

## CORPORATE POLICY AND PERFORMANCE BOARD

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 4 June 2024  
in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Gilligan (Chair), Philbin (Vice-Chair), Davidson, Logan,  
A. Lowe, McDonough and Thornton

Apologies for Absence: Councillors Leck, A. McInerney and N. Plumpton Walsh

Absence declared on Council business: None

Officers present: K. Butler, E. Dawson, P. Garnett and M. Reaney

Also in attendance: Councillor V. Hill

### ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

		<i>Action</i>
CS1	MINUTES	
	The Minutes from the meeting held on 23 January 2024 were taken as read and signed as a correct record.	
CS2	PUBLIC QUESTION TIME	
	The Board was advised that no public questions had been received.	
CS3	EXECUTIVE BOARD MINUTES	
	The Board was presented with the Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board since the last meeting of this Board.	
	RESOLVED: That the Minutes be noted.	
CS4	ANNUAL REPORT 2023/24	
	The Board considered a copy of the Annual Report from the Chair of the Corporate Policy and Performance Board for 2023/24. The Board had met four times during the year and the report set out the work carried out during the Municipal Year April 2023 to March 2024.	
	RESOLVED: That the Annual Report be noted.	

CS5 CORPORATE ACCIDENT / INCIDENT REPORT 1ST APRIL 2023 TO 31ST MARCH 2024

The Board was provided with a report from the Head of HR Operations, which presented details of health and safety management within the Authority from 1 April 2023 to 31<sup>st</sup> March 2024.

The report highlighted health and safety incidents that had taken place over the past 12 months and as a result of those incident, proposed actions for the future. In addition, the report included information around the number of actual near misses, accidents that had resulted over 7 day absences, together with significant accidents.

The following information was also highlighted from the report:

- The Health and Safety Executive continued to undertake checks on schools to ensure correct management of asbestos and to date, no problems had been reported;
- Nationally, no further progress had made been made with Martin's Law but Members would be updated accordingly; and
- New technology to be introduced for lone working and further information would be provided in the next report.

A member of the Board expressed concerns that the Direct Link did not have the facility to contact emergency services. It was reported that this was an IT issue and a resolution was being explored and Members would be updated accordingly.

RESOLVED: That the contents of the report be noted including the recommendations and actions for 2024/25.

*Councillor Sian Davidson declared an interest for the following item due to a family member being in receipt of pension benefits.*

*Councillor Sharon Thornton declared an interest in the following item as her employer had received funding for the Holidays Activity Fund.*

CS6 PROGRESS UPDATES REGARDING THE HOUSEHOLD SUPPORT FUND 2023/24, AND THE LATEST HOUSEHOLD SUPPORT FUND FOR THE PERIOD 1ST

Corporate  
Director - Chief  
Executive's  
Delivery Unit

APRIL 2024 – 30TH SEPTEMBER 2024

The Board received a report from the Director of Finance, which outlined the final spend position regarding the delivery of the Government's Household Support Fund for 2023/24.

A spending plan had been prepared and was attached as Appendix A. It was noted that £158,077 had been allocated to the Discretionary Support Scheme within the Benefits Division to process applications. As per Government guidance, it was intended to cover a wide range of low income households in need, including families with children, pensioners and people with disabilities.

Appendix B of the report contained detailed information relating to spending for the period 1 April 2024 to 30 September 2024. This included expenditure from partner organisations including Halton Citizens Advice Bureau; Widnes Foodbank; Runcorn Foodbank; Holiday Activity Food Programme; Affordable Warmth – Energy Projects Plus; and Halton Voluntary Action.

A member of the Board requested that consideration be given to providing food vouchers the Community Shop, as well as the major supermarkets. Officers agreed to explore this option and update Members accordingly.

RESOLVED: That:

- i) the final position regarding the Household Support Fund for 2023/24 be noted; and
- ii) the spending plan for the Household Support Fund for the period 1 April 2024 – 30 September 2024 be noted.

Director of  
Finance

#### CS7 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 3 OF 2023/24

The Board received the Performance Management Report for Quarter 3 of 2023/24. The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones and performance targets, and provided information relating to key developments and emerging issues that had arisen during the period:

- Finance;
- Operational HR Division, Chief Executive's Delivery

- Unit;
- ICT and Administrative Support;
- Legal and Democracy;
- Catering, Stadium and Registration Services; and
- Property Services.

RESOLVED: That the Quarter 3 Performance Management report be noted.

CS8 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 4 OF 2023/24

The Board received the Performance Management Report for Quarter 4 of 2023/24. The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones and performance targets, and provided information relating to key developments and emerging issues that had arisen during the period:

- Finance;
- Operational HR Division, Chief Executive's Delivery Unit;
- ICT and Administrative Support;
- Legal and Democracy;
- Catering, Stadium and Registration Services; and
- Property Services.

Members of the Board noted the report and following discussions the following actions were agreed:

- Members to be provided with a further update on the progress of the cessation of the School Meals Service;
- An update report on the DCBL Stadium to be presented at the next meeting; and
- Increasing agency costs and lack of uptake on the Apprenticeship Scheme to be discussed at the next Topic Group meeting.

RESOLVED: That the Quarter 4 Performance Management report be noted.

Executive Director  
Environment &  
Regeneration

*Meeting ended at 7.15 p.m.*