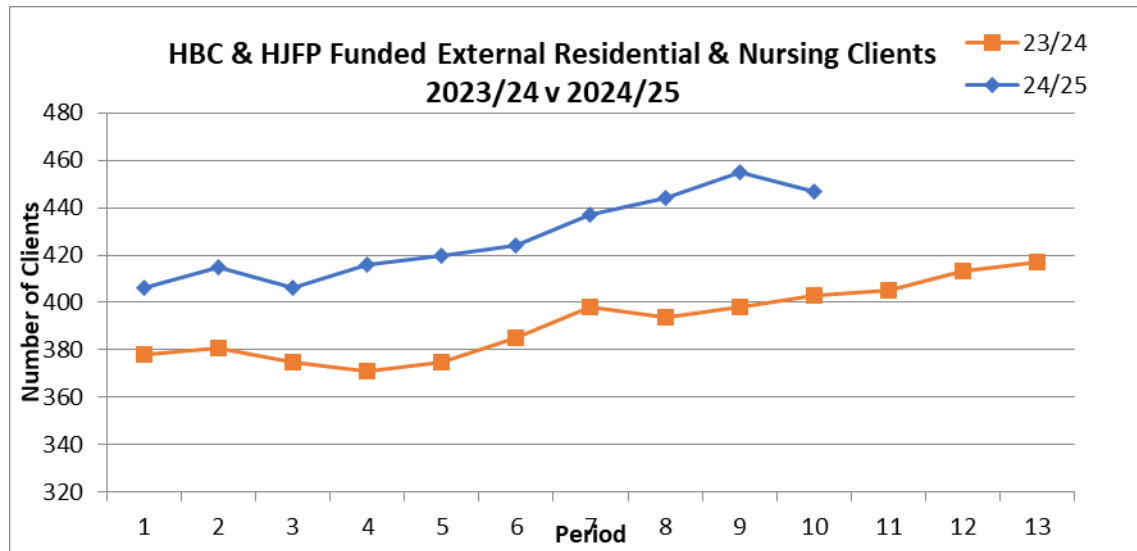
Community Care

At the end of January 2025 expenditure on Community Care services is over budget profile by £2.679m. It is anticipated that at the end of the financial year it will be overspent by £3.527m. This is an increase of £0.585m from the previous position reported at the end of November 2024.

Residential & Nursing Care

There are currently 447 residents in permanent external residential/nursing care as at the end of January 2025 compared to 444 in November, an increase of 0.6%. Compared to the 2023/24 average of 391 this is an increase of 14.3%. The average cost of a package of care in the current year for the same period has increased from £873.48 to £902.99 an increase of 3.3%. Based on this average cost, the 3 additional service users from November to January will cost approximately £0.032m to year end. In addition there is an increase in supplementary invoices during this period, amounting to £0.223m.

The graph below illustrates the demand for permanent placements.



Additional 1:1 hours in care homes currently cost the Council £0.023m per week. Spend to date is £0.596m for 30 individuals (27,432hrs), the forecast to year end is circa £0.803m.

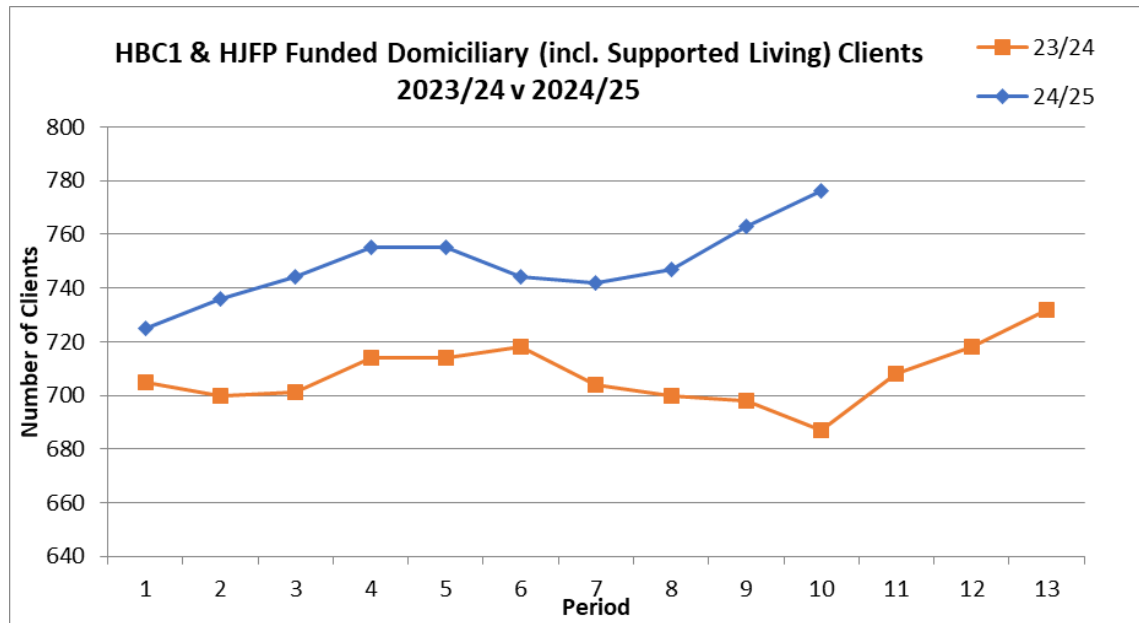
There are 76 care homes charging an additional payment over and above the contracted framework bed price. The current cost of additional payments is £0.012m per week, circa £0.610m per annum.

Domiciliary Care & Supported Living

There are currently 776 service users receiving a package of care at home compared to 747 in November, an increase of 29 (3.8%). However, the average number of service users during 2023/24 was 707, so there has been an increase of 9.8% demonstrating that demand for the service has increased this financial year.

The average cost of a package of care has increased by 5.3% from £450.89 to £475.14.

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

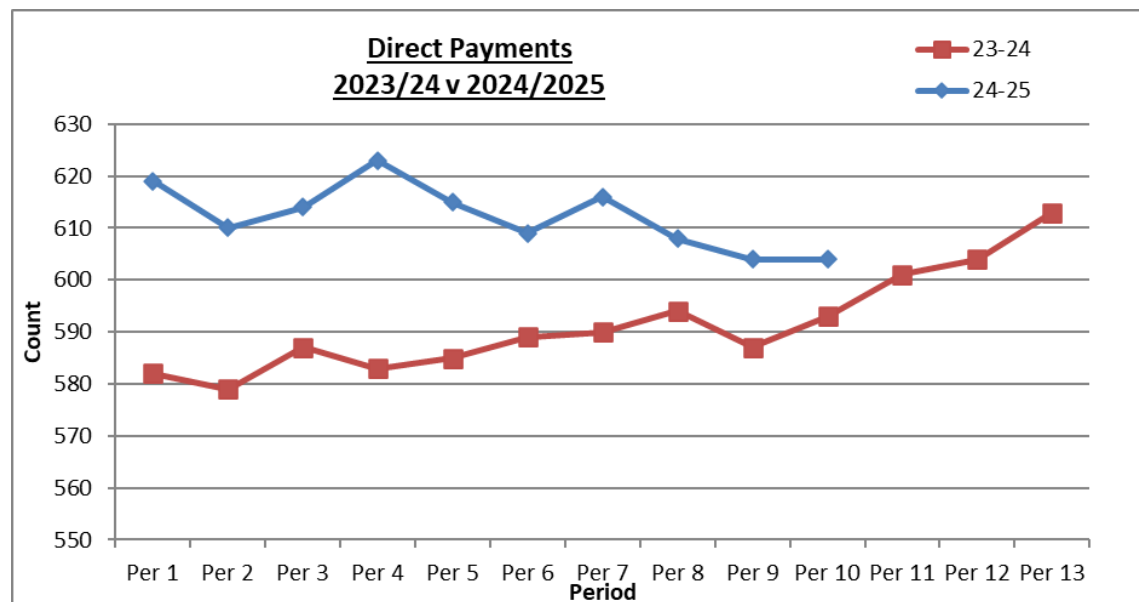


Direct Payments

In January 604 clients received a Direct Payment (DP) compared with 608 in November, a decrease of 0.6%. However, the average number of DP's in 2023/24 was 591, therefore there has been an increase of 2.2% on last year's average.

The average cost of a package of care has decreased since November from £471.94 to £438.54 in January, a reduction of 7.1%.

The forecast position for Direct Payments assumes an amount of £1.6m will be recovered from service users following an audit to seek assurance 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 31 January 2025 across the Division is over budget profile by £1.020m. The forecast for the end of 2024/25 financial year is an estimated outturn position of £1.159m 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 January 2025 total agency spend across the care homes reached £3.034m, 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.

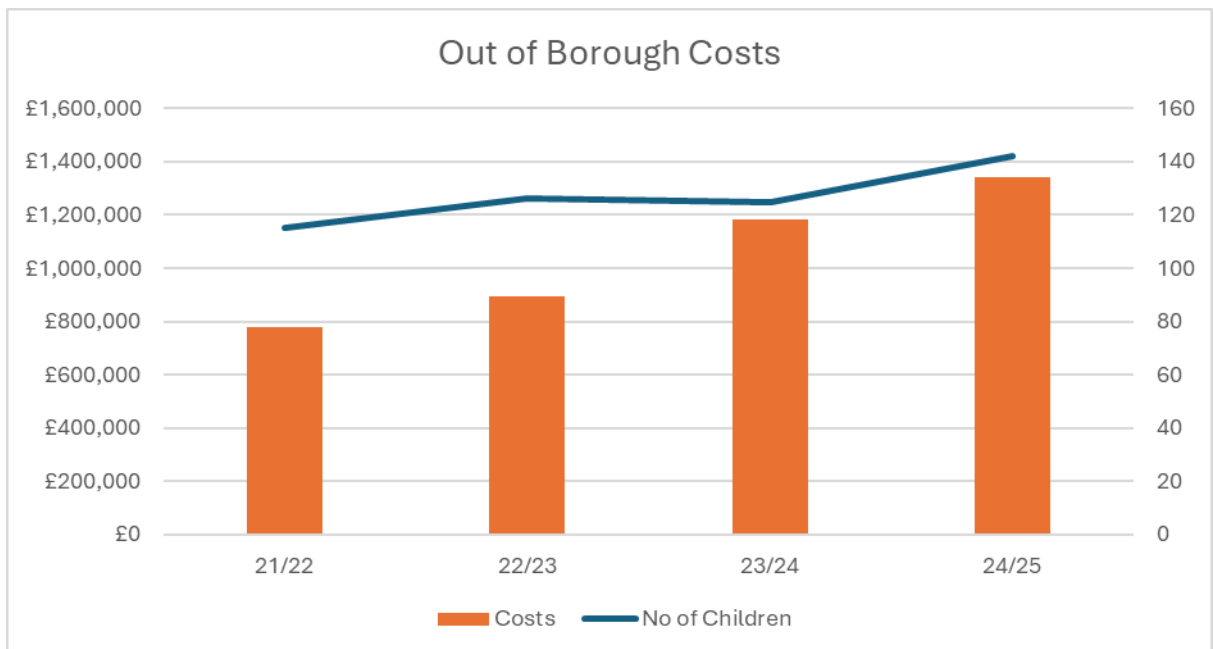
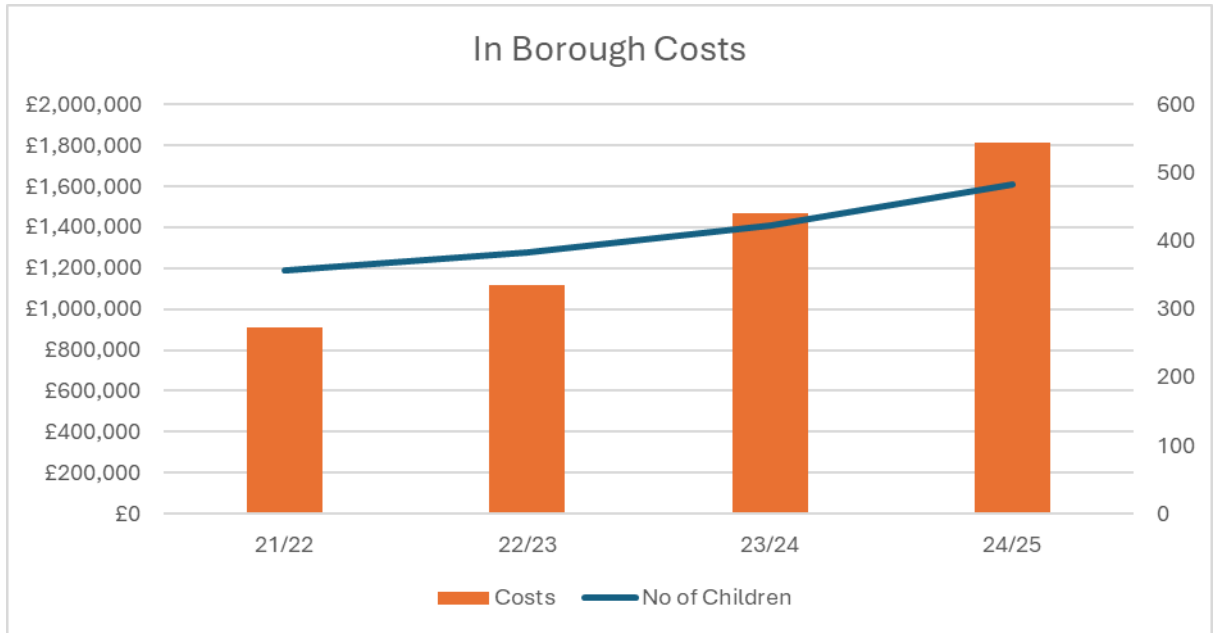
The table below illustrates the split between the two areas, and how each areas spend compares to the budget.

2024-25 as at Jan-25					
Area	Number of Users	Budget £000	Projected Spend £000	Variance £000	Average Cost per User
In Borough	482	1826	1812	14	£3,759.16
Out of Borough	142	491	1343	(852)	£9,459.70
Total	624	2317	3155	(838)	

The current records show 624 service users, the majority of which attend schools within the Borough. The Out of Borough overspend has increased from the previous reporting period from £0.797m 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.

Income figures have changed compared to previous reports due to a review of departmental earmarked reserves and £0.420m being released to the General Fund.

(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 £0.596m.

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 £0.819m under budget at the end of the 2024/25 financial year. This is an improved position from the expected £0.616m forecasted at the end of November 2024.

The largest contributor to the underspend is in relation to spend on Employees, which is currently forecast to be £0.951m 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 January 2025 is 89.01% which is 0.08% 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. £2.205m (12.52%) 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 92.70% which is 3.21% higher than the collection rate at the same point last year.

£2.057m has so far been collected this year in relation to previous years' debt.

Review of Reserves

- 3.17 As at 31 January 2025 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 31 January 2025.

Summary of General and Earmarked Reserves	
Reserve	Reserve Value £m
Corporate:	
General Fund	5.149
Transformation Fund	6.355
Capital Reserve	0.499
Insurance Reserve	1.000
Specific Projects:	
Adult Social Care	0.507
Fleet Replacement	0.454
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
Grants:	
Building Schools for the Future	6.529
Public Health	0.232
Supporting Families Performance Payments	0.114
Children's & Education	0.741
Domestic Abuse	1.186
Enterprise & Employment	0.112
Various Other	0.767
Total Earmarked Reserves	52.753

- 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. Included in the list below is a number of schemes which have been revised where profiles have been moved forward to 2025/26. 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:

- I. Basic Need Projects
- II. SEND capital allocation
- III. SCA unallocated
- IV. Childcare Expansion
- V. Stair Lifts
- VI. Joint Funding RSL Adaptations
- VII. Madeline McKenna Refurbishment
- VIII. St Lukes Care Home
- IX. St Patricks Care Home
- X. Foundary Lane Residential Area
- XI. Sci-tech Daresbury Project Violet
- XII. Port of Weston
- XIII. Street Lighting - Structural Maintenance
- XIV. Street Lighting – Upgrades
- XV. Risk Management
- XVI. Fleet Replacements
- XVII. Mersey Gateway Handback Land
- XVIII. Halton Smart Microgrid

- 3.23 Capital spending at 31 January 2025 totalled £33.9m, which represents 66.9% of the total revised Capital Programme of £50.7m (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 31 January 2025, net revenue spend is forecast to be £18.906m 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 successfully applied to Government for Exceptional Financial Support (EFS).

4.3 Departments should continue to ensure that all spending continues to be restricted 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**

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

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

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

6.5 **Working Towards a Greener Future**

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 above.

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 31 January 2025

APPENDIX 1

Directorate / Department	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (Overspend) £'000	January 2025 Forecast Outturn (o'spend) £'000	November 2024 Forecast Outturn (o'spend) £'000
Adult Social Care	22,925	19,355	19,734	(379)	(467)	(456)
Care Homes`	9,989	8,332	9,352	(1,020)	(1,159)	(1,245)
Community Care	16,460	15,255	17,934	(2,679)	(3,527)	(2,951)
Complex Care Pool	10,706	5,191	4,843	348	189	234
Adults Directorate	60,080	48,133	51,863	(3,730)	(4,964)	(4,418)
Finance	5,030	5,143	4,958	185	95	(162)
Legal & Democratic Services	-621	-482	492	(974)	(1,101)	(1,137)
ICT & Support Services	2,278	981	1,475	(494)	(596)	(657)
Chief Executives Delivery Unit	1,169	845	924	(79)	(90)	(14)
Chief Executives Directorate	7,856	6,487	7,849	(1,362)	(1,692)	(1,970)
Children & Families	38,866	28,142	36,665	(8,523)	(10,087)	(11,702)
Education, Inclusion & Provision	9,771	6,924	7,932	(1,008)	(1,240)	(1,598)
Children's Directorate	48,637	35,066	44,597	(9,531)	-11,327	(13,300)
Community & Greenspace	25,369	18,364	17,865	499	819	616
Economy, Enterprise & Property	2,335	1,031	944	87	116	123
Planning & Transportation	8,405	5,519	5,026	493	336	528
Environment & Regeneration Directorate	36,109	24,914	23,835	1,079	1,271	1,267
Corporate & Democracy	-4,477	-4,657	-2,649	(2,008)	(2,272)	(2,418)
Public Health Directorate	1,291	-962	-1,032	70	82	82
Total Operational Net Spend	149,496	108,981	124,463	(15,482)	(18,902)	(20,757)

Adult Social Care

APPENDIX 2

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	17,595	14,633	13,695	938	1,127
Agency- Covering Vacancies	4	3	1,066	(1,063)	(1,275)
Premises	482	435	401	34	41
Supplies & Services	769	673	864	(191)	(229)
Aids & Adaptations	37	30	37	(7)	(9)
Transport	242	201	328	(127)	(149)
Food & Drink Provisions	214	178	166	12	14
Supported Accommodation and Services	1,385	1,154	979	175	210
Emergency Duty Team	115	36	36	0	0
Transfer To Reserves	210	0	0	0	0
Contracts & SLAs	1,090	910	906	4	6
Housing Solutions Grant Funded Schemes					
Homelessness Prevention	502	418	407	11	0
Rough Sleepers Initiative	167	75	67	8	0
Trailblazer	72	43	43	0	0
Total Expenditure	22,884	18,789	18,995	(206)	(264)
Income					
Fees & Charges	-910	-754	-732	(22)	(27)
Sales & Rents Income	-480	-423	-456	33	39
Reimbursements & Grant Income	-2,058	-1,051	-1,072	21	25
Capital Salaries	-121	-91	-91	0	0
Transfer from Reseres	-164	-164	-164	0	0
Housing Schemes Income	-703	-661	-666	5	0
Total Income	-4,436	-3,144	-3,181	37	37
Net Operational Expenditure	18,448	15,645	15,814	(169)	(227)
Recharges					
Premises Support	529	441	441	0	0
Transport Support	582	475	685	(210)	(240)
Central Support	3,465	2,887	2,887	0	0
Asset Rental Support	13	0	0	0	0
Recharge Income	-112	-93	-93	0	0
Net Total Recharges	4,477	3,710	3,920	(210)	(240)
Net Departmental Expenditure	22,925	19,355	19,734	(379)	(467)

Care Homes

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
<u>Madeline Mckenna</u>					
Employees	698	582	553	29	30
Agency - covering vacancies	0	0	99	(99)	(119)
Other Premises	101	77	81	(4)	0
Supplies & Services	20	13	19	(6)	(6)
Food Provison	48	36	41	(5)	(1)
Total Madeline Mckenna Expenditure	867	708	793	(85)	(96)
<u>Millbrow</u>					
Employees	2,057	1,744	1,099	645	665
Agency - covering vacancies	3	3	846	(843)	(952)
Other Premises	129	100	128	(28)	(33)
Supplies & Services	61	45	75	(30)	(31)
Food Provison	78	33	39	(6)	1
Total Millbrow Expenditure	2,328	1,925	2,187	(262)	(350)
<u>St Luke's</u>					
Employees	2,883	2,451	1,920	531	685
Agency - covering vacancies	433	433	1,257	(824)	(999)
Other Premises	172	132	214	(82)	(89)
Supplies & Services	60	41	82	(41)	(42)
Reimbursements & other Grant Income	-248	-226	-226	0	0
Private Client Income 1:1	-81	-81	-81	0	0
Food Provison	120	100	117	(17)	(17)
Total St Luke's Expenditure	3,339	2,850	3,283	(433)	(462)
<u>St Patrick's</u>					
Employees	1,838	1,531	1,030	501	608
Agency - covering vacancies	42	42	832	(790)	(944)
Other Premises	157	121	122	(1)	(3)
Supplies & Services	64	47	42	5	8
Food Provison	122	102	92	10	11
Reimbursements & other Grant Income	-21	-21	-21	0	0
Total St Patrick's Expenditure	2,202	1,822	2,097	(275)	(320)
<u>Care Homes Divison Management</u>					
Employees	306	254	215	39	73
Supplies & Services	0	0	4	(4)	(4)
Care Home Divison Management	306	254	219	35	69
Net Operational Expenditure	9,042	7,559	8,579	(1,020)	(1,159)
Recharges					
Premises Support	264	220	220	0	0
Transport Support	0	0	0	0	0
Central Support	683	553	553	0	0
Asset Rental Support	0	0	0	0	0
Recharge Income	0	0	0	0	0
Net Total Recharges	947	773	773	0	0
Net Departmental Expenditure	9,989	8,332	9,352	(1,020)	(1,159)

Community Care

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Residential & Nursing	13,715	11,929	14,050	(2,121)	(2,758)
Domiciliary Care & Supported living	12,890	10,130	10,610	(480)	(624)
Direct Payments	14,125	13,063	13,289	(226)	(293)
Day Care	648	497	484	13	22
Total Expenditure	41,378	35,619	38,433	(2,814)	(3,653)
Income					
Residential & Nursing Income	-13,138	-10,345	-10,412	67	87
Community Care Income	-2,270	-2,000	-2,027	27	40
Direct Payments Income	-1,014	-882	-888	6	10
Income from other CCGs	-466	-446	-481	35	0
Market sustainability & Improvement Grant	-2,796	-2,330	-2,330	0	0
Adult Social Care Support Grant	-5,167	-4,306	-4,306	0	0
War Pension Disregard Grant	-67	-55	-55	0	(11)
Total Income	-24,918	-20,364	-20,499	135	126
Net Operational Expenditure	16,460	15,255	17,934	(2,679)	(3,527)

Complex Care Pool

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Intermediate Care Services	5,225	4,089	4,174	(85)	(103)
Oakmeadow	1,831	1,476	1,584	(108)	(129)
Community Home Care First	2,088	1,507	1,402	105	126
Joint Equipment Store	871	715	707	8	9
Development Fund	174	97	0	97	116
Contracts & SLA's	3,255	1,620	1,620	0	0
Inglenook	134	107	83	24	29
HICafs	3,703	2,468	2,275	193	231
Carers Breaks	554	436	332	104	126
Carers centre	371	361	342	19	23
Residential Care	7,265	5,435	5,435	0	0
Domiciliary Care & Supported Living	4,227	3,170	3,170	0	0
Pathway 3/Discharge Access	391	0	0	0	(41)
HBC Contracts	72	73	78	(5)	(6)
Total Expenditure	30,161	21,554	21,202	352	381
Income					
BCF	-13,484	-11,237	-11,237	0	0
CCG Contribution to Pool	-2,959	-2,387	-2,387	0	0
Oakmeadow Income	-19	-17	-13	(4)	(4)
ASC Discharge Grant Income	-1,631	-1,360	-1,360	0	0
ICB Discharge Grant Income	-1,282	-1,282	-1,282	0	0
Other Income	-80	-80	-80	0	0
Total Income	-19,455	-16,363	-16,359	(4)	(4)
ICB Contribution Share of Surplus					(188)
Net Operational Expenditure	10,706	5,191	4,843	348	189

Finance Department

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	6,989	5,829	5,713	116	140
Insurances	975	859	685	174	209
Supplies & Services	417	406	479	(73)	(87)
Rent Allowances	35,500	29,583	29,583	0	0
Concessionary Travel	1,748	1,270	1,383	(113)	(136)
LCR Levy	1,748	0	0	0	0
Bad Debt Provision	77	0	0	0	(145)
Non HRA Rent Rebates	70	43	39	4	4
Discretionary Social Fund	106	90	12	78	94
Discretionary Housing Payments	300	199	186	13	16
Household Support Fund Expenditure	2,613	2,371	2,371	0	0
Total Expenditure	50,543	40,650	40,451	199	95
Income					
Fees & Charges	-335	-252	-254	2	2
Burdens Grant	-60	-62	-85	23	26
Dedicated schools Grant	-144	-16	0	(16)	(19)
Council Tax Liability Order	-581	-507	-604	97	116
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	-325	-201	(124)	(149)
Rent Allowances	-34,700	-28,917	-28,717	(200)	(221)
Non HRA Rent Rebate	-70	-59	-61	2	0
Discretionary Housing Payment Grant	-300	-300	-277	(23)	(23)
Housing Benefits Admin Grant	-498	-415	-407	(8)	(9)
Housing Benefits Award Accuracy	0	-2	-12	10	12
Universal Credits	-5	-4	0	(4)	(5)
Household Support Fund Grant	-2,613	-1,303	-1,303	0	0
VEP Grant	0	0	-7	7	7
CCG McMillan Reimbursement	-87	-65	-70	5	5
Reimbursements & Grant Income	-185	-220	-440	220	263
Transfer from Reserves	-7	-7	-7	0	0
Total Income	-42,202	-32,766	-32,752	(14)	0
Net Operational Expenditure	8,341	7,884	7,699	185	95
Recharges					
Premises Support	377	314	314	0	0
Transport Support	0	0	0	0	0
Central Support	2,365	1,971	1,971	0	0
Asset Rental Support	0	0	0	0	0
Recharge Income	-6,053	-5,026	-5,026	0	0
Net Total Recharges	-3,311	-2,741	-2,741	0	0
Net Departmental Expenditure	5,030	5,143	4,958	185	95

Legal Services

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	1,511	1,321	1,326	(5)	(7)
Agency Related Expenditure	0	0	780	(780)	(871)
Supplies & Services	388	345	306	39	46
Civic Catering & Functions	23	14	4	10	12
Legal Expenses	218	166	365	(199)	(240)
Transport Related Expenditure	11	11	7	4	6
Other Expenditure	0	3	3	0	0
Total Expenditure	2,151	1,860	2,791	(931)	(1,054)
Income					
School SLA's	-98	-95	-77	(18)	(20)
Licence Income	-304	-230	-228	(2)	(2)
Government Grant	-42	-42	-42	0	0
Reimbursement & Other Grants	-164	-164	-164	0	0
Fees & Charges Income	-74	-65	-44	(21)	(25)
Transfer from Reserves	-27	-27	-27	0	0
Total Income	-709	-623	-582	(41)	(47)
Net Operational Expenditure	1,442	1,237	2,209	(972)	(1,101)
Recharges					
Premises Support	53	44	44	0	0
Transport Recharges	0	0	0	0	0
Central Support Recharges	275	229	231	(2)	0
Asset Rental Support Costs	0	0	0	0	0
Support Recharge Income	-2,391	-1,992	-1,992	0	0
Net Total Recharges	-2,063	-1,719	-1,717	(2)	0
Net Departmental Expenditure	-621	-482	492	(974)	(1,101)

ICT & Support Services Department

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	5,596	4,660	4,444	216	259
Supplies & Services	921	763	1,112	(349)	(420)
Capital Finance	100	84	43	41	49
Computer Repairs & Software	1,724	1,542	1,834	(292)	(350)
Communication Costs	13	0	123	(123)	(147)
Premises	159	130	108	22	27
Transport	3	2	2	0	0
Total Expenditure	8,516	7,181	7,666	-485	-582
Income					
Fees & Charges	-1,056	-533	-589	56	68
Schools SLA Income	-646	-622	-571	(51)	(62)
Reimbursements & Grant Income	0	3	20	(17)	(20)
Transfer from Reserves	-148	-148	-148	0	0
Total Income	-1,850	-1,300	-1,288	(12)	(14)
Net Operational Expenditure	6,666	5,881	6,378	(497)	(596)
Recharges					
Premises Support	550	458	458	0	0
Transport Support	19	18	18	0	0
Central Support	2,380	1,983	1,983	0	0
Asset Rental Support	1,494	0	0	0	0
Support Costs Income	-8,831	-7,359	-7,362	3	0
Net Total Recharges	-4,388	-4,900	-4,903	3	0
Net Departmental Expenditure	2,278	981	1,475	(494)	(596)

Chief Executives Delivery Unit

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	3,304	2,689	2,776	(87)	(103)
Employees Training	99	82	65	17	21
Apprenticeship Levy	300	242	265	(23)	(27)
Supplies & Services	391	366	312	54	65
Total Expenditure	4,094	3,379	3,418	-39	-44
Income					
Fees & Charges	-223	-150	-142	(8)	(8)
Schools SLA Income	-565	-559	-522	(37)	(43)
Transfer from Reserves	0	0	-5	5	5
Total Income	-788	-709	-669	(40)	(46)
Net Operational Expenditure	3,306	2,670	2,749	(79)	(90)
Recharges					
Premises Support	174	145	145	0	0
Transport	0	0	0	0	0
Central Support	1,209	1,008	1,008	0	0
Asset Rental Support	53	0	0	0	0
HBC Support Costs Income	-3,573	-2,978	-2,978	0	0
Net Total Recharges	-2,137	-1,825	-1,825	0	0
Net Departmental Expenditure	1,169	845	924	(79)	(90)

Children & Families

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	15,708	12,970	14,646	(1,676)	(1,994)
Other Premises	415	267	277	(10)	(14)
Supplies & Services	1,726	1,966	2,417	(451)	(571)
Transport	360	252	224	28	27
Direct Payments	1,097	822	1,053	(231)	(277)
Commissioned services to Vol Orgs	224	168	168	0	0
Residential Care	18,620	14,049	19,391	(5,342)	(6,410)
Out of Borough Adoption	96	0	0	0	96
Out of Borough Fostering	4,363	3,154	3,930	(776)	(886)
In House Adoption	548	380	272	108	131
Special Guardianship Order	2,510	1,960	1,993	(33)	(39)
In House Foster Carer Placements	2,739	2,150	1,859	291	348
Lavender House Contract Costs	234	176	164	12	15
Home Support & Respite	340	258	270	(12)	(13)
Care Leavers	277	251	378	(127)	(151)
Family Support	53	36	43	(7)	(9)
Contracted services	3	3	3	0	0
Early Years	0	0	0	0	0
Emergency Duty	132	38	72	(34)	(42)
Youth Offending Services	321	129	169	(40)	(47)
Transfer to Reserves	8	0	0	0	0
Total Expenditure	49,774	39,029	47,329	(8,300)	(9,836)
Income					
Fees & Charges	-33	-13	0	(13)	(14)
Sales Income	-4	-3	0	(3)	(4)
Rents	-81	-70	-70	0	0
Reimbursement & other Grant Income	-832	-904	-766	(138)	(167)
Transfer from reserve	-82	-82	-82	0	20
Dedicated Schools Grant	-50	0	0	0	0
Government Grants	-11,559	-11,260	-11,191	(69)	(86)
Total Income	-12,641	-12,332	-12,109	(223)	(251)
Net Operational Expenditure	37,133	26,697	35,220	(8,523)	(10,087)
Recharges					
Premises Support	2,274	1,895	1,895	0	0
Transport	398	332	332	0	0
Central Support Recharges	16	14	14	0	0
Asset Rental Support	0	0	0	0	0
Internal Recharge Income	-955	-796	-796	0	0
Net Total Recharges	1,733	1,445	1,445	0	0
Net Departmental Expenditure	38,866	28,142	36,665	(8,523)	(10,087)

Education, Inclusion & Provision

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	7,390	6,158	6,318	(160)	(215)
Agency - covering vacancies	0	0	230	(230)	(290)
Agency - addition to establishment	72	60	14	46	58
Premises	14	12	11	1	3
Supplies & Services	4,597	3,041	3,069	(28)	(33)
Independent School Fees	10,201	8,743	8,743	0	0
Schools Contingency	295	295	295	0	0
Transport	43	33	41	(8)	(10)
Schools Transport	2,341	1,433	2,130	(697)	(837)
Early Years Payments	11,419	9,696	9,696	0	0
Early Years Pupil Premium	132	102	102	0	0
Commissioned Services	1,879	1,431	1,525	(94)	(111)
Inter Authority Special Needs	1,164	973	973	0	0
Grants to Voluntary Organisations	110	25	75	(50)	(60)
Capital Financing	4,661	3,507	3,506	1	1
Total Expenditure	44,318	35,509	36,728	(1,219)	(1,494)
Income					
Fees & Charges Income	-556	-530	-527	(3)	(4)
Government Grant Income	-8,339	-6,838	-6,838	0	0
Dedicated Schools Grant	-25,530	-21,275	-21,275	0	0
Inter Authority Income	-274	-274	-274	0	0
Reimbursements & Other Grant Income	-1,785	-1,343	-1,343	0	0
Schools SLA Income	-436	-374	-396	22	27
Transfers from Reserves	-119	0	-350	350	420
Total Income	-37,039	-30,635	-31,003	368	443
Net Operational Expenditure	7,279	4,874	5,725	(851)	(1,051)
Recharges					
Premises Support	344	287	287	0	0
Transport Support	528	427	582	(155)	(186)
Central Support	1,603	1,336	1,338	(2)	(3)
Asset Rental Support	17	0	0	0	0
Recharge Income	0	0	0	0	0
Net Total Recharges	2,492	2,050	2,207	(157)	(189)
Net Departmental Expenditure	9,771	6,924	7,932	(1,008)	(1,240)

Community & Greenspaces

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	17,435	14,211	13,419	792	951
Agency - covering vacancies	0	0	182	(182)	(218)
Agency - in addition to establishment	0	0	200	(200)	(240)
Premises	3,455	2,466	2,532	(66)	(78)
Supplies & Services	2,243	1,622	1,748	(126)	(151)
Hired & Contracted Services	854	854	854	0	0
Book Fund	128	111	111	0	0
Food Provisions	388	334	304	30	36
School Meals Food	1,960	1,087	1,192	(105)	(126)
Transport	117	62	100	(38)	(45)
Other Agency Costs	429	425	425	0	0
Other Expenditure	0	0	67	(67)	(67)
Waste Disposal Contracts	7,002	3,562	3,326	236	284
Grants to Voluntary Organisations	64	50	24	26	30
Grants to Norton Priory	174	174	174	0	0
Total Expenditure	34,249	24,958	24,658	300	376
Income					
Sales Income	-1,373	-1,218	-1,209	(9)	(10)
Fees & Charges Income	-5,490	-4,623	-4,775	152	183
Rental Income	-235	-193	-241	48	57
Markets Income	-910	-738	-716	(22)	(26)
Government Grant Income	-1,628	-1,628	-1,628	0	0
Reimbursements & Other Grant Income	-703	-687	-687	0	0
School SLA Income	-1,313	-563	-563	0	0
School Meals Income	-3,598	-2,127	-2,210	83	100
Internal Fees Income	-322	-214	-293	79	95
Capital Salaries	-173	-129	-58	(71)	(85)
Transfers From Reserves	-15	-15	-15	0	202
Total Income	-15,760	-12,135	-12,395	260	516
Net Operational Expenditure	18,489	12,823	12,263	560	892
Recharges					
Premises Support	1,675	1,396	1,396	0	0
Transport	2,257	1,855	1,916	(61)	(73)
Central Support	3,897	3,247	3,247	0	0
Asset Rental Support	199	0	0	0	0
HBC Support Costs Income	-1,148	-957	-957	0	0
Net Total Recharges	6,880	5,541	5,602	(61)	(73)
Net Departmental Expenditure	25,369	18,364	17,865	499	819

Economy, Enterprise & Property

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	5,075	4,438	3,991	447	536
Agency - covering vacancies	0	0	349	(349)	(407)
Repairs & Maintenance	1,706	1,478	1,560	(82)	(98)
Premises	136	120	120	0	0
Energy & Water Costs	1,248	920	830	90	108
NNDR	690	684	659	25	30
Rents	173	133	128	5	6
Economic Regeneration Activities	21	16	16	0	0
Security	544	417	473	(56)	(67)
Supplies & Services	506	305	335	(30)	(36)
Supplies & Services - Grant	2,090	812	812	0	0
Grants to Voluntary Organisations	75	107	107	0	0
Capital Finance	0	0	0	0	0
Transfer to Reserves	185	186	185	1	1
Total Expenditure	12,449	9,616	9,565	51	73
Income					
Fees & Charges Income	-987	-711	-771	60	72
Rent - Commercial Properties	-872	-758	-758	0	0
Rent - Investment Properties	-38	-32	-33	1	1
Government Grant	-2,510	-1,714	-1,714	0	0
Reimbursements & Other Grant Income	-193	-510	-492	(18)	(22)
Schools SLA Income	-227	-223	-210	(13)	(15)
Recharges to Capital	-295	-239	-243	4	5
Transfer from Reserves	-1,120	-1,165	-1,167	2	2
Total Income	-6,242	-5,352	-5,388	36	43
Net Operational Expenditure	6,207	4,264	4,177	87	116
Recharges					
Premises Support	2,074	1,728	1,728	0	0
Transport Support	30	22	22	0	0
Central Support	1,947	1,623	1,623	0	0
Asset Rental Support	4	0	0	0	0
Recharge Income	-7,927	-6,606	-6,606	0	0
Net Total Recharges	-3,872	-3,233	-3,233	0	0
Net Departmental Expenditure	2,335	1,031	944	87	116

Planning & Transportation Department

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	5,814	4,831	4,440	391	469
Agency - covering vacancies	110	53	120	(67)	(81)
Agency - in addition to establishment	24	2	75	(73)	(88)
Efficiency Savings	-150	-125	0	(125)	(150)
Premises	193	169	127	42	51
Hired & Contracted Services	59	0	208	(208)	(166)
Planning Appeal Decision	0	0	0	0	(300)
Supplies & Services	144	178	340	(162)	(195)
Street Lighting	1,662	862	884	(22)	(25)
Highways Maintenance - Routine & Reactive	1,772	1,215	1,411	(196)	(235)
Highways Maintenance - Programmed Works	1,908	1,028	738	290	349
Fleet Transport	1,455	1,202	1,184	18	21
Bus Support - Halton Hopper Tickets	23	22	15	7	8
Bus Support	498	746	746	0	0
Agency Related Expenditure	8	8	49	(41)	(41)
Grants to Voluntary Organisations	31	31	31	0	0
NRA Levy	74	74	73	1	2
LCR Levy	1,059	794	794	0	0
Contribution to Reserves	359	359	359	0	0
Total Expenditure	15,043	11,449	11,594	(145)	(381)
Income					
Sales & Rents Income	-97	-80	-148	68	82
Planning Fees	-826	-691	-442	(249)	(299)
Building Control Fees	-245	-204	-190	(14)	(17)
Other Fees & Charges	-908	-760	-1,169	409	491
Grants & Reimbursements	-206	-131	-131	0	0
Government Grant Income	-240	-243	-253	10	0
Halton Hopper Income	-24	-20	-8	(12)	(15)
Recharge to Capital	-562	-91	-91	0	(36)
LCR Levy Reimbursement	-1,059	-1,036	-1,036	0	0
Contribution from Reserves	-1,036	-794	-794	0	0
Total Income	-5,203	-4,050	-4,262	212	206
Net Operational Expenditure	9,840	7,399	7,332	67	(175)
Recharges					
Premises Recharges	560	467	467	0	0
Transport Recharges	749	634	648	(14)	(17)
Central Recharges	1,534	1,278	1,278	0	0
Asset Charges	851	0	0	0	0
HBC Support Costs Income	-5,129	-4,259	-4,699	440	528
Net Total Recharges	-1,435	-1,880	-2,306	426	511
Net Departmental Expenditure	8,405	5,519	5,026	493	336

Corporate & Democracy

	Annual Budget £'000	Budget to Date £'000	Actual Spend £'000	Variance (Overspend) £'000	Forecast Outturn £'000
Expenditure					
Employees	412	343	293	50	17
Contracted Services	39	32	35	(3)	0
Supplies & Services	119	108	110	(2)	(23)
Premises Expenditure	5	5	7	(2)	0
Transport Costs	1	1	8	(7)	(9)
Members Allowances	983	819	823	(4)	0
Interest Payable - Treasury Management	1,341	1,118	1,826	(708)	(849)
Interest Payable - Other	115	96	179	(83)	(100)
Bank Charges	132	99	203	(104)	(100)
Audit Fees	348	261	27	234	0
Contingency	538	538	0	538	667
Capital Financing	2,409	2	2	0	301
Debt Management Expenses	20	17	4	13	0
Precepts & Levies	240	200	175	25	30
Transformation Efficiency Savings	-4,000	-3,333	0	(3,333)	(3,871)
Total Expenditure	2,702	306	3,692	(3,386)	(3,937)
Income					
Interest Receivable - Treasury Management	-4,152	-3,460	-4,358	898	1,078
Interest Receivable - Other	-19	-16	-16	0	0
Other Fees & Charges	-158	-128	-85	(43)	(61)
Grants & Reimbursements	-255	-85	-418	333	333
Government Grant Income	-377	-314	-504	190	315
Total Income	-4,961	-4,003	-5,381	1,378	1,665
Net Operational Expenditure	-2,259	-3,697	-1,689	(2,008)	(2,272)
Recharges					
Premises Support	21	17	17	0	0
Transport	0	0	0	0	0
Central Support	1,016	889	889	0	0
Asset Rental Support	0	0	0	0	0
HBC Support Costs Income	-3,026	-1,866	-1,866	0	0
Net Total Recharges	-1,989	-960	-960	0	0
Net Departmental Expenditure	-4,248	-4,657	-2,649	(2,008)	(2,272)

Public Health

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	5,419	3,914	3,913	1	1
Agency - covering vacancies	0	0	0	0	0
Other Premises	6	0	0	0	0
Supplies & Services	388	283	248	35	42
Contracts & SLA's	8,112	6,218	6,188	30	36
Transport	4	3	2	1	1
Transfer to Reserves	19	19	19	0	0
Other Agency	24	24	24	0	0
Total Expenditure	13,970	10,461	10,394	67	80
Income					
Fees & Charges	-88	-116	-116	0	0
Reimbursements & Grant Income	-574	-559	-559	0	0
Transfer from Reserves	-1,714	-1,714	-1,714	0	0
Government Grant Income	-12,193	-11,984	-11,984	0	0
Total Income	-14,569	-14,373	-14,373	0	0
Net Operational Expenditure	-599	-3,912	-3,979	67	80
Recharges					
Premises Support	149	125	125	0	0
Transport Support	22	18	20	(2)	(2)
Central Support	2,387	1,990	1,990	0	0
Asset Rental Support	0	0	0	0	0
Recharge Income	-669	-557	-557	0	0
Net Total Recharges	1,889	1,575	1,577	(2)	(2)
Net Departmental Expenditure	1,291	-2,337	-2,402	65	78

Capital Programme as at 31 January 2025

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
Childrens Directorate										
Capital Repairs	749.0	749.0	151.0	531.0	50.0	1.0	733.0	16.0	550.0	
Basic Need Projects	600.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	600.8	
SEND capital allocation	3,355.2	1,529.2	178.0	519.0	356.0	65.0	1,118.0	411.2	1,781.0	
SCA unallocated	255.6	0.0	0.0	0.0	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	27.7	93.1	17.4		
Childcare Expansion	314.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	314.8	
Childrens Directorate Total	5,328.6	2,388.6	330.3	1,104.1	416.0	93.7	1,944.1	444.6	3,694.6	0.0
Adults Directorate										
Halton Carers Centre Refurbishment	199.0	0.0	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	147.0	884.0	166.0	600.0	600.0
Stair Lifts	270.0	250.0	66.0	23.0	62.0	50.0	201.0	49.0	270.0	270.0
Joint Funding RSL Adaptations	270.0	250.0	53.0	24.0	81.0	49.0	207.0	43.0	270.0	270.0
Telehealthcare Digital Switchover	0.0	135.0	60.0	0.0	20.0	-20.0	60.0	75.0		
Oakmeadow & Peelhouse Network Improvements	0.0	40.0	0.0	0.0	0.0	0.0	0.0	40.0		
Madeline McKenna Refurbishment	0.0	120.0	9.0	73.0	2.0	7.0	91.0	29.0		
Millbrow Refurbishment	0.0	50.0	26.0	8.0	0.0	12.0	46.0	4.0		
St Lukes Care Home	0.0	120.0	10.0	14.0	7.0	74.0	105.0	15.0		
St Patricks Care Home	1,200.0	150.0	14.0	16.0	-1.0	86.0	115.0	35.0		
Adults Directorate Total	2,539.0	2,165.0	591.0	385.0	328.0	405.0	1,709.0	456.0	1,140.0	1,140.0

Capital Programme as at 31 January 2025 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
Environment & Regeneration Directorate										
Stadium Minor Works	30.0	30.0	7.9	7.7	0.0	22.2	37.8	-7.8	30.0	30.0
Halton Leisure Centre	8,997.0	8,997.0	2,030.0	3,045.4	3,229.2	469.0	8,773.6	223.4		
Children's Playground Equipment	67.8	67.8	1.0	1.0	40.0	0.0	42.0	25.8	65.0	65.0
Landfill Tax Credit Schemes	340.0	340.0	0.0	0.0	0.0	0.0	0.0	340.0	340.0	340.0
Upton Improvements	13.0	13.0	0.0	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	0.0	12.0		
Open Spaces Schemes	600.0	600.0	130.0	154.4	135.0	-11.0	408.4	191.6	600.0	600.0
Runcorn Town Park	468.6	468.6	0.0	6.8	0.0	3.0	9.8	458.8	280.0	280.0
Spike Island / Wigg Island	1,933.5	1,933.5	2.4	4.4	38.0	0.0	44.8	1,888.7		
Pickerings Pasture Cafe	503.0	503.0	9.7	1.2	1.1	0.0	12.0	491.0		
Replacement Cremator Widnes	308.0	308.0	0.0	77.3	7.0	0.0	84.3	223.7		
Litter Bins	20.0	20.0	0.0	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	0.0	134.5		
Murdishaw redevelopment	21.2	21.2	5.4	0.0	0.0	0.0	5.4	15.8		
Equality Act Improvement Works	293.2	93.2	8.7	17.6	59.6	3.8	89.7	3.5	300.0	300.0
Foundary Lane Residential Area	1,160.0	1,240.0	1.8	464.8	2.3	11.0	479.9	760.1		
Town Deal	11,352.9	11,552.9	174.9	261.8	940.0	588.0	1,964.7	9,588.2	7,190.4	
Property Improvements	360.2	460.5	4.3	131.1	286.6	136.3	558.3	-97.8	200.0	200.0
Runcorn Station Quarter	484.7	76.0	0.0	60.5	15.5	0.0	76.0	0.0		
Waterloo Building	0.0	75.0	0.0	0.0	0.0	1.3	1.3	73.7		
UK Shared Prosperity Fund	178.2	178.2	0.0	0.0	12.2	152.0	164.2	14.0		
Runcorn Waterfront Residential Development	484.7	268.7	8.6	122.9	61.5	0.2	193.2	75.5		
Changing Places	24.1	24.1	2.5	0.1	1.6	0.0	4.2	19.9		
Sci-tech Daresbury Project Violet	2,200.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2,200.0	
Port of Weston	0.0	20.0	0.0	1.3	1.7	0.0	3.0	17.0	3,940.0	
Kingsway Leisure Centre Demolition	0.0	750.0	0.0	30.7	0.0	0.9	31.6	718.4		







Capital Programme as at 31 January 2025 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
Bridge and Highway Maintenance	0.0	2,265.6	280.8	313.0	20.0	114.0	727.8	1,537.8		
Runcorn Busway	0.0	0.0	227.4	80.0	371.0	237.0	915.4	-915.4		
ATF3 Murdishaw to Whitehouse	0.0	3,000.0	175.3	363.0	497.0	194.0	1,229.3	1,770.7		
ATF4 Widnes Town Centre Accessibility	0.0	114.5	0.0	0.0	0.0	0.0	0.0	114.5		
A56 Reconstruction (Delph Lane)	0.0	943.7	351.1	0.0	10.0	2.0	363.1	580.6		
Dukesfield ATL (Waterloo Bridge)	0.0	0.0	1.1	0.0	0.0	0.0	1.1	-1.1		
LCWIP Phase 2 Daresbury	0.0	3,861.7	629.3	56.0	15.0	1.0	701.3	3,160.4		
Additional Pothole Funding	0.0	429.1	0.0	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	305.0	5,029.0	259.6		
Street Lighting - Structural Maintenance	1,025.6	250.0	0.0	37.0	94.0	21.0	152.0	98.0	975.6	200.0
Street Lighting - Upgrades	969.4	100.0	0.0	0.0	0.0	0.0	0.0	100.0	869.4	
East Runcorn Connectivity	5,851.7	5,851.7	452.5	207.0	810.0	1,670.0	3,139.5	2,712.1	5,851.7	5,851.7
Risk Management	597.8	50.0	4.9	0.0	0.0	0.0	4.9	45.1	667.8	120.0
Fleet Replacements	4,927.4	2,500.0	1,081.8	455.0	256.0	76.0	1,868.8	631.2	3,850.7	
Environment & Regeneration Directorate Total	49,390.3	53,054.5	7,247.4	6,800.4	9,187.5	4,085.1	27,320.4	25,734.1	27,380.6	8,006.7
Chief Executives Directorate										
IT Rolling Programme	1,026.9	1,026.9	27.7	668.2	20.0	24.0	739.9	287.0	700.0	700.0
Halton Smart Microgrid	11,000.0	1,000.0	0.0	0.0	128.0	0.0	128.0	872.0	10,000.0	
Transformation Programme	3,740.0	3,740.0	435.0	624.0	712.0	201.0	1,972.0	1,768.0	1,000.0	
Chief Executives Directorate Total	15,766.9	5,766.9	462.7	1,292.2	860.0	225.0	2,839.9	2,927.0	11,700.0	700.0
Grand Total	73,024.8	63,375.0	8,631.4	9,581.7	10,791.5	4,808.8	33,813.4	29,561.6	43,915.2	9,846.7



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	u	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
			Review the Integrated Care Board contribution for Adults, to ensure	150	0	u	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

			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.

Total Adult Social Care Department	1,837	1,225		
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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
Total Finance Department				65	90		




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
Total Legal Services Department				15	0		



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
Total Children & Families Department				138	22		

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		To be reviewed.
Total Education, Inclusion and Provision Department				280	0		


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		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		The cessation of the service is underway with the majority of schools ending their contracts by the end of the calendar year.
Total Community & Greenspace Department				36	12		

Economy, Enterprise and Property

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
Total Economy, Enterprise & Property Department				152	0		

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.
Total Policy, Planning & Transportation Department				150	0		

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 31 January 2025

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>Pay costs</p> <ul style="list-style-type: none"> • Pay award • Staff Turnover Saving Target • Agency, casuals and overtime • National Living Wage • Pension Costs 	4	4	16	<ul style="list-style-type: none"> • Budget based upon individual staff members/vacancies • Budget monitoring • Contingency • Balances • Medium Term Forecast • Engage with Cheshire Pension Scheme and pension actuary • Recruitment and retention scheme children social care workers. • Social Care Academy for children social care workers • Connect to Halton 	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"> •£1290 on all pay points from 1st April •Equivalent to 5.77% on point 2 and 2.5% on point 43 •2.5% on all pay points above 43 and below chief officer level <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>	31/01/25

2	Redundancy and Early Retirements	3	3	9	<ul style="list-style-type: none"> • Benefits Tracking Process • Future savings to take into account cost of redundancy and early retirements. • Seek Government approval to use capital receipts to fund transformation costs. • Transformation Reserve 	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.	31/01/25
3	Savings not achieved	4	3	12	<ul style="list-style-type: none"> • Budget monitoring • Contingency • Reserves / Provisions • Rigorous process in approving savings. • Review of savings at departmental and directorate level • Monthly budget monitoring • Medium Term Financial 	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.	31/01/25

					<p>Forecast</p> <ul style="list-style-type: none"> • 2023/24 to 2025/26 savings agreed February 2023. • RAG monitoring of savings included in quarterly monitoring reports. • Transformation saving targets reported monthly through Transformation Programme Board. 							
4	Price inflation	3	3	9	<ul style="list-style-type: none"> • Prudent budget provision • Latest forecast information used eg. utilities • Budget monitoring • Contingency • Balances • CPI/RPI monitoring 	3	3	9	ED/SB	Monthly	<p>CPI for January 2025 is 3.0% and RPI is 3.6%. Office of Budget Responsibility (OBR) forecast inflation to be 2.6% in 2025 and 2.1% through to 2027. Rates are higher than forecast in September 2024 and remain above</p>	31/01/25

					<ul style="list-style-type: none"> • MTFS 						Governments 2% target.	
5	Review of LG Finance <ul style="list-style-type: none"> • Business rates retention – 100% Pilot and Review • Fair Funding Review • National Public Spending Plans • Social Care Green Paper 	4	4	16	<ul style="list-style-type: none"> • MPs • SIGOMA / LG Futures • Liverpool City Region & Merseyside Treasurers Group • Medium Term Financial Strategy • Member of business rate retention pilot region • Dialogue with DCLG 	3	3	9	ED/SB/NS/M W/MG	Weekly/ Monthly	Business rate retention pilot continues through to March 2026. Government are committed to providing more certainty on LG Finances through multi year settlements. Final settlement announced 03 February 2025, funding is higher than within financial forecast.	31/01/25
6	Treasury Management <ul style="list-style-type: none"> • Borrowing • Investment 	2	3	6	<ul style="list-style-type: none"> • Treasury Management Strategy • Link Asset Services advice • Treasury Management planning and monitoring 	1	3	3	ED/SB/MG	Daily / Quarterly	Investment rates continue to be high relative to last decade. BoE base rate reduced to 4.5%, Impact of Exceptional Financial Support request to be	31/01/25

					<ul style="list-style-type: none"> • Attendance at Networking and Benchmarking Groups • Officer Training 						assessed with regards to timing of future borrowing.	
7	Demand led budgets <ul style="list-style-type: none"> • Children in Care • Out of borough fostering • Community Care 	4	4	16	<ul style="list-style-type: none"> • Budget monitoring • Contingency • Balances • Review service demand • Directorate recovery groups • Monthly budget monitoring 	4	4	16	ED/SB/NS/MW	Monthly	<p>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, reviewed on a regular basis.</p> <p>Investment in Children Services following OFSTED inspection to be monitored with regard to control and reduction of future costs.</p>	31/01/25

8	Mersey Gateway Costs <ul style="list-style-type: none"> • Costs • Toll Income • Funding • Accounting treatment 	4	2	8	<ul style="list-style-type: none"> • Regular monitoring with Crossing Board • Capital reserve • Government Grant • Liquidity Fund 	2	1	2	ED/SB/MG	Quarterly	Arrangements in place to monitor spend and availability of liquidity fund.	31/01/25
9	Council Tax Collection	3	3	9	<ul style="list-style-type: none"> • Council tax monitoring on monthly basis • Review of Collection Rate • Collection Fund Balance • Provision for bad debts • Review recovery procedures • Benchmarking 	3	2	6	ED/PG/SB/PD/BH/MG	Monthly	Collection rate to 31 January 2025 was 89.01% which is marginally lower than the rate of 89.09% at the same point last year. To 31 January 2025 £2.205m was collected in relation to old year debt.	31/01/25
10	Business Rates Retention Scheme	3	3	9	<ul style="list-style-type: none"> • Review and monitoring of latest business rates income to baseline and estimate for year. • Prudent allowance for 	3	1	3	ED/SB/LB/MG	Monthly	Collection rate to 31 January 2025 was 92.7% which is 3.21% higher than the rate at the same point last year. To 31 January 2025	31/01/25

					<p>losses in collection</p> <ul style="list-style-type: none"> • Prudent provision set aside for losses from valuation appeals • Regular monitoring of annual yield and baseline / budget position • Benchmarking Groups • Review recovery procedures 						£2.057m was collected in relation to old year debt.	
11	<p>Income recovery</p> <ul style="list-style-type: none"> • Uncertainty to economy following Brexit, cost of living and high inflation 	3	3	9	<ul style="list-style-type: none"> • Corporate charging policy • Budget monitoring • Contingency • Balances • Income benchmarking 	3	2	6	ED/MM/SB	Monthly	Income shortfalls identified and cause of increased concern in certain areas are being closely monitored. Cost of living crisis adds to uncertainty over collection.	31/01/25
13	<p>Capital Programme</p> <ul style="list-style-type: none"> • Costs • Funding • Key Major Projects 	4	3	12	<ul style="list-style-type: none"> • Project Management • Regular monitoring • Detailed financial analysis of new schemes to ensure they 	3	2	6	Project Managers/ED /SB/LH	Quarterly	Capital receipts have been fully committed therefore new capital schemes need to bring own funding.	31/01/25

	<ul style="list-style-type: none"> • Clawback of Grant • Availability and timing of capital receipts • Cashflow • Contractors 				<ul style="list-style-type: none"> • are affordable • Targets monitored to minimise clawback of grant. • Contractor due diligence • Dialogue with Government departments. 							
14	Academy Schools <ul style="list-style-type: none"> • Impact of transfer upon Council budget • Loss of income to Council Services 	2	4	8	<ul style="list-style-type: none"> • Early identification of school decisions • DfE Regulations • Prudent consideration of financial transactions to facilitate transfer • Services continue to be offered to academies • Transfer Protocol 	1	3	3	ED/SB/NS	Monthly	Consideration given in MTFS for loss of funding.	31/01/25
15	Reserves <ul style="list-style-type: none"> • Diminishing reserves, used to balance budget, fund overspend positions. 	3	4	12	<ul style="list-style-type: none"> • Monitored on a quarterly basis, reported to Management Team and Exec Board • Benchmarking 	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	31/01/25

					<ul style="list-style-type: none"> Financial Forecast Programme to replenish reserves. 						budgets	
16	Budget Balancing <ul style="list-style-type: none"> Council has struggled to achieve a balanced budget position for a number of years. Forecast for current year is an overspend position of £19m. Reserves insufficient to balance current year budget. Before transformation targets, there is a forecast budget gap of £68.5m through to 2028/29. 	4	4	16	<ul style="list-style-type: none"> Current year budgets monitored on a regular basis. Forward forecasting through to March 2029 reported on a prudent basis. Regular conversations with DHLUC re Council's financial position. LGA to undertake a financial assurance review. Transformation programme in place. 	4	4	16	ED/SB	Ongoing	Updated benchmarking to be reported to better inform Transformation Programme targets.	31/01/25

REPORT TO:	Executive Board
DATE:	13 March 2025
REPORTING OFFICER:	Corporate Director Chief Executive's Delivery Unit
PORTFOLIO:	Corporate Services
SUBJECT:	Pensions Discretions Statement 2025/26.
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 The Council is required to publish a Pensions Discretion Statement annually, to advise the discretions it intends to exercise under the Local Government Pension Scheme (LPGS).
- 1.2 This report accompanies the proposed statement for 2025/26.

2.0 RECOMMENDATION: That the Board approve the Pensions Discretions Statement for 2025/26,

3.0 SUPPORTING INFORMATION

- 3.1 The Pensions Discretion Statement for 2025/26 is based upon the statement for 2024/25, which was approved by Executive Board in February 2024.
- 3.2 No new discretions have been added
- 3.3 There have been no material changes to the Local Government Pension Scheme Regulations 2013 that would result in a change to the statement. Regulation 60 of those regulations sets out what the statement should contain, and the statement is compliant.

4.0 POLICY IMPLICATIONS

- 4.1 The Council is required to publish a written policy statement on how it will exercise its discretions provided by the scheme. The policies adopted seek to achieve the correct balance between cost to the council tax payer, good employee relations and staff recruitment and retention

5.0 FINANCIAL IMPLICATIONS

5.1 There are financial implications for the Council in considering the application of these discretions. Each case will be different, and a business case will be required when such a discretion is exercised, balancing the interests of the Council with the interests of the individual.

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

None

6.4 Tackling Inequality and Helping Those Who Are Most In Need

None

6.5 Working Towards a Greener Future

None

6.6 Valuing and Appreciating Halton and Our Community

None

7.0 RISK ANALYSIS

7.1 The statement complies with the Local Government Pension Scheme Regulations 2013, and enables the Council to make balanced decisions taking into account all risks.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The recommendations will apply equally to all staff who are members of the LGPS. Employees have a right of appeal if they feel they have been treated incorrectly/unfairly.

8.2 In the first instance, appeals are made to the Head of HR Operations, who acts in the capacity of the Independent Person for the Independent Disputes and Resolution Procedure.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 No climate change implications

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

Document	Place of Inspection	Contact Officer
The Local Government Pension Scheme Regulations 2013 (Statutory Instrument 2013 No. 2356)	Municipal Building, Kingsway, Widnes	Hayley Hamlett Head of HR Operations

PENSIONS DISCRETIONS STATEMENT 2025/26

HALTON BOROUGH COUNCIL

Introduction

This statement is prepared and published in accordance with the requirements of Regulation 60 (1) of the Local Government Pension Scheme Regulations 2013, which states that;

A Scheme employer must prepare a written statement of its policy in relation to the exercise of its functions under regulations –

- (a) 16(2)(e) and 16(4)(d) (funding of additional pension);
- (b) 30(6) (flexible retirement);
- (c) 30(8) (waiving of actuarial reduction); and
- (d) 31 (award of additional pension),

and an administering authority must prepare such a statement in relation to the exercise of its functions under regulation 30(8) in cases where a former employer has ceased to be a Scheme employer. This statement fulfils that requirement.

There are no material changes to the discretions contained within this statement for 2025/26.

Where relevant, monetary amounts used within the explanations of discretions have been revised as appropriate.

This document is confirmed as the Council's Pensions Discretions Statement for the financial year 2025/26.

The discretions will be exercised by the appropriate Executive Director, in consultation with the Portfolio Holder for Corporate Services, and Operational Director Finance. (In the case of applications from Executive Directors or the Chief Executive, the discretions will be exercised by the Chief Executive, in consultation with the Portfolio Holder for Corporate Services and Corporate Director – Chief Executive's Delivery Unit).

Any questions relating to this statement should be directed to:

Pay & Pensions Team (HR Operations)
HR Operations Division,
Chief Executives Directorate,
Halton Borough Council,
Municipal, Building,
Kingsway,
Widnes, WA8 7QF
e-mail: payandpensions@halton.gov.uk

**COMPULSORY POLICY STATEMENTS IN ACCORDANCE WITH LOCAL GOVERNMENT
PENSION SCHEME REGULATIONS 2013**

Regulation 16 (2) (e) & 16 (4) (d)

Ability to contribute to a shared cost additional pension contribution (APC) scheme.

Explanation:

Where an active scheme member wishes to purchase extra annual pension of up to £8,344 (2024/25 rate) by making an Additional Pension Contribution (APC) the employer may voluntarily contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).

HBC decision:

All APC contracts will be funded in full by the member.

Regulation 30 (6)

Ability to award Flexible Retirement

Explanation:

A member who is aged 55 or over and with their employers consent reduces their hours/or grade, can then, but only with the agreement of the employer, make an election to the administering authority to receive all or part payment of their accrued benefits without having retired from that employment.

HBC decision:

The Council will adopt this discretion and will assess applications from those employees aged 55 and over who reduce their hours by 25% (not for a grade reduction). Applications will be considered on the basis of future service provision and cost. The decision to release benefits will be taken by the appropriate Executive Director.

Regulation 30 (8)

Waiving of Actuarial Reduction on Flexible Retirement and early retirement (age 55+)

Explanation:

Employers can elect to waive some or all of the reduction on benefits if a member chooses to take flexible retirement and take their benefits before Normal Pension Age (NPA)

HBC decision:

HBC will only waive actuarial reduction on flexible retirement in exceptional circumstances.

Transitional Protections – Regulation 1 (1) (c) Schedule 2

Power of the Employing Authority to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

Explanation:

A member who meets the 85 year rule and elects to draw their pension benefits from age 55 will no longer require their employers consent if they retire after 31st March 2014. However, certain members will lose some 85 year rule protections if they wish to draw their pension between age 55 and 60.

An employer may decide to “switch on” protection to the 85 year rule for a member who voluntarily retires from age 55 but before age 60 and meet any additional cost of the retirement.

HBC decision:

In exceptional circumstances, where this is in the interest of the Council and the costs of allowing such requests are considered against the benefits to the Council, the Council will pay the additional cost of an unreduced pension.

Regulation 31

Ability to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency.

Explanation:

An employer may decide to award a member additional pension up to a limit of £8,344 per year (or revised amount as stated in the scheme rules) payable from the same date as their pension is payable.

HBC decision:

The Council will not award additional pension.

NON COMPULSORY DISCRETIONS

Regulation 9 (3)

Contributions Payable by an Active Member.

Explanation:

Employers must assess the appropriate rate of contribution band, in a reasonable and consistent manner and review the contribution bands on any material change in pay.

HBC decision:

The Council will review contribution bands annually or at a significant change, unless an employee exercises their right to appeal their band allocation when the review may be conducted earlier.

Regulation 22 (7) & (8)

Re-employed and Re-joining Deferred Members

Explanation:

This provision permits an employer the discretion to extend the statutory 12 month window within which a scheme member can elect to aggregate deferred LGPS benefits into their current employment.

HBC decision:

The Council will not normally extend the time limit beyond 12 months.

Regulation 100 (6)

Inward Transfer of Pension Rights

Explanation:

This provision allows an employer the discretion to extend the statutory 12 month window within which a scheme member can elect to transfer benefits from another scheme into their current scheme.

HBC decision:

The Council will not normally extend the time limit beyond 12 months.

Regulation 30 (5)

Ability to Waive Actuarial Reduction on Compassionate Grounds

Explanation:

This regulation provides for early payment of retirement benefits, reduced by the amount shown in actuarial guidance issued by the Secretary of State for Local Government, in relation to an employment, for a scheme member who is not an employee in local government service in that employment, and has not attained normal pension age, but is aged over 55 years.

HBC Decision:

The Council will consider, on a case by case basis, exercising its discretion to waive some or all of the reduction. This will be where it is felt to be in the best interests of the Council as well as the employee (deferred member) and the costs of allowing such requests will be considered against the benefits to the Council.

**Discretion under the
Local Government (Early Termination of Employment) (Discretionary Compensation)
(England and Wales) Regulations 2006.**

The Council is required to formulate, publish and keep under review a statement of policy on how it will exercise its discretion under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. Such a statement is contained in the Councils Staffing Protocol. It is reproduced here for completeness.

By virtue of regulation 7 (1) of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 Scheme employers are required to formulate a Statement of Policy on whether it intends to base a redundancy payment on an employee's actual weeks' pay where this exceeds the statutory weeks' pay limit and whether to make a termination payment (inclusive of any redundancy payment) of up to a maximum of 104 weeks' pay (regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.

The Council will pay a redundancy payment based on actual weeks' pay where this exceeds the redundancy payment and will enhance payments in line with the multiplier applicable at that time and contained in the Councils Staffing Protocol. The multiplier has been set at 1.4, effective from 1st April 2016.

REPORT TO: Executive Board

DATE: 13th March 2025

REPORTING OFFICER: Executive Director, Adult Services

PORTFOLIO: Adult Social Care

SUBJECT: Contract for the Provision of Day, Residential & Nursing Home Care Contract

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek an extension of the current contract for the provision of day, residential and nursing home care.

2.0 RECOMMENDATION: That the Board:

- 1) **note the contents of the report; and**
- 2) **confirms their approval for an extension to the current contract for the provision of day, residential and nursing home care for a period of two years from 1st April 2025 to 31st March 2027 for care homes in the Borough to continue placements on a spot purchase basis.**

3.0 SUPPORTING INFORMATION

3.1 It is a key priority for Halton Borough Council to ensure the provision of a range of good quality services to support adults requiring commissioned care in the Borough. The Care Act 2014 has put this on a statutory footing requiring the Local Authority to offer a choice of diverse high quality services that promote wellbeing.

3.2 The care home market in Halton consists of 23 registered care homes which provide 709 beds operated by 11 different providers. The bed capacity within the care homes ranges from homes with 66 beds to smaller specialist homes.

3.3 The original Executive Board report in 2020 requested a contract for Day, Residential and Nursing Home Care was for three years with an option to extend for a further two years. However, the contract that was issued was for five years with an option to extend for a further two years.

3.4 The current contract is due to expire on 31st March 2027 however this paper requests Executive Board confirms their approval for a period of extension of two years to the current contract for the provision of day, residential and nursing home care.

4.0 POLICY IMPLICATIONS

4.1 None identified.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 An extension to the Care Home contract would mean that we continue to work within the current agreed financial structure for procuring placements with residential and nursing care providers. An annual inflationary uplift will continue to be applied in April 2025 in line with current process.

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

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

The continuation of the contract 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.

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

Adult Social Care will work with providers to maximise employment opportunities within the local community.

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

None identified.

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

The continuation of the contract 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 identified.

7.0 **RISK ANALYSIS**

7.1 There are no significant risks associated with extending the contract which might otherwise warrant going out to re-procurement. Any individual performance issues can be managed using the provisions within the existing contract.

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'.

REPORT TO: Executive Board

DATE: 13th March 2025

REPORTING OFFICER: Executive Director, Adult Services

PORTFOLIO: Adult Social Care

SUBJECT: Halton Borough Council and NHS Cheshire & Merseyside: Joint Working Agreement (Better Care (Pooled) Fund)

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To present, for approval, the new Joint Working Agreement (JWA) between Halton Borough Council (HBC) and NHS Cheshire & Merseyside (CM), taking effect from 1st April 2025 to 31st March 2027, and which replaces the previous two-year JWA which was approved by Executive Board on 13th September 2023; new JWA can be found at *Appendix 1*.

2.0 RECOMMENDATION: That the Board:

- i) **note the contents of the report and associated Appendix; and**
- ii) **approve the Agreement, with delegated authority the Executive Director, Adult Services, in consultation with the Portfolio Holder for Adult Social Care, to finalise the new JWA.**

3.0 SUPPORTING INFORMATION

3.1 HBC and NHS CM (previously NHS Halton Clinical Commissioning Group) have had a JWA, including a pooled budget, in place for the commissioning of services for people with Complex Care needs since April 2013.

3.2 Since it's original development, the JWA and associated Pooled Budget has gone through a number of changes including the inclusion of the Better Care Fund in 2015 and the separating out of the Continuing Healthcare and Community Care budget elements in 2020.

3.3 Both HBC and NHS CM remain committed to developing our integrated approach to service delivery and transformation to improve the Health and Wellbeing of Halton residents.

3.4 Work has taken place between HBC and NHS CM to review the JWA. As a result of this review, no significant changes have had to be made to the JWA.

3.5 At the time of writing this report, the JWA is currently being taken through

NHS CM's associated governance channels, at Place, for approval.

- 3.6 As such, in case any issues are encountered, the Executive Board are asked to give delegated authority to the Portfolio Holder for Adult Social Care and the Executive Director, Adult Social Services to finalise the new JWA, following approval by NHS CM.

4.0 **POLICY IMPLICATIONS**

- 4.1 None identified.

5.0 **FINANCIAL IMPLICATIONS**

- 5.1 At the time of writing this report, the Better Care (Pooled) Fund budget for 2025/26 is still to be finalised and once agreed will be reflected in the JWA.

- 5.2 With effect from 1st April 2025, the pooled budget will include:-

- Better Care Fund and Improved Better Care Fund (iBCF)
 - Includes spend in areas such as Intermediate Care Services, Carers, Equipment Services, Care Homes, Domiciliary Care, Supported Discharge, Community Respiratory and Rehabilitation Services
- Hospital Discharge Funding
- Disabled Facilities Grant

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

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

Those people who are in receipt of long-term care whether that is funding from Health or Social Care are those people in our communities with some of the most clinically complex and severe on going needs, so it is essential we have effective mechanisms in place to ensure that people we provide services to receive appropriate outcomes.

The integrated system and pooled budget arrangements will continue to ensure that the resources available to both Health and Social Care are effectively used in the delivery of personalised, responsive and holistic care to those who are most in need.

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

None identified.

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

None identified.

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

See 6.1 above.

6.5 Working Towards a Greener Future

None identified.

6.6 Valuing and Appreciating Halton and Our Community

None identified.

7.0 RISK ANALYSIS

7.1 The JWA complies with the financial standing orders of HBC and NHS CM and the regulatory and monitoring arrangements contained within.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None associated with this report.

9.0 CLIMATE CHANGE IMPLICATIONS

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

10.0 REASON(S) FOR DECISION

10.1 Approval of the Agreement will continue to support both HBC and NHS CM in developing our integrated approach to service delivery and transformation to improve the Health and Wellbeing of Halton residents.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

11.1 1. Allow the JWA to cease.

12.0 IMPLEMENTATION DATE

12.1 The two-year JWA takes effect from 1st April 2025.

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

Document	Place of Inspection	Contact Officer
Joint Working Agreement between HBC and NHS Cheshire & Merseyside 1.4.23 – 31.3.25	Copy available via Email	Damian Nolan Damian.nolan@halton.gov.uk Tel: 0151 511 8520

HALTON BOROUGH COUNCIL

AND

**NHS CHESHIRE AND MERSEYSIDE
INTEGRATED CARE BOARD**

**JOINT WORKING AGREEMENT
Pursuant to S.75 of the National
Health Service Act 2006**

1st APRIL 2025 – 31st MARCH 2027

Relating to

Better Care (Pooled) Fund

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Draft (@22.1.25)

THIS AGREEMENT dated 1st day of April 2025

MADE BETWEEN the following parties:-

- (1) **HALTON BOROUGH COUNCIL (HBC)**, Municipal Building, Kingsway, Widnes. WA8 7QF
- (2) **NHS CHESHIRE AND MERSEYSIDE INTEGRATED CARE BOARD (ICB)**, No 1, 920 Lakeside Dr, Centre Park Square, Warrington. WA1 1QY

1. Definitions

- 1.1 **“2006 Act”** means the National Health Service Act 2006
- 1.2 **“2022 Act”** means the Health and Care Act 2022
- 1.3 **“Budget Manager”** means any manager in HBC or the ICB with responsibility for a budget (not Pooled Fund) relating to the Services
- 1.4 **“Better Care Fund”** means the Better Care Fund as described in NHS England Publications Gateway Ref. No.00314 and NHS England Publications Gateway Ref. No.00535 as relevant to the Partners
- 1.5 **“Better Care Fund Plan”** means the plan agreed by the Parties and which is to be reviewed by the Parties and NHS England setting out the Parties plan for the use of the Better Care Fund
- 1.6 **“Capital Assets”** means (but not by way of limitation) the purchase, construction or replacement of a tangible asset which has a life of more than 12 months and a value exceeding £5,000)
- 1.7 **“Capital Expenditure”** means such sum exceeding Five Thousand Pounds (£5,000) expended from the Pooled Fund upon the purchase, construction or replacement of the Capital Assets
- 1.8 **“Client/Clients”** means a person or persons who satisfies the requirements of the Eligibility Criteria and is/are a member of the Client group.
- 1.9 **“Client Group”** means any person (adults) registered with a Halton GP and/or is a Halton resident, with care being provided for a disability or illness due to a physical, mental health or learning disability and satisfies the requirements of the Eligibility Criteria.
- 1.10 **“Eligibility Criteria”** means the Criteria agreed between the Parties as to the conditions to be satisfied for a Client to be a member of

the Client Group.

- 1.11 **“Exempt Information”** means “such information which the Parties resolve that the remainder of their meetings be held in private because publicity would be prejudicial to the public interest or the effective conduct of public affairs etc....” as set out in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and may include such matters as mentioned in Appendix 1
- 1.12 **“Financial Year”** means a year commencing on 1st April and ending on the following 31st March
- 1.13 **“Force Majeure Event”** means one or more of the following:
- (a) war, civil war (whether declared or undeclared), riot or armed conflict;
 - (b) acts of terrorism;
 - (c) acts of God;
 - (d) fire or flood;
 - (e) industrial action;
 - (f) prevention from or hindrance in obtaining raw materials, energy or other supplies;
 - (g) any form of contamination or virus outbreak; and any other event,
- in each case where such event is beyond the reasonable control of the Party claiming relief
- 1.14 **“HBC”** means Halton Borough Council
- 1.15 **”Health Related Functions”** means such of the functions of HBC as are prescribed in Regulation 6 of the Regulations as far as they relate to the Client Group
- 1.16 **“Host Party”** means the organisation responsible for the accounts and audit of the Pooled Fund Arrangements as prescribed in Regulation 7 of the Regulations
- 1.17 **“HWB”** means the Health and Wellbeing Board established by the Council pursuant to Section 194 of the Health and Social Care Act 2012
- 1.18 **“Integrated Commissioning”** means arrangements by which both Partners commission Services on behalf of each other in the exercise of both the NHS Functions and Council Health Related Functions through integrated structures
- 1.19 **“ICB”** means NHS Cheshire and Merseyside Integrated Care Board

- 1.20 **“ICB Statutory Duties”** means the Duties of the ICB pursuant to Sections 21 to 25 2022 Act
- 1.21 **“Joint Commissioning”** means a mechanism by which the Partners jointly commission a Service.
- 1.22 **“Joint Senior Leadership Team (JSLT)”** Means the Team whose role, function and rules are set out in Schedule 1 of this agreement
- 1.23 **“Lead Commissioner”** means the Partner responsible for commissioning the Services
- 1.24 **“Lead Commissioning”** means the arrangements by which one Partner commissions Services on behalf of the other Partner in exercise of both the NHS Functions and the Council Health Related Functions
- 1.25 **“NHS Functions”** means such of the functions of the ICB as prescribed in Regulation 5 of the Regulations as far as they relate to the Client Group
- 1.26 **“Better Care Commissioning Advisory Group (BCCAG)”** means the Group whose role, functions and rules of procedure are set out in Schedule 2 of this agreement
- 1.27 **“Parties”** means HBC and the ICB (and “Party” means either one of the Parties)
- 1.28 **“Pooled Fund”** means the Better Care Fund, including the minimum contribution from the ICB, iBCF and Disabled Facilities Grant, in accordance with the terms hereinafter appearing and in pursuance of the Pooled Fund Arrangements and which is pursuant to Regulation 7 of the Regulations
- 1.29 **“Pooled Fund Arrangements”** means the arrangements agreed by the Parties for pooling their resources and to be expended upon the costs of the Services and to be maintained in accordance with the requirements of clause 6 hereof
- 1.30 **“Pool Manager”** means the officer appointed by the Parties for the purposes of managing the Pooled Fund and authorising payments in accordance with the Scheme of Delegation from the Pooled Fund in respect of the costs of the Services. The Pool Manager is the Operational Director – Commissioning & Provision for HBC.
- 1.31 **“Provider”** Means a provider or providers of any of the Services commissioned under the arrangements set out in this agreement.

- 1.32 **“Regulations”** means the NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000 S.I. No.617 and any amendments and subsequent re-enactments
- 1.33 **“Revenue Budget”** means the annual budget agreed by the Parties made up of the Revenue Payments
- 1.34 **“Revenue Payments”** means such sums as contributed and paid by the Parties into the Pooled Fund at the commencement of the Term and thereafter on the 1st April of each subsequent year (if applicable) in accordance with the terms of Schedule 3 in respect of the costs incurred or to be incurred in paying for the Services
- 1.35 **“Scheme of Delegation”** means the delegated limits which apply to such members of the Parties authorised to take decisions for and on behalf of the Parties and to the Pool Manager for incurring expenditure out of the Pooled Fund as more particularly set out in Schedule 4
- 1.36 **“Service Contracts”** means the Contracts entered into by either one or all of the Parties for the purposes of commissioning the Services provided that such contracts may be in the form of service level agreements and entered into with voluntary, independent and public sectors
- 1.37 **“Services”** means the services of care and support provided for a disability or illness due to physical, mental health or learning disability provided such clients satisfy the Eligibility Criteria and which shall be provided in accordance with the Service Contracts including inter alia the aims and objectives set out in clause 4 hereto
- 1.38 **“Section 151 Officer”** means an Officer as required under Section 151 of the Local Government Act 1972. This requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a Chief Financial Officer to have responsibility for those arrangements.
- 1.39 **“Term”** means the period beginning 1st April 2025 and ending 31st March 2027, subject to review as hereinafter set out

2. Recitals

- 2.1 Pursuant to Section 75 of the 2006 Act the Parties have agreed to establish a Pooled Fund which may subsequently also include either Joint Commissioning, Integrated Commissioning or Lead Commissioning arrangements for the purposes of commissioning the Services in the exercise of the Health Related

Functions or NHS Functions.

2.2 The objectives of the commissioning arrangements mentioned in clause 2.1 and the Pooled Fund Arrangements are to improve the services for Clients through closer working between the ICB and HBC and which is pursuant to the obligations upon the Parties to co-operate with each other as referred to in the Section 75 of the 2006 Act.

2.3 The commissioning arrangements mentioned in clause 2.1 and the Pooled Fund Arrangements proposed by this Agreement are intended to fulfill the objectives set out in the Better Care Fund Plan.

2.5 The provisions of this Agreement shall take effect on the 1st April 2025.

3. Governance

3.1 Each Party will retain (notwithstanding the terms of this Agreement) the statutory responsibility for their respective functions carried out under the Pooled Fund Arrangements and the activity of their employees in the undertaking of NHS and/or social care duties.

3.2 The Parties have established a Joint Senior Leadership Team (JSLT), as a joint committee within the meaning of Regulation 10 (2) of the Regulations, for the purpose of monitoring and discharging their duties in relation to the strategic commissioning and provision of Services. The powers of the JSLT to undertake this role are derived from the JSLT's membership of Executive Members who have been given delegated authority from the Parties. The JSLT is not an autonomous body and does not therefore have legal status.

3.3 Governance arrangements exist within the Parties to address the issues of clinical governance, public accountability and probity as well as satisfy HBC and the ICB Standing Orders and prime financial policies and the ICB's Statutory Duties and HBC's Statutory Duties. The JSLT will monitor these partnership arrangements for the purposes of discharging these duties and governance arrangements when acting on behalf of the Parties and report to the Boards of the respective Parties as outlined in Schedule 1.

3.4 The Parties have established the Better Care Commissioning Advisory Group (BCCAG). The BCCAG will report directly to the JSLT. The BCCAG is not an autonomous body and does not have legal status and is responsible for implementing the strategic commissioning of the Services as advised by the JSLT and reporting to the JSLT upon the progress of the meeting those strategic objectives. Members of the BCCAG may, if authorised by the Parties within their respective scheme of delegation, authorise the commitment of expenditure and the entering into any contracts for the provision of the Services.

3.5 Decisions of the BCCAG and/or the Pool Manager, which are or are intended to be beyond their respective delegated authority limits or are inconsistent with the terms of this agreement, will require the prior approval and/or ratification as required by the respective schemes of delegation of the Parties organisations.

4. Joint Senior Leadership Team (JSLT)

- 4.1 The JSLT is responsible for the direction, oversight, monitoring and use of the Pooled Budget. The JSLT will be supported in this duty via the BCCAG. The BCCAG will review in detail information pertaining to Pool impact, quality, performance, activity and finances, and make recommendations to the JSLT on remedial action plans or future use of the Pool as appropriate. The JSLT will receive a summary report from BCCAG meetings, setting out key issues and recommendations for decision as required.

5. Pooled Fund

- 5.1 The Revenue Payments to be contributed by the Parties for the Financial Year beginning 1st April 2025 are set out in Schedule 3.
- 5.2 The Pooled Fund will cover the expenditure on both staffing and Service Contracts by the Parties during the Term of this Agreement, the costs of which will be agreed by the Parties prior to each Financial Year.
- 5.3 The Parties may contribute additional amounts to the Pooled Fund during the term of this agreement whereupon the proportionate contribution of the Parties to the Pooled Fund will be adjusted accordingly for the purposes of dividing the Pooled Fund at the termination of the agreement as outlined in 11.3.1.
- 5.4 The management of and administration of the Pooled Fund shall be carried out in accordance with clause 6 and the terms and conditions set out in Schedule 3 and within the delegation limits set out in Schedule 4.
- 5.5 Parties may agree to establish other Pooled Fund arrangements in the event that other partnership arrangements are entered into for other services, in which event, details of those arrangements including the Host Party and the pooled fund manager will be agreed by the Parties.

6. Management of the Pooled Fund

- 6.1 The Host Party for the purposes of this Agreement and of Regulation 7(4)¹ of the Regulations shall be HBC or such other Party as the Parties may from time to time unanimously agree.
- 6.2 The Parties will appoint an officer from time to time to be the Pool Manager for the purposes of Regulation 7(4) of the Regulations² who may delegate some or all of their functions as hereinafter set out. The Pool Manager shall be the Operational Director – Commissioning & Provision, HBC.

¹ NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000. S.I. 617

² NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000. S.I. 617

- 6.3 The Pool Manager shall ensure that the standard budgetary controls, standing orders, financial contract regulations and monitoring arrangements of the Host Party are complied with and all actions are taken within the Scheme of Delegation.
- 6.4 The Pool Manager shall manage the Pooled Fund within the Revenue Payments and shall submit financial reports to the BCCAG and quarterly reports to the JSLT and Parties. The Pool Manager will ensure an end of year memorandum of accounts and balance sheet extract are prepared relating to the income and expenditure from the Pooled Fund and other information, which the Parties may reasonably require so that the Parties may monitor the effectiveness of the Pooled Fund arrangements. Financial reporting will comply with the audit requirements of both HBC and the ICB.
- 6.5 The Revenue Budget for the Pooled Fund shall be agreed annually by the Parties and expenditure incurred shall be in accordance with the Scheme of Delegation. Revisions to the Revenue Budget must be jointly agreed by the Parties and reflected in the financial reports presented to the BCCAG. The BCF Plan will be approved by the Health & Wellbeing Board.
- 6.6 The Pool Manager will provide, to the BCCAG and JSLT, all relevant information concerning specific grants and other funding initiatives so that development bids can be coordinated against the relevant funding.
- 6.7 Where the Pooled Fund is administered by HBC, it will arrange for the accounts of the Pooled Fund to be audited annually and shall request Grant Thornton or such other appointed Auditors agreed by the Parties to make arrangements to certify an annual return of those accounts under Section 28(1) (d) of the Audit Commission Act 1998.

7. Charges

- 7.1 Charges do not apply to Clients eligible for Intermediate Care and Equipment Services in line with current national and local guidance.

8. Pooled Fund Audit and Monitoring Arrangements

- 8.1 Grant Thornton or such other accountants agreed by the Parties will act as external auditors and will assume responsibility for auditing the Pooled Budget. HBC Internal Audit will also provide an independent review of the systems associated with the management of the Pooled Budget, in line with their Audit Plan.
- 8.2 Where the Pooled Fund is administered by HBC, the Section 151 Officer of HBC will ensure the Pool Manager receives retrospective Pooled Budget statements not more than one month after the end of the required reporting period. This will form the basis of the finance report referred to in 6.4.
- 8.3 The Pool Manager will monitor and scrutinise the Pooled Budget statement and investigate discrepancies and report such discrepancies to the BCCAG.

- 8.4 Where the Pooled Fund is administered by the HBC procurement of, and payment for, all services and goods from the Pooled Budget will be undertaken using HBC's robust financial management system.
- 8.5 The Pool Manager will ensure that detailed financial reports are presented to the BCCAG and JSLT and they reflect the latest financial position.
- 8.6 Where the Pooled Fund is administered by HBC, it will prepare an end of year financial memorandum of accounts and extract balance sheet. Once the memorandum has been certified by Grant Thornton (or such other appointed Auditors), they will be presented to the BCCAG, JSLT and the Parties, by the Pool Manager.

9. Staff and Accommodation Relating to the Pooled Fund

- 9.1 The Pool Manager shall for the purposes of this agreement be an employee of HBC or such other person as agreed by the Parties.
- 9.2 The Chair of the BCCAG shall lead within the BCCAG on implementing the commissioning priorities to achieve the required outcomes of this Agreement and the Pooled Fund Arrangements.
- 9.3 The Chair of the BCCAG will make recommendations to the JSLT and the Parties upon the type and level of staff and support required to ensure the successful operation of the Pooled Fund in consultation with the Pool Manager.
- 9.4 HBC and the ICB, following the recommendations of the BCCAG and JSLT, will provide the necessary staff accommodation and support services required in connection with the administration of the Pooled Fund Arrangements. This includes HBC Finance, HBC Administration support for meetings and HBC and ICB Commissioning.

10. Commissioning and Contracting Arrangements

- 10.1 The BCCAG shall be responsible for overseeing the commissioning and contracting management of all the Services and prepare reports for the JSLT on the same.
- 10.2 In developing new commissioning proposals, the BCCAG will need to determine the appropriate contractual route for the provision of any of the Services. This may be the use of the NHS Standard Contract, a joint contract developed between the parties or a HBC contract. The JSLT shall review commissioning and contracting proposals, determine the appropriateness or otherwise of the proposals, report to the Parties, and obtain approval to the implementation of the proposals. Services approved by the Parties and commissioned through contracts and / or service level agreements shall be authorised on behalf of the Parties by the Chair of the BCCAG or such members of the BCCAG acting within their respective Schemes of Delegation.

11. Duration and Termination of this Agreement

- 11.1 This agreement will commence on 1st April 2025 and terminate on 31st March 2027 provided that the Parties may agree to renew this Agreement at the expiration of the Term. Annual reviews of the viability of the agreement during the Term will be conducted by the BCCAG with recommendations to be made to the Parties by 1st March before the next relevant financial year.
- 11.2 Any of the Parties may terminate this agreement during the Term by the giving at least six months prior written notice to the other.
- 11.3 Upon the termination:-
- 11.3.1 Each of the Parties shall in respect of any unspent Revenue Payments held by the Pooled Fund on behalf of the Parties, be entitled to be repaid from the Pooled Fund the contributions they shall have made to it in the same proportion as the contribution made at the beginning of the Financial Year, with any additional contributions made during the year taken into the proportioning.
- 11.3.2 None of the Parties will be obliged to make any further Revenue Payments to the Pooled Fund other than to discharge the reasonable costs, liabilities and expenses incurred by the Pooled Fund prior to the date of termination. HBC shall use its best endeavors to mitigate such costs, liabilities and expenses.
- 11.3.3 Upon the date of termination such of the Capital Assets purchased with monies provided from the Pooled Fund will be disposed of with the proceeds reverting to the Pooled Fund after taking into account the reasonable cost of disposal and the proceeds shall be discharged in accordance with the proportions set out in paragraph 11.3.1 above. Alternatively, with the agreement of the Parties ownership of a Capital Asset may transfer to one of the Parties on receipt of funds to the Pooled Fund by the acquiring Party equivalent to the value of the said asset on the date of termination.

12. Review

- 12.1 The JSLT will, in addition to the BCCAG, review this agreement during the Term and report and make recommendations as to its viability and on progress to the Parties by the 1st March before the next relevant financial year.

13. Complaints

- 13.1 Complaints and compliments relating to Services jointly commissioned by HBC and the ICB serving the Client Group will be dealt with in accordance with the Local Authority Social Services and National Health Service Complaints (England) Regulations 2009.
- 13.2 Any other complaints relating to the Services, which are the statutory responsibility of either Party to commission, shall be dealt with in accordance with their respective complaints policies.

14. Disputes

- 14.1 The Parties will act together in good faith to resolve any dispute that may arise under this agreement. If the parties are unable to resolve a dispute then this will be escalated to the respective Party's Management Team for consideration. If at this point the dispute cannot be resolved then either party may require the matter to be referred to arbitration by either NHS England Regional Office or the Regional Government Office who will either adjudicate on the point at issue or will direct the parties as to the method of dispute resolution.

15. Contract (Rights of Third Parties) Act 1999

- 15.1 Unless the right of enforcement is expressly provided, it is not intended that a third party should have the right to enforce a provision of this agreement pursuant to the Contract (Rights of Third Parties) Act 1999.
- 15.2 The parties may, by agreement, rescind or vary this agreement without the consent of a third party to which the right of enforcement of any of its terms has been expressly provided.

16. Risk Management

- 16.1 Each of the Parties shall assume responsibility (subject as set out below) for the liability for all claims which are related to their statutory functions and duties and arising from this agreement including clinical negligence, Professional indemnity, Employers and Public Liability, income tax, national Insurance, VAT or other taxation liabilities however arising. This assumption of liability also applies to existing contracts operated by the Parties and any liability arising therefrom. The Parties hereby each individually indemnify each other from any liability arising from this agreement. All new contracts awarded by HBC or the ICB on behalf of the Parties will require that the contractor (private or voluntary organisation) will provide their own indemnity insurance. Neither Party will accept any claims from the other Party, which relates to the period prior to the commencement of this agreement.
- 16.2 Subject to Clause 16.3, and 16.4, if a Party ("First Party") incurs a Loss arising out of or in connection with this Agreement or the Services Contract as a consequence of any act or omission of another Party ("Other Party") which constitutes negligence, fraud or a breach of contract in relation to this Agreement or the Services Contract then the Other Party shall be liable to the First Party for that Loss and shall indemnify the First Party accordingly.
- 16.3 Clause 16.2 shall only apply to the extent that the acts or omissions of the Other Party contributed to the relevant loss. Furthermore, it shall not apply if such act or omission occurred as a consequence of the Other Party acting in accordance with the instructions or requests of the First Party or the BCCAG.

- 16.4 If any third party makes a claim or intimates an intention to make a claim against either Party, which may reasonably be considered as likely to give rise to liability under this Clause 16. the Party that may claim against the other indemnifying Party will:-
- 16.4.1 as soon as reasonably practicable give written notice of that matter to the Other Party specifying in reasonable detail the nature of the relevant claim
 - 16.4.2 not make any admission of liability, agreement or compromise in relation to the relevant claim without the prior written consent of the Other Party (such consent not to be unreasonably conditioned, withheld or delayed);
 - 16.4.3 give the Other Party and its professional advisers reasonable access to its premises and personnel and to any relevant assets, accounts, documents and records within its power or control so as to enable the Indemnifying Party and its professional advisers to examine such premises, assets, accounts, documents and records and to take copies at their own expense for the purpose of assessing the merits of, and if necessary defending, the relevant claim
- 16.5 Each Party shall ensure that they maintain policies of insurance (or equivalent arrangements through schemes such as those operated by the National Health Service Litigation Authority) in respect of all potential liabilities arising from this Agreement.
- 16.6 Each Party shall at all times take all reasonable steps to minimise and mitigate any loss for which one party is entitled to bring a claim against the other pursuant to this Agreement

17. Data Protection

- 17.1 The Parties acknowledge their respective obligations under the General Data Protection Regulation (Regulation (EU) 2016/679) and/or UK GDPR Data Protection, Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
- 17.2 The Parties agree that each will facilitate the performance by the other of their obligations under the Acts, the Regulations and under any other legislation that requires disclosure of information.
- 17.3 The Parties will agree an Information Sharing Protocol for the sharing of the Client Group information if the need arises.

18. Conflict of Interest

- 18.1 The Partners shall comply with their respective policies for identifying and managing conflicts of interest.

19. Force Majeure

- 19.1 Neither Party shall be entitled to bring a claim for a breach of obligations under this Agreement by the other Party or incur any liability to the other Partner for any losses or damages incurred by that Party to the extent that a Force Majeure Event occurs and it is prevented from carrying out its obligations by that Force Majeure Event.
- 19.2 On the occurrence of a Force Majeure Event, the affected Party shall notify the other Partner as soon as practicable. Such notification shall include details of the Force Majeure Event, including evidence of its effect on the obligations of the affected Party and any action proposed to mitigate its effect.
- 19.3 As soon as practicable, following notification as detailed in Clause 19.2, the Party shall consult with each other in good faith and use all best endeavours to agree appropriate terms to mitigate the effects of the Force Majeure Event and, subject to Clause 20.4, facilitate the continued performance of the Agreement.
- 19.4 If the Force Majeure Event continues for a period of more than [sixty (60) days], either Partner shall have the right to terminate the Agreement by giving [fourteen (14) days] written notice of termination to the other Partner. For the avoidance of doubt, no compensation shall be payable by either Partner as a direct consequence of this Agreement being terminated in accordance with this Clause 19.

20. Notices

- 20.1 Any notice to be given under this Agreement shall either be delivered personally or sent by first class post or electronic mail. The address for service of each Party shall be as set out in Clause 20.3 or such other address as each Partner may previously have notified to the other Partner in writing. A notice shall be deemed to have been served if:-
- 20.1.1 personally delivered, at the time of delivery;
 - 20.1.2 posted, at the expiration of forty eight (48) hours after the envelope containing the same was delivered into the custody of the postal authorities; and
 - 20.1.3 if sent by electronic mail, at the time of transmission and a telephone call must be made to the recipient warning the recipient that an electronic mail message has been sent (as evidenced by a contemporaneous note of the Partner sending the notice) and a hard copy of such notice is also sent by first class recorded delivery post (airmail if overseas) on the same day as that on which the electronic mail is sent.
- 20.2 In proving such service, it shall be sufficient to prove that personal delivery was made, or that the envelope containing such notice was properly addressed and delivered into the custody of the postal authority as prepaid first class or airmail letter (as appropriate), or that the electronic mail was properly addressed and no message was received informing the sender that it had not been received by the recipient (as the case may be).

20.3 The address for service of notices as referred to in clause 20.1 shall be as follows unless otherwise notified to the other Partner in writing:-

20.3.1 if to the Council, addressed to the

Executive Director for Adults
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF
Tel: 0151 511 8825

and

20.3.2 if to the ICB, addressed to the

Place Director for Halton, c/o NHS Cheshire and Merseyside Integrated Care Board
No 1, 920 Lakeside Dr,
Centre Park Square
Warrington.
WA1 1QY

Tel: 07798 534553

21. Variation

21.1 No variations to this Agreement will be valid unless they are recorded in writing and signed for and on behalf of each of the Partners.

22. Change in Law

22.1 The parties shall ascertain, observe, perform and comply with all relevant Laws, and shall do and execute or cause to be done and executed all acts required to be done under or by virtue of any Laws.

22.2 On the occurrence of any Change in Law, the Partners shall agree in good faith any amendment required to this Agreement as a result of the Change in Law subject to the Partners using all reasonable endeavours to mitigate the adverse effects of such Change in Law and taking all reasonable steps to minimise any increase in costs arising from such Change in Law.

23. Waiver

23.1 No failure or delay by any Partner to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same or of some other right to remedy.

24. Severance

24.1 If any provision of this Agreement, not being of a fundamental nature, shall be held to be illegal or unenforceable, the enforceability of the remainder of this Agreement shall not thereby be affected.

25. Assignment and Sub Contracting

25.1 A Party shall not sub contract, assign or transfer the whole or any part of this Agreement other than to a statutory successor of all or part of a Party's statutory functions.

26. Exclusion of Partnership and Agency

26.1 Nothing in this Agreement shall create or be deemed to create a partnership under the Partnership Act 1890 or the Limited Partnership Act 1907, a joint venture or the relationship of employer and employee between the Partners or render either Partner directly liable to any third party for the debts, liabilities or obligations of the other.

26.2 Except as expressly provided otherwise in this Agreement or where the context or any statutory provision otherwise necessarily requires, neither Partner will have authority to, or hold itself out as having authority to:-

26.2.1 act as an agent of the other;

26.2.2 make any representations or give any warranties to third parties on behalf of or in respect of the other; or

26.2.3 bind the other in any way

27. Governing Law and Jurisdiction

27.1 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England.

27.2 Subject to Clause 14 (Dispute), the Partners irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to hear and settle any action, suit, proceedings, dispute or claim, which may arise out of, or in connection with, this Agreement, its subject matter or formation (including non-contractual disputes or claims).

28. Partnership Flexibilities

- 28.1 The Partners may during the Term of this agreement establish one or more of the following in the commissioning and contracting of the Services:
- 28.1.1 Integrated Commissioning
 - 28.1.2 Joint Commissioning
 - 28.1.3 Lead Commissioning
- 28.2 The process where decisions will be made in respect to which arrangements would apply will be made in line with the process as outlined in Clause 10 of this Agreement.
- 28.3 In developing these arrangements, the Council may delegate to the ICB and the ICB agrees to exercise, on the Council's behalf, the Health Related Functions to the extent necessary for the purpose of performing its obligations under this Agreement in conjunction with the NHS and Council Health Related Functions.
- 28.4 In developing these arrangements, the ICB may delegate to the Council and the Council agrees to exercise on the ICB's behalf the NHS Functions to the extent necessary for the purpose of performing its obligations under this Agreement in conjunction with the Council Health Related Functions.
- 28.5 Where the powers of a Party to delegate any of its statutory powers or functions are restricted, such limitations will automatically be deemed to apply to the relevant Service and the Parties shall agree arrangements designed to achieve the greatest degree of delegation to the other Party necessary for the purposes of this Agreement which is consistent with the statutory constraints.

29. Commissioning Arrangements

The following shall apply to Integrated Commissioning:-

- 29.1 Where there are Integrated Commissioning arrangements in respect to the commissioning of a Service, both Parties shall work in cooperation and shall endeavor to ensure that the NHS Functions and Council Health Related Functions are commissioned with all due skill, care and attention.
- 29.2 Both Parties shall be responsible for compliance with and making payments of all sums due to a Provider pursuant to the terms of each Service Contract.
- 29.3 Both Partners shall work in cooperation and endeavor to ensure that the relevant Services are commissioned within each Parties financial contribution in respect of that particular Service in each Financial Year.

30. Appointment of a Lead Commissioner

- 30.1 Where the Parties agree that there are to be Lead Commissioning Arrangements the Lead Commissioner shall:-
- 30.1.1 exercise the NHS Functions in conjunction with the Council Health Related Functions
 - 30.1.2 endeavour to ensure that the NHS Functions and Council Health Related Functions are funded within the parameters of the financial contributions of each Party in relation to each particular Service in each Financial Year
- 30.2 Commission Services for individuals who meet the respective Eligibility Criteria.
- 30.3 Contract with a Provider(s) for the provision of the Services on terms agreed with the other Party.
- 30.4 Comply with all relevant legal duties and guidance of both Parties in relation to the Services being commissioned.
- 30.5 Where Services are commissioned using the NHS Standard Form Contract, perform the obligations of the "Commissioner" and "Co-ordinating Commissioner" with all due skill, care and attention and where Services are commissioned using any other form of contract to perform its obligations with all due skill and attention.
- 30.6 Undertake performance management, quality surveillance and contract monitoring of all Service Contracts.
- 30.7 Make payment of all sums due to a Provider pursuant to the terms of any Services Contract.
- 30.8 Via the BCCAG, keep the other Party regularly informed of the effectiveness of the arrangements including the Better Care Fund and any overspend or underspend in a Pooled Fund.

SIGNATURES SHEET

SIGNED on behalf of

HALTON BOROUGH COUNCIL

XXXXXX

(signature)

SUE WALLACE-BONNER

(print name)

EXECUTIVE DIRECTOR FOR ADULTS

(position)

(duly authorised in that behalf)

SIGNED on behalf of

NHS CHESHIRE AND MERSEYSIDE INTEGRATED CARE BOARD

XXXXXX

(signature)

ANTHONY LEO

(print name)

PLACE DIRECTOR (HALTON)

(position)

(duly authorised in that behalf)

Schedule 1: Role, Function and Rules of the Joint Senior Leadership Team (JSLT)

- S1.1 In this Schedule, “member” or “members” shall be defined by reference to the bodies (as amended from time to time as hereinafter set out) as set out in this Schedule 1
- S1.2 There will be regular reviews of the composition of the JSLT in order to reflect any changes in the Parties and members or in national guidance or legislation.
- S1.3 Any of the Parties may from time to time replace or fill a vacancy of one or more of its appointees to serve on the JSLT.
- S1.4 Each of the Parties shall appoint named persons as substitute members who shall attend meetings of the JSLT in the absence of the member for whom they are a substitute member.
- S1.5 The JSLT may co-opt persons to sit on the JSLT for a fixed period or to assist with specific matters.
- S1.6 The JSLT is chaired jointly, on a 6 monthly rotational basis, by the Executive Director for Adults, Halton Borough Council and the Halton Place Director, Cheshire & Merseyside Integrated Care Board.
- S1.7 The Chair shall preside over the JSLT meetings. If the Chair is not present then the Vice-Chairperson shall preside. If neither the Chair nor the Vice-Chairperson is present, the members of the JSLT present shall select a Chair for the meeting from the members who are present at the meeting. The Sub-Committee will elect a Vice-Chair from within its membership, but like the Chair, will also rotate on a 6 monthly basis.
- S1.8 The JSLT shall meet on a quarterly basis. The timing of the meeting may change in exceptional circumstances with the agreement of the Parties and the Chair. Reports and agendas shall be circulated, wherever possible, to the members at least five working days in advance of the said meeting. The agenda papers shall be sent to the members of the JSLT and to such other persons and agencies who would normally receive the papers had the Parties been reporting to their own respective boards in respect of funding arrangements. Any items or matters, which are deemed to be exempt from discussion in public or before the press must be properly and clearly marked and endorsed with the reason thereof. For Exempt Information see definition 1.11 on Page 5 and for further information Appendix 1.
- S1.9 The minutes of all meetings of the JSLT shall be sent to members of the the JSLT within 7 working days of the said meeting.
- S1.10 Extraordinary meetings of the JSLT may be called at any time upon a request by at least one third of the members and giving at least 5 working days prior written notice.
- S1.11 The members of the JSLT may be authorised by the Parties within the Service of Delegation (which is received through their respective organisation’s own financial scheme of delegation) to agree Lead Commissioning, Integrated Commissioning or Joint Commissioning Arrangements for the purposes of the provision of the Services.

S1.12 Members of the JSLT must disclose an interest when a meeting will be considering an item in which they have a personal interest and are likely to benefit. Members must disclose an interest to the Chair in advance of the meeting should withdraw from the meeting until the item has been discussed. This should be noted within the minutes.

S1.13 The role of the JSLT is to provide direction, oversight, monitoring and use of the Pooled Budget. The JSLT will be supported in this duty via the Better Care Commissioning Advisory Group (BCCAG). The BCCAG will review in detail information pertaining to Pool impact, quality, performance, activity and finances, and make recommendations to the JSLT on remedial action plans or future use of the Pool as appropriate. The JSLT will receive a summary report from BCCAG meetings, setting out key issues and recommendations for decision as required.

S1.14 The JSLT will encourage the full use of the Health Act Flexibilities as defined within the 2022 Act.

S1.15 As part of the JSLT's responsibility for the overseeing, monitoring and use of the Pooled Fund Arrangements for the Services, they will receive reports and information on the operation of the same from the Pool Manager and the BCCAG.

S1.16 **Membership**

Membership of the JSLT will consist of the following representatives:-

NHS Cheshire & Merseyside

- Place Director (Halton Place)
- Associate Director of Transformation & Partnerships
- Associate Director of Quality & Safety Improvement
- Associate Director of Finance & Performance

Halton Borough Council

- Executive Director for Adults
- Director, Commissioning & Provision
- Director, Care Management, Safeguarding & Quality

S1.17 The JSLT has the right to co-opt non-voting members and invite non-voting individuals to attend for specific issues.

S1.18 Any of the Parties may from time to time replace one or more of its representatives to serve on the JSLT.

S1.19 Any member of the JSLT wishing to resign shall give written notice to the Chair who shall report the matter to the JSLT. Members from HBC and the ICB shall cease to be members of the Board where their employment with or elected membership of HBC and the ICB ceases.

S1.20 The JSLT will be accountable to the respective Parties Boards.

S1.21 The minutes of all meetings shall be sent to the BCCAG within 7 working days of the said meeting.

S1.22 The JSLT shall adhere to the role, function and constitution as laid out in Schedule 1.

S1.23 Any decisions of the JSLT must have the approval of the respective Parties Boards, unless otherwise delegated to the members of the JSLT as set out in their respective Schemes of Delegation.

Draft (@22.1.25)

Schedule 2: Role, Function and Rules of the Better Care Commissioning Advisory Group (BCCAG)

- S2.1 In supporting an aim of ensuring the optimum and best use of place based resources in Halton, key responsibilities of the BCCAG include:-
- S2.2 To monitor performance of the Better Care Fund plan, including achievement of the Plan's aims and ambitions, and overall plan and service performance, quality, activity and finance measures.
- S2.3 To develop and prepare the performance management framework, incorporating, BCF mandated measures alongside Place-specific outcome, performance quality, activity and financial measures, identifying and recommending remedial actions to address under performance.
- S2.4 To identify, develop and make recommendations to the JSLT on the alignment of budgets, focusing on the overall aim of improving the local health and care system to deliver better outcomes for Adults in Halton
- S2.5 To be responsible for overseeing the management, monitoring and use of agreed Aligned Budgets and the Better Care (Pooled) Fund, through financial reports, for onward reporting to the JSLT.
- S2.6 To be responsible for monitoring contractual relationships with Providers financed by the Better Care (Pooled) Fund and agreed Aligned Budgets, through the implementation of a performance management framework (performance, activity, finance and quality), ensuring that over or under performance is quantified in financial terms as well as activity and quality terms, for onward reporting to the JSLT.
- S2.7 Based on financial and performance information available, develop and make recommendations to the JSLT, impacting on the strategic, commissioning and operational direction of Adult Services in Halton.
- S2.8 Develop and monitor a Risk Register, as it pertains to the Better Care (Pooled) Fund and Aligned Budgets and associated activities, and make recommendations to the JSLT, as required, on any associated financial recovery proposals/plans necessary.
- S2.9 Ensure that robust Joint Working Agreements/Section 75's associated with agreed Place Based Budgets/Pooled Budgets are developed, effectively implemented and reviewed as necessary.
- S2.10 To be responsible for implementation of the decisions of the JSLT as they relate to the Better Care (Pooled) Fund and agreed Aligned Budgets.
- S2.11 To analyse government policies, local and national research and audit and national information relating to care and support services and present such information to the JSLT as they pertain to Adult Care and Support Services in Halton, funded via the Better Care (Pooled) Fund and Aligned Budgets.
- S2.12 Meetings of the BCCAG shall be held quarterly. Draft minutes will be issued to Group members within 7 days of its meeting.

S2.13 The BCCAG will be accountable to the Parties via attendees at the Group and via formal reporting through to the JSLT. A finance report will be presented to the JSLT following consideration by the BCCAG.

S2.14 The members of the BCCAG may be authorised by the Parties within the Scheme of Delegation (which is received through their respective organisations own financial scheme of delegation) to authorise expenditure from the Pooled Fund where it is not within the delegated limits of the Pooled Fund Manager and the entering into Service Contracts with a Provider.

S2.15 Membership

The BCCAG is chaired, jointly, on a rotational basis, by HBC Director, Commissioning & Provision and the Associate Director of Transformation and Partnerships (Halton Place), NHS Cheshire and Merseyside. Membership of the Sub Group will consist of the following representatives:-

- Director, Commissioning & Provision, HBC (Joint Chair)
- Finance Manager, HBC
- Head of Urgent Care, HBC
- Commissioning & Development Manager, HBC
- Associate Director of Transformation and Partnerships (Halton Place), NHS Cheshire and Merseyside (Joint Chair)
- Head of Programmes – UEC & Aging Well (Halton Place), NHS Cheshire and Merseyside
- Head of Finance (Halton Place), NHS Cheshire and Merseyside

S2.16 The rotation of the joint chair will occur every 12 months. The Chair for the initial 12-month period will be the HBC Director, Commissioning & Provision. In line with the rotation of the Chair, administrative support for the BCCAG will also rotate as necessary.

S2.17 The BCCAG may co-opt members for the purposes of providing expertise to the BCCAG in relevant matters.

S2.18 Members of the BCCAG have collective responsibility and accountability for its decisions that further the aim of parties in improving the outcomes of local residents. Due to this approach, the BCCAG will not require a quorum in respect of specific numbers of representatives from HBC or NHS Cheshire and Merseyside.

Schedule 3: Finance

S3.1 Contributions – Financial Year 2024/25

S3.1.1 For the purposes of Paragraph 5, the Better Care (Pooled) Fund for the period 1st April 2025 to 31st March 2026 is set out below (subject to variation as agreed between the Parties):-

Better Care (Pooled) Fund: £XXXXXXXXXX

Breakdown of the above budget is outlined in Appendix 2.

S3.2.1 The contributions will be determined by the respective Parties and agreed by 1st April.

S3.2 Additional Funds

S3.2.1 If any additional funding related specifically to the Better Care Fund becomes available to any of the Parties during the Financial Year the Pool Manager should be advised of such circumstances and the funds shall be transferred to HBC or the ICB dependent on who is the host party, for inclusion in the Pooled Fund.

S3.3 Variations of Contributions

S3.3.1 If in exceptional circumstances any of the Parties should wish to reduce their contributions to the Pooled Fund during the Term of this agreement by a sum which would exceed 5% of their annual contribution, then such party shall serve six months previous notice in writing upon the other.

S3.4 Overspends

S3.4.1 The Pooled Fund shall be managed by the Pool Manager with the intention of producing a balanced budget at the end of the financial Year.

S3.4.2 In the event that the Pool Manager identifies (at any period during the financial year) that there will be insufficient budgetary provision to meet the likely expenditure for the Financial Year then this shall be reported to the BCCAG. That report shall clearly set out a validated finance and activity position and a clear rationale for why expenditure is expected to exceed the budget. Any party may request an audit of that report to assure the BCCAG of the actual position and to support the development of a remedial action plan. The report shall also articulate any risks associated as a consequence of insufficient funds being available. At such point, the lead commissioner for the service will be consulted and remedial action considered against that party to support the collective management of the pooled budget.

S3.4.3 In the event referred to in paragraph S3.4.2 the following procedure will take effect:-

S3.4.3.1 The BCCAG will be convened within 2 weeks of the report by the Pool Manager to produce a financial plan to address the budget insufficiencies within the existing Pool Fund allocation.

S3.4.3.2 The financial plan will be presented to the Parties for discussion and agreement within 4 weeks of the report by the Pool Manager.

S3.4.3.3 Where the Pool Fund is unlikely to be able to meet the agreed contractual duties of this Agreement then the Pool Manager may make proposals, supported by the respective commissioning lead, to the BCCAG including a reduction in service activity, and seek further action of the Parties as special conditions for the temporary support of the budget. In the event of any agreed reduction in service an Equality Impact Assessment and Quality Impact Assessment will be required in advance of any reductions in service being actioned.

S3.4.3.4 Prior to the implementation of the financial plan referred to above at S3.4.3.2 any conditions which the Pool Manager shall seek to impose including amendments to this Agreement shall first be agreed with the Parties.

Where emerging pressures are identified to be supported by the BCCAG, through integrated commissioning arrangements, an appropriate risk share agreement will be established to support such responses.

S3.4.4 In the event that there is an overspend on the Pooled Fund at the end of the relevant financial year, then the Pool Manager shall seek agreement through the BCCAG to either:-

S3.5.4.1 Carry forward the overspend into the next financial year; or

S3.5.4.2 To offset the overspend, seek additional funding from the parties.

S3.5 Termination of this Agreement

S3.5.1 At the expiration of the Term or at any other date of termination as hereinbefore referred to, any surplus of monies held in the Pool Fund shall be repaid to the Parties in such proportion, as is equal to their respective contributions made during the Term of this agreement, subject to Audit approval.

S3.5.2 If the parties agree to renew this Agreement at the expiration of the Term and there is a surplus of monies, representing an underspend, held in the Pool Fund, then it shall be rolled over into the next successive Financial Year, unless otherwise agreed by the parties.

S3.6 S.151 Officer / Chief Finance Officer for the ICB

S3.6.1 The Pool Manager will be accountable for managing the Pooled Fund and reporting to the HBC's Operational Director (Finance), who is the officer appointed by HBC for the purposes of S.151 of the Local Government Act 1972 and S.114 of the Local Government Finance Act 1988 or to the ICB's Chief Finance Officer where the ICB is the Host Party.

S3.7 ICB's and HBC's Financial Standing Orders and Finance Regulations

S3.7.1 The ICB's and HBC's Financial Standing Orders will apply to the operation of the Pooled Fund.

S3.7.2 All Service Contracts and conditions of either of the Parties existing at the commencement of this agreement will be honoured until the date of their expiry. Any new Service Contracts entered into by either Party will be made in accordance with paragraph 3.7.1.

S3.8 Monitoring and Reporting Arrangements

S3.8.1 The ICB or HBC (depending upon who is the Host Party) will provide the Pool Manager with regular budget reports on the Pooled Fund and any expenditure incurred from the same. Where expenditure is incurred on behalf of the Pooled Fund by the Parties or those it commissions to carry out such work then those agencies will be required to record the detailed transactions within their accounting systems and provide monthly reports (in a format to be agreed by the Parties) to either the ICB or the HBC for inclusion within the Pooled Fund reports to the BCCAG.

S3.9 VAT

S3.9.1 The Parties shall agree the treatment of the Pooled Fund for VAT purposes in accordance with any relevant Guidance from HM Customs and Excise.

S3.10 Expenses

S3.10.1 Any expenses as agreed by the JSLT incurred by service users and carers in attending meetings of the BCCAG or JSLT may be paid from the Pooled Fund in accordance with the ICB or the HBC subsistence and travel rules and the expenses of any other members of the BCCAG or JSLT shall be met by their employers or respective body.

S3.11 Payment Arrangements

- S3.11.1 In the event of the ICB making its Revenue Payment to the Pooled Fund hosted by HBC such payment shall be by monthly installments within 5 working days of the start of each quarter month commencing on 1st April 2025 on production of an invoice from HBC with any relevant supporting documentation provided that such payment to the HBC will be dependent upon receipt of the Revenue Payments made into the Pooled Fund by the HBC.
- S3.11.2 In the event of the HBC making its Revenue Payment to the Pooled Fund hosted by the ICB such payments will be made in 12 equal monthly installments on receipt of an appropriate invoice and where necessary, with supporting documentation on 15th of each month commencing from 15th April 2025 provided that such payment to the ICB will be dependent upon receipt of the Revenue Payments made into the Pooled Fund by the ICB.

S3.12 Efficiency Savings

- S3.12.1 The Pooled Fund will have to demonstrate that it is achieving the required efficiency targets set by the Parties.

S3.13 Capital Expenditure

- S3.13.1 Capital expenditure for the purchase of Capital Assets cannot be incurred without the prior written approval of the BCCAG and Section. 151 officer and the ICB's Chief Finance Officer.
- S3.13.2 In the event of approval being given as in clause S3.13.1 the Parties shall decide which of them shall purchase and own the Capital Assets on behalf of the Parties and thereafter be responsible for the maintenance, repair, renewal and insurance costs of the Capital Assets on behalf of the Parties.
- S3.13.3 The Pool Manager shall be responsible for producing and thereafter maintaining a register of Capital Assets purchased from the Pooled Fund.
- S3.13.4 On the disposal or sale of any of the Capital Assets, either during the Term of this agreement or upon termination of the same (for whatever reason) the net proceeds from such disposal or sale shall be returned by the Pooled Fund.
- S3.13.5 If the proposed cost of any of the Capital Assets shall exceed £5,000 (other than those purchased through the Disabled Facilities Grant) then such cost shall not be funded from the Pooled Fund but shall require the submission and preparation by a manager of an initial Business Case to be made to the BCCAG which shall, if it accepts the validity of the Business Case, then refer such request for making a formal bid or request whether by submission of a formal Business Case for approval or otherwise to the appropriate statutory funder for such monies and if approved such Party shall retain legal ownership of the Capital Assets.

S3.13.6 In the event of either Party receiving Capital Expenditure grant from the Government or other public department a protocol will be agreed by the BCCAG, taking advice from the S.151 officer of the HBC and the Chief Finance Officer of the ICB as to how such monies may be returned to the relevant party on termination of this Agreement howsoever accruing.

S3.14 Specific Grants

S3.14.1 It is recognised by the Parties that the contribution to the Pooled Fund made by HBC and the ICB will not initially include specific grant monies from the Department of Health & Social Care. In the event that specific grant monies become available for the Client Group the process described at S3.2.1 is to be followed, if the parties wish for the monies to be included in the Pooled Fund.

S3.14.2 In the event that such grants monies are withdrawn none of the Parties shall be required to fund such shortfall from its own resources and the Parties shall inform the JSLT and the Pool Manager of such event arising as soon as reasonably practicable.

S3.14.3 The Parties shall apply such information detail and audit evidence relating to the expenditure incurred by the Pooled Fund as may be required by the Parties and their auditors to satisfy any of the conditions which may have been imposed upon the Parties by the relevant funding body on receipt of such grant monies including evidence of the activities upon which such expenditure was incurred

S3.15 Budget Timetable

S3.15.1 The annual HBC Budget for the whole Council will be set in accordance with the HBC's Corporate Budget Setting Process, identified below and which shall include those monies to be contributed by HBC to the Pooled Budget.

S3.15.2 Subject to which party is holding the Pooled Fund either the Chief Finance Officer for the ICB or the Chief Accountant for the HBC will contact the budget managers for the relevant Services, including the Pooled Manager, to request any information required and arrange meetings with Budget / Pool Manager during September and October, in preparation of setting the budget for the forthcoming year. It is essential that the information be provided promptly so that the overall deadlines for budget preparation are to be achieved.

S3.15.3 The indicative budget timetable for HBC is as follows:

- The current year budget will be revised continuously, as soon as virements are approved in accordance with standing orders.
- The current year budget will be reviewed each year in September & October, in conjunction with Budget Managers.
- The forthcoming year's base budget (i.e. before growth and savings) will be prepared by Mid-December.
- The Provisional Local Government Finance settlement from Central Government is expected by mid-December.
- Management Team and Executive Board will then consider the forthcoming base budget in the light of the provisional settlement.
- Management Team and Executive Board will consider growth and savings options during January and once approved these will be built into the forthcoming budget
- The budget will be approved and published in the Adults Directorate's electronic Budget book. This will be available to all Budget Managers by the end of March.
- Executive Board will consider the levels of fees and charges proposed for the forthcoming year during March.

S3.15.4 The indicative budget timetable for the ICB is as follows:-

- System financial planning process commences December to January with review of spend and expected outturn including identification of subsequent year's financial pressures
- National planning instructions (i.e. NHS Operational Planning Guidance, NHS Finance and Contracting Guidance, indicative allocations and associated information) issued to NHS organisations in December
- Draft System Finance Plan, which includes the ICB's Annual Budget, presented to ICB Board during February
- January to February budget meetings convene across the ICB to inform the spend priorities and commitments and commissioning plans/intentions to facilitate delivery of the ICB's and the System's required financial objectives
- Final System Finance Plan (in conjunction and correlation with the System's Workforce and Operational Activity Plans) presented for ICB Board approval ahead of formal submission to NHS England by 31st March
- Regular reviews of budgetary performance within ICB (at both corporate and place-levels) undertaken with respective oversight for the financial performance of the pooled health and care fund
- ICB Place budget formally assigned to the ICB at Halton leadership team prior to the commencement of financial year

- S3.15.5 The ICB's Chief Finance Officer will confirm the ICB's minimum contribution to the Better Care Fund, to the HBC Finance Manager, by the end of March each year.
- S3.15.6 The Parties shall agree the budgets and their respective contributions to the Pooled Fund by the 1st April for the financial year beginning on 1st April. This will be subject to the national timetables for issuing guidance to support the Better Care Fund development for the period.
- S3.15.7 Partners of the Pool Fund need to ensure a realistic and sustainable budget is set and approved by Senior Management at the start of the financial year. This should include identifying significant cashable efficiency gains and should protect front line services and vulnerable members of the community as far as possible. It should deliver improved procurement and ensure value for money. The council's budget will be set in accordance with the Medium Term Financial Strategy which provides the context and assumptions upon which the following year's budget will be prepared. Both partners must ensure budgets include appropriate uplifts for pay and price inflation in respect Salary Budgets at the very minimum, to ensure a balanced budget at year end and to prevent exposing the pool to financial risk.

Draft (@22.1.20)

Schedule 4: Delegation Limits

S4.1 Delegated Authority

As stated in Clause 3 (Governance), neither the JSLT nor the BCCAG is an autonomous body and does not therefore have legal status. Any decisions of the BCCAG and/or the Pool Manager which are beyond their respective delegated authority/limits (as set out below) or are inconsistent with the terms of this agreement would require the prior approval and/or the ratification of the governing bodies of the Parties organisations in accordance with both Parties Standing Orders, Prime financial policies and Schemes of Delegation.

- S4.1.1 As stated in Schedule 3, paragraph 3.7 the Pooled Fund will (subject who is the Host Party) be operated under either the ICB's or the Council's Constitution, Standing Orders and Finance Regulations. Within paragraph 3.4 of the Council's Standing Orders relating to Finance there is provision for Delegated Authority to be granted to Officers of the Council for the certification of financial and personnel documents with the approval of the Executive Director for Adults and Head of Internal Audit.
- S4.1.2 Delegated powers to authorise expenditure from the Pooled Fund and enter into Services Contracts with Providers for the respective Parties together with the limits of their authorisation, including the Pool Fund Manager, will be in line with each respective organisation's schedule of delegated financial limits.
- S4.1.3 Authorised Certifying Officers shall be responsible for all financial arrangements delegated as per their organisation's schedule of delegation list and shall maintain a sufficient record of all transactions to account to the Pool Manager for the Pooled Funds.
- S4.1.4 The Pool Manager should ensure that certifying officers are familiar with the procedures and requirements set out in the Standing Orders Relating to Finance and Procurement and be satisfied that officers are aware of and comply with the correct procedures.
- S4.1.5 Authorised Certifying Officers have a responsibility to assist the Internal Auditors acting on behalf of the Council when reviewing any internal or financial control system for which they are responsible.
- S4.1.6 Delegated powers are restricted to individual areas of management control as stated within this Agreement. In particular the certification of financial documents requires responsibility for ensuring adequate budgetary provision is available and documents are processed strictly in accordance within the specific authorisation limits as detailed in the list.
- S4.1.7 Any changes to the officers included in the list can only be authorised jointly by the Executive Director for Adults, ICB Chief Finance Officer, and the Head of Internal Audit.
- S4.1.8 Specimen signatures have been obtained for all the certifying officers and copies provided to the relevant sections within the Adults Directorate and the Chief Executive's Directorate.

Appendix 1: Exempt Information

1. The JSLT may choose to discuss in private certain information which includes or is likely to involve discussion of Exempt Information for the purposes of Schedule 12A Local Government Act 1972. The categories of Exempt Information applicable as at 29 September 2004 are listed for illustrative purposes only below and references in Schedule 12A aforesaid to 'the authority' shall in the context of this Agreement be taken to refer to the BCCAG
2. The JSLT shall discuss in private any item of business which includes or is likely to involve discussion of confidential information.
3. In the context of this Clause the expression 'Confidential Information' shall typically, though not exhaustively, mean:-
 - a) information furnished to the J S L T of any member of the BCCAG or to the Council or to the ICB by a government department upon terms (however expressed) which forbid the disclosure of the information to the public; or
 - b) information the disclosure of which to the public is prohibited by or under any enactment or by order of a court.

Draft (@22.12.25)

Appendix 2: Finance

Breakdown of Better Care (Pooled) Fund Budget 2025/26:-

- Minimum ICB Contribution (Better Care Fund) £XXXXXXX
- iBCF £XXXXXXX
- Disabilities Facilities Grant £XXXXXXX
- ICB Contribution to Pool £XXXXXXX
- HBC Contribution to Pool £XXXXXXX
- HBC Discharge Funding £XXXXXXX
- ICB Discharge Funding £XXXXXXX

Draft (@22.1.25)

REPORT TO: Executive Board

DATE: 13 March 2025

REPORTING OFFICER: Executive Director, Adults

PORTFOLIO: Adult Social Care

SUBJECT: Dementia Advisor Service – Alzheimer’s Society

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To consider the Dementia Advisor Service in Halton, contracted with Alzheimer’s Society, and consider contract renewal, through a direct award, for a further 12 months following the current contract end date.

2.0 RECOMMENDATION: That

- 1) **Note the contents of the report; and**
- 2) **Approve a Waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3 of Procurement Standing Orders, for a direct award to support the continuation of the provision of the Dementia Advisor Service in Halton delivered through contract with Alzheimer’s Society for the period from 1st April 2025 to 31st March 2026.**

3.0 SUPPORTING INFORMATION

3.1 Overview

3.1.1 Adult Social Care commission Alzheimer’s Society to provide a community support service across Halton to those pre and post dementia diagnosis, and their carers. This service was developed in 2016 and was further reviewed in 2019 to become an invaluable resource, forming the Dementia Connect Service currently delivered today.

3.1.2 Dementia Connect is a model replicated across the Country offering referrals to community-based Dementia Advisors who provide personalised one-to-one support, practical advice (including dementia specific legal and financial advice and signposting),

information and signposting to other local support, regular social events in both Runcorn and Widnes for those with dementia diagnoses and their carers, regular 'keep in touch' calls and contact, and support with advanced care planning.

- 3.1.3 The service dovetails health services to provide a community-based pathway of support, often meeting the needs of those coming to terms with new diagnoses in a timely manner. The service impacts positively on the Council's statutory duties under the Care Act 2014 to provide information and advice to empower people to make informed decision about their care options. It also meets the outcomes of a number of NICE guideline recommendations including those set out in *NG97 'Dementia: assessment, management and support for people living with dementia and their carers'*
- 3.1.4 Alzheimer's Society works closely with the Council to understand local needs and played a key role in engagement with residents towards development of the '*Living Well with dementia in Halton: One Halton Dementia Delivery Plan 2023-2028*'. Alzheimer's Society is also a significant delivery partner in achieving the outcomes of the Plan.
- 3.1.5 As the largest dementia charity in the UK, Alzheimer's Society have a unique understanding of the issue facing those with dementia symptoms and diagnoses. They also offer a wide ranging infrastructure to be able to give specialist advice, information and resources that provide added value to the Halton contract.
- 3.1.6 Performance figures covering the first three quarters of 2024/25 are given at Appendix One, including two case studies looking at support offered.

3.2 **Service contract**

- 3.2.1 The current contract was issued on 1st April 2024 and ran for 12 months. A further 12-month contract is recommended to run from 1st April 2025 to 31st March 2026. The year-on-year contracting is in recognition of the Council's financial position.
- 3.2.2 The current contract value is £77,173 per annum, remaining unchanged since 2023. A waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3 of Procurement Standing Orders would be required to cover the period 1st April 2025 to 31st March 2026.

4.0 **POLICY IMPLICATIONS**

- 4.1 The service forms part of the Adult Social Care offer of provision and meets statutory requirements in relation to the Care Act 2014. It impacts on the Council's duty to offer information and advice and

also supports carers.

- 4.2 Alzheimer's Society have a long-standing relationship with the Council, offering added-value in relation to their association with the national branding and campaigns.

5.0 FINANCIAL IMPLICATIONS

- 5.1 A waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3 of Procurement Standing Orders would be needed to cover a contract spanning the period 1st April 2025 to 31st March 2026. The value of the contract would be £77,173.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence

The contract enables Alzheimer's Society to work with those who have dementia symptoms and are seeking diagnosis as well as those diagnosed with dementia, together with their carers. The support, information, advice and signposting available to these people is well-received and keeps them well for longer in the community.

6.2 Building a Strong, Sustainable Local Economy

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

No direct impact.

6.4 Tackling Inequality and Helping Those Who Are Most In Need

This service makes an important contribution to the health and social care system in Halton, supporting people at times of vulnerability.

6.5 Working Towards a Greener Future

No direct impact

6.6 Valuing and Appreciating Halton and Our Community

The service is based in the community and supports people to access community facilities.

7.0 RISK ANALYSIS

- 7.1 Losing the service would impact on both social care and health services as people would be at risk of needing more complex interventions.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The service is designed to meet the needs of those pre and post dementia diagnosis, and their carers. It is offered as a free to access service.

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.'

Engagement Activities - Networking, signposting, promotion.	Safeguarding
<p>Q1 April - June 2022</p>	<p>Presentations about dementia connect service to various fora including: practice managers, practice nurses, health care assistants. - dementia friends session and awareness of DC Halton service to practice admin staff. - Materials sent out by email to all practices. - dementia friends session delivered to the families of residents at Trewan care Home in Widnes. - Involvement with the dementia Delivery Group and Halton carers centre as part of that. -Engagement with the Partners in Prevention group and contact with the fire service to arrange dementia awareness sessions for them. -Working on a plan to deliver Dementia Friends sessions and Dementia Friends Ambassador/Champions training to nominated council staff. -Continued development and promotion of Widnes activity group and planning to start up another activity group in the Runcorn area to improve accessibility across Halton. -Regular contact with support workers within LLAMS and IAT in social care to encourage signposting and referral to us. -VCSFE Response Meeting attendance. -Stall to be held alongside House of Memories Roadshow bus.</p>
<p>Q2 July - Sept 2022</p>	<p>We were approached by a care home to do an information session for staff and relatives. In response to this we delivered a dementia friends session, with some additional relevant information. This was attended by staff and relatives of residents living there. This was also followed by a casual Q&A session with the support of our DA. Feedback was really positive and these sessions will now be run quarterly to help keep families informed and supported if they are affected by dementia. We arranged for Thred CIC to join our activity group to consult with service users about their experiences of transport. This is to inform the Liverpool City Region Transport Plan which is currently in development. People were given information about the plan and gave feedback about what they need from a good transport system as people affected by dementia. We again attended the partners in prevention meetings to promote our services and have also promoted Dementia Advisors and the Activity Group to other services by post and email.</p>
<p>Q3 Sept - Dec 2022</p>	<p>Meeting with Andrew Kiridoshi from LLAMS to promote the service. Dementia friends sessions delivered to elected members, and HBC management. Liaising with Alzheimer's Society internal DF team to ensure that Halton are top priority when DF Ambassador training is scheduled. We attended the Carers Rights Day event run by HCC to deliver a dementia friends session and manned a stall providing information about dementia-related topics and promoting our services. We also promoted our services at the Partners in Prevention meets with a stall. We've been involved in meetings to develop the One Halton Dementia Delivery Plan and provided information to support any comms to go out as part of one of the actions around health promotion. We have been involved in meetings and site visits looking at potential spaces for a community hub with other 3rd sector providers which we are keen to be involved in. We also completed an interview as part of a research project about councillors and their involvement in social care. Additionally we have continued to support Trewan House care home.</p>

Q4 Jan-Mar 2023	Coffee & Chat at Widnes and Runcorn Library, Sure Start to Later Life Dementia Friends Runcorn Town Hall, Adult & Social Care Research with Halton Council and Chester University, Brookvale Community Centre promotion in the area, Partners in Prevention event, Carers Strategy Group, Dementia Strategy Group. During this quarter staff received deafness awareness and accredited first aid training relevant to the development of activity groups. The Dementia Adviser service has also been added to the list of services that care navigators within GP practices can refer into. Our groups continue to grow, and we have also seen a gradual increase in referrals to the service this quarter. Alzheimer's Society have launched a refreshed brand so new promotional materials for our Halton Dementia Adviser service and groups are being distributed to LLAMS, GP's and other partners in Halton. There is a new dementia lead at Warrington and Halton Hospitals who we will be speaking with in due course to offer our support to Halton residents who are treated in either Warrington or Halton hospitals as part of the society's new strategy, aiming to reach people living with dementia at significant points of change and some of the most difficult times in their journey. We are also planning for dementia action week where we will continue to focus on the theme of getting a diagnosis and accessing post-diagnostic support.	
Engagement Activities - Networking, signposting, promotion.		Safeguarding
Q1 April - June 2023	Service promotion within NHS Applause Newsletter, attendance at practice managers meeting and follow up contact, dementia friends session and service promotion at two sure start to later life training sessions, Dementia Friends sessions at Runcorn PCN training day - three back to back sessions covering 58 staff! Met with the new discharge support worker at Warrington Hospital to encourage referrals for both Halton and Warrington residents into their respective local dementia adviser services. Joined the Halton VCSFE meetings again to network and share information about our service with other voluntary sector partners. Also attended Dementia Delivery Plan group and presented feedback from informal consultation. Attended Carers Startegy Group meeting - provided updates around carers of people with dementia. We took part in various events during dementia action week, including a dementia friends session at Brookvale Medical Centre, attending open day at Grove House Practice, attended post diagnostic group and Brooker Centre, advisers also dropped into coffee and chat in Runcorn to offer on the spot support to anyone affected by dementia. We have been approached by The Wellington pub in Hale about running a memory cafe and becoming dementia friendly so our dementia advisers are also supporting them with that. Overall it's been a busy few months of service promotion and offerring on the spot support, as well as awareness raising for a Dementia Friendly Halton.	One safeguarding referral to local authority. Carer breakdown, no longer able to care, having a negative effect on his mental health and mum at risk of being left alone. Unable to keep herself safe due to dementia. Local authority contacted and put a package of care in place. Support for the carer ongoing with dementia adviser to understand progression of dementia, accessing and paying for care.

Q2 July - Sept 2023	<p>There is a new Dementia Lead Nurse at Warrington and Halton Hospitals whom I have met with and joined the new Dementia Steering Group there. We are currently looking at a potential referral pathway into our services for anyone needing support, particularly at the point of discharge. We have sent information packs to each GP practice in Halton with a summary of our services and some factsheets and booklets as an example of what we offer. This was accompanied by a covering letter explicitly asking practices to display our information, signpost to us when inviting patients for an annual dementia review, and refer to us during a GP Dementia Review. We continue to attend Partners In Prevention meetings to promote our services and network with other organisations across the borough. We also attended the session in Widnes market where members of the public could also see the services available. We continue to attend the VCFSE response meetings, again for networking and service promotion. From the last couple of these meetings we have made some new contacts - Paula Perle who is delivering some fitness sessions including active bingo and will come along to do a taster at one of our activity groups. We have also made contact with the Reader Organisation regarding some taster shared reading at the groups. We have delivered three more dementia friends sessions as part of the sure start to later life days and staff also attended the falls training part of the day to expand their knowledge and allow them to provide an additional facet of early intervention and preventative information to our service users. We have also refreshed our contact with British Red Cross and Citizen's Advice Bureau to promote services and discuss potential referrals. We also attended the Health and Active Ageing event to promote our activity groups. Referral numbers have been very low, and although these have picked up into early October, there are still very few from the memory clinic in comparison to their diagnostic rates. I have contacted both the MAS Team Manager and the lead consultant. Response from the consultant was positive towards my suggestions of us attending monthly to the post diagnostic CST groups to take referrals, but there has been no confirmation of dates from the manager. I also attended the Carers Strategy Meeting and the Dementia Delivery Group to provide input. Over the next few months we plan to implement some Love to Move exercise sessions as part of our activity groups, and pilot a one day dementia carers workshop in Halton in order to try to complement the existing services on offer.</p>	
Q3 Sept - Dec 2023	<p>Ongoing work with Warrington and Halton Hospitals through the Dementia and Delirium group and the Lead Dementia Nurse Consultant. Currently in the process of planning some events across both sites for Dementia Action Week. One of our Halton Advisers is due to attend training to deliver Love to Move to enable us to offer sessions regularly as part of our service offer. This is a chair-based exercise session designed by the British Gymnastics Foundation specifically to work on both physical and cognitive stimulation at the same time and will be beneficial in helping people to maintain their cognitive skills as well as co-ordination, balance and strength. We continue to attend the VCSFE response meetings in order to network and promote our services, as well as events such as the Partners In Prevention Meetings and a drop-in at Grove House GP practice. We also continued to deliver Dementia Friends sessions at the Sure Start to Later Life training days this quarter which were well received. Our relationship with LLAMS remains a challenge with very little response to offers of joint working to speak with the team there or attend their sessions with patients or staff. The 'Reducing Health Inequality in Halton' sessions have been rescheduled and I will be attending those. We have attended meetings with two housing providers and will be attending another team meeting in the new year to promote our services again with the initial assessment team in adult social care. I was scheduled to meet with Karen Graham regarding care homes and what support we can offer though this was rearranged for the new year. We have continued to work with people with young onset dementia and their families across the whole of Cheshire and Merseyside to arrange a support service that is relevant and accessible for their needs as many existing services are not age-appropriate. We are due to launch our first support group soon.</p>	None

Q4 Jan-Mar 2024	<p>Referral numbers remain low and with no response to our offers of attending team meetings and groups from the LLAMS manager again. We have continued to promote our services wherever we can via Halton and St Helens CVA, IAT meeting (rearranged as low expected attendance due to it being around easter holidays), Grove House practice drop-ins, Wellbeing service team meeting, Warrington and Halton Hospitals Dementia and Delerium Steering Group and at VCSFE Response meetings. We are now able to offer full benefits assessments and support with applying for benefits via our internal partnership with Citizens Advice. We are looking at some collaboration through our groups with Nature Cafe in Runcorn and The Reader Organisation who have arranged to come along and run a taster session to see how it is received. If this is positive we can then run a joint session with them regularly as they are keen to develop their service in Runcorn too. Advisers have also met with Life Story Network to bring this into the groups. Due to revisit Stroke Association to attend team meeting as they were referring through a link at a partners in prevention meeting last year but these have now reduced. Attended another Partners In Prevention meeting in January. We have taken up the offer of desk space for drop-in's at the One Stop shops. Hoping to be able to attend monthly to start with in each location. Dementia Adviser Vanessa is due to complete her Love to Move training so we will be delivering a Love to Move group from next quarter to offer a more frequent calendar of activities and something new to Halton. Following a great success with St Helens college we have offered for Riverside College Health and Social Care students to have some Dementia Friends Sessions delivered - no reply from Head of Department yet but will ask again. Dementia Friends Session and service promotion also booked in for May at Castlefields Community Centre. Ongoing attendance with the Compassionate Community forum and from that looking at how we can work with Halton Haven Hospice to support people living with dementia at end of life. Due to start delivering Dementia Friends sessions and service promotion in care homes following conversations with Maureen and Steve at HBC. Finally, we have a few events booked in for Dementia Action Week - a small marketplace event at Halton Lea Library with a range of other services and a DF session to take place in the afternoon, an information stall at ASDA, and a Carers Infomration and Support Workshop at the Catalyst Science Centre. Wider work with North West Ambulance Service ongoing too and some service user involvement for their Dementia Strategic Plan to take place at our Widnes group. Launch of our Young Onset Network during Dementia Action Week.</p>	None
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Referral numbers have improved slightly on the last quarter but again numbers are low. We have again tried to contact LLAMS and offered to attend post-diagnostic groups, clinic days and team meetings as well as an offer for them to attend our Dementia Action Week event in Runcorn to no avail. We have contacted again since to directly ask whether there are any barriers to referring to our services or working with us that we can address. We have however been busy promoting our services elsewhere. Our Dementia Action Week events featured in the NHS Applause newsletter, Runcorn and Widnes World, and Halton Carers Centre newsletter. Our advisers have attended team meetings with Wellbeing Enterprises, Stroke Association, leisure centre/library staff, and met with the Healthy and Home service which supports people particularly at the point of hospital discharge and does come into contact with people living with dementia frequently. We continue to network and promote our services within the VCSFE Response meetings, Warrington and Halton Hospitals Dementia and Delirium Steering Group, Carers Strategy Group and the Compassionate Communities Network. We have been delivering dementia friends sessions at various Halton Borough Council care homes including: Oakmeadow Community Support Centre and St Lukes and Millbrow. Additionally this quarter we ran a drop-in event at Runcorn Library. Partners were invited and this was attended by Halton Carers Centre, Sensory Support Services, NHS Primary Care (app promotion), Ageing Well and the Library Service. This was attended by 14 members of the public. We are planning to run similar drop in sessions on a monthly basis in the Runcorn area possibly using the library again to improve our reach but also exploring other options including the new Health Hub. We have also met with the Reader Organisation who will be attending an activity group session to deliver a taster and we are due to meet again to discuss setting up a joint group for people living with dementia. We also have someone coming to deliver their Nature Cafe taster at our group. This is a model that has worked well in schools and may be beneficial for people living with dementia. We attended the North West Healthy Ageing Leads Network to promote our services. As a result of conversations during the Compassionate Communities Network meeting we met with Halton Haven Hospice. They didn't feel that they would come into contact with many people affected by dementia in their services as a hospice isn't often the right environment for someone however we did offer some dementia friends awareness training which they have accepted and will be delivered once a date has been set. Our Halton Dementia Adviser Vanessa has now completed her Love to Move training and is awaiting her final assessment from British Gymnastics Foundation to be able to deliver this at the groups to help improve wellbeing, strength and co-ordination. We have also met with Riverside College to discuss how we can support Health and Social Care students to gain a better understanding of dementia and will be offering some dementia friends sessions and volunteering opportunities to help to create a dementia friendly workforce for the future. We are now able to offer Halton service users access to a full benefits assessment and support with applications and appeals with our internal benefit service, although we still try to work as closely as possible with local providers where we can.

Q1 April - June 2024

None

Referral numbers have dipped again this quarter. We did get a response from the deputy manager at LLAMS who we managed to secure a meeting with. We went along to the memory clinic to discuss with her and Jaymie who also attended the lack of referrals into our service and our concerns about people not receiving ongoing post-diagnostic support once discharged from the memory clinic. They explained that they had been experiencing staffing issues and so some of the post-diagnostic work that they would normally do to refer and signpost into services such as ours has not been taking place. Kim advised that this should now improve as they have recruited into vacant posts. We asked about attending future meetings and she said they would be happy to and we will follow this up again. We have left some flyers in the waiting room and put up a poster. We have also worked on other avenues of promoting our service and getting into the community to try to reach people. We had another meeting with the healthy and home service, attended the VCSFE response meeting in-person to talk about what we do, held information stands at Halton Lea shopping centre, the Foundary Community Church, Morrisons Widnes, Castlefields Community Centre, Ditton Community Centre, and have others planned over the coming months at both Direct Link sites, Upton and Grangeway Community Centres, and the Deafness Resource Centre. We have delivered Dementia Friends sessions to a further 2 care homes and 2 domicilliary care companies. We have attended the PPG plus meeting, which was very positive, resulting in 3 enquiries so far for us to attend individual practices to talk about our services and how we can get their patients to access our support. We have had an article in the Runcorn and Widnes World as part of World Alzheimer's Month urging people to seek our support and to also ask for advice if they are worried about their memory. We are also booked in to do a radio interview to talk about our services via Kathy at Health Watch. We have also made enquiries about moving our Runcorn group into a more central venue - The Brindley Theatre has been suggested by other partners and it is likely that we will be based there from the new year.

Referral numbers have improved on the last quarter partly due to an increased number of referrals from the Healthy at Home service run by the VCA. We have also been working closely with Healthwatch and raised concerns with them about the lack of post-diagnostic care being provided by LLAMS and the lack of willingness to work with us. Healthwatch visited Jaymie at the memory clinic to raise these issues and he explained the same things that he had given to us the previous month. A complaint is now being raised as we have come across cases over the past few months where people haven't even been informed of our service when receiving a diagnosis. Their diagnostic rate remains higher than most of the region. We have asked again for dates for their CST but received nothing. We have however secured space at The Brooker Centre, where LLAMS are based, to have a stall for outreach alongside Healthwatch Halton. This will take place monthly beginning on 20th January. We have continued to attend various fora, including the VCSFE Forum, a new Halton Collaborative meeting, Compassionate Communities meetings, 2 further PPG meetings, and the Warrington and Halton Hospitals Dementia Steering Group. I held a guest slot on the Halton Hospital Radio Station with Kathy from Health Watch to promote our services and talk about dementia and the support we provide. This went out live on 19th December and the recording will be available soon to share, which we will send out to various partners. We were planning on moving our Runcorn group to the Brindley Theatre as a more central venue, however they are currently having some building works completed and so we are looking for a different venue with an aim to set up a Love to Move group from March. This is something that isnt already offered anywhere in Halton so we are hoping that it will be of benefit to people living with dementia who arent already accessing services. Love to Move is accredited by the British Gymnastics Foundation and is a targeted intervention specifically designed to improve cognitive reserve for people with dementia.

Q2 July - Sept 2024

None

Q3 Oct - Dec 2024

None

Halton Dementia Adviser Case Study September 2024

Background

Mr G was referred by the Memory Clinic. He has a diagnosis of Vascular Dementia.

Contact made to designated contact Mrs G, home visit was requested.

Home visit undertaken both Mr & Mrs G happy to talk about the situation and how it affects them.

Intervention

A full assessment of their situation and needs was completed at the home visit. The adviser ascertained that they are in the process of organising Lasting Powers of Attorney, information was given about how and when this could be used. Mr and Mrs G had not considered any welfare benefits. DA spoke about the criteria for attendance allowance having gained an understanding of the support Mr G now needed. Mr G requested that the DA ordered the Attendance Allowance forms. Information given also on claiming Severe Mental Impairment disregard for council tax when Attendance Allowance is in place.

They spoke about living well and where to access support to keep active and meet others in a similar situation. Information given about the Alzheimer's Society Halton Activity Groups, and also sure start to later life.

Outcomes

The Dementia Adviser ordered the Attendance Allowance forms and with their consent also referred into Welfare Rights Service for a home visit to assist with filling the forms in.

Further contact

Dementia Adviser spoke again with Mrs G who stated that at times she feels very down and depressed since her husband received the diagnosis in April 24. Mrs G also said the paperwork and information given from memory clinic had left her feeling overloaded and didn't know what to do with it so she put it in a draw. Dementia Adviser offered ongoing support to go through any information she was unsure of.

DA suggested that a full assessment of needs for Mr & Mrs G might be appropriate as they were both struggling to cope at times. A referral was made into Halton carers centre to support Mrs G with the carer stress that she was experiencing and advised Mrs G to speak with GP due to low mood and spoke about possible options for medication or talking therapies.

Both are thinking about attending the Halton Activity group. Dementia Advisers to remain involved until both feel the situation is less stressful. Both expressed that they felt better knowing there is someone to turn to. Their assigned Dementia Adviser has scheduled follow-up calls to them and they have been provided with direct contact details should they

need anything in the interim. They will be able to access this support throughout their whole dementia journey.

Outcomes

Knowledge and Information

Financial

Legal

Mental Wellbeing

Living Well

The increased income, if awarded will be used to access additional support, helping them both to stay well and independent at home. Through the groups and future conversations with their Dementia Adviser they will be able to access other relevant information, e.g. local services, warm homes advice, help with understanding changes as dementia progresses.

CASE STUDY
September 2024

HALTON

BACKGROUND

Mr H referred himself into the Alzheimer's Society as his mother has Alzheimer's and Fronto Temporal Dementia and has really declined these last few weeks. Mr H is struggling seeing his mother deteriorate and needs some advice. His father had also recently had a fall and there are currently no carers in place. Mr H does have brothers, but they do not assist in the day-to-day care of his parents.

SERVICES PROVIDED

An initial assessment was conducted over the phone. The Dementia Adviser got a full insight into the mother's diagnosis, symptoms, family situation and established that she already claims PIP and universal credit. They are in the process of looking into an LPA and the Dementia Adviser provided more information on this to assist his understanding and offered our LPA Assistance Service which Mr H was interested in but wanted to run this by his father first. The Dementia Adviser also suggested a referral into Social Services for a full assessment to see if they could get some carers in place to take the pressure off Mr H. Again, Mr H was keen but wanted to have a conversation with his father before proceeding. They had been anxious about seeking additional support. The adviser explained what sort of care could be arranged, what an adult needs assessment would involve and the financial assessment.

OUTCOMES

Following the initial phone call the Dementia Adviser agreed to call back Mr H in a few days' time to arrange a house visit once Mr H had spoken to his father to ensure he wanted to be included in the meeting and happy for Mr H to proceed. Mr H advised that the memory clinic was due to see his

mother again in a few days and requested we wait to meet until they have been and re-assessed his mother. Mr H was provided with contact details for his assigned adviser and encouraged to ring again in the meantime if he needed any further help. This initial call reduced Mr H's anxiety about the changes in his mother's condition and provided him with the information he needed to consider some additional help to avoid him experiencing carer burnout, whilst also being empowered to make decisions for the future. The adviser contacted Mr H again who had been grateful for the contact and information and an appointment was arranged for the adviser to visit at home and provide further information and advice on the next steps to getting extra support, as well as ways of coping with the symptoms associated with fronto-temporal dementia, which can cause changes in behavior and mood. Mr H and his mother and father will receive ongoing support throughout their dementia journey with keep in touch calls and further home visits if wanted.

REPORT TO:	Executive Board
DATE:	13 th March 2025
REPORTING OFFICER:	Executive Director Environment and Regeneration
PORTFOLIO:	Employment, Learning and Skills and Community
SUBJECT:	Halton Library Service Review
WARD(S)	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To inform Members of the changing needs of library service users, identified through public consultation and provide options on how best to deliver a service which is responsive to changing user needs, consistent across all libraries and continues to meet the Council's statutory duty in a climate of reduced resources.

2.0 RECOMMENDATION: That the Board approves:

- 1) The amended library opening hours; including closure of Runcorn Old Town & Ditton library on Saturdays; and**
- 2) Amending the 'Home Library' delivery service model, with the acquisition of an electric vehicle to increase service reach.**

3.0 SUPPORTING INFORMATION

- 3.1 The library service undertook consultation which was open for six weeks from 27th August to 8 October 2024 and was widely distributed to those who live, work and study in the borough. Questions were posed around changes to opening hours and the reasons why people use or don't use the library service with consultations submitted both online and via hard copies at a variety of sites to ensure the engagement approach was inclusive.
- 3.2 Some key analysis from the consultations demonstrated:
- 94% of survey responders use Halton Libraries.
 - 57% agree with the proposed opening hours.
 - 43% who were unsure on the proposed opening hours wished to see access to library services for those typically working 9-5pm. (The library reconfigured service offers a late

night until 6pm, at both Widnes and Runcorn, plus Saturday opening 10-2pm at both Halton Lea and Widnes Library, along with free 24/7 remote access to online resources, the library catalogue and an extensive e-book and e-audio service. It is also worth noting an enhanced outreach service bolsters the library offer and access opportunities.)

- The most popular time to visit was ‘afternoons’.
- The most used library site by respondents is Widnes library (61%) whilst the least used is Ditton library (21%).

3.3 The Council’s, Research, Data and Insight team produced a consultation dashboard which is available here-
<https://my.visme.co/view/x40jq4jd-library-opening-hours#s1>

3.4 See *Appendix A* for a copy of the public consultation survey, current and proposed opening hours and a complete summary of findings.

3.5 **Changes to library service opening hours**

The current opening hours are inconsistent and can be confusing for our customers. The consultation results responding to proposed opening hours:-

- The majority were in favour, 57%.
- From 602 comments received, 316 showed as ‘no impact’.
- Respondents noted that the changes to weekend hours would have the most impact, as noted in 3.0.

3.6 This was also supported by an analysis of footfall and site use data conducted by the Council over a three month period in 2023. The data and feedback supported consistent opening hours. If the proposed changes are implemented, the libraries would open at 10am and close at 5pm, excluding on the one late night opening in each town until 6pm.

3.7 The proposed opening hours are:-

- 10am opening at all sites
- Late night at Widnes on Tuesdays until 6pm
- Late night at Runcorn Old Town on Thursdays until 6pm
- Widnes and Halton Lea library’s opening on Saturdays, 10-2pm

Appendix A shows the proposed opening hours.

3.8 The changes would impact one reading group located at Widnes library, which currently meet monthly between 5.45-6.45pm. This can be accommodated on the same day within the same building, therefore the impact on this group would be minimal and would be further reviewed.

It is also worth highlighting that Runcorn Old Town and Ditton Library

sites are used far less on Saturdays in comparison to Widnes and Halton Lea libraries.

- 3.9 The analysis found total Saturday footfall figures as:
- Ditton library- 8.3 %
 - Runcorn Old Town library -18.9 %
 - Widnes library- 26.6%
 - Halton Lea library- 46%
- See *Appendix B* for data charts showing hourly, total library service usage during current opening hours.
- 3.10 Based on the data, this proposal includes closing Runcorn Old Town and Ditton Libraries on Saturdays.
- 3.11 When Runcorn Old Town Library moves into its new library site at the Brindley in early 2026, library users will have the opportunity to use the library via the self-service check out options whenever the Brindley is open, enabling extended access at evenings and weekends.
- 3.12 **Amending the ‘Home Library’ (HLS) delivery service model, with the acquisition of an electric vehicle to increase service reach**
- The HLS and internal library courier service is currently provided by the Councils’, Records Management Unit (RMU) through an annual service level agreement at a cost to the library service of £15,330 per year. This has a maximum capacity of 100 deliveries, therefore limiting the development and growth of the library service in this area.
- 3.13 The library service would be greatly enhanced by the acquisition of its own vehicle and part time courier, which after initial capital outlay of £41,000 to acquire the vehicle and branding, would be a total annual cost difference to the service of £2,666 per year. It would help to significantly expand the library service’s outreach offer and provide new and enhanced services to a wider sector of the community, such as deliveries to: care homes, sheltered accommodation, community venues, family hub sites, schools, refuge locations and a click-and-collect service.
- 3.14 In addition to the RMU’s 100 HLS deliveries, 25 HLS deliveries are currently provided directly by library staff. It is anticipated, with the library’s own vehicle capacity would increase from the current 100 deliveries to:
- 150 deliveries in 3-6 months
 - 175 deliveries in 6-12 months
 - 200 deliveries or more, achievable thereafter.
- 3.15 The vehicle would also provide the ability to offer a “pop-up library”

to all areas of the borough and provide flex and adaptability for library service delivery. With distinct branding, it would be a recognisable vehicle in the community, utilised at events to promote the library service and wider Council services.

3.16 Service Savings

The overall financial position is the proposals provide a budget saving in year one of £49,599.97. With reduced costs in subsequent years of £91,599.97 less the £2,666 increased outreach costs, a net position of £88,933.87 savings per annum.

4.0 POLICY IMPLICATIONS

4.1 The Public Libraries and Museums Act 1964 requires the Council to provide a comprehensive and efficient library service for all those who live, work or study and want to access the service in the borough.

4.2 Consultations with the Department for Culture Media and Sport have taken place to help construct a robust public consultation regarding changes to library opening hours.

5.0 FINANCIAL IMPLICATIONS

5.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) annual library survey, published in 2023, found that the, 'total expenditure on libraries in Great Britain rose 3% to £12,551 per 1,000 people in 2022/23' equating to £12.55 per person. Halton library service currently spends £16.91 per person based on the current budget for 2024/25 of £2,180,740 based on the current Halton population of 128,964.

5.2 Halton Borough Council currently spends an additional £4.36 above the average spend for libraries in Great Britain yet it should be noted that Halton is recognised as a deprived borough, relative to England as a whole (27th most deprived of 326 authorities) and over one quarter of Halton's population, live in areas classified as the 10% most deprived in England. Coupled with Halton having below the national average for England in the following areas:

- 33.7% of pupils in Halton obtain grade 5 or above in English and Maths GCSE
- 60% of pupils meet the expected standard for reading in Halton at the end of KS2

5.3 A cost saving analysis has been carried out with the services' Finance Officer to determine cost savings of the recommendations.

5.4 Please see below for the cost savings of the proposals and vehicle acquisition costs:

Cost savings of proposals per year			
Initiate proposed more consistent opening hours	25.6 % of total savings		£37,917.10
Closing Runcorn and Ditton on Saturdays	16.1 % of total savings		£23,766.61
Amend late nights to 6pm from 7pm	20.3 % of total savings		£29,916.26
Total:			£91,599.97

Estimated costs of vehicle acquisition	
Purchase cost of vehicle	£39,000
Custom livery and branding	£3,000
Total Capital Outlay:	£42,000
Estimated annual running costs of vehicle	
Annual vehicle maintenance costs	£2,000
Part-time courier at HBC3 18.5 hrs p/w	£ 15,996
Total:	£17,996
RMU costs per annum, to be deducted from total above (not required if own vehicle and courier in library service)	-£15,330
Total annual cost difference: £17,996-£15,330	£2,666

6.0 IMPLICATIONS FOR THE COUNCIL'S

6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence

Delivering a service directly to individuals in their homes, promoting independence, supporting good mental health, and offering dementia boxes and a variety of other reading and support materials.

The Home Library Service caters to carers, individuals with mobility challenges, those facing illness, and those with caregiving responsibilities.

6.2 Building a Strong, Sustainable Local Economy

Enhancing residents' skills and development through signposting, IT support, online resources and specialist book stock. Fostering stronger partnerships and collaborative relationships with local businesses, charities and organisations.

6.3 Supporting Children, Young People and Families

Delivering high-quality services to children, young people, and families, while strengthening partnerships with key stakeholders, and enhancing children's literacy levels. Empowering children to achieve their full potential.

6.4 Tackling Inequality and Helping Those Who Are Most In Need

Providing accessible advice, information, and services to support individuals in our community facing the greatest need. Offering resources, guidance, and assistance to those dealing with poverty, inequality, and vulnerability.

Acknowledging the diverse needs of the local community.

Enhancing digital inclusion by offering access to essential tools and fostering the development of skills and confidence necessary for success. Empowering individuals to improve their digital abilities and connect to the internet.

6.5 Working Towards a Greener Future

Using an electric vehicle will reduce greenhouse gas emissions and improve air quality contributing to the Council's ambitions set out in the Climate Action Plan.

The proposed changes to Halton Libraries opening hours will reduce energy and utility consumption in library buildings.

6.6 Valuing and Appreciating Halton and Our Community

Halton Library Service is a vital resource for Halton's community, offering access to books, educational opportunities, cultural activities, as well as information, events, and various opportunities for all members of the community.

7.0 Risk Analysis

7.1 The risk of not implementing these proposals in continuing inconsistent service provision across the library sites and a limited mobile provision lacking future adaptability for the service.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 A thorough Equality Impact statement and Needs Assessment has been completed and both of these reports can be accessed here:-
Equality Impact statement - [Equality-for-website.docx](#)
Halton Libraries Needs Assessment - [Halton-Libraries-Needs-Assessment-2024.docx](#)

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 Halton library service is committed to supporting climate change.
- 9.2 Pledging to be a part of the Green Libraries Campaign, which is a UK-wide, cross-sector programme focused on the contribution of librarians, information and knowledge professionals to the sustainability agenda. With the aim to encourage libraries to actively reduce their carbon footprint and increase awareness of environmental issues for the wider public by providing accessible resources of which Halton library service endorses, provides and highlights regularly with focused stock collections, our e-resources and on our social media channels and at focused events such as information stands, and partnership work.
- 9.3 The Green Libraries Partnership was developed in response to COP26 and the long-term climate commitments made by local authorities across England with the aim to place libraries at the heart of environmental change and enable libraries to build environmental action within their communities.
- 9.4 The library service is seeking to acquire an electric vehicle to replace the existing non-electric vehicle that is used for all library deliveries. Also reducing the amount of carbon pollution generated by the needs of the library service along with the proposed opening hours resulting in lower energy and utility consumption by the buildings.

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

‘None under the meaning of the Act.’

Appendix A: Public consultation survey including proposed opening hours and results analysis from the Councils, Research and Data team



Halton Library Service Consultation



How people use our libraries is changing. We need to consider how best to provide a library service that responds to the changing library user needs, that continues to meet our statutory duty and is mindful of reduced resources.

A review of Halton Borough Council's library service may result in budget savings for the council while still keeping all four of the borough's libraries open. The council must make significant efficiencies over the next 3-year period. This means the council will have to make tough budgetary decisions around the delivery of services.

However, the council is clear that it does not want to close libraries and is considering making some changes which would help make libraries more sustainable and cost effective. The Public Libraries and Museums Act 1964 requires the council to provide a comprehensive and efficient library service for all those who live, work or study and want to access the service in the Borough.

We are looking at the services offered by our libraries and how they work, to see if there are ways to reduce costs while providing a comprehensive and efficient service for our users.

We are now consulting on our library service opening hours to provide a more consistent offer across the library sites. Information, along with data on local needs will be used as the basis for a review by the council.

Cllr Nolan (Executive Board Member Employment, Learning and Skills and Communities) said:

"I'm proud to have libraries within my portfolio, they offer a great service to our users, from libraries within our communities to the Home Library Service. I'm very supportive of the library service and everything it offers. As with all council services, the library service has to ensure it can continue to meet the needs of the community and provide best value for money.

The consultation is important to ensure that any decisions are informed by the views of the community. All responses to the consultation will be analysed and no decisions will be taken until after all the findings have been considered."

We want to hear your views on the proposals and also any alternatives to be more efficient.

The consultation takes the form of a short questionnaire which will be available in all four Halton libraries, Direct Links, community centres, the

library service and the council's websites and will be circulated as widely as possible.

The consultation opens on 27th August and closes on 8th October 2024. If you require any further information please contact hlelib@halton.gov.uk

Proposed Opening Hours Information

Ditton Library, Queens Avenue, Widnes:
changes to Tuesday, Thursday and Saturday



Existing Hours	Proposed Hours
Monday 10-5pm	10-5pm
Tuesday 10-6pm	10-5pm
Wednesday closed	closed
Thursday 9.30-5pm	10-5pm
Friday 10-2pm	10-2pm
Saturday 10-2.30pm	closed

Runcorn Library, Granville Street, Runcorn:
changes to Tuesday, Thursday and Saturday



Existing Hours	Proposed Hours
Monday 10-5pm	10-5pm
Tuesday 10-6pm	10-5pm
Wednesday closed	closed
Thursday 9.30-5pm	10-6pm
Friday 10-5pm	10-5pm
Saturday 10-2.30pm	closed

Halton Lea Library, Runcorn Shopping City, Runcorn:
changes to Tuesday, Thursday and Saturday



Existing Hours	Proposed Hours
Monday 10-5pm	10-5pm
Tuesday 9-5.30pm	10-5pm
Wednesday 10-5pm	10-5pm
Thursday 9-5.30pm	10-5pm
Friday 10-5pm	10-5pm
Saturday 10-2.30pm	10-2pm

Widnes Library, Victoria Square, Widnes:
changes to Tuesday, Thursday and Saturday



Existing Hours	Proposed Hours
Monday 10-5pm	10-5pm
Tuesday 9-7pm	10-6pm
Wednesday 10-5	10-5pm
Thursday 9-7pm	10-5pm
Friday 10-5pm	10-5pm
Saturday 10-2.30pm	10-2pm

How you use Halton Libraries

1. **Do you use Halton Libraries? Please select ONE answer**

Yes (Please go to Q3)

No (Please go to Q2)

2. **If you do NOT use Halton Libraries please tell us why in the box below**

If you do NOT use Halton Libraries please go to q6

3. **Which Halton Libraries do you use? Please select all that apply**

Ditton Library

Runcorn Library

Halton Lea Library

Widnes Library

4. **What times of the day do you use the library? Please select all that apply**

Morning

Afternoon

Evening

Weekend

5. **Why do you use the library? Please tell us in the box below**

6. Do you agree with the proposed opening times? **Please select ONE answer**

Yes

No

7. If we made the proposed changes to the opening hours how would this impact you? **Please tell us in the box below**

8. What improvements or changes, if any, would you like to see in Halton Library Service? **Please tell us in the box below**

Halton Library Service Budget

The Library Service budget for 2024/25 is £2,180,740. This equates to £16.91 per person, per year based on the current Halton population.

9. What are your thoughts on this? **Please tell us in the box below**

Further Ideas to Reduce Cost

10. Do you have any suggestions for how Halton Library Service can make cost savings? **Please tell us in the box below**

Further Comments

11. If you have any further comments about Halton Library Service please tell us in the box below

**Thank you for completing.
Please hand in at the venue you received the questionnaire or
return to any one of Halton's libraries.**

Data Protection

The information you are entering will be held processed hosted on a web platform with <https://www.snapsurveys.com/>.
Further information on snapsurveys please visit <https://www.snapsurveys.com/gdpr/gdpr-snap-xmp/>
For information on the Halton Library Service privacy notice please visit <https://library.haltonbc.info/policies/>



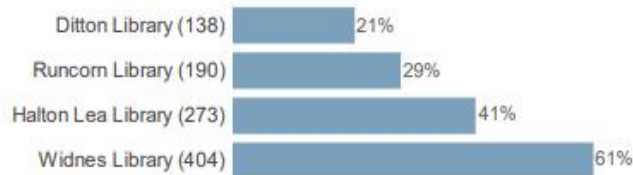
Halton Libraries Consultation

Number of responses: 718

Do you use Halton Libraries? **Please select ONE answer**



Which Halton Libraries do you use? **Please select all that apply**



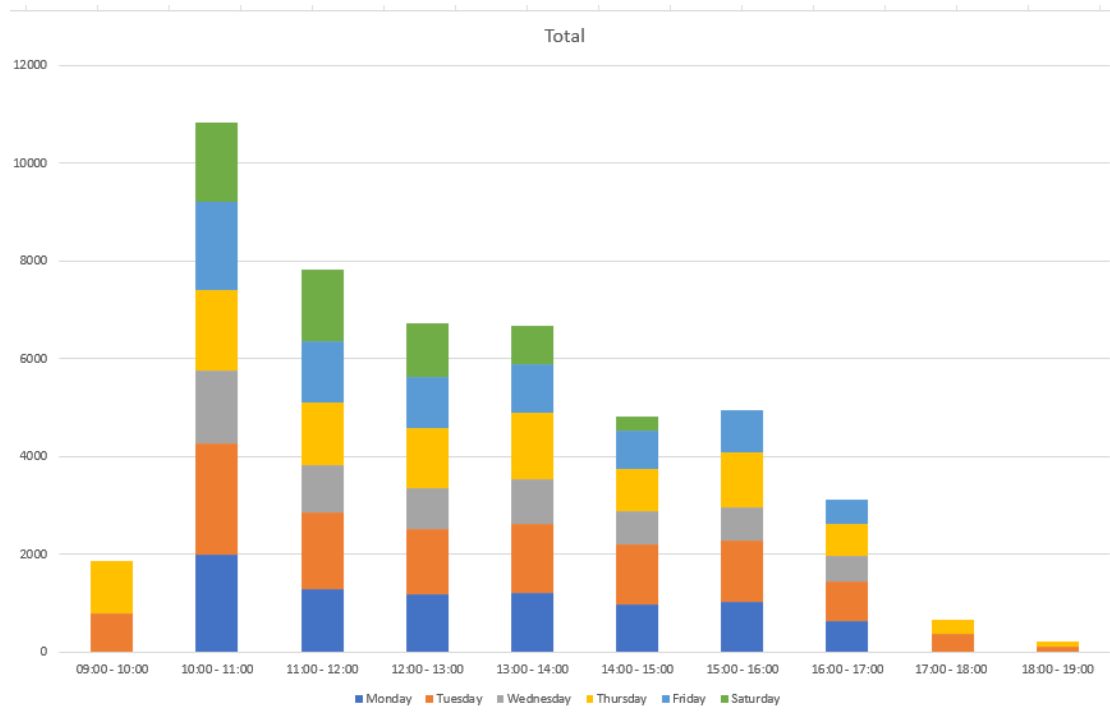
What times of the day do you use the library? **Please select all that apply**



Do you agree with the proposed opening times? **Please select ONE answer**



Appendix B: Footfall Data charts showing hourly, total library service footfall during current opening hours.



Total	09:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00 - 13:00	13:00 - 14:00	14:00 - 15:00	15:00 - 16:00	16:00 - 17:00	17:00 - 18:00	18:00 - 19:00	Total
Monday	0	1983	1288	1194	1205	976	1034	624	0	0	8304
Tuesday	789	2287	1565	1331	1425	1220	1258	823	362	101	11161
Wednesday	0	1490	976	830	912	695	682	522	0	0	6107
Thursday	1086	1654	1279	1235	1343	868	1123	663	293	104	9648
Friday	0	1799	1244	1043	1011	775	858	487	0	0	7217
Saturday	0	1612	1466	1099	780	280	0	0	0	0	5237
Total	1875	10825	7818	6732	6676	4814	4955	3119	655	205	47674

REPORT TO:	Executive Board
DATE:	13th March 2025
REPORTING OFFICER:	Operational Director – Legal & Democratic Services
PORTFOLIO:	Environment and Urban Renewal
SUBJECT:	Mersey Gateway
WARD(S)	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to recommend that Halton Borough Council enters into a new provision of services contract with Mersey Gateway Environmental Trust.
- 1.2 Mersey Gateway Environmental Trust (the Trust) was set up as the long-term vehicle for the environment mitigation plan to deliver lasting benefits associated with the Project and related environmental initiatives.
- 1.3 On 19 November 2015, Mersey Gateway Crossings Board Ltd (the Board) appointed the Trust to carry out and take responsibility for the environmental services and related obligations in respect of the Project (the "2015 MGET Contract").
- 1.4 The 2015 MGET Contract provided a legal basis for the Trust to promote saltmarsh management for nature conservation purposes, to monitor fish movements and to promote, organise and encourage study and research for the advancement of knowledge of biodiversity in the Upper Mersey Estuary for a five year period post construction of the Mersey Gateway.
- 1.5 The Trust, the Board and Halton Borough Council (HBC) are proposed to enter into the second phase of the Environmental Services Contract to maintain the environmental monitoring, and environmental improvement of the Mersey estuary through the implementation of the Trust's charitable objectives that were agreed in the Project Agreement.
- 1.6 The proposed contract aims to continue the provision of the environmental services including the operation of the Trust, the post-construction monitoring and implement learnt improvements from the 2015 MGET Contract.

2.0 RECOMMENDATION: That the Board

- 1) Gives authority for the Council to enter into a new contract for the provision of services by Mersey Gateway Environment Trust; and**
- 2) Authorises the Operational Director (Legal & Democratic Services) to take all necessary steps to bring the contract into effect by 1st April 2025**

3.0 SUPPORTING INFORMATION

3.1 The proposed agreement will reflect the following changes:

- A change to the parties of the agreement recognising that three parties are part of the agreement: the Trust, the Board and the Council. Their roles are clearly defined and presented in the contract document.
- Reflect the changes made to the 2015 MGET Contract via the deeds of novation. Such as, recognition that the Trust will directly employ their own staff.
- The use of annual forecasts, reports, review points and Key Performance Indicators to monitor performance are detailed in the proposed agreement.
- The service schedules in the contract are divided into four categories to reflect the four main areas of work and anticipated expenditure under the Contract.
- The service schedules have been updated to reflect the changes to areas of operation and anticipated costs.

3.2 Scheme Title (1) details business specific expenditures whilst Scheme Titles (2-4) focuses on location specific expenditures. The habitat and species focus of the Trust sits within the wider ambition to provide spaces for nature recovery and are discussed within the nature recovery sector, including Natural England (including Local Nature Recovery Strategies), Environment Agency, MEAS, Catchment partnerships and others.

3.3 Scheme Title 1 Business Operation

Scheme Title 1 Business Operation provides details of employment of staff, general operational overheads and costs of the Living Laboratory as a means to support the environmental monitoring. The 2015 MGET Contract set out two employees for the Trust, one Chief Executive and one administration position. The proposed contract

proposes the Trust will employ three members of staff, based on two full-time senior salaries.

Living Laboratory project covers research, feasibility and testing of approaches to ensure best practice and adaptive management to further innovation and research within the Mersey estuary.

There is a contingency in place of 10% to mitigate to any changes of costs and unforeseen expenditure during the contract period.

3.4 **Scheme Title 2 Environmental Monitoring**

This Scheme Title is long-term, continuous and aims to provide saltmarsh monitoring with the intention to provide evidence on enhancements of services contract works. Monitoring categories discussed with contract parties, statutory bodies and assessed against baseline collected pre-construction of Mersey Gateway.

Changes have been made to the grazing schedule that was previously envisaged. No grazing is envisaged for the saltmarsh for the foreseeable future. However, saltmarsh as a Section41 habitat of the Wildlife and Countryside Act 1981, is a recognised habitat for protection and conservation and remains a priority habitat to the Trust. Vegetation monitoring and inclusion of invertebrate monitoring will replace the grazing suitability assessment.

3.5 **Scheme Title 3 Wigg Island**

Scheme title 3 covers additional work at Wigg Island (LNR) to be carried out under the Mersey Gateway Project agreement. Several adjustments were made to reflect changes to the priorities in nature conservation, including the addition of open mosaic habitats and aquatic vegetation to enhance the existing habitats.

The focus in Scheme Title 3 will be switched to habitats which can provide maximum impact over the time of the contract. Some habitats will be paired and other new habitats introduced.

Habitat management: Woodland –Woodland and shrub will be paired as they remain an important habitat type for the Trust and the post-Mersey Gateway habitat management and creation. However, the potential to manage and create woodland and shrub is expected to be limited in scope.

Habitat management: grassland, there is scope to include more than grassland in this category to support the existing pockets of open mosaic habitat within Wigg Island and to ensure that these are included in the habitat management. This complements any grassland management, as the management approaches for both

habitat types would attempt to provide a high species diversity and support existing areas on Wigg Island.

Habitat management: Shrub the previous shrub category has been absorbed into Woodland. A new category for saltmarsh management has been created to provide opportunity to improve the saltmarshes in the estuary without grazing (which is not feasible due to a number of reasons: landowner permissions, animal welfare, infrastructure). There is, however, great scope to manually improve the saltmarshes. The Trust will work with the Natural England Species Recovery Grant to improve bird nesting potential on the marshes.

Habitat management: open water; aquatic habitats. Only the name has been updated, as it was unclear what the 'open water' included. Aquatic habitats include all water, e.g. river Mersey or Latchford canal.

Habitat creation: Hedgerow – Changed to aquatic habitats as there is more need and scope to create aquatic habitats within the site to provide biodiversity gain and diversity. The scope for hedgerows is expected to be limited on site. Potential increases in the requirement if hedgerow work is expected to come out of the woodland and shrub habitat creation category.

3.6 **Scheme Title 4 Saltmarsh**

Scheme title 4 covers additional work on the saltmarshes at Wigg Island and Widnes Warth. Saltmarshes are a valuable and rare habitat in Halton. They play a major role in the importance for nature recovery. The Trust focuses to improve the ecosystem services and habitat functionality of these spaces and provide habitat enhancements for species and habitats. The Trust are working with the statutory bodies and funding bodies to scale this up and provide best value for money.

The identified habitat enhancement include saltmarsh mowing, reed management and creek management.

3.7 **Key Performance Indicators**

Key Performance Indicators have been introduced to the proposed contract to monitor and assess performance. The indicators are (1) Budget Expenditure – Spending within budgeting limit, (2) Annual Report & Annual Forecast Submission – Submitting annual report & annual forecast within the given time period and (3) Scheme Title Tasks - Completion of scheme title tasks.

An overall PASS or FAIL grade will be awarded to each performance indicator.

4.0 POLICY IMPLICATIONS

4.1 None.

5.0 FINANCIAL IMPLICATIONS

5.1 The financial costs associated with services being delivered by Mersey Gateway Environmental Trust will be funded by the Mersey Gateway Project, and so there will be no financial implications for the Council.

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

None

6.4 Tackling Inequality and Helping Those Who Are Most In Need

None

6.5 Working Towards a Greener Future

None

6.6 Valuing and Appreciating Halton and Our Community

None

7.0 RISK ANALYSIS

7.1 Failure to enter into a new contract with the Trust will expose the Council to the risk of failing to comply with the mitigation obligations that were imposed on the project as a result of the Public Inquiry.

7.2 The role of the Board is to monitor the performance of the Trust throughout the new contract period, ensuring they meet their financial and service delivery obligations and therefore mitigating any risk to the Council.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Other than the matters identified in the report there are no implications for equality and diversity.

9.0 **CLIMATE CHANGE IMPLICATIONS**

9.1 None

10.0 **REASON FOR DECISION**

10.1 To allow the Council continue to meet its environmental mitigation obligations in respect of the Mersey Gateway Project.

11.0 **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

11.1 None, as the Council agreed to the formation and continuing support of the Mersey Gateway Environmental Trust.

12.0 **IMPLEMENTATION DATE**

12.1 It is intended that the new contract will come into effect from the 1st April 2025.

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

13.1 None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 13th March 2025

REPORTING OFFICER: Executive Director Environment and Regeneration

PORTFOLIO: Environment and Urban Renewal

SUBJECT: Houses in Multiple Occupation SPD and Climate Change and Adaptation SPD

WARD(S) Borough wide

1.0 PURPOSE OF THE REPORT

1.1 This report seeks approval from the Board to adopt the following Supplementary Planning Documents (SPDs):

- Houses in Multiple Occupation (HMO) SPD and
- Climate Change and Adaptation SPD.

1.2 Once agreed the SPDs will be sent to the Secretary of State as part of the adoption process and be made publicly available, and capable of being used as a material consideration in planning decisions in addition to the Local Plan.

2.0 RECOMMENDATION: That

1) the report be noted; and

2) the adoption of the SPDs is approved

3.0 SUPPORTING INFORMATION

3.1 The Local Plan for Halton currently comprises of the adopted Delivery and Allocations Local Plan (2022) and the Joint Waste Plan (2013). The statutory Local Development Plan is the set of Local Plans (also known as Development Plan Documents (DPDs) that together form the statutory basis for determining whether planning permission should be granted.

3.2 Supplementary Planning Documents add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on issues, such as HMOs or Climate Change. They must meet the legal and procedural requirements but once adopted, SPDs are capable of being a material consideration in planning decisions but are not part of the development plan.

- 3.3 Halton Delivery and Allocations Local Plan does not have development plan policies specifically relating to Houses in Multiple Occupation. Therefore, this SPD provides much needed clarity on this topic issue.
- 3.4 The Delivery and Allocations Local Plan does reference Climate Change, specifically in CS(R)19: Sustainable Development and Climate Change. However, due to the ever-evolving nature of the Climate Crisis, it is important that the Council has the most up-to-date information available to developers, to ensure the council meets its Climate targets.

4.0 POLICY IMPLICATIONS

- 4.1 Planning applications should normally be determined in accordance with the Development Plan.

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

- 4.2 The Local Plan is a plan for the future development of a local area, drawn up by the local planning authority in consultation with the community, under the Town and Country Planning (Local Planning) (England) Regulations 2012. The Local Plan is designed to provide broad and strategic policies. SPDs provide detailed guidance on the implementation of policies outlined in the Local Plan. This helps ensure that policy intentions are clear.
- 4.3 Given the new National Planning Policy Framework (NPPF) and emerging Planning Policy Guidance (PPG) the Planning Policy team are preparing to adopt these SPDs to provide more guidance to internal and external stakeholders on the topic issues in question.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The adoption of the HMO and Climate Change SPD's have no direct financial implications to the Council.

6.0 IMPLICATIONS FOR THE COUNCIL'S

6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence

The Houses in Multiple Occupation SPD ensures specific standards are met by the owners to ensure Halton's residents live in well maintained and appropriate accommodation. The Climate Change and Adaptation SPD ensures that the council hits its sustainability targets which future generations of the borough as well as the current population.

6.2 Building a Strong, Sustainable Local Economy

The HMO SPD provides further clarification on an important part of the

housing sector and ensures that residents have good quality housing which helps enable them to contribute to the local economy. The Climate Change and Adaptation SPD provides further information on how the council can move towards a green economy, protecting the environment while promoting growth.

6.3 Supporting Children, Young People and Families

HMOs make up an important part of the housing sector. This SPD ensures that any young families and people are protected as it outlines the specific standards the council expects from landlords who operate HMOs. The Climate Change and Adaptation SPD helps protect future generations who are most likely to feel the effects of climate change if protective measures are not implemented now.

6.4 Tackling Inequality and Helping Those Who Are Most In Need

The SPDs support the above by providing additional information to develop a fair and equitable borough by providing policies that shape our community.

6.5 Working Towards a Greener Future

The HMO SPD provides information on the councils expected standards on issues such as energy efficiency. The Climate Change and Adaptation SPD also supports the above by providing additional information to guide developers and investors of the aspirations of the borough to reduce its carbon footprint.

6.6 Valuing and Appreciating Halton and Our Community

The HMO SPD contains policies that supports the delivery of suitable homes and the Climate Change SPD helps protect the communities in which we will live and work.

7.0 Risk Analysis

7.1 Supplementary Planning Documents provide up-to-date relevant information in support of the Local Plan, and assists developers by providing clarity on topic area's therefore reducing the risk of a non-determination.

8.0 EQUALITY AND DIVERSITY ISSUES

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

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 The HMO SPD provides information on the councils expected housing standards and the impact on the Climate. The Climate Change and Adaptation SPD provides even more detail on the implications of Climate Change and what measures can be implemented to protect the borough.

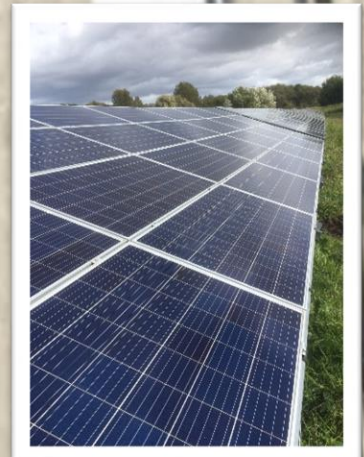
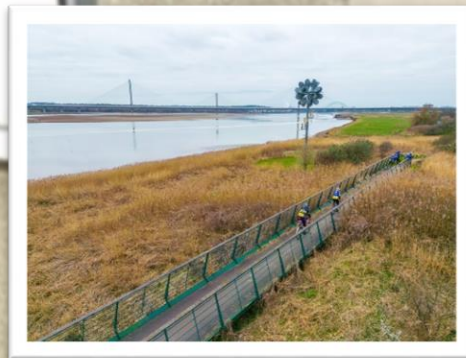
10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
Houses in Multiple Occupation SPD	Municipal Building, Widnes	Rebecca Taylor
Climate Change and Adaptation SPD	Municipal Building, Widnes	Rebecca Taylor
The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)	Municipal Building, Widnes	Rebecca Taylor
National Planning Policy Framework (NPPF 2025)	Municipal Building, Widnes	Rebecca Taylor
National Planning Practice Guidance (PPG)	Municipal Building, Widnes	Rebecca Taylor
Halton Delivery and Allocations Local Plan (DALP 2022)	Municipal Building, Widnes	Rebecca Taylor
Waste Local Plan (2013)	Municipal Building, Widnes	Rebecca Taylor



Houses in Multiple Occupation
and Climate Change and
Adaptation
SUPPLEMENTARY PLANNING
DOCUMENTS

Consultation Statement



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Introduction

Halton Borough Council (HBC) adopted its Delivery and Allocations Local Plan (DALP) in 2022 and this is a 15-year plan (2022-2037). The plan sets out Halton's strategic vision for the future which encompasses all the necessary strategic policies to support the borough and its growth ambitions. Along with the DALP (2022) the council is required to produce a number of new SPDs. Once adopted, these SPDs will be a material consideration in the determination of planning applications in the Borough. The following SPDs have been drafted:

Houses of Multiple Occupation (HMO) SPD This is HBC's first HMO SPD and will be reviewed in line with changes in government policy. HBC would like to preface this document by confirming that an article 4 directive is not currently necessary for HMOs within the borough. HBC developed/created a working party to discuss HMOs. This working party met intermittently across October 2022 to September 2024 to discuss the impact of HMOs, their role, numbers and location within the Borough. The working party found that concerns around HMOs are not material to this SPD. Evidence that informs this conclusion can be found here¹. Following this evidence the planning policy team were asked to develop this SPD, to advise owners and users of its requirements to create/use a HMO within the borough.

Climate Change and Mitigation SPD The Climate Change and Mitigation SPD was consulted on simultaneously to the HMO SPD. Both documents were consulted using the same methods, on the same dates, in the same locations. The following chapter will give more detail on the consultation process for these documents.

Consultation Process

¹ [EUR PPB Nov 22 - HMO WP Update.pdf](#) , [Title](#) , [HMO Update sept 24.pdf](#)

A 6-week targeted scoping and screening consultation was undertaken on the proposed draft SPD, Monday 12th August 2024 to Friday 27th September 2024. A scoping and screening document was done at the same time as the consultation and welcomed comments regarding both documents. At this time Halton also sought the opinion of consultees to establish whether a Habitats Regulations Assessment (HRA), Strategic Environmental Assessment (SEA) or Sustainability Appraisal (SA) were required.

A HRA and SA/SEA was undertaken for the DALP (2022), which already identified likely effects of policy at that stage. It was concluded that the proposed draft SPD would not have significant environmental effects beyond those considered by the Local Plan HRA and SEA; therefore, they did not trigger the need for either a HRA or SEA. The required statutory consultation bodies all agreed with the Council's conclusions.

In accordance with Regulation 12 and 13 of The Town and Country (Local Planning) (England) Regulations 2012, and the Council's adopted Statement of Community Involvement², the Council carried out a 6-week statutory consultation on the Houses of Multiple Occupation SPD and Climate Change and Mitigation SPD that ran from Monday 12th August 2024 to Friday 27th September 2024.

The Council notified all statutory consultees by email, letter and public notice (including Parish Councils, Ward Councillors, neighbouring authorities and members of the public, agents, developers and organisations contained on the Planning Policy Consultation Database) about the consultation. The list of all statutory consultees is listed below.

Northern Rail	Penketh Parish Council
The Coal Authority, Planning & Local Authority Liaison Dept.	Walton Parish Council
Halebank Parish Council	Cronton Parish Council
National Grid - Wood Plc	Hatton Parish Council
Natural England	Sandymoor Parish Council
Homes England	Prescot Town Council
Cheshire West and Chester Council	Highways England
Knowsley Metropolitan Borough Council	Environment Agency
Liverpool City Council	Historic England
St Helens Metropolitan Borough Council	Network Rail
Warrington Borough Council	T-Mobile
Daresbury Parish Council	Airwave MMO2 Ltd
Hale Parish Council	O2 UK Ltd
Preston Brook Parish Council	Three
Moore Parish Council	Vodafone Group Plc
Aston Parish Council	National Grid Transco
Bold Parish Council	United Utilities
Dutton Parish Council	Halton CCG
Sutton Parish Council	Warrington and Halton Hospitals NHS Foundation Trust
Whitley Parish Council	British Telecom
Frodsham Town Council	Planning and Local Authority Liaison, The Coal Authority
Halewood Town Council	Marine Management Organisation (MMO)
Rainhill Parish Council	Cheshire Constabulary
Cuerdley Parish Council	

² <https://www3.halton.gov.uk/Pages/planning/policyguidance/PolicyBackgroundDocuments.aspx>

Scottish Power Energy Networks
Civil Aviation Authority
Liverpool City Region Local Enterprise
Partnership
EE
Office of Rail and Road

NHS England
Natural Resources Wales
Education Skills and Funding Agency
Liverpool City Region Combined Authority
Mike Amesbury Member of Parliament
Northern Rail

The consultation was available to view online for the 6-week period from Monday 12th August 2024 to Friday 27th September 2024, on the Council's website³. The Communications Team posted articles on the Council's various social media outlets and in the local press. Comments were invited via online form, email or by post. Copies of all related documents were deposited in all libraries and Halton Direct Link's within the borough, for the public to view.

Prior to the public consultation, the Planning Policy Team liaised with various internal Council departments, including Development Control, Open Space, Highways and Legal Services, and Environmental Health. Informal discussions were also had with Housing officers.

Houses in Multiple Occupation Consultation Summary

As a precursor to the HMO consultation process, as mentioned above, a working party was developed. The working party commissioned MetaStreet to conduct a survey aiming to identify private rental properties and small HMOs within the borough. The findings of the survey confirmed that an article 4 directive was not required. Please see the reports at footnote¹. However, one action from the working group was to develop a HMO SPD to provide information and clarity on the policy requirements of HMOs.

³ <https://www3.halton.gov.uk/Pages/planning/policyguidance/SPD.aspx>

The draft Houses in Multiple Occupation SPD provides a guide to the delivery of high-quality HMO properties within the Borough. The SPD provides assistance to applicants, developers, and the wider community, on the quality and standards expected of HMOs.

This supports the ethos of the Council's corporate plan, with specific focus on providing suitable accommodation to meet the needs of residents throughout the various stages of their lives⁴. This supports the Local Plan's policies and supplementing evidence documents which aim to ensure housing/accommodation meets the needs of its residents.

Overall, a total of 13 responses have been received on the draft SPD. Two of which were from statutory stakeholders, and the rest were from members of the public. The following tables summarise the responses received during the consultation period and include the Council's response. The Appendices include tables that identify any changes or mitigation proposed for the SPD as a result of comments received and / or for further clarity or additional legislation updates.

⁴ [corporateplan.pdf](#)

Houses of Multiple Occupation SPD – Consultation Responses

RESPONDENT (NAME/ORGANISATION)	SUMMARY OF COMMENT	RESPONSE
Natural England	<p>Whilst we welcome this opportunity to give our views, Natural England have no comments to make on this occasion.</p> <p>Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.</p> <p>Strategic Environmental Assessment/Habitats Regulations Assessment</p> <p>A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance here.</p> <p>While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.</p>	<p>Comments noted – no change required as these are all addressed by the Delivery and Allocations Local Plan 2022.</p>
National Highways	<p>With regard to HMOs National Highways will not look to comment further at this time.</p>	<p>Comments noted – no change required.</p>

The following table summarises the responses received in relation to the draft Houses of Multiple Occupation SPD and includes the Council's response to each of the comments. Appendix A includes a Table of Changes proposed for the draft Design SPD.

Overall, out of the initial 13 responses 11 made specific or general comments on the publication draft Houses in Multiple Occupation SPD. The below table outlines the council's findings/response with regard to the relevant issues raised in the consultation process.

GENERAL THEMES	Findings/Response
<p>Waste- Nearly all consultees on the HMO Supplementary Planning Document raised concerns regarding waste. The responses expressed concern about overcrowding due to the increased number of people living within an area in HMOs, and the impact this has on waste collection.</p>	<p>Halton acknowledges the comment and would like to reference the Meta Street Report commissioned by the Environment and Renewal PPB. This report reviewed all complaints and service requests made by Private Rental Sector (PRS) tenants. This included waste issues, although was not exclusively limited to this issue. Complaints and service requests made by PRS tenants to the council about poor property conditions and inadequate property management are a direct indicator of high service demand and low quality PRS. Halton recorded 7,581 complaints and service requests from private tenants and others linked to 4,389 PRS properties over a 5-year period. The outcomes of this report can be found at footnote ¹.</p>
<p>Parking- Nearly all consultees raised concerns regarding HMOs and the impact on parking. Respondents raised suggestions that HMOs should follow similar regulations to new builds with two new parking spaces provided per unit. For example, if a HMO has eight rooms then 16 parking spaces should be provided by the applicant. Consultees also suggested that Transport Assessments could be conducted prior to permitting a HMO. It was suggested that this would help to forecast any adverse effects on the local parking and wider transport network.</p>	<p>Halton acknowledges the comment and would like to clarify that Small HMOs (3-6 unrelated individuals) are Use Class C4 and large HMOs (7+) are sui generis⁵. A dwellinghouse is considered Use Class C3 and typically refers to a single-family home or a property where a single household resides. Class L of the General Permitted Development Order (GPDO)⁶ affords the ability to convert a C3 into a C4 HMO; or indeed a C4 HMO and convert that back to a C3 dwellinghouse.</p> <p>Therefore, Highways would not be consulted where Permitted Development is applicable. i.e. HMOs between 3-6 individuals. Highways would be consulted on large HMOs >6, however these are Sui Generis, so are assessed on a case-by-case basis.</p> <p>As part of the planning application process for large HMOs, transport information may be requested. For example, trip generation and parking accumulation.</p> <p>Halton would also like to point to the Delivery and Allocations Local Plan (DALP), C2 Parking Standards: Appendix D⁷, which detail standard method for car parking standards and HMOs.</p>

⁵ [Use Class C4 - Houses in multiple occupation \(HMOs\)](#)

⁶ [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#)

⁷ [DALP Adopted.pdf](#)

<p>Impact on public services- Some consultees also raised concerns regarding the impact on public services like schools, emergency vehicles, and dental services. In response to the consultation question '<i>Are there any specific reports, documents, or guidance that you think we should be considering as part of the evidence base to inform the Houses in Multiple Occupation SPD?</i>' consultees suggested using any reports that relate to school intake places as well as census information to identify the pattern of people choosing to stay in within an area.</p>	<p>Halton acknowledges the comment and would like to state that officers from the Planning Department regularly share information with Education officers regarding new housing developments/demolitions and any other factors that might impact on the housing/property stock within Halton to ensure there are sufficient school places to meet need.</p>
<p>Anti-social behaviour- Some consultees raised concerns around HMO's and the increase in anti-social behaviour. Consultees stated that they associated HMOs with noise, fly tipping, and late night partying.</p>	<p>Halton acknowledges the comment and would like to reference the Meta Street report commissioned by the Environment and Renewal PPB. This states that the council has recorded a total of 1,286 incidents related to anti-social behaviour (ASB) and nuisance linked to PRS properties over the past five years. ASB in Halton linked to PRS is made up of a wide spectrum of types, including music and party noise (36%), rubbish and litter (19%), animal noise (17%), nuisances (12%.) and other noise (6%), smoke and odours (5%), other ASB (4%) and harassment (1%). The findings and outcomes of the MetaStreet Report can be found at footnote ¹.</p>

Conclusions following HMO Consultation

The consultation process suggested the implementation of Article 4. This is a tool used under the Town and Country Planning Act in which a local planning authority can restrict permitted development rights. It is often used in conservation areas to preserve the character of

buildings within the area. Consultees suggested that this legislation was applied to prevent homeowners from turning homes into HMOs.

The Meta Street report provides an evidence base to support further policy to maintain and improve standards in the private rental sector including HMO's. Such interventions may include selective or additional licensing in accordance with the Housing Act 2004, such as Article 4. The report identified that 3 wards, Central & West Bank, Mersey & Weston and Appleton have a higher than average percentage of private rental properties. The report also identified a higher incidence of property related complaints and predicted property hazards in these wards. Therefore any future interventions that are considered should be focussed on these wards. It is proposed that any further policy or interventions to address standards in the private rental sector are taken forward and considered as part of the borough wide housing strategy. Government guidance states that any additional policy interventions, such as selective or additional licensing, should be considered as part of a strategic local authority wide approach. Therefore, an article 4 directive has not been considered for this SPD.

Appendix A: Table of Changes for the draft Houses of Multiple Occupation SPD

Original Chapter and Page no.	Current Paragraph wording	New Chapter and Page no.	Change (deleted text in strikethrough ; new text underlined and bold ; changes to diagrams, tables etc. described in <i>italic</i> text).
Introduction, p3	A House of Multiple Occupation, commonly referred to as HMOs	Introduction, p3	A House of Multiple Occupation, (HMO), commonly referred to as HMOs is defined.
Introduction, p3	N/A	Introduction, p3	<p>The percentage of private rental properties in Halton is now estimated to be 19% compared with 11% in 2011. The percentage of owner occupied properties has fallen from 64% in 2011 to 58% in 2024. The percentage of social rented properties has dropped slightly from 25% in 2011 to 23% in 2024. These figures suggest the private rental sector is fulfilling the demand for affordable rented accommodation that is not currently met by the social rented sector.</p> <p>The report (2025) notes that the ward areas Appleton (30.3%) and Mersey and Weston (29.9%), West Bank area of the central and west bank ward (30%) had private rental property rates that were above the average rate of other ward areas in Halton. The evidence does not currently suggest that these properties are being used as HMOs and therefore an article 4 directive is not currently required. If in the future, it was identified and evidenced that the number of HMOs within these areas increased significantly the council would review its current stance and explore powers within the permitted licencing laws and legislation.</p> <p>Halton is currently developing a new Housing Strategy which will explore and evidence the housing needs of the Borough, it is anticipated this report will be concluded in the summer of 2025.</p>

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			<p>Any changes to policy or interventions will be included in this report.</p> <p>Overall HMOs in Halton are well managed and provide a choice of living accommodation. At the time of writing, Halton has 187 known HMO's of which 116 are larger HMO's that are licensed by the council.</p>
Chapter: How will planning applications for HMO's be considered?, p18	Appropriate provision must also made for secure cycle parking* within the curtilage of the property. There should also be sufficient space for cars to park, within the residential curtilage of the property where possible. This should not, however result in the loss of front garden for hard standing for parking and refuse areas where this would detract from the existing street scene.	Chapter: How will planning applications for HMO's be considered?, p18	Appropriate provision must also made for suitable, covered, secure and convenient cycle parking* within the curtilage of the property where possible referring to Policy C2 Parking Standards as guidance. There should also be sufficient space for any additional cars to park, within the residential curtilage of the property, where possible. This should not, however (where practical/unless deemed necessary by HBC) result in the loss of front garden for hard standing for parking and refuse areas where this would detract from the existing street scene.
Chapter: How will planning applications for HMO's be considered?, p18	Proposed HMOs should meet the amenity standards set in the Delivery and Allocations Local Plan policy GR2: Amenity and any relevant standards set at a national level by national housing legislation and guidance.	Chapter: How will planning applications for HMO's be considered?, p18	Proposed HMOs should meet the amenity standards set in the Delivery and Allocations Local Plan policy policies C1- Transport Network and Accessibility; C2- Parking Standards; RD3- Dwellings Alterations, Extensions, Conversions and Replacement Dwellings; GR2- Amenity; and any relevant standards set at a national level by national housing legislation and guidance.

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Climate Change and Mitigation SPD Consultation Responses

The draft Climate Change and Mitigation SPD ensures new residential and commercial development meets the council's commitment to zero carbon development. It provides clear guidance to applicants, developers, and the community on the quality and standards expected by the council.

It supports the general ethos of the Council's corporate plan, with specific focus on priority Five - Working Towards a Greener Future and the aims of achieving net-zero by 2040 ([corporateplan.pdf](#)). This supports the Local Plan's policies and supplementing evidence documents ensure the council reduce its carbon emissions and contribute to a greener world.

Overall, a total of 3 responses have been received on this draft SPD. Two of which were from statutory stakeholders, and one was from a member of the public.

The following tables summarise the responses received during the consultation period and include the Council's response.

The Appendices include tables that identify any changes or mitigation proposed for the SPD as a result of comments received and / or for further clarity or additional legislation updates.

RESPONDENT	COMMENT	RESPONSE
<p>United Utilities</p>	<p>6.2 Principle 2: Sustainable Design</p> <p>With regards to the section on Sustainable Design, we request that this includes reference to water efficiency in the construction of new buildings. A tighter water efficiency standard in new development has multiple benefits including a reduction in water and energy use, as well as helping to reduce customer bills. Building Regulations includes a requirement for all new dwellings to achieve a water efficiency standard of 125 litres of water per person per day (l/p/d). At the current time, Building Regulations includes a requirement for all new dwellings to achieve a water efficiency standard of 125 litres of water per person per day (l/p/d). In 2015 an ‘optional’ requirement was introduced which is currently set at 110 l/p/day for new residential development. This can be implemented through local planning policy where there is a clear need based on evidence. Whilst the optional standard for water efficiency is not part of your adopted local plan, there is evidence which confirms that the optional standard can be achieved at no extra cost. This is confirmed in the Future Homes Hub Water Ready A Report to inform HM Government’s roadmap for water efficient new homes (see table 3 on page 18). We therefore recommend the SPD encourages the inclusion of water efficiency measures using the following wording: All new residential development is encouraged to achieve, as a minimum, the optional requirement set through Building Regulations Requirement G2: Water Efficiency or any future updates. Similarly, all major non-residential development is encouraged to incorporate water efficiency measures so that predicted per capita consumption does not exceed the levels set out in the applicable BREEAM ‘Excellent’ standard. The water consumption standard for ‘excellent’ is equivalent to the standard for ‘very good’. As mentioned below, surface water should be managed as close to its source as possible. There are opportunities such as rainwater recycling, green roofs and water butts and we would encourage the LPA to embrace all water efficiency measures in the SPD. Modern design techniques can promote measures for water recycling to reduce the impact on infrastructure requirements.</p>	<ul style="list-style-type: none"> • Halton acknowledges the comments from United Utilities. We feel that the comments on Principle 2: Sustainable Design are addressed in the <i>DALP Policy CS19: Sustainable Development and Climate Change</i>. This policy, cited in the SPD, encourages BREEAM ‘Very Good’ Standard as a minimum standard for new non-residential development. The SPD also states that the council is supportive of residential schemes “that seek to use standards such as the BRE’s Home Quality Mark”. • We feel that comments made on Principle 4: Mitigating Flood Risk been addressed in <i>DALP Policy CS23: Managing Pollution and Risk</i>, which states “Development should not exacerbate existing levels of flood risk nor place residents or property at risk from inundation from flood waters”. • Regarding concerns made within Principle 4: Mitigating Flood Risk around hydrological assessments, Halton would like to point towards our own Strategic Flood Risk Assessment which requires proposals within areas at risk from flooding to conduct site-specific Flood Risk Assessments. The <i>DALP</i>

<p>6.4 Principle 4: Mitigating Flood Risk</p> <p>Within this section, we request that your SPD includes the following principles insofar as they relate to our role as a water and wastewater undertaker:</p> <ol style="list-style-type: none"> 1. make space for water; 2. early consideration of the detail of drainage proposals (foul and surface water); and 3. things to consider when planning an extension / conversion. <p>Each is addressed in turn.</p> <p>1) Make space for water</p> <p>It is critical that development is designed to make space for water. A making space for water assessment should be undertaken to inform the design of a site. This should:</p> <ul style="list-style-type: none"> • assess and respond to the existing hydrological characteristics of a site to ensure a flood resilient design is achieved, and water / flooding is not deflected or constricted; • consider all sources of flood risk for example, fluvial, surface water, sewer and reservoir flood risk; • ensure that careful consideration is given to exceedance paths from existing and proposed drainage systems and overland flows from adjoining land. This is particularly important in areas of sloping topography; • ensure access to watercourses is reserved to allow for repair and maintenance including repair and maintenance of utility infrastructure, such as sewer outfalls; • carefully consider any existing drainage systems, including sewers that pass through a site. 	<p><i>Policy HE9: Water Management and Flood Risk</i> details the different flood zones and relevant flood risk assessments.</p> <ul style="list-style-type: none"> • Comments made within Principle 4: Mitigating Flood Risk specifically raised on SuDS have been noted and the council are considering developing a SuDS guidance SPD, which would address these types of issues. • Comments made within Principle 4: Mitigating Flood Risk point 3 on extensions/ conversions, have been noted and the council are considering developing a House Extension SPD, which would address these types of issues. • Comments made on Principle 5: Mitigating Biodiversity & Principle 6: Green and Blue Infrastructure are addressed within the <i>DALP Policy HE5: Trees and Landscaping</i> which covers the standards expected by the council in regard to tree planting. • In the meantime, Halton points to the following weblinks for guidance and best practice: <ul style="list-style-type: none"> ○ CIRIA SUDS Manual ○ UKRainGarden-Guide.pdf
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<p>Applicants should not assume that diversions or changes in levels on top of a sewer will be acceptable as this could affect the hydraulic performance of the sewer which, in turn, can affect flood risk; and</p> <ul style="list-style-type: none"> • carefully consider finished floor and ground levels, which we have addressed in more detail below. <p>The hydrological assessment of the site must consider site topography, naturally occurring flow paths, ephemeral watercourses and any low-lying areas where water naturally accumulates. Resultant layouts must take account of such circumstances. Applications will be required to consider exceedance / overland flow paths from existing and proposed drainage features and confirm ground levels, finished floor levels and drainage details. Drainage details, ground levels and finished floor levels are critical to ensure the proposal is resilient to flood risk and climate change.</p> <p>2) Early consideration of the detail of drainage proposals (foul and surface water). The design of a site should give early consideration to how foul and surface water will be managed, in particular:</p> <ul style="list-style-type: none"> • Has the site applied the hierarchy for managing surface water? • Have the drainage strategies for the site been considered early in the design process? • Does the site include SuDS? In particular, has the design of the site prioritised multifunctional SuDS in accordance with the four pillars of sustainable drainage, in preference to traditional piped and underground storage systems? • Is the site in a groundwater source protection zone? • Has the design of the site been informed by an understanding of the implications of existing services and utilities that exist on or near to the site? 	<ul style="list-style-type: none"> ○ standard-conditions-for-works-adjacent-to-pipelines-issued-july-2015.pdf ○ The Environment Agency's approach to groundwater protection ○ Working near our pipes - United Utilities ○ United Utilities - Environment ○ Building & Developing - United Utilities
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Application of the hierarchy for managing surface water will be a key requirement for all development sites to reduce flood risk and the impact on the environment. Clear evidence must be submitted to demonstrate why alternative preferable options in the surface water hierarchy are not available.

In accordance with the National Planning Policy Framework (paragraph 175), we recommend that the SPD prioritises the use of multi-functional sustainable drainage systems on sites. Paragraph: 055 Reference ID: 7-055-20220825 of the National Planning Practice Guidance states that ‘multifunctional sustainable drainage systems are those that deliver a wider range of additional biodiversity and environmental net gains.’ It also notes that ‘The layout and function of drainage systems needs to be considered at the start of the design process for new development, as integration with road networks and other infrastructure can maximise the availability of developable land.’ As such, foul and surface water drainage must be considered early in the design process.

Sustainable drainage should be integrated with the landscaped environment and designed in accordance with the four pillars of sustainable drainage (water quantity, water quality, amenity and biodiversity). It should identify SuDS opportunities, including retrofit SuDS opportunities, such as green roofs; permeable surfacing; soakaways; filter drainage; swales; bioretention tree pits; rain gardens; basins; ponds; reedbeds and wetlands. Any drainage should be designed in accordance with ‘Ciria C753 The SuDS Manual’, sewerage sector guidance, or any subsequent replacement guidance.

It is good practice to ensure that drainage proposals are considered alongside wider details of design. We recommend careful consideration of the finished floor levels alongside, the cover levels of the proposed drainage system and any point of connection to the public sewer. It is good practice to ensure that the external levels fall away from the ground floor level of the proposed buildings (following any regrade), to allow for safe overland flow routes within the development and minimise any associated flood risk from overland flows. In addition, where the ground level of the site is below the ground level at the point where the drainage connects to the public sewer,

care must be taken to ensure that the proposed development is not at an increased risk of sewer surcharge. It is good practice for the finished floor levels and manhole cover levels (including those that serve private drainage runs) to be higher than the manhole cover level at the point of connection to the receiving sewer.

We also request that the design of landscaped areas and new areas of public realm, including new tree-lined streets and green spaces, are integrated with the strategy for surface water management as early as possible in the design process.

We wish to emphasise that in advance of any permission being granted, including at the outline stage, applicants should demonstrate that the approach to the density of development on a site will not compromise the application of the surface water hierarchy and the inclusion of SuDS. For example, we have seen examples of small residential schemes where the applicant has argued that there is insufficient space to implement SuDS at the reserved matter stage simply because the number of units granted has not left sufficient space for plot led infiltration of surface water. On this basis, we believe that the strategy for surface water management must be considered as soon as possible in the detailed design process.

Applicants should check whether a proposal is located within a groundwater source protection zone. If that is the case, they should have regard to Policy HE9: Water Management and Flood Risk within the Delivery and Land Allocations Local Plan (Adopted March 2022) and 'The Environment Agency's Approach to Groundwater Protection.' (February 2018, Version 1.2)

We also wish to highlight that the design of a site can be critically determined by existing utility constraints. It is imperative that these are understood as soon as possible. Importantly, we would recommend that utility constraints are understood prior to acquiring a site or instructing any architect to commence design. The location of utilities on a site can be material to site design in terms of the layout of buildings, roads, landscaping, ecological mitigation and the changing of any ground levels. We will not permit development over or in close proximity to our assets. Our assets will need to be

	<p>afforded access for maintenance, repair and replacement and be fully considered in the design and masterplanning process for a site. This should include careful consideration of landscaping proposals in the vicinity of our assets and any changes in levels.</p> <p>Public sewers can also flood. Such flood risk must be avoided in accordance with national planning policy. Therefore, where utilities pass through a site, applicants should confirm the requirements of the utility undertaker before commencing design. Where sewers pass through a site, applicants must engage with the relevant wastewater undertaker to confirm whether there is a risk of flooding from the public sewer. This could affect the principle of the development and the detailed design of the site. Flooding from the public sewer can affect the developable area and reduce the amount of development that can be delivered on a site.</p> <p>3) Things to consider when planning your extension / conversions. We also recommend that the SPD provides specific advice in relation to extensions / conversions and how they can be designed to adapt to climate change. We suggest that the SPD includes the following points:</p> <ul style="list-style-type: none">• When planning an extension / alteration / conversion, applicants should consider how water can be re-used and sustainably managed. For example, the design could include a water butt /grey water recycling. Water butts can include smart water butts that empty the water in advance of a storm occurring.• It is critical that applicants give early consideration to how an extension will be drained. They should ensure that only foul water connects with the foul sewer. Applicants must ensure that the hierarchy for managing surface water is applied so that any extension or new hardstanding does not increase flood risk to the property or to others.• The design should consider whether the surface water from the extension or any new• hardstanding can be infiltrated to ground. This will need early consideration in the design of	
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	<ul style="list-style-type: none"> • an extension / conversion to ensure that any infiltration meets the requirements of building regulations. • In designing an extension, applicants should consider whether they can include a rain garden. Guidance on rain gardens can be found here. 6.5 Principle 5: Mitigating Biodiversity & Principle 6: Green and Blue Infrastructure Within these Principles, we request that the SPD states that the planting of new trees / ecological mitigation / blue infrastructure should not be planted directly over water and wastewater assets or where excavation onto the asset would require removal of the tree / biodiversity. <p>The approach to any planting must have regard to the proximity to existing or proposed utility assets to ensure there is no impact on these assets such as root ingress. It is important to note the implications that can arise as a result of planting too close to utility services. This can result in root ingress, which in turn increases the risk of drainage system failure and increases flood risk. It will be important that applicants refer to our 'Standard Conditions for Works Adjacent to Pipelines' (a copy of which can be found on our website) and consult with us when implementing the delivery of landscaping proposals. Moving forward, we respectfully request that the Council continues to consult with U UW for all future planning documents. In the meantime, if you have any queries or would like to discuss this representation, please do not hesitate to contact me at planning.liaison@uuplc.co.uk.</p>	
<p>Natural England</p>	<p>We welcome this opportunity to comment on the draft SPD. Overall, we wish to highlight that the SPD presents opportunities for supporting development that is 'high nature, low carbon', particularly by promoting Nature-based Solutions (NbS) to climate change. The IUCN define NbS as: "Actions to protect, sustainably manage and restore natural or modified ecosystems that address societal challenges effectively and adaptively, simultaneously providing human wellbeing and biodiversity benefits".¹</p> <p>NbS, such as Natural Flood Management and urban cooling from Green and Blue Infrastructure, can deliver a range of nature-based adaptation and mitigation benefits.</p>	<p>Halton acknowledges the comments from Natural England.</p> <p>Concerns mentioned in Principle 1: Improving Energy regarding renewable development which impacts the natural environment have been mitigated in <i>DALP Policy GR5</i> which states that "Development proposals for renewable</p>

<p>To inform the overall climate change adaptation and mitigation planning, Natural England direct you to the following key resources: the Climate Change Adaptation Manual and the Carbon Storage and Sequestration by Habitat 2021 report. Below are Natural England’s detailed comments on the ‘6 principles’ of the SPD.</p> <p>Principle 1: Improving Energy Natural England advise that schemes that deliver ‘high nature, low carbon’ should be supported. Renewable energy development that exacerbates climate change impacts (for example, developing on priority habitats, woodland or peatland) or diminishes our ability to adapt to climate change impacts through nature recovery and NbS such as peatland restoration should be avoided. Natural England concurs that solar proposals should be supported by sufficient landscape, visual and ecological assessments. Consideration should be given to the siting of renewable and low carbon energy development such that it is not at the expense of the natural environment. This includes siting development away from areas of peat, priority habitat and high agricultural land quality. As recognised in policy HE1 (point 13) of the local plan, development on best and most versatile (BMV) agricultural land which compromises options for the future use of the land or undermines its inherent capability should be avoided. Soils should be sustainably managed for the long-term in accordance with best practice with extensive physical interventions avoided.</p> <p>Principle 4: Mitigating Flood Risk Natural England welcomes Halton’s commitment to mitigating flood risk through Sustainable drainage systems (SuDS). We advise that greater emphasis could be given to NbS to mitigate and adapt to increased flood risk, such as through Natural Flood Management (NFM). NFM uses natural processes to reduce the risk of flooding, whilst providing wider benefits such as enhancing habitats and biodiversity and carbon capture.</p>	<p>energy developments will need to take into account, and minimise where appropriate, the potential environmental effects of the development”.</p> <p>Concerns mentioned in Principle 1: Improving Energy regarding development on best and most versatile land (BMV) are mitigated in <i>DALP Policy HE1 Natural Environment and Nature Conservation</i> which ensures this development is avoided where possible by stating “the irreversible significant development of open agricultural land will not be permitted where it would result in the loss of the best and most versatile agricultural land, except where absolutely necessary”.</p> <p>While the Council appreciates the concerns regarding peatlands, mentioned in Principle 1: Improving Energy and Principle 6: Green and Blue Infrastructure, Halton Council does not have reserves that would require protection.</p> <p>Comments made within Principle 4: Mitigating Flood Risk specifically raised on SuDS have been noted and the council are considering developing a</p>
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<p>Greater emphasis could also be given to incorporating well-designed green infrastructure to provide flood management services as an adaptation response to climate change. This includes reconnecting rivers with their floodplains, reducing run-off, slowing the flow of floodwaters, directing and storing water temporarily so that it causes less damage, filtering water to remove pollutants, and modifying infiltration. Example green infrastructure/SuDS components include wetlands, trees, and green roofs. Further information and examples can be found in Part 4 of the Climate Change Adaptation Manual.</p> <p>Principle 5: Mitigating Biodiversity Natural England advises that local habitat creation and enhancement should be informed by the emerging Liverpool City Region Local Nature Recovery Strategy (LNRS). We further advise that in order to ensure ecological resilience, Biodiversity Net Gain (BNG) policy should integrate climate adaptation principles, informed by the Climate Change Adaptation Manual.</p> <p>We welcome the inclusion of guidance on tree and woodland policy, to support climate change mitigation and adaptation, and we note that policy HE5 (Trees and Landscaping) includes a presumption in favour of retention and enhancement of on-site trees and woodland. The recently published England Trees Action Plan 2021-2024 recognises the value of woodland planting for climate change mitigation and adaptation, but also advises that plans to expand woodland cover and to restore peatland need to work hand in hand, noting that “We should only plant or naturally establish trees where doing so provides a net benefit to the environment”. Natural regeneration should be encouraged particularly when located adjacent to existing woodlands to deliver extra wildlife benefits from scrub development.</p> <p>Principles 6: Green and Blue Infrastructure Natural England welcomes the recognition of the importance of green infrastructure to climate change mitigation and adaption within the SPD and direct you to the Green Infrastructure Framework. Under the Framework, one of the five principles of why green infrastructure should be provided is resilient and climate positive places. When</p>	<p>SuDS guidance SPD, which would address these types of issues.</p> <p>We also will work with the Liverpool City Region to use the emerging Local Nature Recovery Strategy (LNRS), mentioned in Principles 6: Green and Blue Infrastructure, to inform our policies.</p> <p>In the meantime, Halton points to the following weblinks for guidance and best practice:</p> <ul style="list-style-type: none"> • Climate Change Adaptation Manual - NE751 • Carbon Storage and Sequestration by Habitat 2021 - NERR094 • England Trees Action Plan 2021 to 2024 - GOV.UK • Green Infrastructure Framework Home
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	<p>planned and delivered with climate change included, green infrastructure can make places more resilient and adaptive to climate change and can help to meet zero carbon and air quality targets. Green infrastructure itself should be designed to adapt to climate change to ensure long term resilience. Part 4 (Green infrastructure and climate change) of the Climate Change Adaptation Manual provides further information and examples of climate change adaptation via green infrastructure. Local approaches to green infrastructure should similarly be informed by the emerging Liverpool City Region LNRS.</p> <p>Peat deposits Natural England welcomes acknowledgement of soils value as a carbon store, but we are concerned at the lack of reference to peat deposits within the borough’s boundaries. England’s peatlands are our largest terrestrial carbon store and are vital for capturing and storing carbon. They provide a range of other valuable benefits including biodiversity-rich ecosystems; improved water quality and natural flood management; the protection of historic environment features; and connecting people with nature. In light of Natural England’s statutory purpose (see s.2 of the Natural Environment and Rural Communities Act 2006) and the Environmental Improvement Plan 2023 which states that “degraded lowland peat accounts for 3% of England’s overall greenhouse gas emissions” Natural England do not support the principle of developing on restorable peat.</p> <p>Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.</p>	
National Highways	National Highways will not look to comment further at this time.	Comments noted – no change required.

HALTON BOROUGH COUNCIL
SUPPLEMENTARY PLANNING DOCUMENTS CONSULTATION STATEMENT (2024)

MEMBERS OF PUBLIC RESPONSES	Summary	Findings/Response
1	<p>Respondent stated that Specific Guidance on Planning / Design considerations in respect of External Wall Insulation would be appreciated. They also stated that Specific Guidance (Appendices) on Planning / Design considerations in respect of External Wall Insulation would be appreciated. They offered an example from Leicester local council for reference: https://www.leicester.gov.uk/media/jvvetpm/printable-external-wall-insulation-planning-guidance.pdf</p>	<p>Halton would like to state that many properties have previously been altered and / or would not need planning permission to be clad or rendered and would need to be determined on a case-by-case basis. To require more specialist cladding systems could also prove cost restrictive in some cases. It is considered appropriate to add the examples of alternative design solutions to raise awareness of the alternatives and that careful consideration should be given to the final solution most appropriate to the property. In cases where planning permission is required/ applied for then normal DALP policies relating to design, character etc will apply.</p>

Conclusions following Climate Change and Adaptation SPD

Both United Utilities and Natural England submitted detailed responses to the Climate Change and Adaptation SPD, providing technical guidance on water efficiency standards, design, SuDS/flooding, biodiversity, green infrastructure, trees/woodlands, and carbon stores. As a council we have reviewed this guidance and feel it is best to provide web links to official sources. Halton wants to future-proof this document and is aware that guidance can change/update continually. Halton wants this SPD to be relevant for many years to come and acknowledge that United Utilities and Natural England are the experts, and therefore readers of this SPD must be directed to the most relevant information.

Appendix B: Table of changes for the draft Climate Change and Adaptation SPD.

Original Chapter and Page no.	Current Paragraph wording	New Chapter and Page no.	Change (deleted text in strikethrough ; new text <u>underlined and bold</u> ; changes to diagrams, tables etc. described in <i>italic</i> text).				
Appendix 3: Climate Change Checklist, p35.	Inclusion of a Green Travel Plan where appropriate	Appendix 3: Climate Change Checklist, p35.	Inclusion of a Green Travel Plan Transport Assessment where appropriate				
Halton Borough Context, p8.	Excellent public transport links including: <ul style="list-style-type: none"> • West Coast Main line • Local and Trans-Pennine services • Halton curve Rail 	Halton Borough Context, p8.	Excellent public transport links including: <ul style="list-style-type: none"> • West Coast Main line • Active Travel • Local Bus Network • Local and Trans-Pennine services • Halton curve Rail • Waterways • Freight and Logistics 				
Halton Borough Context, p8.	Figure 1: Challenges <table border="1" data-bbox="338 847 987 919"> <tr> <td data-bbox="338 847 663 919">Excellent transport links</td> <td data-bbox="663 847 987 919">Potential -increased car journeys</td> </tr> </table>	Excellent transport links	Potential -increased car journeys	Halton Borough Context, p8.	Figure 1: Challenges <table border="1" data-bbox="1261 847 2163 919"> <tr> <td data-bbox="1261 847 1704 919">Excellent transport links Increased Car Journeys</td> <td data-bbox="1704 847 2163 919">Potential -increased car journeys Behavioural change</td> </tr> </table>	Excellent transport links Increased Car Journeys	Potential -increased car journeys Behavioural change
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Houses in Multiple Occupation Supplementary Planning Document

March 2025



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Introduction

A House of Multiple Occupation, (HMO), is defined as a property occupied by 3 or more people who do not form a single household (i.e. not living in a family setting) and who share facilities such as a bathroom

or kitchen. An HMO with more than 5 occupants must be licensed with the council in accordance with the Housing Act 2004.

HMOs form an important part of Halton's housing supply, adding to the choice of living for many residents. They provide a flexible and affordable option for housing for many who may have limited options. A variety of residents are known to occupy HMOs including people on low incomes, students, young professionals and those on short term work contracts. HMO's can form conversions of existing buildings or be purpose built.

In terms of planning controls; the conversion of a dwelling house (class 3) to a small HMO with less than 4 occupants (class 4) has permitted development rights and does not require planning permission. Larger HMO's with more than 7 occupants (sue generis) require planning permission. Therefore, most smaller HMOs currently require neither a license nor planning permission.

In September 2022 the Environment & Urban Renewal PPB resolved to form a working party of members to consider policy to address the proliferation and standards in Houses of Multiple Occupation.

The objectives of the working party were to:

- Review HMO Amenity Standards for licensed HMO's
- Develop and adopt the HMO Supplementary Planning Document (SPD)
- Commission a detailed door to door survey in the West Bank area of the Central and Westbank Ward to establish property type and tenure.
- Commission a Borough Wide review of the private rental housing stock in the borough, and the following topic areas:
 - Negative impact on the character of the area
 - Parking
 - Waste storage
 - Anti-social behaviour
 - Inadequate living conditions for inhabitants

(The findings of this can be found at footnote¹)

The percentage of private rental properties in Halton is now estimated to be 19% compared with 11% in 2011. The percentage of owner-occupied properties has fallen from 64% in 2011 to 58% in 2024. The percentage of social rented properties has dropped slightly from 25% in 2011 to 23% in 2024. These figures suggest the private rental sector is fulfilling the demand for affordable rented accommodation that is not currently met by the social rented sector.

The report (2025) notes that the ward areas Appleton (30.3%) and Mersey and Weston (29.9%), West Bank area of the central and west bank ward (30%) had private rental property rates that were above the average rate of other ward areas in Halton. The evidence does not currently suggest that these properties are being used as HMOs and therefore an article 4 directive is not currently required. If in the future, it was identified and evidenced that the number of HMOs within these areas increased significantly the council would review its current stance and explore powers within the permitted licencing laws and legislation.

¹ Halton Borough Council (2025). Environment and Urban Renewal Policy and Performance Board – Wednesday 18th September, 2024 6:30pm. Available at: <https://councillors.halton.gov.uk/ieListDocuments.aspx?CId=307&MId=8986&Ver=4> Accessed: 03/01/25

Halton is currently developing a new Housing Strategy which will explore and evidence the housing needs of the Borough, it is anticipated this report will be concluded in the summer of 2025. Any changes to policy or interventions will be included in this report.

Overall HMOs in Halton are well managed and provide a choice of living accommodation. At the time of writing, Halton has 187 known HMOs of which 116 are larger HMO's that are licensed by the council.

The findings of the working group inferred that there is no evidence to apply article 4 rulings at this present time. More information on article 4 directives and HMOs can be found at the following footnote².

This Supplementary Planning Document (SPD) acknowledges the findings of the above report and informs the reader of the key requirements of HMOs within Halton. This document aims to support the improvement in HMO accommodation that is provided and reduce detrimental impacts on the neighbours. The SPD provides an interpretation of national and local planning policy and outlines good practice for planning outcomes.

This SPD will apply to planning applications for the creation of HMOs, such as those:

- HMOs created through conversions of other buildings,
- Purpose built HMOs,
- The expansion of HMOs.

Policy Framework

The National Planning Policy Framework (NPPF)

The NPPF sets out the Government's planning policies and is a material planning consideration in planning decisions. It states that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise.

² <https://www.legislation.gov.uk/ukpga/2004/34/part/2> Accessed 03/01/25

The NPPF sets out that the Local Plan should meet the objectively assessed needs for housing, as far as it is consistent with the policies in the NPPF. It should provide a mix of housing types to meet the needs of different groups in the community and create sustainable, inclusive and mixed communities. It also seeks to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings.

Local planning policy

Relevant local planning policies are set out in the development plan for the area. The Development Plan for Halton comprises the Halton Delivery and Allocations Local Plan (March 2022).

Halton Delivery and Allocations Plan does not have a specific development plan policies specifically relating to HMOs however the following policies are applicable and are summarized below and reproduced in full in Appendix A.

Policy CS(R)12 Housing Mix states that the Council will support the right type of housing to facilitate mechanisms.

to meet the needs of Halton's existing population, address imbalances in the existing housing stock and ensure the homes provided can adapt to changing demographics.

Policy RD3 aims to raise the quality of design in Halton. A significant proportion of planning applications received by the Council relate to dwelling extensions, alterations and residential conversions and although most of the proposals are small scale, their impact on the local area can be considerable, particularly cumulatively.

Policy CSR18 addresses the design of places and spaces can have a profound effect on the way that we live, how we understand an area, the way that we treat an area and the way that we move through it. It is crucial for development design in Halton to be of a high quality, build upon an area's character, be adaptable to changing situations, and provide safe, healthy and accessible environments for all members of society.

Policy GR1 focuses on how design is not just about how a development looks but also whether it is successful in its context, whether it functions well, whether it is enduring and of high quality, and lastly, whether it contributes toward broader sustainability objectives.

Achieving appropriate high-quality design should be a key objective of all those involved in delivering sustainable development. Development should take the opportunities available to improve the quality and appearance of an area and the way it functions.

Controls on the Location and Distribution of HMOs

Forming part of the borough's housing supply and contributing towards meeting housing needs, HMO conversions can also enable the continued viable use of older housing and provide an effective use of land and buildings. However, HMOs typically intensify the use of properties, with more resident and visitor

movements than a typical family home, and concentrations of them can impact on the amenity of neighbouring properties and the wider neighbourhood.

Therefore, in order to help ensure mixed and balanced communities and to ensure that new development does not have an unacceptable adverse impact on amenity and quality of life, this SPD sets out restrictions to limit the concentration of HMOs in small areas and to manage the siting of HMOs relative to other HMOs. This will contribute to retaining local character, help to ensure a mix of house types and tenures, and reduce potential residential amenity issues. To achieve this the council will apply three measures:

- A. Concentration Threshold
- B. Restricting the Sandwiching of Properties
- C. Restricting Three Adjacent HMOs

A. Applying a Concentration Threshold

Planning permission will not normally be granted for new HMOs, or for proposals to extend existing HMOs, where the proportion of HMOs exceeds, or will exceed, 10% of the properties (residential and commercial) within a 50-metre radius of the application property.

The radius will be measured from the mid-point of the front boundary of the application property and calculated through the inclusion of properties that have a Land and Property Gazetteer address point within that radius. Existing properties that have been sub-divided into flats will be counted as single properties for the purposes of the calculation, as some of the issues that can be associated with HMOs can also be associated with flat conversions. However, purpose-built flats will be counted on an individual basis, as they are not subject to the same constraints as flat conversions and issues should have been fully addressed as part of the planning process.

To identify those properties used as HMOs, the Council will utilise data held on the council's databases, which identifies HMOs from a variety of sources, including HMO licensing data, planning records, and council tax data. However, this may not be an exhaustive record of all HMOs in an area, because some HMOs may not be known to the Council, particularly if they are too small to have required planning permission or be subject to mandatory licensing. Further investigation may therefore be required as part of the planning application process in response to new or updated information about the presence of HMOs in the locality.

There are limited circumstances where permission could be granted for an HMO that results in the 10% threshold being exceeded. They might include where:

- There is a strong physical barrier, such as a railway line, between the application property and established HMOs,
- There are a limited number of properties within the 50-metre radius, or
- The nature of the application property means that impacts will be lessened e.g., the property could be detached and have a substantial curtilage.

An example of applying the concentration threshold is shown in Figure 3.1.

A proposed HMO is shown in red and residential properties within 50 metres of the proposed HMO are identified. If the proportion of properties in use as HMOs exceeds, or will exceed, more than 10% of the properties within the 50-metre buffer zone, then permission will not normally be granted.

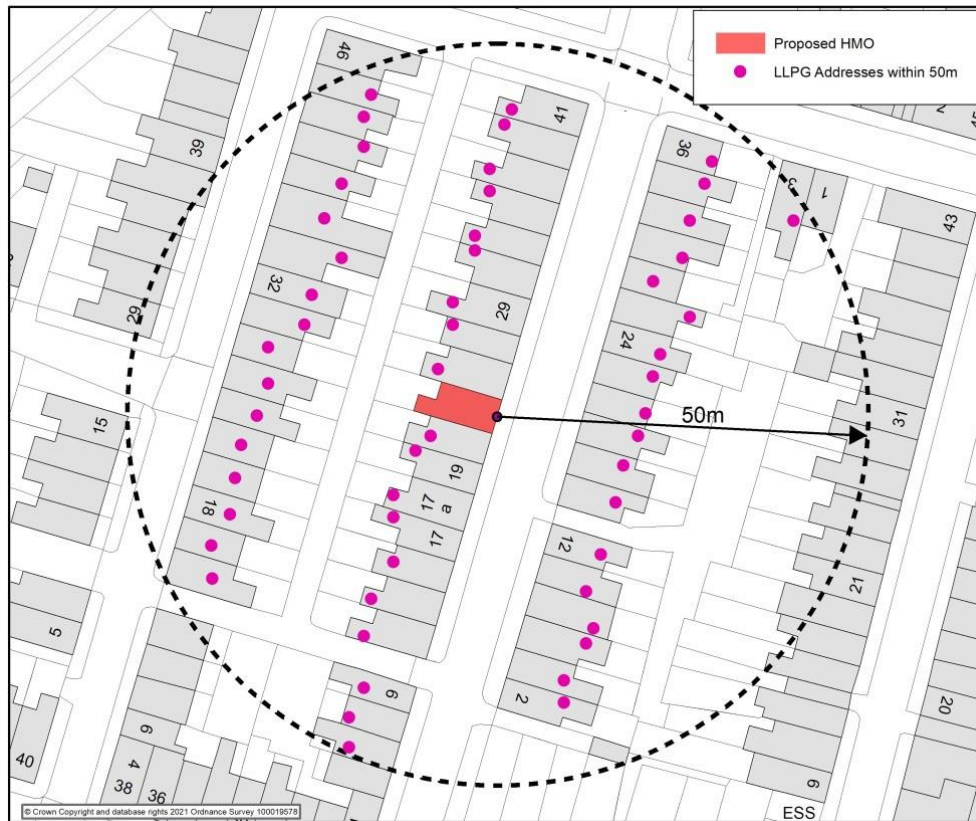


Figure 3.1 Applying a concentration threshold.

B. Restricting the sandwiching of properties

Planning permission will generally not be granted for the development of HMOs that lead to the ‘sandwiching’ of residential properties. Sandwiching occurs when a non-HMO residential property has an HMO on either side. This has the potential to lead to amenity issues for the non-HMO property due to the greater intensity of use of the HMOs.

Exceptional circumstances where permission might be granted for an HMO that ‘sandwiches’ a non-HMO residential property are limited but could include where there is a significant gap between the curtilages of the properties, or where properties are set within large gardens or curtilages.

An example is shown in Figure 3.2. The proposed HMO (in red) would result in the residential property at No. 33 being sandwiched between two HMOs. This would not normally be granted planning permission.



Figure 3.2 Restricting the sandwiching of property No. 33.

C. Restricting three adjacent HMOs

Planning permission will not generally be granted for proposals that would result in a block of three or more adjacent HMOs. Streets can sometimes become dominated by HMOs, which has the potential to lead to amenity issues for the non-HMO properties, particularly those opposite or adjacent, due to the greater intensity of use of the HMOs.

Exceptional circumstances where permission might be granted for a proposal that would result in a block of three or more adjacent HMOs are limited but might include where there is a significant gap between the curtilages of properties, or where properties are set within large gardens or curtilage.

HMO Licensing, Management, and Amenity Standards

It is important to ensure that HMOs provide a good standard of accommodation for their occupants.

HMO Management Regulations

HMOs must comply with statutory regulations on management. This legislation places certain duties on the individuals managing the property and non-compliance with these regulations may result in a prosecution and/or fine (including a civil penalty).

HMO Licensing

All properties that are occupied by five or more people, from two or more households and sharing an amenity are subject to mandatory HMO licensing. Licenses are valid for five years and properties are subject to inspection during this period. If the council receives complaints regarding a property this will prompt further inspection and enforcement action is taken if necessary.

Halton Borough Council's HMO Standards

HMOs should also adhere to the council's HMO standards, in relation to:

- Natural and artificial lighting
- Ventilation
- Heating
- Water supply
- Bathrooms, shower rooms and sanitary conveniences
- Refuse
- Kitchen facilities
- Licensing

All properties that are occupied by five or more people, from two or more households and sharing an amenity are subject to mandatory HMO licensing. Licenses are valid for five years and properties are subject to inspection during this period. If the council receives complaints regarding a property this will prompt further inspection and enforcement action is taken if necessary. Further information can be found at:

<https://www3.halton.gov.uk/Pages/business/EnvironmentalHealth/PrivateHousing.aspx>

The Management of Houses in Multiple Occupation Regulations 2006 apply to all HMOs and cover a number of items. In essence they require that the properties are kept in a good state of repair and that all facilities are in good working order at all times. A full copy of the Management Regulations can be found at the relevant government webpage,

http://www.legislation.gov.uk/uksi/2006/372/pdfs/uksi_20060372_en.pdf

Management

All HMOs must be sound, safe and well managed. They need to be free from health and safety hazards. One area of particular emphasis is ensuring that there are appropriate fire

precautions. This includes the provision of fire doors, firefighting equipment (such as fire blankets and extinguishers) along with automatic fire detection systems and in some cases emergency lighting. The Housing Health and Safety Rating system covers the level of protection and likelihood of a fire in an HMO. A fire risk assessment will determine the level of fire precautions required.

Amenity Standards

In addition to the general duty on landlords. The Housing Act 2004 and associated regulations set out prescribed standards for all licensed HMO's. These regulations are set nationally by the Government. Prescribed standards are set out below.

Space Standards

Sleeping accommodation

Rooms must comply with the minimum legal space standards set out below.

One person over 10 years of age	6.51 m ²
Two persons over 10 years of age	10.22m ²

However, if no other private or communal living areas are provided the minimum sleeping room sizes that HMOs in Halton must comply with are.

One person over 10 years of age	10 m ²
Two persons over 10 years of age	15m ²

Communal areas

Where communal areas are provided in addition to the rooms used for sleeping the space standards for communal areas are 17.5m² based on a 5 bed HMO.

For each additional tenant an additional 1 m² of space must be provided.

If this cannot be provided in a single room an additional communal room of a minimum 13m² must be provided. The overall size of the additional room must take into account the total number of occupants but as a guide an additional 1m² of space per tenant must be provided.

Space calculation and room design Any

area of the room with a ceiling height of less than 1.5m must not be counted in the calculation for space standards.

The shape and layout of bedrooms must be capable of accommodating a single bed for single occupancy rooms or a double bed or two singles for a double occupancy room. The rooms must also be capable of accommodating basic bedroom furniture such as a wardrobe and dressing table.

Kitchens and kitchen facilities

It is recommended that applicants discuss the design and layout of kitchens with the Council prior to installation, particularly for properties with more than 5 occupants.

Kitchen size

Where kitchen facilities are shared the kitchen must have a minimum total floor area of 7m² based on 5 people sharing. Ideally, more than 5 people should not share the same kitchen. If this is not practicable then an additional 1m² of kitchen space must be provided for each occupant, up to 10 people.

Additional Kitchens ratio

If the additional kitchen space cannot be provided within the same room an additional kitchen must be provided i.e.

6-10 persons 2 Kitchens

11-15 persons 3 Kitchens

To ensure the safe movement of people a single room must not contain more than 2 sets of kitchen facilities.

Kitchen facilities

Where shared kitchens are provided, they must contain the following facilities:

For up to 5 persons:

- A suitable fixed worktop, not including the draining board, no less than 2m by 0.6m
- Four cooking rings, an oven and a grill (whether integrated into one appliance or separates).
- Four twin 13amp power socket outlets above the work surface height in addition to any sockets serving major electrical appliances. They must be adjacent to the work surface and at a suitable safe distance of minimum 1 meter, from any sink/wash basin.
- A standard 1m sink unit and integral draining board fixed within a base unit, together with an adequate supply of constant hot water and wholesome cold drinking water, and tiled splash back. The sink unit must be properly plumbed into the water supply and drainage systems.
- A suitable storage cupboard with a minimum capacity equivalent to a 500mm wall unit per person.
- A refrigerator of not less than 5 cu ft capacity (0.15m³).

Additional facilities for 6-10 persons sharing a single kitchen must include the following:

- A suitable fixed worktop, not including the draining board, of no less than 3m by 0.6m, instead of the 2m worktop for a single set of kitchen facilities.

- Fridge/freezer capacity to approximately 9 cu ft capacity 0.27m³, instead of 5 cu ft as above

Facilities for more than 10 residents must be provided on a pro rata basis and agreed with the council.

Hygienic and safe and design

The wall area behind sinks and food preparation areas must be tiled or provided with a splash back to enable the wall to be effectively cleaned. Food preparation surfaces and the surfaces of appliances and equipment must be impervious and easy to clean.

The floor area must be of suitable material that can be effectively cleaned whilst avoiding the risk of slips and falls. It is recommended that applicants discuss the design and layout of kitchens with the council prior to installation, particularly for properties with more than 5 occupants.

The layout of the kitchen must enable the safe movement of people and avoid the risk of burns, scalds, slips and trips. For example, cooking appliances must not be situated adjacent to doors or next to sinks.

Toilet and bathroom facilities

It is recommended that applicants discuss the design and layout of bathrooms and toilet facilities with the council prior to installation, particularly for properties with more than 5 occupants.

Bathroom

All baths and wash hand basins must be equipped with taps providing an adequate supply of potable cold water and a constant supply of hot water and be properly connected to the drainage system.

All bathrooms must be situated in a proper room, must be suitably and adequately heated and ventilated and must be of an adequate size and layout.

Adequate electric lighting must be provided, and walls and floors must have a non-porous and easily cleanable finish. Suitable locking mechanisms must be fitted to the access doors of bathrooms and W/Cs to ensure privacy.

W/Cs

Toilet compartments must be located within 30 meters of the furthest occupant who will be using it, preferably on the same floor. Where this is not possible, the WC must be no more than one floor and no more than 30m distance from the users.

The room must be provided with adequate ventilation and electric lighting, and a suitable locking mechanism must be fitted to the access door to ensure privacy.

All foul waste within the building must be adequately connected to the drainage system, with provision of rodding eye and inspection chamber.

A separate w/c compartment must contain:

- A fixed w/c with water supply to the cistern, and foul drainage to the external foul drainage system.
- A fixed wash hand basin with constant hot and cold running water, properly connected to the drainage system.

Wash hand basins A

wash hand basin (WHB) with a tiled splash back and satisfactory supply of cold and constant hot water properly connected to the drainage system must be situated in a bathroom or shower room containing a w/c.

A wash hand basin as described above must also be provided in a separate w/c compartment.

Shared Bathroom and toilet facilities in

bedsit type accommodation or shared houses, the bathroom and W.C. facilities may be shared between the occupants. There must be an adequate number of bathrooms and W.C.s provided for the number of people occupying the dwelling.

The table below shows the permitted sharing ratios based on nationally prescribed standards.

up to 5 persons	1 bath / shower room with 1 WC and 1 wash basin.
6 – 10 persons	2 bath/shower and 2 WCs (+WHB in the same room as the WC, the WCs may be contained within the bathroom or a separate closet).
11 – 15 persons	3 bath/shower and 3 WCs (+WHB in the same room as the WC, the WCs may be contained within the bathroom or a separate closet).

Space Heating

Heating provision and minimum temperature

Where the house is not provided with central heating to the whole of the dwelling, it must be adequately and efficiently heated with the provision of permanent, fixed heating appliances or space heaters. Any heating system must be appropriate to the design, layout and construction of the building and provide adequate heat output to efficiently heat the whole of the property.

Any heating system must be economical and capable of achieving a healthy indoor temperature of 21°C for each habitable letting room, and 18°C in all other rooms and common areas.

Any form of heating must be controllable by the occupier and safely and properly installed and maintained.

In properties where the heating is centrally controlled, such systems must be operated to ensure that occupants are not exposed to extreme indoor temperatures and must be provided with controls to allow the occupants to regulate the temperature within their own private rooms.

Coin-operated heating and/or hot water systems in are not acceptable.

Energy Efficiency To

make homes as energy efficient as possible adequate insulation must be provided to cavity walls and loft areas.

It is now unlawful to rent a property that does not meet a minimum energy efficient rating of E as part of the licensing and inspection process energy rating certificates may be requested. An HMO license will not be issued to properties that do not achieve the minimum energy efficiency rating.

Gas and Electrical Safety

Gas and Solid Fuel Installations All

gas supplies, distribution pipework and gas fired appliances must comply with the relevant gas safety regulations.

All gas appliances must have an annual gas safety check undertaken by a GAS SAFE registered gas installer. A copy of the gas safety record must be made available to the occupier in accordance with the regulations. A copy must be made available to Halton Council on request and will be considered as part of the license and inspection process.

All gas appliances must be serviced and maintained regularly in accordance with regulations and the manufacturer's instructions (usually every 12 months).

The property manager MUST keep the previous two years' gas safety records available for inspection upon request.

All work on any gas appliances must be carried out by a suitably qualified GAS SAFE registered engineer.

Where occupants need to operate controls for gas fired central heating or hot water systems, simple and precise instructions for their safe and efficient use must be available.

An emergency control valve must be provided within 500mm of the gas meter that all occupants can easily access.

Electrical Installation

It is a legal requirement that all landlords must arrange for the electrical installation at their property to be inspected and tested every 5 years by a qualified electrician. Landlords are also required to carry out any urgent remedial works identified by the inspection report to ensure the installation is safe. A copy of the inspection report and details of any remedial work undertaken must be provided to the local authority on request and will be required as part of the application process. In practice this will involve obtaining an Electrical Installation Condition Report.

Carbon Monoxide

It is a legal requirement that a carbon monoxide alarm is installed in all habitable rooms that contain a fuel combustion appliance such as a gas fire, gas boiler or wood burner. The alarm must be maintained in working order. Habitable rooms will include bedrooms, kitchens, bathrooms and communal areas.

Fire Safety and Precautions

Building Regulations

Where internal works or changes to the use of a premises require Building Regulation approval these requirements must be complied with as they will determine the appropriate fire precautions required by Building Regulations for that building at that time.

Fire risk Assessment

This is a specialist area, and applicants may need to consider obtaining their own professional advice.

The Regulatory Reform (Fire Safety) Order 2005 requires the person responsible for a property to undertake a fire risk assessment. A fire risk assessment must be undertaken for the entire HMO property with the aim of identifying potential hazards and reducing the risk of those hazards by deciding what fire precautions need to be installed.

Further detailed guidance on conducting a fire risk assessment and appropriate precautions in relation to sleeping accommodation for certain types of existing housing is available at: <https://www.gov.uk/government/publications/fire-safety-riskassessment-sleeping-accommodation>.

A fire risk assessment must be completed for all HMO properties and will be requested as part of the license application process.

Smoke detection

In addition to implementing the precautions identified during the fire risk assessment the prescribed standards set by the Housing Act 2004 require a smoke detector to be installed on each floor of the living accommodation

Fire Safety Enforcement

The responsibility for the enforcement of fire safety requirements in private rented accommodation is shared between Halton Council and Cheshire Fire and Rescue Service. A memorandum of understanding has been signed by both organisations relating to enforcement of the requirement and joint inspections of properties in relation to fire safety will be undertaken as required.

Lighting

Natural light

All habitable rooms must have sufficient natural light to enable normal domestic tasks to be carried out during daylight hours. Windows must be of adequate size, and of appropriate shape and position to allow for reasonable daylight penetration into rooms. Basement and sub-ground level rooms can pose particular problems, and there must be sufficient adequate open space outside the window to allow for adequate light penetration.

Artificial lighting

Artificial lighting must be positioned to provide sufficient light to enable domestic and recreational activities to be carried out without eyestrain and without creating glare or shadows. Artificial light is particularly important where domestic tasks require adequate light, for example in the kitchen over worktops, sinks and cookers.

Staircases must have artificial lighting that sufficiently illuminates their full length to avoid shadows and dark corners where users cannot clearly see where they are going. There must be switches or controls for artificial lighting at both the top and foot of stairs. Any lighting provision for staircases and common areas must be in addition to any required emergency lighting.

Security

The HMO as a whole and individual private rooms within must be capable of being secured to deter unauthorised entry. Windows and doors must be robust and fitted with adequate security. Sheds or outbuildings must be maintained in good order and made secure. However, security measures must not compromise the means of emergency escape in the event of a fire.

Waste Disposal

Adequate facilities must be made available for the storage of waste and recycling. Communal bins must be stored in a secure external area within the private curtilage of the property. It will not be acceptable for communal bins to be stored unsecured on public land.

The owner or manager of the HMO must ensure adequate bins have been provided to enable the tenants to comply with the councils' waste collection and recycling service. Information must be made available to tenants to ensure they are aware of collection days and when to present waste for collection and recycling. Once collected tenants must be instructed to return bins to the property. The owner must periodically monitor the arrangement to ensure the number and types of bins available are adequate and tenants are correctly following the council's waste and recycling scheme. A condition will be attached to all licenses requiring owners and managers to take steps to ensure this requirement is complied with.

Making a planning application

An HMO comprises a house or flat which is occupied by three or more unrelated people who share an amenity such as a kitchen, lounge or bathroom. It includes a range of different types of accommodation such as bedsits and shared houses.³

In 2010, changes to the planning regulations introduced a new use class - Class C4 "Houses in Multiple Occupation". This comprises a house or flat that contains between three and six unrelated occupants who share basic amenities. These are sometimes also referred to as "small HMOs".

HMOs comprising more than six sharing occupants are unclassified by the amended regulations (i.e., being "Sui Generis" (ii)) and are generally known as "large HMOs".

Change of use to / from a large HMO (Sui Generis)

The change of use of a dwelling house (use Class C3) to a large HMO (shared housing defined as an HMO and occupied by more than six people) requires planning permission. The change from a large HMO (Sui Generis) to a dwelling house (use Class C3) also requires planning permission. Planning permission may also be required for a material change of use from a small HMO (use Class C4) to a large HMO (Sui Generis).

Change of use to small HMOs (use Class C4)

Under normal circumstances the change of use of a dwelling house (use Class C3) to a small

HMO for up to six people (use Class C4) is 'permitted development' and no formal planning permission is required.

Change of use from other uses to HMOs

A change of use from other uses such as a shop or office to an HMO (large or small) is also likely to require planning permission.

³ The legal definition of an HMO is contained within Part 7 of the Housing Act 2004.

How will planning applications for HMO's be considered?

The change of use from a dwelling to a HMO will not necessarily involve any physical internal or external alterations, but the material change of use in itself constitutes development requiring planning permission. This guidance will therefore apply to all planning applications consisting of:

- a change of use from a dwellinghouse (use Class C3) to a large HMO ('sui generis'); or
- a change of use from a small HMO (use Class C4) to a large HMO ('sui generis'); or
- a change of use from another use, for example an office (use Class B1) or shop (use Class A1) to a large or small HMO that requires planning permission.

Issues to be considered in the determination of planning applications for an HMO are as follows:

Suitability of property for use as an HMO

The size of the dwelling and internal layout must be sufficient to accommodate any increased number of residents to protect the residential amenity of the occupants.

Appropriate means of storing and dealing with waste should be specified as part of the planning application. This must include provision for waste and recycling storage containers in a suitable enclosure within the curtilage of the property which will not impact negatively on the visual amenity of the area or the residential amenity of neighbouring residents.

Appropriate provision must also be made for suitable, covered and secure convenient cycle parking within the curtilage of the property where possible, referring to Policy C2 Parking Standards as guidance. There should also be sufficient space for cars to park, within the residential curtilage of the property where possible. This should not, however (where practical/unless deemed unnecessary by HBC), result in the loss of front garden for hard standing for parking and refuse areas where this would detract from the existing street scene.

Proposed HMOs should meet the amenity standards set in the Delivery and Allocations Local Plan policies C1- Transport Network and Accessibility; C2- Parking Standards; RD3- Dwellings Alterations, Extensions, Conversions and Replacement Dwellings; GR2- Amenity; and any relevant standards set at a national level by national housing legislation and guidance.

Impact on local amenity

Any proposed change of use to an HMO should not place an unacceptable strain upon local facilities or have an unacceptable impact on local amenities. Consideration will be given as to whether the increase in the number of occupants within the property will have an adverse impact on noise levels and the level of amenity neighbouring residents can reasonably expect to enjoy. This is particularly relevant when considering the use of semi-detached or terraced properties, properties in narrow streets or densely developed areas where potential impact is likely to be more concentrated and directly affecting neighbouring residents. Applicants will be expected to demonstrate appropriate measures to mitigate potential impacts such as appropriate soundproofing to address noise transmission and impact issues. Consideration

will also be given to whether the proposal would exacerbate any existing problems to an unacceptable level.

Display of advertisements

The Council recognises that in areas with high levels of HMOs there is the potential for a proliferation of signage which can detract from the street scene and adversely affect residential amenity.

The display of advertisements in England is primarily governed by the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Certain types of outdoor advertisements, including property 'for sale' and 'to let' boards benefit from 'deemed consent' under this legislation and do not require advertisement consent to be obtained from the Local Planning Authority, provided that the advert is displayed in accordance with the criteria set out in the regulations. Any board advertising a property for sale or to let must however be removed within 14 days of the completion of the sale/let.

Appendix 1 – Relevant Local Plan Policies

Policy CS(R)12: Housing Mix and Specialist Housing

1. On sites of 10 or more dwellings, the mix of new property types delivered are encouraged to contribute to addressing identified needs (size of homes and specialist housing) as quantified in the most up to date Strategic Housing Market Assessment, unless precluded by site specific constraints, economic viability or prevailing neighbourhood characteristics.
2. Proposals for new specialist housing for the elderly, including extra-care and supported accommodation, will be encouraged in suitable locations, particularly those providing easy access to local services and community facilities. Development proposals for specialist housing should provide adequate amenity space and parking.
3. Affordable housing provision in line with Policy CS(R)13 will still be required where the proposal for specialist accommodation provides self-contained dwellings.
4. There will be a presumption against further residential care accommodation resulting in or exacerbating an oversupply.
5. In order to reduce reliance on specialist housing in the future and to allow residents to live within their own homes for as long as they are able, the Council will encourage designs of dwellings that can be adapted should they be required.
6. Proposals for development that would result in the loss of special needs housing will only be granted permission where it can be demonstrated that there is no longer an established local need for this type of accommodation or adequate replacement accommodation will be provided.

Policy RD3: Dwelling Alterations, Extensions, Conversions and Replacement Dwellings

1. Proposals for dwelling alterations, extensions, conversion and replacement dwellings outside the Green Belt will be supported where they:

- a. Retain the character of the existing property, its setting and the surrounding residential area;
 - i. This will include consideration of the siting, scale, design, and materials to be used.
 - b. Will not have a significant adverse impact on the amenity and living conditions of occupants of neighbouring properties; this will include consideration of
 - i. The potential for overlooking and the preservation of appropriate privacy distances; and
 - ii. The loss of sunlight or daylight to neighbouring properties; and
 - iii. The dominance or overbearing nature of the extension.
 - c. Enhance, provide or maintain safe highway conditions for pedestrians, cyclists and motor vehicles.
 - d. Will not result in isolated residential development.
 - e. Provide, or retain, sufficient parking within the curtilage of the property, where applicable.
 - f. Provide, or retain, adequate storage for recycling, refuse and cycles.
 - g. Retain outside access to the rear of the property; and they
 - h. Provide, or retain, a reasonable amenity space.

Conversion

2. Residential conversions of existing buildings will be permitted where they meet all of the above criteria (1. a-h) and where it is demonstrated that the building to be converted is of a permanent and substantial construction; capable of being converted; and in the case of sub-division or intensification of the existing residential use:

- i. they would not create or contribute to a harmful concentration of such uses with regards to amenity and highways; and
- ii. it would not result in a loss of character.

Replacement Dwellings

3. Replacement dwellings will be supported where they meet all of the above criteria (1. a-h) and they will not result in over-development of the site, or the curtilage.

Change of Use

4. The conversion of buildings from non-residential to residential use will be supported where they meet all of the above criteria (1. a-h) and where it is demonstrated that:

- a. The building is of a permanent and substantial construction capable of being converted; and that.
- b. It will provide a satisfactory residential environment.

Policy CS(R)18: High Quality Design

1. Achieving and raising the quality of design is a priority for all development in Halton.
2. Development proposals, where applicable, will be expected to:
 - a. provides beautiful and well-designed residential, commercial and industrial developments appropriate to their setting.
 - b. enhances and reinforces positive elements of an area's character contributing to a 'sense of place', including the incorporation of public art where appropriate.
 - c. respect and respond positively to their setting, including important views and vistas, landmark buildings, features and focal points that have been identified in a proper context appraisal.
 - d. be flexible and adaptable to respond to future social, technological, economic, environmental and the health needs of the Borough.
 - e. promote safe and secure environments through the inclusion of measures to address crime, fear of crime and anti-social behaviour;
 - f. creates public spaces which are attractive, promote active lifestyles and work effectively for all members of society.
 - g. incorporates appropriate landscape schemes into development designs, integrating local habitats and biodiversity.
 - h. provides safe, secure and accessible routes for all members of society, with particular emphasis on walking, cycling and public transport; and
 - i. be well integrated and connected with existing development.

Policy GR1: Design of Development

1. The design of all development must be of a high quality, and must demonstrate that it is based upon the following principles:
 - a. A clear understanding of the characteristics of the site, its wider context and the surrounding area.
 - b. Efficient and effective use of the site; and
 - c. The creation of visually attractive places that are well integrated with the surrounding buildings, streets and landscapes.
2. The Council will consider each of the following elements in determining whether the design is appropriate:
 - a. Local architecture and character.
 - b. Siting, layout, scale, height, proportion, form, grouping and massing.
 - c. Topography and site levels.
 - d. Orientation and appearance.
 - e. Materials, landscaping and green infrastructure.
 - f. The relationship to neighbouring properties and street scene; and
 - g. Reducing the fear of crime by promoting safe and connected environments.
3. Development proposals should make a positive contribution to their surroundings and ensure they contribute to the creation of a high-quality public realm that enhances conditions for pedestrians and cyclists.
Development must where appropriate:
 - a. Provide welcoming routes that are easy to use, well-lit and overlooked.
 - b. Create well-defined streets and spaces.
 - c. Where buildings are located on corners, ensure that they present a strong and active frontage to both aspects of the corner, and that the corners of the buildings themselves clearly define the corner in the streetscape.
 - d. Integrate car parking and servicing so as not to dominate the street scene.
 - e. Avoid detrimental impacts on existing infrastructure and natural features; and
 - f. Provide linkages to the wider neighborhood.
4. All major⁴ development proposals involving the construction of new buildings must demonstrate how sustainable design and construction methods will be incorporated to achieve resource efficiency and resilience to climate change in accordance with CS(R)19 taking into account the site-specific viability of the development, where appropriate.

⁴ Major development is defined as:

development involving any one or more of the following—

(a) the winning and working of minerals or the use of land for mineral-working deposits.

(b) waste development.

(c) the provision of dwellinghouses where—

(i) the number of dwellinghouses to be provided is 10 or more; or

(ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within subparagraph (c)(i);

(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more: or

(e) development carried out on a site having an area of 1 hectare or more.

Climate Change Adaptation and Mitigation Supplementary Planning Document

March 2025





**Climate Change Adaptation and Mitigation
Supplementary Planning Document (SPD)**

Consultation Draft
March 2025

Supporting Documents

- Sustainability Appraisal (SA)
- This SPD forms part of the Halton Local Development Framework. It has not been necessary to prepare a SA as there is no requirement to do so under current Regulations the SPD does not introduce any additional requirements beyond those set out in the LDF and therefore will not cause any significant environmental effects arising from its implementation.
- Strategic Environmental Assessment (SEA) Screening Report
- A SEA and HRA Screening has been undertaken in accordance with the regulations, the SEA Screening Report will be consulted upon alongside this Draft SPD.

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1. Background and Context

On 16th October 2019 Halton Borough Council declared a climate emergency. We believe that climate change poses a severe risk to the future of our planet and global

warming has serious consequences, affecting our economic, social, and environmental well-being, both here in Halton and across the world. Halton Borough Council is committed to tackling climate change. and take local action to contribute to national carbon neutral targets.

The Council's Climate Change Action Plan² sets out its intention to reduce its own emissions to net zero by 2040, and to use its influence and community leadership to reduce emissions in the wider borough.

The Climate Change Committee's Sixth Carbon Budget³ was introduced into law in 2021 and this sets a target to reduce UK greenhouse gas emissions by 78% by 2035 (compared with 1990 levels). Alongside the Sixth Carbon Budget, the Climate Change Committee has published a report for local authorities detailing their commitments to net zero and how to achieve them.

The State of Nature 2019⁴ reported that climate change is one of the most significant threats to global biodiversity. Conserving and restoring nature-rich areas of the UK will contribute to mitigating climate change and benefiting species, while strategies to counter the negative effects of climate change will help species to adapt to its increasing influence in future. In 2023 The State of Nature⁵ report included the following headline data:

19%	16%	151
Across the UK species studied have declined on average by 19% since 1970	Nearly one in six species are threatened with extinction from Great Britain	of 10,008 species assessed have already become extinct since 1500

'The UK, like most other countries worldwide, has seen significant loss of its plants, animals, and fungi. The data from State of Nature cover, at most, 50 years but this follows on from centuries of habitat loss, development, and persecution. As a result, the UK is now one of the most nature-depleted countries on Earth. But the reasons for the decline are clear and we know conservation actions deliver results for nature.'

2. Purpose and Scope of this Document.

The built environment is responsible for a considerable proportion of emissions for example, around one third relates to domestic electricity, gas, and other fuels, most of which are used for heating, lighting, and other regulated uses. A further third of emissions relate to transport, which is heavily influenced by the design of the built environment. The final third relates to industrial and commercial uses, a significant amount of which will also be associated with the heating, lighting, and cooling of buildings.

² [strategy.pdf \(halton.gov.uk\)](https://www.halton.gov.uk/strategy.pdf)

³ [Sixth Carbon Budget - Climate Change Committee \(theccc.org.uk\)](https://www.theccc.org.uk/sixth-carbon-budget/)

⁴ [State of Nature 2019 Reports - National Biodiversity Network \(nbn.org.uk\)](https://www.nbn.org.uk/state-of-nature-2019-reports/)

⁵ [State of Nature 2023 - report on the UK's current biodiversity](https://www.nbn.org.uk/state-of-nature-2023-report-on-the-uk-current-biodiversity/)

The Council's most direct sphere of influence over wider borough emissions relates, through planning policy, to those associated with new residential and commercial development. It therefore seeks to use the planning system to support the delivery of zero carbon new development as quickly as practicable.

Other areas of influence relate to the promotion of sustainable transport – active travel, public transport, and the transition of vehicular trips to electric mobility; and to delivering a greener borough which is more resilient to climate change.

(2.1) Purpose

This document sets out guidance on how existing policies in the development plan should be implemented to deliver on the climate emergency and support the journey to net zero; it does not contain any new policies, or original research or recommendations. Its intention is to support building owners and developers as they seek to address matters of climate change, be that through the design of new building schemes or through improvements to existing properties. It seeks to achieve this by:

1. Setting out practical guidance for a clear design and construction process for any new development, with the aim that, by 2040, all new buildings can operate at net zero carbon; and placing this guidance within the context of the wider sustainable design journey which developers need to follow if they are to deliver sustainable buildings and places.
2. Clarifying existing local and regional policy requirements relating to both large and small development projects.
3. Providing a basis for clear and dependable decision-making for planning applications.

(2.2) Scope & Content.

This document provides guidance for developers and designers proposing new housing or commercial schemes, or significant redevelopments/ refurbishments. It addresses both how developments should reduce emissions to combat climate change (mitigation), and how they should adapt to the impacts of climate change, such as overheating. While it focuses specifically on building fabric and services, it also sets out how these fit into the wider sustainable design process which also includes site layout and form, green and blue infrastructure, and public realm.

The guidance brings together and expands on relevant policies set out in the Halton Delivery and Allocations Plan (DALP)⁶ Adopted 02/03/2022. Where relevant, it also references other sources of information from studies and professional publications. Wherever possible, this SPD refers to existing documents where they adequately cover relevant issues and will only include new guidance where this is needed.

When defining the scope and content of this SPD it is important to note that the Development Management system is plan-led. There is a wide spectrum of views on how the challenge of climate change should be approached, but decisions on planning

⁶ [DALP Adopted.pdf \(halton.gov.uk\)](#)

applications must be determined in accordance with the Development Plan unless material considerations indicate otherwise.

When considering the planning balance, the Council will give significant positive weight to proposals that exceed existing policy requirements and targets. The Halton Climate Change Action Plan (2022 -2027)⁷ commits the Council to ensure carbon reduction and alignment with the Council’s climate change declaration as existing policies are reviewed or new ones developed.

While certain types of application, such as Prior Approvals or variations to extant permissions cannot be required to meet these current targets, officers will use pre-application and application discussions with developers as part of the planning process to encourage compliance. For example, by pointing out the benefits that it could be cheaper, and less disruptive to comply now with expected future requirements (such as tighter minimum energy efficiency standards for rental properties which may be introduced in the future).

It should be noted that this document is based on information, policies, and regulations at the time of preparation (2023-24). The Council has not been responsible for the publication of this material, aside from its own policy documents. The weight afforded to the content of each source will vary. While the Council will endeavour to update this document over time, it is acknowledged that the source material may be superseded as and when new research is undertaken. You are advised to contact the Local Planning Authority for further information.

3 Halton Borough Context

Halton is in the Northwest of England, with green belt covering approximately one third of the land area. The following characteristics and designations highlight some of the opportunities and challenges that the Borough faces in its challenge of tackling the impacts of climate change.

FIGURE 1: CHALLENGES

<p>One of the defining characteristics of the Borough of Halton is the Mersey Estuary. Designated as a Special Protection Area (SPA), an internationally important wetland (Ramsar) site and a Site of Special Scientific Interest (SSSI).</p>	<p>Potential -Flood Risk</p>
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⁷ [Climate Change Action Plan Strategy Template - Layout JT 28.2.22.pdf \(halton.gov.uk\)](https://www.halton.gov.uk/Climate-Change-Action-Plan-Strategy-Template-LAYOUT-JT-28.2.22.pdf)

Excellent highway and road links	Potential -increased car journeys
A legacy of contaminated land partnered with older and poor-quality buildings, physical infrastructure.	Potential- The impact of this legacy on climate change.

FIGURE 2: OPPORTUNITIES

One of the defining characteristics of the Borough of Halton is the Mersey Estuary. Designated as a Special Protection Area (SPA), an internationally important wetland (Ramsar) site and a Site of Special Scientific Interest (SSSI),	The areas provide opportunities for species and nature enhancement which is beneficial in combatting the negative impacts of climate change
The Borough has a variety of green infrastructure that includes: One Ramsar Site, one Special Protection Area (SPA), three Sites of Special Scientific Interest (SSSI), ten Local Nature Reserves (LNRs), 47 Local Wildlife Sites and 2 Open Spaces of Green Flag award standard	Green infrastructure supports a wide network of biodiversity. Benefits include: <ul style="list-style-type: none"> • Improved air quality • Enhanced biodiversity • Reduced urban heat island effect
Excellent transport links including: <ul style="list-style-type: none"> • West Coast Main line • Active Travel • Local Bus Network • Local and Trans-Pennine services • Halton Curve Rail • Existing and Proposed Transport Hubs • Waterways • Freight and Logistics 	The benefits of travelling by public transport in combatting the negative impacts of climate change are: <ul style="list-style-type: none"> • Decrease in emissions when compared to travelling by car due to fewer independent journeys. • Opportunities for cleaner fuel These can also be applied to non-public sustainable modes of transport.

During 2023 several projects were completed or started in Halton that will help combat the impacts of climate change. Details of each project can be viewed at Appendix 1 of this document.

4 Legislation

4.1 National and International Legislation

The guidance contained within this document draws on national and international legislation which is interpreted for development within the Borough. National and International legislation and policies will, where relevant and appropriate, be considered when assessing planning applications.

4.2 The Environment Act (2021)⁸

The Environment Act (2021) contains legislation aimed to improve air and water quality, tackle waste, increase recycling, halt the decline of species, and improve our natural environment.

4.3 Further Information

This link provides key guidance and information relevant to local government on topics related to climate change, net zero and the environment. [Local government, climate change and the environment - GOV.UK \(www.gov.uk\)](#)

4.2 Building Regulations

The Government introduced major Building Regulations changes in June 2022, with new homes in England now needing to produce around 30% less carbon emissions from the energy uses that are covered by Building Regulations (known as regulated energy use, e.g., heating, lighting, and hot water). The Future Homes and Buildings Standard is a set of rules that will come into effect from 2025 to ensure new buildings produce less carbon emissions.⁹

4.3 National Planning Policy Framework (NPPF)

Revised in December 2023, the NPPF¹⁰ sets out the Governments planning policies for England and how these are expected to be applied. The NPPF is a material consideration in plan making and supporting development management decisions. The NPPF recognises the role of the planning system in supporting the transition to a low carbon future by helping to shape places that contribute to reductions in greenhouse gas emissions, minimise vulnerability, improve resilience and supports the delivery of renewable and low carbon energy and associated infrastructure.

Paragraph 157 of the NPPF makes it clear that climate change is a core planning principle:

⁸ [Environment Act 2021 \(legislation.gov.uk\)](#)

⁹ Government has published a consultation on its plans to achieve the Future Homes Standard and Future Building Standard. It sets out technical proposals for changes to the Building Regulations, the associated Approved Document guidance and calculation methods. Energy efficiency requirements for new homes and non-domestic buildings are set by Part L (Conservation of Fuel and Power) and Part 6 of the Building Regulations 2010 (“the Building Regulations”). Much of the consultation relates to new homes and non-domestic buildings although a small number of sections are also relevant to existing buildings. The Department for Energy Security and Net Zero has also published a series of documents related to this consultation, as well as their own consultations as set out below:

- Home Energy Model consultation
- Home Energy Model: Future Homes Standard assessment consultation

The consultations will close on 6 March 2024.

¹⁰ [National Planning Policy Framework - Guidance - GOV.UK \(www.gov.uk\)](#)

‘The planning system should support the transition to a low carbon future in a changing climate, taking full account of flood risk and coastal change. It should help lower emissions, minimise vulnerability, and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings and support renewable and low carbon energy and associated infrastructure’.

Furthermore, it is stated in Paragraph 162 (a and b), that *‘local planning authorities should expect new development to:*

- *Comply with any development plan policies on local requirements for decentralised energy supply unless it can be demonstrated by the applicant having regard to the type of development involved and its design that this is not feasible or viable, and*
- *take account of landform, layout, building orientation, massing, and landscaping to minimize energy consumption’.*

4.4 Planning Practice Guidance (PPG)

Revised in March 2019, the Climate Change PPG¹¹ advises how to identify suitable mitigation and adaptation measures in the planning process to address the impacts of climate change. Revised in August 2023, the Renewable and Low Carbon Energy PPG¹² provides further guidance on policies for renewable and low carbon energy.

4.5 Halton Delivery and Allocations Local Plan (DALP)

The Delivery and Allocations Local Plan (Adopted March 2022) sets out the long-term spatial vision, strategic priorities, and policies for future development in the Borough to 2037, including the quantity and location of new homes, employment provision, shops, facilities and other services, transport and other infrastructure provision, climate change mitigation and adaptation and the conservation and enhancement of the natural and historic environment.

4.6 Emerging Guidance

Historic England Draft Advice Note

On 13 November 2023, Historic England published a draft Advice Note that aims to provide clear and consistent advice on balancing climate action with building adaptation. Whilst the Advice Note will largely be for a specialist audience, it will also be useful to building owners/occupiers once the final version is published. It provides advice on:

- the need for planning permissions or other consents for some of the common changes required to decarbonise and improve the energy efficiency of historic buildings.
- how to consider planning proposals relating to decarbonisation and improved energy efficiency of historic buildings to enable positive climate action, including some examples of typical building adaptations; and

¹¹ [Climate change - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/climate-change-planning-guidance)

¹² [Renewable and low carbon energy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/renewable-and-low-carbon-energy-planning-guidance)

- how local plans and other planning mechanisms can deliver a positive strategy for historic buildings that proactively supports climate action.

The Draft Advice Note also signposts to other relevant information, advice, and guidance. [Historic England Consults on New Advice on Climate Change and Historic Building Adaptation | Historic England](#)

5 How to use this Supplementary Planning Document (SPD)

This document gives guidance on implementing the Delivery and Allocations Local Plan (DALP) policies relevant to Strategic Objective 9. It provides important advice on how to meet various criteria set out in the relevant DALP policies as identified in the following table.

Strategic Objective S09 of the DALP seeks to ‘Minimise Halton’s contribution to climate change through reducing carbon emissions and ensure the Borough is resilient to the adverse effects of climate change.

FIGURE 3: RELEVANT DELIVERY AND ALLOCATIONS LOCAL PLAN (DALP) POLICIES

Policy	Description	Relevant to Strategic Objective S09 of the DALP	Page No
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CS(R)15	Sustainable Transport	Provision of sustainable transport system and modes, reducing carbon emissions and growth of green corridors for adaptation purposes.	71
CS(R)19	Sustainable Development and Climate Change	New development should be sustainable and be designed to have regard to the predicted effects of climate change including reducing carbon dioxide (CO ₂)	77
CR(R)20	Natural and Historic Environment	To conserve and where possible enhance the natural and future natural and historic environment for current and future generations	80
CS(R)21	Green Infrastructure	Creation of green spaces and green infrastructure for adaptation purposes and enhancing biodiversity. Managing risks such as flooding, high temperatures and urban heat island effect.	84
CS(R)23	Managing Pollution and Risk	To control of development which may give rise to pollution and to prevent and minimise the risk from potential accidents at hazardous installations and facilities.	90
C1	Transport Network and Accessibility	Provision of sustainable transport system and modes, reducing carbon emissions and provision of EV charging infrastructure.	129
HE3	Waterways and Waterfronts	To protect and enhance the natural habitat and setting of the waterways and associated banks.	177
HE4	Green Infrastructure and Greenspace	Creation of green spaces and green infrastructure for adaptation purposes and enhancing biodiversity. Managing risks such as flooding, high temperatures and urban heat island effect.	181
HE5	Trees and landscaping	Street trees and other landscape features in streetscapes provide habitat, shading, cooling, air quality improvements and carbon sequestration Provision of green infrastructure for adaptation purposes as well as enhancing biodiversity.	185
HE6	Outdoor and Indoor Sports Provision	Provision of green spaces and green infrastructure for adaptation purposes and enhancing biodiversity. Managing risks such as flooding, high temperatures and urban heat island effect.	188
HE9	Water Management and Flood Risk	Incorporation of sustainable urban drainage systems – range of benefits including flood risk management, carbon storage and sequestration. As well as enhancing biodiversity.	196
GR1	Design of Development	Measures to minimise energy consumption, conserve water resources, use of	207

		sustainable construction and provides renewable energy	
GR5	Renewable and Low Carbon Energy	Generation of energy from renewables and low carbon sources	214

The Council will use this SPD to help reach decisions on whether to approve or refuse planning applications. Where applicants and developers ensure that planning applications comply with Halton’s DALP policies and guidance it will be easier for the Council to grant planning permission.

6 Climate Change Mitigation and Adaptation

Climate Change Mitigation

Action to reduce the impact of human activity on the climate system, primarily through reducing greenhouse gas emissions.

Climate Change Adaptation

Adjustments made to natural or human systems in response to the actual or anticipated impacts of climate change, to mitigate harm or exploit beneficial opportunities.

Land Use Planning Can Contribute to the Transition to a Low-Carbon Future Centred on the Following 6 Principles.

6.1 Principle 1: Improving Energy

The Energy Hierarchy

The Energy Hierarchy demonstrated below (Figure 4) is a classification of energy options, prioritised to assist progress towards a more sustainable energy system. It is a similar approach to the waste hierarchy for minimising resource depletion and adopts a parallel sequence.

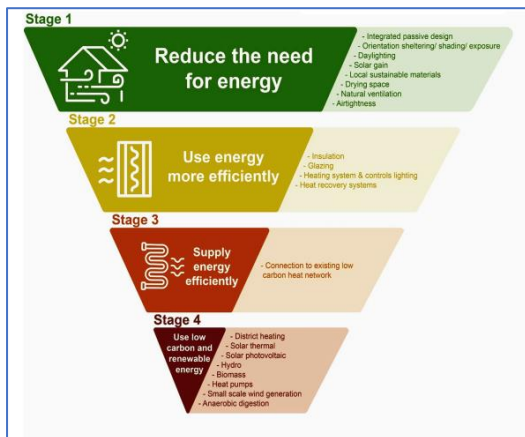
The highest priorities cover the prevention of unnecessary energy usage both through eliminating waste and improving energy efficiency. The sustainable production of energy resources is the next priority. Depletive and waste-producing energy generation options are the lowest priority.

For an energy system to be sustainable: the resources applied to producing the energy must be capable of lasting indefinitely; energy conversion should produce no harmful by-products, including net emissions, nor wastes which cannot be fully recycled; and it must be capable of meeting reasonable energy demands.

If more sustainable buildings are to be built, it is important that energy conservation is considered using the energy hierarchy at the beginning of and throughout the design process.

To achieve low carbon development, the energy hierarchy provides the most practical and cost-effective methodology. Developments should consider how energy use can be minimised and the order in which this energy saving, and 'green' energy measures should be prioritised. [The National Design Guide \(Jan 2021\)](#)¹³ identifies the need for new developments to follow the energy hierarchy in order to conserve natural resources.

FIGURE 4: THE ENERGY HIERARCHY



DALP Policy GR5: Renewable and Low Carbon Energy seeks to support renewable and low carbon development whilst ensuring that adverse impacts are addressed satisfactorily. Examples of renewable and low carbon energy development considered under this policy include wind turbines, solar installations and energy systems associated with other development such as combined heat and power and district heating.

¹³[National design guide.pdf \(publishing.service.gov.uk\)](#)

Until recently housing stock in Halton was built without consideration of climate change and consequently needs to be adapted to enhance its long-term sustainability. Retrofitting, that is the fitting of climate adaptation measures to existing premises, may be a cost-effective means of adapting existing stock to ensure it is upgraded to cope with the current climate and future climatic changes. For example, the use of solar technology can minimise the energy demand of buildings by reducing space heating demands contributing to daylight inside and outside of the building. This form of renewable energy can contribute by supplying solar heated hot water and the generation of electricity with PV panels.

Solar Technologies

Solar Technologies such as photovoltaic (PV) panels and solar thermal units can be easily installed on new and existing buildings. For listed and more traditional in character buildings there are solutions such as solar roof tiles, which work as PV panels however they completely neutralise the potential visual impact. PV panels produce electricity from sunlight and can either be mounted or integrated on roofs or façades of buildings or used freestanding on the ground (e.g., PV farms). Solar thermal units heat water which is integrated to a building's hot water system using a heat exchanger or collocation.¹⁴ To extract the most energy from the sunlight, solar panels should ideally be located anywhere between southeast and southwest to ensure that a direct sunlight reaches the panel.

At planning application stage developers will be expected to provide evidence to support their proposals for renewable energy including landscape, visual and ecological assessments (including where required an Environmental Impact Assessment (EIA) and Habitats Regulation Assessment (HRA) and to demonstrate that any impacts can be satisfactorily mitigated where negative impacts cannot be solely removed through site selection. The Council offers a chargeable pre-application advice service and strongly advises anybody wishing to apply for planning permission to use the Councils' pre application advice service¹⁵.

Prior to commencing any development, you should also contact Building Control to understand whether your proposal requires building regulations.¹⁶

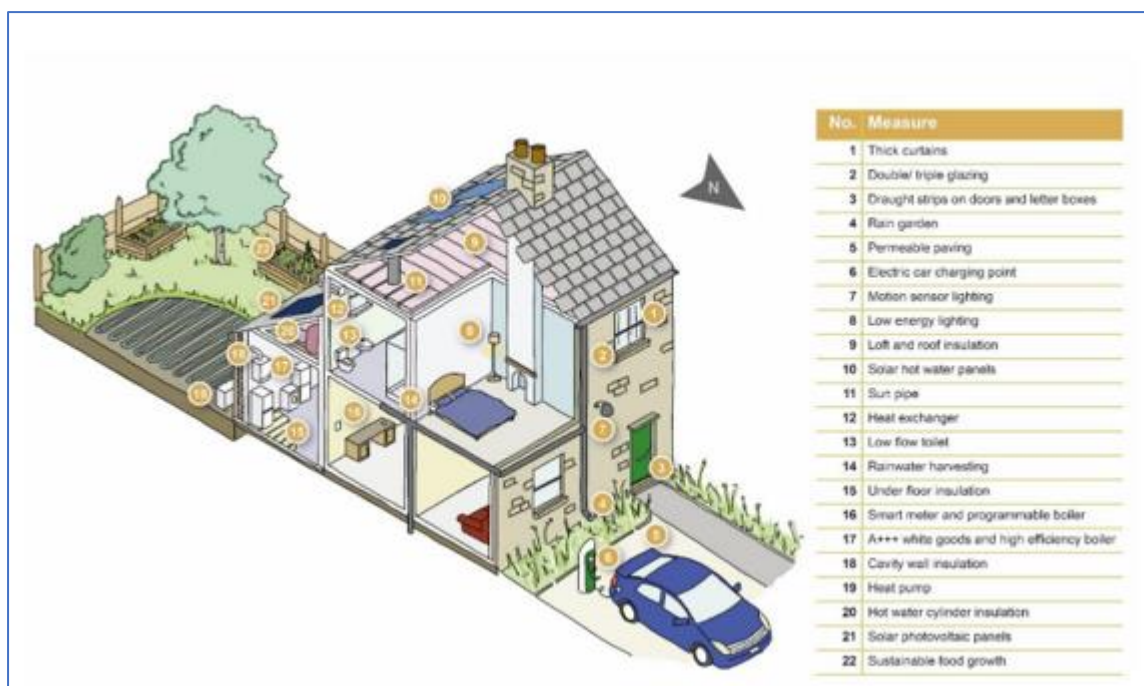
Figure 5 demonstrates examples of measures that can be taken to improve energy efficiency in homes.

FIGURE 5: EXAMPLES OF MEASURES TO IMPROVE ENERGY EFFICIENCY

¹⁴ Co-location combines a battery storage with another form of intermittent generation

¹⁵ [What you can expect from your pre-application advice \(halton.gov.uk\)](https://www.halton.gov.uk/what-you-can-expect-from-your-pre-application-advice)

¹⁶ [Building Regulations: Your Complete Building Regs Guide \(halton.gov.uk\)](https://www.halton.gov.uk/building-regulations-your-complete-building-regs-guide)



6.2 Principle 2: Sustainable Design

All major development proposals¹⁷ involving the construction of new buildings must demonstrate how sustainable design and construction methods will be incorporated to achieve resource efficiency and resilience to climate change in accordance with **DALP Policy CS(R)19 ‘Sustainable Development and Climate Change’** considering the site-specific viability of the development, where appropriate.

Good integrated design will avoid summertime overheating of residential development and provide future adaptation for a rise in temperature. This is recognised in the introduction of Part O to building regulations¹⁸, specifically addressing the overheating of buildings.

DALP Policy CS(R)19 encourages the Building Research Establishment Environmental Assessment Method (BREEAM)¹⁹ ‘Very Good’ standard as a minimum standard for new non-residential development, and while there are no nationally described standards for residential development, the Council will be supportive of schemes that seek to use standards such as the BRE’s Home Quality Mark.²⁰ The development of bespoke standards for new housing and non-residential development would also be supported.

¹⁷ For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

¹⁸ Overheating: Approved Document O: Department for Levelling Up, Housing and Communities 2022

¹⁹ [BREEAM - BRE Group](#)

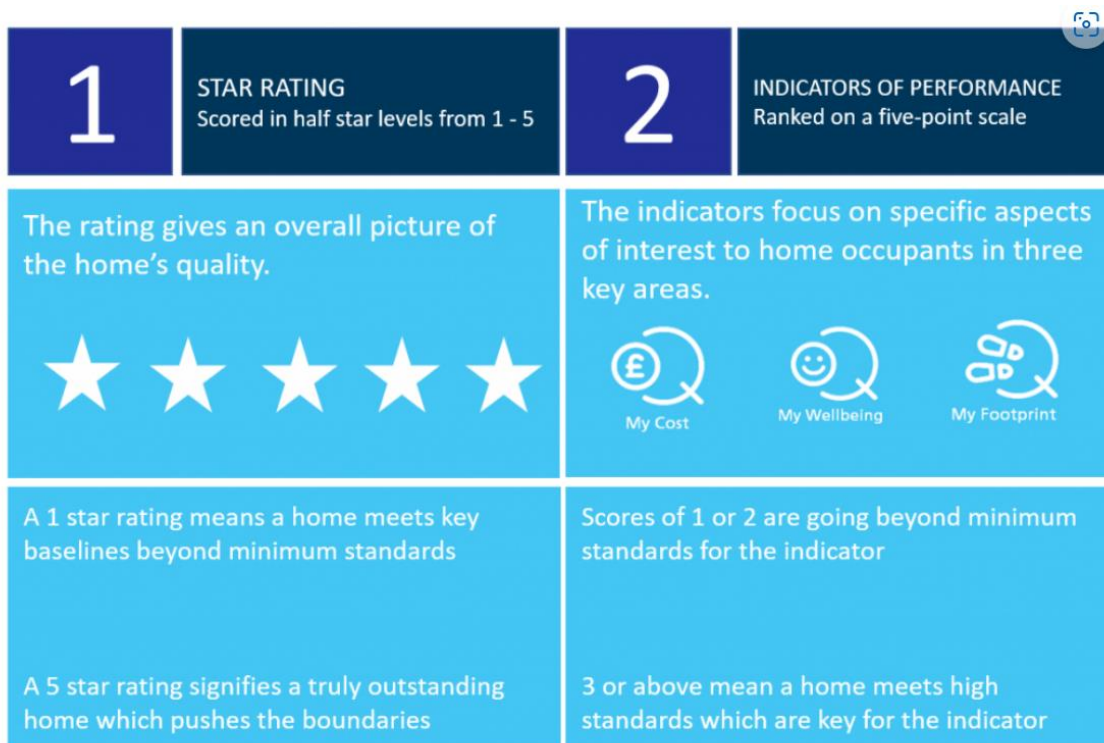
²⁰ [Home Quality Mark - BRE Group](#)

BREEAM is one of the most popular sustainability certification systems for the development industry. It is used all around the world and has made a substantial contribution to the creation of more energy-efficient, environmentally friendly, and socially responsible buildings.

“Very Good” is the third highest BREEAM certification level. To achieve it, your development project must at least have a score of 55% and not more than 69% (while achieving a higher score would of course be more beneficial). It is defined as “advanced good practice” and therefore means that sustainability has been considered a priority for the project, but not all the expected methods or concepts have been applied.

BRE Home Quality Mark: Achieving HQM certification is a process that involves several key steps. From initial assessment to final certification, each stage is designed to ensure that your property meets the highest standards of sustainability and quality. and be designed to have regard to the predicted effects of climate change including reducing carbon dioxide (CO2) emissions and adapting to climatic conditions. The Council will be supportive of developments that utilise the standards set out in Figure 6.

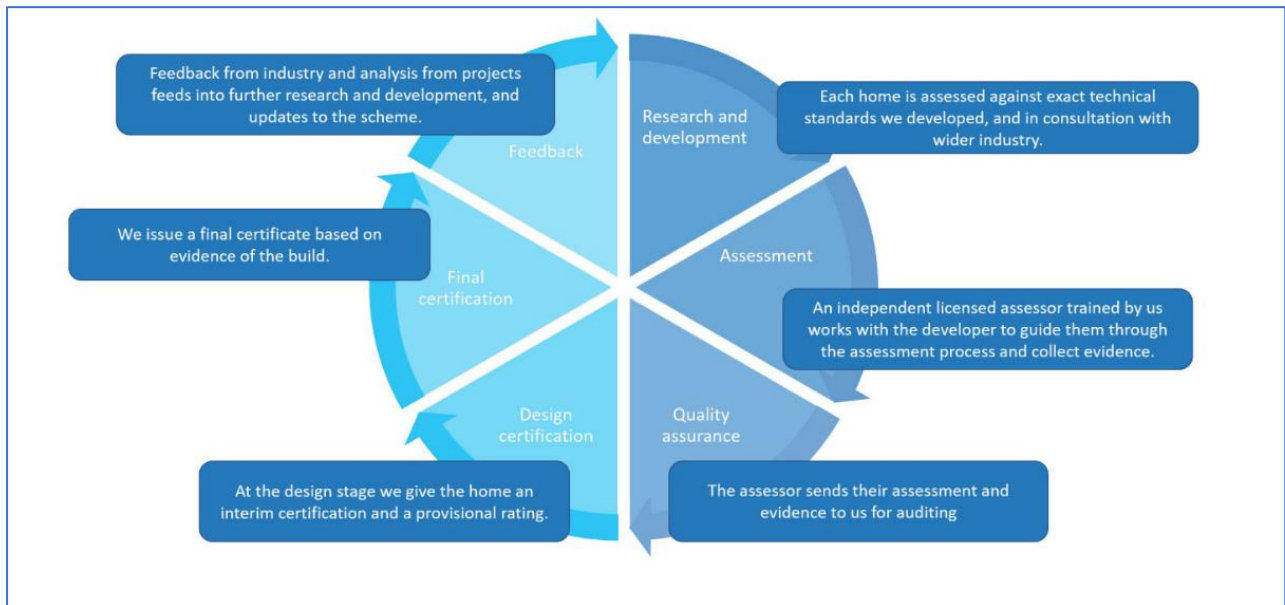
FIGURE 6: BRE HOME QUALITY MARK STANDARDS



Source: [Home Quality Mark - BRE Group](#)

HQM assesses the quality and sustainability of the home itself, its surroundings and the construction or renovation. The basics of the assessment process are set out in Figure 7.

FIGURE 7: HQM ASSESSMENT DIAGRAM



Source: [Home Quality Mark - BRE Group](#)

6.3 Principle 3: Sustainable Transport

Increasing Accessibility

A key decarbonisation pathway in transportation is increasing the modal share of public transport and active travel use. Reducing the reliance on private vehicles will result in reduced greenhouse gas emissions through zero emission travel options (walking and cycling) or low emission travel through public transport use. In accordance with Policy C1 of the Delivery and Allocation Local Plan development is supported if within 400 metres walking distance of a bus stop or railway station and is accessible to all. In turn, this will also result in lower private vehicle mileage and help reduce congestion. Transitioning the private car market to EV is a key part of the overall picture of modal shift and behaviour change, with alternative fuels where required. The following policies, strategies and guidance provide measures and advice for achieving these goals and targets.

DALP Policy CS(R)15: 'Sustainable Transport' seeks to ensure that new development is accessible by public transport methods, such as walking, cycling and public transport.

DALP Policy C1 'Transport Network and Accessibility' seeks the provision of sustainable transport systems and modes, reducing carbon emissions and the provision of EV charging infrastructure.

The Halton Transport Plan and Transport Plan for Growth (2011 - 2026)²¹ sets out the strategies and priorities for the Borough.

²¹ [Layout 1 \(halton.gov.uk\)](#)

As one of the six authorities forming the Liverpool City Region Area²², Halton is a key player in the production of Local Transport Plan 4 (LTP4) which is now being developed for the period to 2040 and beyond. The LTP4 Vision and Goals document was consulted upon in Autumn 2022. Work is now underway on the LTP4 Preferred Strategy with the aim to consult upon in Summer 2024 before finalising and adopting the new Local Transport Plan 4 for Liverpool City Region by end of 2024.²³

In March 2022 the Government published the UK Electric Infrastructure Vehicle Strategy²⁴, which sets out:

The Government vision and action plan for the rollout of electric vehicle charging infrastructure in the UK, ahead of the phase out dates, which intends to:

- to end the sale of new petrol and diesel petrol and diesel vehicles by 2030 and.
- for all new cars and vans to be fully zero emission at the tailpipe by 2035

Part S of the Building Regulations aims to futureproof homes and buildings via the installation of charging points for electric vehicles. The Government has produced responses to frequently asked questions on this matter.²⁵

It is anticipated that the Council will publish an Electrical Vehicle Charging Point report in 2024. This report will outline a strategy for implementing Electric Vehicle Charging Infrastructure (EVCI) which supports the Council in its efforts to reach net zero and meet the future needs of Electric Vehicle (EV) demand across the local authority area. Once complete the report will be made available on the Councils website.

6.4. Principle 4: Mitigating Flood Risk

A 2023 article published by the Environment Agency²⁶ cited 'Around 1 in 6 people are at risk of flooding in England. Our changing climate means that more homes will be at risk in the future. We have traditionally focussed our approach to flooding in England on the construction of barriers, walls, and flood reservoirs. Protection of this kind will remain hugely important. But we cannot eliminate all risk. We all have a role to play in making ourselves and our homes and businesses more resilient to the current and growing threat from flooding.'

Property flood resilience is one way we can do that. These are measures that reduce the risk of damage to individual properties, speed up recovery, and help people move back into their properties more quickly after flooding. They include resistance measures that help to keep as much water out of the property as possible, using

²² [Home | Liverpool City Region Combined Authority \(liverpoolcityregion-ca.gov.uk\)](https://www.liverpoolcityregion-ca.gov.uk/)

²³ [Transport | Liverpool City Region Combined Authority \(liverpoolcityregion-ca.gov.uk\)](https://www.liverpoolcityregion-ca.gov.uk/)

²⁴ [UK electric vehicle infrastructure strategy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/uk-electric-vehicle-infrastructure-strategy)

²⁵ [Approved Document S: Infrastructure for charging electric vehicles, frequently asked questions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/infrastructure-for-charging-electric-vehicles-frequently-asked-questions)

²⁶ [Building back better and mainstreaming property flood resilience - Creating a better place \(blog.gov.uk\)](https://www.blog.gov.uk/2023/07/building-back-better-and-mainstreaming-property-flood-resilience-creating-a-better-place/)

products like flood doors and barriers and self-closing air bricks. And they can also include measures like tiled floors and raised electrics so if water does enter the property, it causes as little damage as possible’.

A range of flood risk management plans (FRMPs)²⁷ for the period 2021 -2027 have been produced by the Environment Agency. The plans set out how organisations, stakeholders and communities will work together to manage flood risk in England. flood risk management plans for England to cover the period from 2021 - 2027.

- These strategic plans explain the objectives and the measures (actions) needed to manage flood risk at a national and local level.
- National measures that apply to all river basin districts are described in the national overview (part a).
- Measures that apply to specific river basin districts and their flood risk areas are described in the 10 local flood risk management plans (part b).

Locally the Council has a number of policy and strategies covering flood risk management, which can be viewed at: [Background Documents \(halton.gov.uk\)](https://www.halton.gov.uk/background-documents)

DALP Policy CS23: ‘Managing Pollution and Risk’ contains the following measures aimed at managing flood risk: Development should not exacerbate existing levels of flood risk nor place residents or property at risk from inundation from flood waters. This will be achieved by:

- Directing development to areas where the use is compatible with the predicted level of flood risk, both at present and taking into consideration the effects of climate change.
- Using Halton’s Strategic Flood Risk Assessment (SFRA)²⁸ to inform the application of the sequential approach/test and exception test in accordance with national planning policy.
- Requiring site-specific Flood Risk Assessments for proposals in areas at risk from flooding as identified in the Halton SFRA.
- Supporting proposals for sustainable flood risk management (e.g., defence / alleviation work) so long as they do not have a detrimental impact on the landscape of the Borough.

Individual new developments need to ensure flood risk is a key consideration as part of local climate adaptation, accounting for projected future climate change in the design of any flood resilience measures Designs also need to consider the flood risk implications of impermeable materials associated with urban environments. There are opportunities presented through the planning of new development to make communities more resilient to climate change. (SuDs)²⁹

²⁷ [Flood risk management plans 2021 to 2027 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/flood-risk-management-plans-2021-to-2027)

²⁸

²⁹ The SuDs Manual CIRIA (2015)

SuDS is a technique that manages surface water and groundwater sustainably. The primary purpose of SuDS is to mimic the natural drainage of land prior to development. This is achieved by capturing rainfall, allowing as much as possible to evaporate or soak into the ground close to where it fell, then conveying the rest to the nearest watercourse to be released at the same rate and volumes as prior to development. The key objectives are to manage the volume and rate of flow of surface runoff to reduce the risk of flooding and water pollution. SuDS can also reduce pressure on the sewerage network and can improve biodiversity and local amenity.

It should be noted that initial assessments of the geology and soil types across Halton Borough have indicated a generally 'LOW' suitability for the use of infiltration SuDS. Further information is available for Developers in Halton's Local Flood Risk Management Strategy (FRMS), strategic Flood risk Assessment Level 2 (SFRA2) and the Mid-Mersey Water Cycle Study (MMWS). However, the SuDS approach is not dependent on infiltration but also includes attenuation techniques such as ponds, wetlands, green roofs, and water recycling schemes which hold back runoff volumes and rates and allow water reuse. If proposed SuDS are compliant in terms of design and construction, and following discussions with Halton's Open Spaces Division, they may be accepted as part of Public Open Space, together with agreement on the payment of commuted sums for their future maintenance. Alternatively, developers will be encouraged to transfer future responsibility to a Management Company set up for the purpose of maintenance and repair of features on their development.

Non-residential development can demonstrate exemplary performance related to climate change adaptation through BREEAM³⁰ by targeting flood and surface water management credits to minimise the risks of increased flood risk and surface water run-off affecting the site of other receptors in the catchment. In accordance with policies CS23 and HE9 this entails

- Flood resilience: A site-specific Flood Risk Assessment confirms that the development either remains within a location of low flood risk, even after considering future sources of flooding with climate change or demonstrates that measures to increase the resilience to future flooding is incorporated into the final design of the building.
- Surface water run off: Sustainable design of surface water management measures where all calculations must include an allowance for climate change, made in accordance with current Planning Practice guidance (PPG)³¹. Ease of maintenance must be integrated into SuDs design.

6.5. Principle 5: Mitigating Biodiversity

The importance of mitigating biodiversity loss and enhancement is recognised in **DALP Policies; CS (R) 20: Natural and Historic Environment, CS(R)21: Green**

³⁰ Pol 03 - Flood and surface water management - BREEAM Knowledge Base available at <https://kb.breeam.com/wp-content/plugins/breeamkb-pdf/pdf/?c=1002> accessed 7-12-23.

³¹ Flood Risk and Coastal change: Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government (March 2014 Last updated 25 August 2022)

Infrastructure and HE1: Natural Environment and Nature Conservation and HE5: Trees and Landscaping

As required by the Climate Change Act 2008³², in 2022 the UK government has undertaken the third five-year assessment of the risks of climate change on the UK. This is based on the Independent Assessment of UK Climate Risk, the statutory advice provided by the Climate Change Committee (CCC), commissioned by the UK government and devolved administrations.

The risk assessment considers sixty-one UK-wide climate risks and opportunities cutting across multiple sectors of the economy and prioritises the following eight risk areas for action in the next two years:

- risks to the viability and diversity of terrestrial and freshwater habitats and species from multiple hazards
- risks to soil health from increased flooding and drought
- risks to natural carbon stores and sequestration from multiple hazards
- risks to crops, livestock and commercial trees from multiple climate hazards.
- risks to supply of food, goods, and vital services due to climate-related collapse of supply chains and distribution networks.
- risks to people and the economy from climate-related failure of the power system
- risks to human health, wellbeing, and productivity from increased exposure to heat in homes and other buildings
- multiple risks to the UK from climate change impacts overseas

The results of the 2022 Risk Assessment are explained in the Advice Report for CCRA3³³ which provides compelling evidence of the benefits to society of the natural environment. It explains the threat climate change poses to UK biodiversity, at a time when it is already degrading rapidly the abundance and distribution of UK terrestrial and freshwater species has declined by 13% since 1970. Increased temperatures and extreme events such as drought and wildfire pose the biggest threats while upland areas face particularly acute risks (75% of present-day upland species face a potential decline in climate suitability by 2100 under a medium level of warming).

³² [Climate Change Act 2008 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

³³ UK Climate Change Risk Assessment HM Gov 2022



FIGURE 8: SPECIES AT RISK FROM CLIMATE CHANGE

The Advice Report recommends reducing pollution and creating suitable conditions for existing species. Active management of habitats can also improve their resilience. Figure 8 demonstrates the proportion of species estimated to be at risk from climate change because of medium emissions between 2070 and 2099.

From January 2024 the Environment Act³⁴ requires mandatory biodiversity net gain (BNG) of 10% on development sites (with a few exceptions) for which planning permission is granted. The Council does not have a planning policy which requires 10% BNG gain on site. However, it is important to note that the **DALP Policies CS(R)20, CS (R)21 and HE1 highlight the need for biodiversity enhancement** resulting from development which will need to be applied when determining planning applications.

DALP Policy HE1 requires all development affecting sites of ecological importance to undertake an Ecological Appraisal including an ecological constraints and opportunities plan showing details of avoidance mitigation and compensation. This should include as a minimum the requirements of British Standard BS42020³⁵. This standard describes in detail the hierarchy of avoidance, mitigation,

³⁴ [Environment Act 2021 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2021/24/section/13)

³⁵ BS 42020 – a code of practice for biodiversity in planning and development BSI

compensation, and enhancement articulated in the National Planning Policy Framework.

Further guidance for preliminary ecological appraisals can be found in guidance produced by CIEEM available at: [Guidelines-for-Preliminary-Ecological-Appraisal-Jan2018-1.pdf \(cieem.net\)](#)

DALP Policy HE5: Trees and Landscaping requires Tree Survey information to be submitted with all planning applications where trees are present on site and in some cases where trees are present on adjacent sites. In terms of landscaping schemes will be required to support biodiversity and where appropriate, provide suitable and appropriate mitigation for the restoration of damaged landscape areas. Further advice with regards to the submission of planning applications affecting trees and woodland can be found in guidance produced by Gov.uk at: [Planning applications affecting trees and woodland - GOV.UK \(www.gov.uk\)](#)

6.6 Principle 6: Green and Blue Infrastructure

The importance of green infrastructure, nature conservation, outdoor sports fields, and water ways in Halton are recognised through **DALP Policies CS(R)20 Nature Conservation, CS(R)21: Green Infrastructure, HE1 Natural Environment and nature conservation, HE3 Waterways and waterfronts, HE4 Greenspace and Green Infrastructure, HE5 Trees and Woodlands, HE6 Outdoor Sports Provision and HE9 Water Management and Flood Risk.**

Green and Blue Infrastructure is a network of nature-based features based on vegetation (green) and water (blue), or both. These features are integrated throughout the Borough. Examples of these features in Halton are parks and gardens, green corridors, natural and semi natural greenspace, playing fields, allotments, golf courses, woodland, individual trees, cemeteries, the river Mersey, our canals, ponds, sustainable drainage systems (Suds), and soils amongst others. These features are important as a climate change mitigation and adaptation measure.

DALP Policy CS(R)21: Green Infrastructure identifies the following categories as green infrastructure: Parks and Gardens – including parks and regional parks · Amenity Green Space – including informal recreation spaces, greenspaces in and around housing · Outdoor Sports Facilities – including formal playing fields, golf courses and other outdoor sports areas · Natural and Semi-Natural Greenspaces – including woodlands, scrub, grassland, heath or moor, wetlands, open and running water and bare rock habitats · Green Corridors – including rivers and canal banks, road and rail corridors, cycling routes, pedestrian paths, and rights of way · Other – including agricultural land, allotments, community gardens, cemeteries and churchyards.

Policy CSR)21 seeks the protection, enhancement, and expansion of green infrastructure (where appropriate). Outcomes will include: The creation of linkages and connections between natural habitats and other landscape features which contribute towards a network of greenspaces and corridors of value for biodiversity.

Where appropriate developer contributions will be sought to facilitate improvements to the quality, connectivity, and multi-functionality of the Borough's green infrastructure

network. The Council works alongside other partners and agencies responsible for the delivery and maintenance of green infrastructure.

Green Corridors

Green networks, corridors and linkages are widely seen as a key mechanism for reversing the effects of fragmentation on biodiversity. They also deliver a range of other social and environmental benefits, including enhancement of local landscape character, and greater opportunities for public access and recreational use.³⁶

Natural and Semi-Natural Green Space

Natural and semi-natural green spaces have been defined as “land, water and geological features which have been naturally colonised by plants and animals. and which are accessible on foot to large numbers of residents³⁷

DALP Policy HE3: ‘Waterways and Waterfronts’ Seeks to protect and enhance the natural habitat and setting of the waterways and associated banks. Development will be expected to take into consideration the objectives of the Waterways Framework Directive³⁸ and relevant River Basic Management Plan³⁹.

Rivers

The pressures on our natural river systems are immense. Pollution from agricultural and road run-off bring sediment and harmful chemicals to push water quality down. Over abstraction can cause increased toxicity levels and lack of water for aquatic life. Reduction of tree cover leads to higher water temperatures and consequently low oxygen levels harmful to fish.

River conservation means taking a catchment approach, working with others, and creating a broad range of projects and activities to create a river recovery network⁴⁰.

Canals

Canals play a crucial role in providing much-needed habitat for threatened wildlife at a time when biodiversity in the UK is in crisis. They need constant care to keep them flowing, full of water, clean and wild.⁴¹

Ponds

Ponds are important hotspots for biodiversity. Collectively, they support more species, and more scarce species, than any other freshwater habitat. Ponds are essential habitats for wetland wildlife. Healthy networks of ponds, at different stages of their ‘lives’, help wetland species to move around the countryside, supporting ‘nature

³⁶ [Urban green networks, corridors and linkages - Forest Research](#)

³⁷ Harrison, C, Burgess, J, Millward, A, and Dawe, G (1995) Accessible Natural Greenspace in Towns and Cities English Nature Research Report 153, English Nature

³⁸ [The Water Framework Directive \(Standards and Classification\) Directions \(England and Wales\) 2015 \(legislation.gov.uk\)](#)

³⁹ <https://www.gov.uk/guidance/river-basin-management-plans-updated-2022>

⁴⁰ [Rivers | The Wildlife Trusts](#)

⁴¹ [Helping nature thrive | Canal & River Trust \(canalrivertrust.org.uk\)](#)

corridors'. As habitat fragmentation continues to increase, they are more important than ever. Without them, many native species would struggle to survive.⁴²

The Government's Forestry and Woodlands Policy Statement 2013⁴³ states that '*the protection of the UK's trees, woods and forests, especially ancient woodland is a top priority*' and '*new and better managed woodland also has a role in making our rural and urban landscapes more resilient to the effects of climate change*'.

DALP Policy HE5: Trees and Landscaping requires the following information to be submitted with relevant planning applications:

- Tree Survey information must be submitted with all planning applications where trees are present on site and in some cases where trees are present on adjacent sites.
- Where development is likely to result in the unavoidable loss of, or threat to, the continued health and life expectancy of, woodlands, trees or hedgerows the Council will require the impacts to be satisfactorily addressed through appropriate mitigation, or where this can be demonstrated to be not feasible, compensation or offsetting in accordance with **DALP Policy HE1**.

Woodlands

The world of carbon markets is complex and needs careful navigation to deliver woodland creation projects that make a reliable and credible contribution to climate change targets. In the last two years there have been a large rise in the number of registered projects under the UK Woodland Carbon Code (WCC). The WCC is the quality assurance standard for woodland creation projects in the UK, and generates high integrity, independently verified carbon units. Backed by the Government, the forest industry and carbon market experts, the Code provides woodland carbon units right here in the UK. The Woodland Carbon Code is internationally recognised for ambitious standards of sustainable forest management and carbon management and is endorsed by ICROA⁴⁴, the global umbrella body for carbon reduction and offset providers in the voluntary market. Woodland Carbon Code projects provide social and environmental benefits for many communities across the UK. These include biodiversity and habitat creation, improvements in health and wellbeing, benefits for farming, local employment, and educational opportunities.

Woodland Trees and Hedgerows

The Council will operate a presumption in favour of retaining and enhancing all existing tree, woodlands, and hedgerow cover. Where there is an unavoidable loss of trees, woodlands and/or hedgerows, the Council will encourage a replacement, ideally to be located on site or in the vicinity of the site or local area. Woodlands, Trees, and Hedgerows are an important visual and ecological asset; they provide a significant

⁴² [Ponds | WWT](#)

⁴³ [Government forestry policy statement - GOV.UK \(www.gov.uk\)](#)

⁴⁴ [ICROA | Accrediting Best Practice in Carbon Offsetting](#)

contribution to areas distinctiveness as well as playing an important role in mitigating and addressing climate change.

Trees

“Decreasing green cover by 10% increases maximum surface temperature across all areas, but the increase is particularly significant in urban areas. In contrast increasing cover by 10% keeps temperatures close to the current levels.”⁴⁵

DALP Policy HE1: Natural Environment and Nature Conservation sets out expectations of High-Quality Agricultural Land in the Borough: *‘the irreversible significant development of open agricultural will not be permitted where it would result in the loss of the best and most versatile agricultural land, except where absolutely necessary to deliver development allocated within the Local Plan, strategic infrastructure or development associated with the agricultural use of land. Where it can be demonstrated to be necessary, areas of poorer quality land should be preferred to those of a higher quality’.*

Figure 9 demonstrates some of the benefits of green infrastructure in helping to combat the impacts of climate change.

FIGURE 9: BENEFITS OF GREEN INFRASTRUCTURE



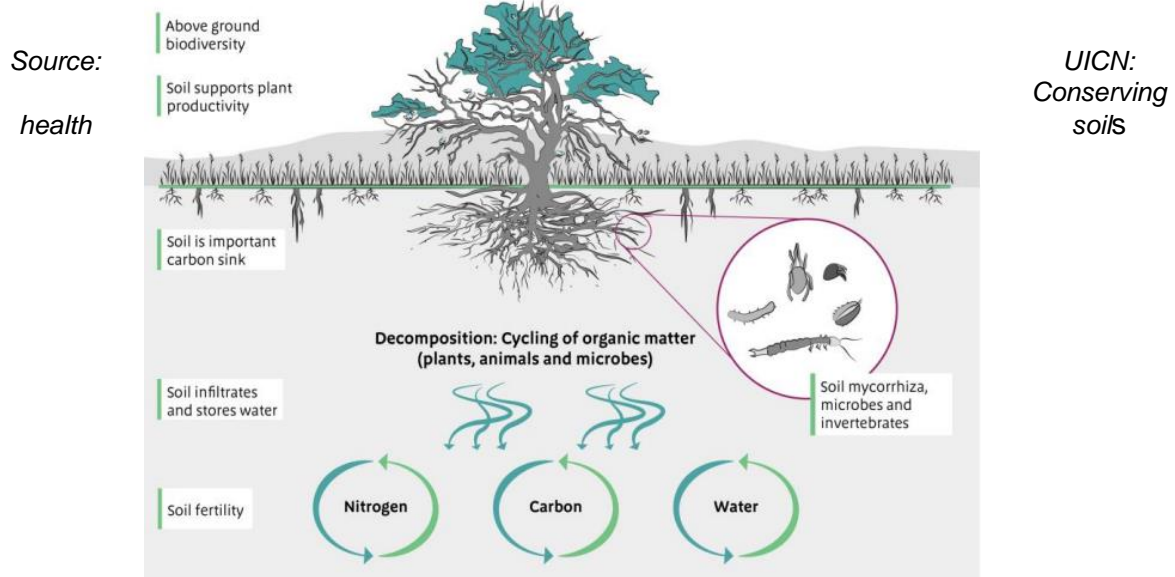
Soils

Soils store 10 billion tonnes of the UK’s terrestrial carbon and play an important role in modulating the greenhouse gas cycles which control our climate⁴⁶ The importance of soils is often underestimated and poorly understood. Soil is a key component of green infrastructure they are intimately connected with aquatic environments and atmosphere. Soils store and filter water and store carbon. Soil microbes remove pollutants and are responsible for the cycling of nutrients.

⁴⁵ LCR and Warrington Green Infrastructure Framework, Mersey Forest (2014)

⁴⁶ UK Centre for Ecology & Hydrology (UKCEH) available at: [UK Centre for Ecology & Hydrology \(ceh.ac.uk\)](http://ukceh.ac.uk)

FIGURE 10: FUNCTIONING SOILS



7 Conclusions

Guidance provided in this Climate Change SPD should be considered in conjunction with the Haton DALP Policies, the NPPF, NPPG and any other relevant guidance sign posted within this document or other guidance as it becomes available.

It is intended that this SPD and other local policy and guidance will be reviewed and updated, as necessary. It should however be noted that this SPD provides up to date guidance at the time of publication. It will be for the applicant to comply with the latest guidance when submitting a planning application and any supporting reports and documentation.

- seek pre-application planning advise.
- and Building Control advise from the Council prior to submitting an application.
- complete and submit the Climate Change Checklist with your planning application. (See Appendix 3)

Appendix 1: Key Projects Completed or Started in Halton in 2023 that will Help Combat the Impacts of Climate Change.

Buildings

- Feasibility studies have been completed to assess the decarbonisation options across the Council's building portfolio. Bids have been submitted to the Public Sector Decarbonisation Scheme in respect of 5 sites in two separate bids. One covering St Luke's & St Patrick's care homes, the other covering Runcorn Town Hall, Picow Farm Depot, and Kingsway Learning Centre.
- An initial desk top study has been completed to assess 24 sites for the suitability of Solar PV. The initial study shows estimate that some 2,259kWp of solar PV could be installed on the roofs subject to roof studies and grid connections. The total cost of the programme would be circa £2.27m excludes any supervision and clerk of works activity that the Council may undertake at each site. Based upon the assumptions made in terms of the use of energy on site and exports sales, inflation, and debt repayments the programme would have a 14.3% IRR and an NPV of £3.33M after all costs. The study will be developing in the coming year into a rolling four-year programme of solar PV investment.
- The Council has approved plans to extend the existing Solar Farm at the former St Michael's Golf Course, connecting it to the new Leisure Centre in Moor Lane, Lower House Lane, and Municipal Building. The project is also looking to provide EV charging infrastructure at the Depot and will allow Air Source Heat pumps to be installed at the Leisure Centre, which will significantly reduce the carbon footprint of the building. The Council has approved funding, and consultants have been appointed to support the development of a planning application for the extension and to undertake design work to enable bids to be invited.
- The existing 1MW solar farm and roof top solar schemes at the DCBL Stadium, Brookvale and Rutland House continue to operate within expectations and

generate ongoing income streams. Some of the income from the schemes will be reinvested in the Building Decarbonisation Schemes highlighted in Section 5.1

- The Key Design features for new Leisure Centre were agreed and include no gas supply to building, with all plant powered via electricity with some coming from the Solar Farm when the work is completed.
- Feasibility work is ongoing in respect of various options for rationalising our main office accommodation. A report will be presented to Council in 2024 with recommendations.

Transport

- Four upgraded replacement EV charging points for both Lowerhouse Lans & Picow Farm depots are ordered and will be installed in early 2024. The extension of the Solar Farm will provide for the installation of EV charging infrastructure at Lowerhouse Lane and enable the Council to further consider the electrification of its vehicle fleet. A Feasibility Study to assess the introduction of low carbon emission vehicles at all Council sites that operate fleet vehicles / plant & machinery will be undertaken in 2024.

Open Spaces

- The Big Halton Forest Project was launched during 2022. Addressing carbon sequestration is a long-term process, so it was agreed to initiate a step increase in tree planting as early as possible in the Action Plan. The result was the concept of The Big Halton Forest.
- Up to 2030, the aim is to plant an additional 130,000 new trees across Halton above the regular annual planting of circa 1,500 trees. This will include Council owned land and other partners, including eventually the wider community.
- The first planting season will be the Autumn/Winter 2022/2023. The assembly of the funding and management of the project is underway, with the first year's proposals expected to be met. To date the Council has secured around £300k towards the projects from the following sources:
 - LCR Community Environment Fund - awarded circa £30k for planting of 2,000 trees and 3,000 bushes at Factory Lane, Widnes.
 - INEOS Environment Fund - secured £120k to be spent over 5 years as widespread support for the project.
 - DEFRA Woodland Creation Accelerator Fund (WCAF). The fund is to enable more trees to be planted, particularly in winter seasons 2023/24 and 2024/25. Awarded £150k to be spent across those 2 years to meet staffing costs for 2 Officers to support the project.

Appendix 2: Glossary

Term Meaning	Definition
Air Quality Management Areas	Areas designated by local authorities because they are not likely to achieve national air quality objectives by the relevant deadlines.
Ancient Woodland	An area that has been wooded continuously since at least 1600 AD. It includes ancient semi-natural woodland and plantations on ancient woodland sites.
Biodiversity Net Gain	An approach used to improve a sites biodiversity value. Sites completed to a 'net gain' standard will have a positive ecological impact and deliver improvements through habitat creation and enhancements.
Carbon Footprint	The total amount of carbon dioxide released into the atmosphere as the direct result of activities of an organisation, individual, or community.
Carbon-neutral	Resulting in no net release of carbon dioxide into the atmosphere, particularly because of carbon offsetting
Conservation	Conservation The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.
Flood Plain	An area of land adjacent to a river that experiences flooding during periods of high discharge.
Greenbelt	A belt of parks, farmlands and green spaces that encircles a community and is designated as such.
Greenhouse Gas	A gas that absorbs and emits radiant energy within the thermal infrared range, which causes the heating of the atmosphere, otherwise known as the greenhouse effect.
Green and Blue Infrastructure	A network of multi-functional green and blue spaces and other natural features, urban and rural, which can deliver a wide range of environmental, economic,

	health and wellbeing benefits for nature, climate, local and wider communities, and prosperity.
Green Corridors	Land that provides sufficient habitat to support wildlife and the movement of wildlife between two or more habitats.
Passivhaus	A leading international design standard for energy usage within buildings.
Photovoltaic	Able to produce electricity from light, or relating to the process of doing this
Surface Water Runoff	The flow of water occurring on the ground surface when excess rainwater, stormwater, meltwater, or other sources can no longer infiltrate into the ground.
Sustainable Drainage Systems (SuDS)	Systems and infrastructure that is designed to efficiently manage the drainage of surface water in the urban environment.
Wildlife Corridors	Areas of habitat connecting wildlife populations, including green infrastructure

Appendix 3: Climate Change Checklist

Relevant Local Plan Policy	Topic	Measures	Has this been considered in the planning application submission? Yes/No/not Applicable. If No or Not Applicable, please state reasons for this	If yes, please signpost to relevant information within planning application submission
Transport				
CS(R)15	Sustainable Transport	Demonstrate how the development promotes modes of sustainable transport (walking, cycling, public transport)		
C1	Transport Network and Accessibility	As CS(R)15 plus: <ul style="list-style-type: none"> demonstrate how the development promotes the use of Ultra Low Emission Vehicles inclusion of a Transport Assessment where appropriate) 		
Sustainable Development and Design				
CS(R)19	Sustainable Development and Climate Change	Demonstrate how the development is sustainably designed, including reducing carbon dioxide emissions, and adapting to climate conditions		
GR1	Design of Development	Demonstrate how the development minimises energy consumption, conserves water resources, uses sustainable construction methods, and provides renewable energy.		

		(This criterion applies to major development) ⁴⁷		
Natural and Historic Environment				
CS(R)20	Natural and Historic Environment	Demonstrate how the development conserves and where possible enhances the natural environment for current and future generations		
Green Infrastructure				
CS(R)21	Green Infrastructure	Demonstrate how the development delivers and maintains green infrastructure		
HE4	Green Infrastructure and Greenspace	Where appropriate demonstrate how the development incorporates high quality green infrastructure		
HE5	Trees and landscaping	Submit a tree survey with the planning application, that includes information in relation to protection, mitigation, and management measures.		
HE6	Outdoor and Indoor Sports Provision	Demonstrate how the development delivers and maintains green infrastructure (CS(R)21		
Pollution and Risk				
CS(R)23	Managing Pollution and Risk	Where applicable demonstrate how the development has given		

⁴⁷ For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

		<p>regard to identified Air quality Management Areas (AQMAS)</p> <p>Where applicable demonstrate how the development will prevent and minimise risk from potential accidents at hazardous installations and facilities.</p>		
Blue Infrastructure				
HE3	Waterways and Waterfronts	Where appropriate demonstrate how the development protects and enhances the natural habitat and setting of the waterways and associated banks.		
HE9	Water Management and Flood Risk	<p>Where appropriate demonstrate:</p> <ul style="list-style-type: none"> • how the development Incorporates sustainable urban drainage systems (SuDS) • that relevant Surface Water Management Plans, related Flood Defence Plans, and strategies including the Local Flood Risk Management Strategy, the Strategic Flood Risk Assessment (SFRA) and the Halton Sustainable Urban Drainage Guidance have been applied. 		

Renewable and Low Carbon Energy				
GR5	Renewable and Low Carbon Energy	<p>Demonstrate how proposals for renewable energy development have considered and where appropriate minimised the potential environmental effects of the development (see criteria 1 (a to i))</p> <p>Applications for major renewable and low carbon energy proposals must be accompanied by an Energy Statement</p>		

REPORT TO: Executive Board

DATE: 13th March 2025

REPORTING OFFICER: Executive Director Environment and Regeneration

PORTFOLIO: Environment and Urban Renewal

SUBJECT: Additional Highway Grant Allocations

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This report seeks Executive Board approval to accept capital funding from the Liverpool City Region Combined Authority (LCR CA) in compliance with Council Standing Orders.

2.0 RECOMMENDED: That

- 1. The grants for Runcorn Busway and the Local Highway Maintenance Funding 2025/26 are formally accepted;**
- 2. Delegated powers are provided to the Director - Planning and Transport, in consultation with the Portfolio Holder Environment and Urban Renewal, to deal with the Grant Funding Agreement(s) described above; and**
- 3. Delegated powers are provided to the Director - Planning and Transport, in consultation with the Portfolio Holder Environment and Urban Renewal, to deal with any matters relating to procurement and the operation and delivery of these agreements.**

3.0 SUPPORTING INFORMATION

3.1 Via the Liverpool City Region Combined Authority (LCRCA), Halton will receive a further grant of £1,233,766 for the Runcorn Busway Cycleway Scheme. This additional grant is to be utilised on the remaining design and utility diversion works, that will prepare the way for construction in 2 years' time, expected to be funded via the City Region Sustainable Transport Settlement 2.

3.2 In addition, advanced notification of a 2025/26 'Local Highways Maintenance Funding Allocations' has been given to the LCR Combined Authority, to be received in April 2025 (part of the Government's 'funding uplift') (see letter in Appendix 1). Halton's

allocation of this funding is expected be £995,895.90. The notification letter explains this funding is “*not just for fixing potholes, but for resurfacing roads and cycleways, mending broken pavements, and looking after bridges, tunnels, retaining walls and other structures*”.

3.3 The letter also states that “25% of the funding uplift for 2025/26 will be contingent on local highway authorities demonstrating compliance with certain criteria aimed at driving best practice and continual improvement in highways maintenance practice. Further details of this will be set out in due course.” At this time, further details have not been received from Government.

3.4 The LCR Combined Authority have requested formal grant acceptance for the highway maintenance funding in advance of receipt to ensure funding expenditure can start as soon as possible in the new financial year. Funding is expected to be spent by March 2026.

4.0 POLICY IMPLICATIONS

4.1 Formal grant acceptance is required to comply with Procurement Standing Orders.

5.0 FINANCIAL IMPLICATIONS

5.1 The schemes to be delivered by these capital grant funding allocations have no requirement for Council match funding.

6.0 IMPLICATIONS FOR THE COUNCIL’S PRIORITIES

6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence:

A well maintained highways network ensures that the public can travel quickly and easily around the borough and beyond. The construction of cycleways enables a health choice for the public when selecting travel modes, and not only for commuting but also leisure purposes.

6.2 Building a Strong, Sustainable Local Economy:

Workforce accessibility to jobs and amenities supports the local economy.

6.3 Supporting Children, Young People and Families:

Everyone benefits from a safe and low carbon transport network.

6.4 **Tackling Inequality and Helping Those Who Are Most In Need:**
A well maintained highways network ensures that the public can travel quickly and easily. Cycle routes give everyone, including those on low incomes travel options for safe and commodious options to travel for work and other opportunities.

6.5 **Working Towards a Greener Future:**
Active travel in all its forms supports a greener future by reducing carbon based transport miles and their associated carbon footprint.

6.6 **Valuing and Appreciating Halton and Our Community:**
A well maintained highways network contributes to community cohesion and social well-being.

7.0 RISK ANALYSIS

7.1 Formal acceptance of these grants allows an expedient start to scheme delivery. Failure to accept this funding would mean the associated schemes could not be delivered.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no direct equality and diversity issues associated with this report.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 Highway funding is generally to be invested to likely utilise materials which have high carbon values, such as bituminous and concrete products. However, the service aims to use lower carbon materials if possible, such as warm mix asphalt rather than hot mix which reduces carbon emissions. Similarly proprietary materials are used where they are suitable which overall as a process have been independently evaluated as carbon neutral.

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

10.1 Funding letter to LA Chief Execs, 20th December 2024.



Department
for Transport

David Buttery
Director of Roads Strategy
Great Minster House
33 Horseferry Road
London
SW1P 4DR

Tel: 0300 330 3000

Web site: www.gov.uk/dft

Chief executives of all
Local Highway Authorities
and Combined Authorities in England

20 December 2024

Dear Chief Executive,

LOCAL HIGHWAYS MAINTENANCE FUNDING ALLOCATIONS FOR 2025/26

As you may have seen from today's announcement, <https://www.gov.uk/government/news/seven-million-more-potholes-to-be-filled-next-year-as-public-urged-to-report-roads-in-need-of-repair>, the Government has confirmed how much capital funding will be provided to English local highway authorities in the 2025/26 financial year.

The individual funding allocations for all individual authorities are set out in **Annex A** below. Your authority will receive a Section 31 grant agreement letter in the New Year providing further details. The funding will be paid, as usual, in four quarterly instalments, with the first in April 2025. The funding will be paid as one consolidated payment rather than, as was the case in previous years, under three separate funding streams.

The Department has allocated the available funding 2025/26 as follows.

The new highway maintenance block baseline is effectively set at £1.067 billion, the same amount as in 2024/25. This funding has been allocated by formula to those English local highway authorities that are not in London and not part of Mayoral Combined Authority areas in receipt of City Region Sustainable Transport Settlements. Highways maintenance funding for authorities in London and Mayoral Combined Authority areas is addressed via the broader settlements they receive.

On top of this, the £500 million uplift announced by the Chancellor on 30 October has been divided up among all local highway authorities, including those in London and those that are part of Mayoral Combined Authority areas

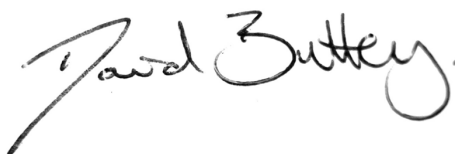
in receipt of City Region Sustainable Transport Settlements. It has been allocated by formula.

All local highway authorities in England will therefore be receiving an uplift in 2025/26. Funding for subsequent years is a matter for the Spending Review which is due to conclude in the late spring of 2025.

It is, of course, for individual local highway authorities to determine how best to use this funding across their highway networks to the benefit of all road users. In Mayoral Combined Authority areas it is up to the Combined Authority to determine what funding to pass to each constituent authority. The funding is not just for fixing potholes, but for resurfacing roads and cycleways, mending broken pavements, and looking after bridges, tunnels, retaining walls and other structures.

The Department is keen to ensure that the additional funding genuinely leads to additional highway maintenance activity, and is considering further what reporting requirements might be appropriate. You will also note that 25% of the funding uplift for 2025/26 will be contingent on local highway authorities demonstrating compliance with certain criteria aimed at driving best practice and continual improvement in highways maintenance practice. Further details of this will be set out in due course.

Best wishes,

A handwritten signature in black ink, reading "David Buttery". The signature is written in a cursive style with a large, sweeping initial 'D'.

DAVID BUTTERY

Annex A: Highways Maintenance Allocations 25-26

	Allocation Baseline £ (25/26)	Allocation New funding £ (25/26)	Total funding £ (25/26) - if LHAs meet incentive
Total	1,067,000,000	500,000,000	1,567,000,000
Mayoral Combined Authorities			
Greater Manchester CA	CRSTS	14,806,000	14,806,000
South Yorkshire CA	CRSTS	6,733,000	6,733,000
West Yorkshire CA	CRSTS	14,814,000	14,814,000
Liverpool City Region CA	CRSTS	8,713,000	8,713,000
Tees Valley CA	CRSTS	4,873,000	4,873,000
West Midlands CA	CRSTS	8,610,000	8,610,000
Cambridgeshire and Peterborough CA	27,455,000	10,032,000	37,487,000
West of England CA	CRSTS	6,733,000	6,733,000
North East CA	CRSTS	21,734,000	21,734,000
East Midlands CA	55,786,000	19,948,000	75,735,000
York and North Yorkshire CA	45,521,000	16,660,000	62,181,000
Local Authorities			
Bedford	4,647,000	1,671,000	6,318,000

Blackburn with Darwen	2,841,000	994,000	3,835,000
Blackpool	1,757,000	609,000	2,366,000
Bournemouth, Christchurch and Poole	5,552,000	1,926,000	7,478,000
Bracknell Forest	2,435,000	858,000	3,293,000
Brighton and Hove	3,905,000	1,378,000	5,283,000
Buckinghamshire	15,241,000	5,484,000	20,725,000
Central Bedfordshire	7,128,000	2,570,000	9,698,000
Cheshire East	15,485,000	5,546,000	21,030,000
Cheshire West and Chester	11,431,000	4,084,000	15,515,000
Cornwall	32,347,000	11,993,000	44,339,000
Devon	61,117,000	22,523,000	83,640,000
Dorset	18,273,000	6,738,000	25,011,000
East Riding of Yorkshire	16,139,000	5,876,000	22,015,000
East Sussex	15,430,000	5,570,000	21,000,000
Essex	33,723,000	12,118,000	45,841,000
Gloucestershire	25,890,000	9,421,000	35,310,000
Hampshire	38,825,000	14,099,000	52,924,000
Herefordshire	16,751,000	6,178,000	22,928,000
Hertfordshire	26,322,000	9,348,000	35,670,000
Isle of Wight	None - PFI	1,608,000	1,608,000
Isles of Scilly	None - separate funding agreement	53,000	53,000
Kent	39,992,000	14,291,000	54,283,000
Kingston upon Hull, City of	3,343,000	1,139,000	4,482,000
Lancashire	34,516,000	12,308,000	46,825,000
Leicester	3,996,000	1,368,000	5,364,000
Leicestershire	21,128,000	7,661,000	28,789,000

Lincolnshire	44,207,000	16,235,000	60,441,000
Luton	2,127,000	725,000	2,852,000
Medway	3,735,000	1,289,000	5,023,000
Milton Keynes	7,912,000	2,806,000	10,719,000
Norfolk	40,984,000	15,158,000	56,142,000
North East Lincolnshire	3,059,000	1,068,000	4,127,000
North Lincolnshire	6,541,000	2,364,000	8,905,000
North Northamptonshire	9,094,000	3,283,000	12,377,000
North Somerset	5,256,000	1,894,000	7,150,000
Oxfordshire	24,508,000	8,975,000	33,483,000
Plymouth	3,352,000	1,175,000	4,527,000
Portsmouth	2,037,000	694,000	2,731,000
Reading	2,051,000	719,000	2,770,000
Rutland	2,760,000	1,010,000	3,770,000
Shropshire	24,554,000	9,126,000	33,680,000
Slough	1,411,000	478,000	1,888,000
Somerset	32,887,000	12,078,000	44,965,000
Southampton	2,399,000	836,000	3,236,000
Southend-on-Sea	2,100,000	724,000	2,824,000
Staffordshire	28,935,000	10,465,000	39,400,000
Stoke-on-Trent	3,488,000	1,210,000	4,697,000
Suffolk	32,029,000	11,739,000	43,769,000
Surrey	23,920,000	8,514,000	32,434,000
Swindon	4,259,000	1,502,000	5,761,000
Telford and Wrekin	5,276,000	1,888,000	7,164,000
Thurrock	2,833,000	985,000	3,819,000
Torbay	2,151,000	740,000	2,891,000
Warrington	5,326,000	1,858,000	7,184,000
Warwickshire	18,707,000	6,758,000	25,465,000
West Berkshire	6,519,000	2,382,000	8,900,000
West Northamptonshire	10,733,000	3,885,000	14,618,000
West Sussex	20,058,000	7,289,000	27,347,000

Wiltshire	23,600,000	8,683,000	32,283,000
Windsor and Maidenhead	3,192,000	1,135,000	4,327,000
Wokingham	4,229,000	1,490,000	5,719,000
Worcestershire	21,711,000	7,859,000	29,571,000
Cumberland	19,358,000	7,095,000	26,453,000
Westmorland and Furness	22,725,000	8,329,000	31,054,000
London			
City of London	0	70,000	70,000
Barking and Dagenham	0	556,000	556,000
Barnet	0	1,198,000	1,198,000
Bexley	0	895,000	895,000
Brent	0	759,000	759,000
Bromley	0	1,479,000	1,479,000
Camden	0	444,000	444,000
Croydon	0	1,241,000	1,241,000
Ealing	0	945,000	945,000
Enfield	0	1,007,000	1,007,000
Greenwich	0	813,000	813,000
Hackney	0	418,000	418,000
Hammersmith and Fulham	0	356,000	356,000
Haringey	0	571,000	571,000
Harrow	0	782,000	782,000
Havering	0	1,082,000	1,082,000
Hillingdon	0	1,152,000	1,152,000
Hounslow	PFI	757,000	757,000
Islington	0	368,000	368,000
Kensington and Chelsea	0	328,000	328,000
Kingston upon Thames	0	543,000	543,000
Lambeth	0	585,000	585,000
Lewisham	0	685,000	685,000

Merton	0	606,000	606,000
Newham	0	692,000	692,000
Redbridge	0	853,000	853,000
Richmond upon Thames	0	664,000	664,000
Southwark	0	614,000	614,000
Sutton	0	749,000	749,000
Tower Hamlets	0	447,000	447,000
Transport for London	<i>TfL receives separate funding for its transport network</i>	967,000	967,000
Waltham Forest	0	686,000	686,000
Wandsworth	0	655,000	655,000
Westminster	0	523,000	523,000

As set out in p.94 of the Budget 2024 documents:

'Baseline funding for highways maintenance in 2024-25 is made up of the following funding pots: Highways Maintenance Block (HMB) needs, HMB incentive, Potholes funding, 2024-25 Network North Uplift. The baseline does not include the City Region Sustainable Transport Settlements equivalent levels in the HMB and Potholes funding pots.'

REPORT TO:	Executive Board
DATE:	13 March 2025
REPORTING OFFICER:	Executive Director - Environment & Regeneration
PORTFOLIO:	Environment and Urban Renewal
SUBJECT:	Roadside Memorials
WARDS:	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 To formally adopt a new roadside memorials policy.
- 1.2 A number of local authorities have established policies and protocol relating to the placement and removal of roadside floral tributes and other memorials placed at the scene of fatal road crashes, and other fatalities adjacent to the highway.
- 1.3 The purpose of these policies is to provide a sensitive, pragmatic and consistent approach in dealing with these tributes, because they can present a risk to other road users and if left in place over long period become unsightly. The policies generally set a time period for the placement of flowers and other tributes and include protocols and arrangements for their removal and the return of non-perishable items to bereaved relatives. It is recognised that this is a sensitive and emotional issue, and may raise objections, but nonetheless it is a subject worthy of having an agreed position.

2.0 RECOMMENDATION: That the Board adopt the policy contained in Appendix A.

3.0 SUPPORTING INFORMATION

- 3.1 The Council has a legal duty to ensure that highways are fit for purpose and to make sure that public open spaces are free from debris.
- 3.2 Although it can sometimes be difficult for grieving relatives to understand, the presence of memorials can cause upset to other individuals within the community, and can additionally have the potential, through road user distraction, to cause further incidents. The tributes may have a significant impact on the local community who may have witnessed the event and have an impact on their feeling of safety and wellbeing.
- 3.3 Grieving relatives and friends may also feel obliged to continue to maintain a memorial for a long time after the event. There is no natural end to the

process and the provision of some guidance on memorials may help the grieving process by giving them a framework for “moving on” to the next stage.

4.0 POLICY IMPLICATIONS

4.1 It is recognised that a policy of this type may draw adverse publicity as it tackles a highly emotive subject. However, the positive road safety benefits and need to discharge legal duties (described in paragraph 3.1) are considered to warrant a formal policy.

4.2 The purpose of a policy would be to provide a formal framework which will enable the management of roadside memorials in a way which best serves the community as a whole. It seeks to formalise those actions which are currently undertaken by a multi-agency approach.

5.0 OTHER IMPLICATIONS

5.1 The application of this policy will involve the cooperation of other agencies, for example a Cheshire Police Family Liaison Officer would normally be the main point of contact with a bereaved family.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence

None identified.

6.2 Building a Strong, Sustainable Local Economy

None identified.

6.3 Supporting Children, Young People and Families

None identified.

6.4 Tackling Inequality and Helping Those Who Are Most In Need

None identified.

6.5 Working Towards a Greener Future

None identified.

6.6 Valuing and Appreciating Halton and Our Community

None identified.

7.0 RISK ANALYSIS

7.1 There no legal and financial risks that arise from the adoption of a roadside memorials policy.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no equality and diversity implications arising from the subject of this report.

9.0 CLIMATE CHANGE IMPLICATIONS

None identified.

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

Document	Place of Inspection	Contact Officer
Environment and Urban Renewal PPB – 2 Dec 2020	www.halton.gov.uk	Tim.Gibbs@halton.gov.uk

Halton Roadside Memorials and Tributes Policy

1. Purpose of Policy

- 1.1 The purpose of this Policy is to provide a formal framework which will enable the management of Roadside Memorials in a way which best serves the community as a whole. It seeks to formalise those actions which are currently undertaken by a multi-agency approach, in the form of a protocol/policy which will assist in the management of this.

2. Justification for the Policy

- 2.1 Although it can sometimes be difficult for grieving relatives to understand, the presence of memorials can cause upset to other individuals within the community, and can additionally have the potential, through road user distraction, to cause further incidents.
- 2.2 The practice of marking road related deaths and other deaths that occur on the highway with tributes does not always reflect the views and opinions of the local community. In some cases, they can have a significant impact on the local community who may have witnessed the event and have an impact on their feeling of safety and wellbeing.
- 2.3 Grieving relatives and friends may also feel obliged to continue to maintain a memorial for a long time after the event. There is no natural end to the process and the provision of some ground rules and guidance might actually help the grieving process by giving them a framework for “moving on” to the next stage.
- 2.4 At many locations, it is not safe to stop vehicles and/or walk on the carriageway and the presence of pedestrians attending to memorials can therefore be dangerous. The memorials may also distract drivers passing the scene and possibly cause an obstruction to pedestrians or cyclists using the area.
- 2.5 The Council has a legal duty to ensure that highways are safe and to make sure that public open spaces are kept free from debris. Flowers will die naturally after a few days and after periods of inclement weather they can become untidy if they are not removed. The practice of displaying cuddly toys and football shirts over time can contribute to a site being considered unsightly. The practice of adding photographs of the victim can also be distracting.
- 2.6 The Highways Act 1980 contains no express provision to licence or permit memorials on the highway. Even if a license could be granted under the Highways Act, it is unlikely that permission would be given due

to the potential highway safety issues associated with tributes. provision to grant to license.

- 2.7 It is considered appropriate that agencies should adopt a pragmatic approach to what is a very difficult and sensitive issue. The principles of the protocol is detailed in the following paragraphs:

3. Permanent Roadside Memorials

- 3.1 Permanent roadside memorials will not be allowed, as the Council could be faced, after a number of years, with a proliferation of memorials across the Borough.
- 3.2 In circumstances where the bereaved family (or the local community) do request a permanent memorial, the Council will attempt to satisfy such requests by encouraging the provision of benches, trees or artwork at locations away from the highway. To this end, the Council has co-operated in the dedication of park benches and the planting of trees etc. in public open spaces, country parks or cemetery gardens.

4. Floral and Other Tributes

- 4.1 The Council attempts to discourage the practice of placing floral and other tributes by the roadside, for the reasons outlined in this policy. However, providing that there is no adverse effect upon safety, the Council do allow tributes to remain in place for a period of up to 28 days.
- 4.2 In cases where tributes are felt to have an adverse impact upon safety (for example, by obstructing visibility for drivers, directional signage, or people paying tribute are obstructing the highway with parked vehicles or in person), the tributes will be removed immediately in the interests of public safety.
- 4.3 In cases where it is necessary to remove tributes, every attempt will be made to ensure the bereaved family have been consulted prior to their disposal to give them opportunity to retrieve any personal items such as teddy bears, photographs and accompanying cards.
- 4.4 In some instances a location can often become a place to revisit on anniversaries. Whilst this practice is discouraged, with a preference for proper alternative memorial facilities, it is difficult to completely stop the practice. In such cases flowers and other tributes will be removed after 5 days.

5. Alternative Memorials

- 5.1 The Police and/or the Council usually signpost the grieving family's attention to 'RoadPeace' who have great expertise at dealing with this issue.
- 5.2 RoadPeace, is a UK National Charity for road collision victims that supports those bereaved or injured in a road crash. RoadPeace offers a free Internet memorial service, as well as holding an annual remembrance service in Liverpool. Further detail can be obtained from www.roadpeace.org.

6. Contact with Relatives

- a) Police Family Liaison officers are usually the first people to deal personally with the bereaved relatives. Consequently, Cheshire Police would be asked to advise the family of this policy along with other information they normally provide.
- b) The Police Family Liaison Officer would normally coordinate all activities such as visiting the site, and general liaison with the relatives. Where necessary it is anticipated that the Council will be informed by the Police of any matters arising and seek to assist in this if practical. Advice will also be given to relatives that future unaccompanied visits to the site should be discouraged in the interests of road safety.
- c) Council officers will not normally contact the bereaved before removing dead flowers, as previous information would have been provided relating to the this Policy through the Police Family Liaison Officer.
- d) In cases where families continue to place fresh flowers and other tributes beyond the initial 28 day period, Council officers will attempt to contact the family and Police Family Liaison Officer, making them aware of this policy, and informing them of the intention to remove the flowers or tribute. The tributes will then be removed within a period of 5 days.

REPORT TO: Executive Board

DATE: 13 March 2025

REPORTING OFFICER: Executive Director of Children's Services

PORTFOLIO: Children Young People and Families

SUBJECT: Services for Missing from Home and Care for young people across Cheshire for Halton, Cheshire West & Chester and Warrington: Request for Waiver of Standing Orders

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 Request for Waiver of Standing Orders:

A request for a waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3.1 and 3.2 of Procurement Standing Orders is sought to allow the continuation of a contract with We are With You to deliver, on behalf of the Council, the Tri- Party Missing from Home and Care Service, for a period of one year from 1st July 2025 to 30th June 2026.

2.0 RECOMMENDATION: That Executive Board

- 1) Note the contents of this report; and
- 2) Consider giving approval to the recommendation that the contract with We are With You should be extended for a further twelve months without going through the Procurement process, in pursuance of Procurement Standing Order 1.14.4 (non-emergency procedures – exceeding a value threshold of £100,000), seeking to waive part 3.1 and 3.2 of Procurement Standing Orders.

3.0 SUPPORTING INFORMATION

- 3.1 We are With You is commissioned to deliver the Pan Cheshire Missing from home and Care service .The Service works across three local authority areas with clear links with Cheshire Constabulary's missing from home co-ordinators to support young people who have been notified as missing from home or care. There is a co-ordinated and organised response including return interviews will facilitate direct intervention work with children, young people and their families.

3.2 The existing contract ends on 30th June 2025. The request for authorisation of a waiver rather than implementing a tender process is due to the following:

- i It is proposed to include a young person's interview and evaluation panel in the tender process, as this indicates the competence and approach of a potential provider in working with young people and families. It would not be possible to include this at present, which would reduce the effectiveness of the process for this specific service.
- ii The current service is well known and well regarded across the local authority areas. It has good networks in place with foster carers and residential providers. In the current situation it would be difficult for a new provider to become established as it a specialist provision. All local authorities continue to have a statutory duty to provide services to looked after children.
- iii To continue with a collaborative approach across Cheshire West, Halton and Warrington to deliver a high quality service that is effective in improving outcomes delivered by skilled practitioners which safeguards children and young people that are identified at risk.

3.4 The value of a contract extension for one year to 30th June 2026 is £355,899. The three local authorities have agreed to continue with a joint commissioning approach with Halton acting as the lead.

3.5 In respect of the delivery of the Service, each local authority has an agreed funding commitment which is set out in a Deed of Agreement. The annual fees are:

- o Halton Borough Council £ 118,633
- o Cheshire West and Chester Borough Council £ 118,633
- o Warrington Council £118,633

4.0 POLICY IMPLICATIONS

4.1 The method of procurement complies with both The Procurement Act 2023 and the Council's Procurement Standing Orders.

4.2 The local authorities continued to have a statutory duty to provide services to looked after children within each local authority area.

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

5.0 **FINANCIAL IMPLICATIONS**

The value of the contract extension for one year to 30th June 2026 is £355,899. The Halton contribution is available within current budgets.

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

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

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

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

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

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

This service directly relates to improving the safety and wellbeing of children and young people by reducing the incidents of missing and risky behaviour.

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

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

6.5 **Working Towards a Greener Future**

None.

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

None

7.0 **RISK ANALYSIS**

7.1 The current contract for these services will end on 30th June 2025; should the above not be agreed, the services will cease delivery of the provision and there will be a detrimental effect on children and young people across Cheshire West, Halton and Warrington.

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

and families being placed under increased pressure.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The current proposal would not impact upon any equality and diversity issues as all relevant protected characteristics would be unaffected by the proposal.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 None are applicable.

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

None within 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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