

Minutes

**For Presentation to the Council
At the meeting to be held on**

Wednesday, 12 July 2017

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COUNCIL

At a meeting of Annual Council on Friday, 19 May 2017 in the Council Chamber, Runcorn Town Hall

Present: Councillors A. Lowe, Abbott, S. Baker, M. Bradshaw, J. Bradshaw, D. Cargill, E. Cargill, Cassidy, Cole, Dennett, Edge, Fry, C. Gerrard, J. Gerrard, Gilligan, Harris, P. Hignett, R. Hignett, S. Hill, V. Hill, Horabin, Howard, Jones, M. Lloyd Jones, P. Lloyd Jones, K. Loftus, Logan, J. Lowe, MacManus, A. McInerney, T. McInerney, Morley, Nelson, Nolan, Parker, Philbin, Polhill, C. Plumpton Walsh, N. Plumpton Walsh, Joe Roberts, June Roberts, Rowe, Sinnott, G. Stockton, J. Stockton, Thompson, Wainwright, Wall, Wallace, Wharton, Woolfall and Zygadlo

Apologies for Absence: Councillors C. Loftus, McDermott, Osborne and Wright

Absence declared on Council business: None

Officers present: D. Parr, I. Leivesley, M. Vasic, M. Reaney and A. Scott

Also in attendance: Thirty-two invited guests and members of the public

Action

MAYOR'S ANNOUNCEMENT

The Mayor made the following announcements:-

- He thanked Members, Officers and all those individuals that had supported him during a very successful Mayoral year. Thanks were also extended to Ms Ros Wong who had undertaken the duties of Mayoress and had provided much support and encouragement during the past twelve months;
- The Mayor presented John Whittaker, Mayoral Attendant, with a Certificate of Recognition for his outstanding contribution to the Civic Office in Halton.

(N.B. Councillor Joan Lowe declared a Disclosable Pecuniary Interest in the following item of business as her husband, Councillor Alan Lowe, was to be elected as Mayor of the Borough and that Councillor Joan Lowe would become Mayoress of the Borough)

COU1 ELECTION OF MAYOR AND DEPUTY MAYOR

Moved by Councillor Thompson and seconded by Councillor John Stockton –

RESOLVED: That Councillor Alan Lowe be elected Mayor of the Borough for the Municipal Year 2017/18.

Moved By Councillor Philbin and seconded by Councillor Rowe –

RESOLVED: That Councillor John Bradshaw be elected Deputy Mayor of the Borough for the Municipal Year 2017/18.

THE MAYOR, COUNCILLOR ALAN LOWE IN THE CHAIR

COU2 COUNCIL MINUTES

The minutes of the meeting of Council held on 8 March 2017, having been circulated, were taken as read and signed as a correct record.

RESOLVED: That the minutes of the meeting be confirmed and adopted.

COU3 THE MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:-

1) That the Charities he would support during his term of office would be :-

- Halton Speak Out
- Halton Entertainment Arts Regional Theatre School - HEARTS

2) The Mayor's Chaplain for 2017/18 would be Reverend Ray Jones.

COU4 LIVERPOOL CITY REGION MAYORAL ELECTION RESULTS 2017/18

Details of the results of Liverpool City Region Mayoral Election held on 4 May 2017 were submitted for information.

RESOLVED: That the election results be noted.

COU5 EXECUTIVE BOARD (SELECTION COMMITTEE) 16 MAY 2017

The following results of the Executive Board (Selection Committee) were moved by the Mayor and seconded by the Deputy Mayor.

COU6 DEPUTY LEADER OF THE COUNCIL

RESOLVED: That Councillor Mike Wharton be appointed Deputy Leader of the Council for the Municipal Year 2017/18.

COU7 BOARDS, COMMITTEES AND APPEALS PANEL AND WORKING PARTY

RESOLVED: That the Boards, Committees, Appeals Panel and Working Party be constituted with the membership as shown for the Municipal Year 2017/18:-

Health and Wellbeing Board

Councillors Polhill, T. McInerney, Woolfall and Wright.

Corporate Policy and Performance Board (11)

Councillors Gilligan (Chair), Philbin (Vice Chair), Abbott, E. Cargill, Howard, C. Loftus, A. McInerney, N. Plumpton Walsh, Joe Roberts, G. Stockton and Wainwright.

Health Policy and Performance Board (11)

Councillors J. Lowe (Chair), Osborne (Vice Chair), Baker, M. Bradshaw, E. Cargill, Dennett, C. Gerrard, Horabin, M. Lloyd Jones, Parker and Sinnott.

Environment and Urban Renewal Policy and Performance Board (11)

Councillors Woolfall (Chair), Fry (Vice Chair), V. Hill, Howard, Morley, Nolan, Joe Roberts, Sinnott, J. Stockton, Wall and Zygadlo.

Employment, Learning and Skills and Community Policy and Performance Board (11)

Councillors MacManus (Chair), Edge (Vice Chair), Baker, Cassidy, J. Gerrard, Logan, J. Lowe, C. Plumpton Walsh, June Roberts, Wallace and Rowe.

Children, Young People and Families Policy and Performance Board (11)

Councillors Dennett (Chair), Logan (Vice Chair), Cassidy, Edge, C. Gerrard, P. Hignett, Horabin, P. Lloyd Jones, Parker, Rowe and J Stockton.

Safer Policy and Performance Board (11)

Councillors Thompson (Chair), N. Plumpton Walsh (Vice Chair), Abbott, Baker, Edge, J. Gerrard, V. Hill, P. Lloyd Jones, K. Loftus, Osborne and Zygadlo.

Development Control Committee (11)

Councillors Nolan (Chair), Morley (Vice Chair), J. Bradshaw, Cole, Gilligan, R. Hignett, C. Plumpton Walsh, June Roberts, Thompson, Woolfall and Zygadlo.

Business Efficiency Board (11)

Councillors M. Lloyd Jones (Chair), Joe Roberts (Vice Chair), J. Bradshaw, Cole, C. Loftus, MacManus, McDermott, Philbin, N. Plumpton Walsh, J. Stockton and A. Wall.

Standards Committee (9)

Councillors P. Lloyd Jones (Chair), M. Bradshaw, Cole, Howard, C. Loftus, J. Lowe, McDermott, Wainwright and Wharton.

Appeals Panel (20)

Councillors Wainwright (Chair), A. McInerney (Vice Chair), Abbott, M. Bradshaw, Cassidy, Fry, C. Gerrard, J. Gerrard, P. Hignett, V. Hill, Horabin, K. Loftus, MacManus, Morley, Osborne, C. Plumpton Walsh, June Roberts, Rowe, Wallace and Woolfall.

Regulatory Committee (11)

Councillors K. Loftus (Chair), Wallace (Vice-Chair), Fry, P. Hignett, McDermott, A. McInerney, Nelson, Parker, G. Stockton, Wainwright and Wall.

Local Development Framework Working Party (15)

Councillors R. Hignett (Chair), J. Bradshaw, Cole, Gerrard, MacManus, Morley, Nolan, Parker, C Plumpton Walsh, Roberts, Rowe, Thompson, Wainwright, Woolfall and Zygadlo.

Mayoral Committee (5)

The incumbent Mayor (Councillor A Lowe) and Councillors Gilligan, R. Hignett, Morley and Wright.

Appointments Committee (6)

Councillors Polhill and Wharton (plus relevant PPB Chairs x 2) and Opposition Group Leaders (Rowe and J. Bradshaw).

COU8 APPOINTMENT OF SCRUTINY CO-ORDINATOR

RESOLVED: That Councillor Tony McDermott be appointed Scrutiny Co-ordinator for the Municipal Year 2017/18.

COU9 APPOINTMENT OF CO-OPTEEES

RESOLVED: That

- 1) Mr Tom Baker be re-appointed as the Healthwatch Halton representative and non-voting Co-optee to the Health Policy and Performance Board for the Municipal Year 2017/18; and
- 2) Reverend David Felix and Mr Stephen Cluff be re-appointed as non-voting Parish Council Co-optees to the Standards Committee for the Municipal Year 2017/18.

COU10 APPOINTMENT TO OUTSIDE BODIES

The Council considered a report of the Strategic Director, Enterprise, Community and Resources, regarding the appointment of Members to serve on various Outside Bodies. A document was tabled showing the recommendations put forward.

RESOLVED: That representatives be appointed to Outside Bodies in accordance with the tabled document.

COU11 EXECUTIVE BOARD PORTFOLIOS

The Leader confirmed that the Executive Board would consist of the following Portfolio holders for the Municipal Year 2017/18:-

Leader's - Councillor Polhill
Children, Young People and Families – Councillor Tom McInerney
Health and Wellbeing – Councillor Wright
Transportation – Councillor Stan Hill
Community Safety – Councillor Dave Cargill
Economic Development – Councillor Jones
Resources – Councillor Wharton
Environmental Services – Councillor Nelson
Community and Sport – Councillor Harris
Physical Environment – Councillor Ron Hignett

RESOLVED: That the Portfolios be noted.

COU12 CONSTITUTION UPDATE 2017/18 (MINUTE EXB 115 REFERS)

Executive Board had considered a report of the

Strategic Director, Enterprise, Community and Resources, which sought approval of a number of changes to the Council's Constitution.

RESOLVED: That Council approve the revised Constitution, including the matters set out in Appendix 1, attached to the report.

COU13 CIVIC SUNDAY

The Mayor announced his intention to attend a Civic Service at St Michael's and All Angels Church, Greenway Road, Runcorn on Sunday 25 June 2017 starting at 10.00am.

Meeting ended at 7.10 p.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 16 March 2017 in The Boardroom, Municipal Building

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, D. Parr, I. Leivesley, M. Vasic, M. Reaney and S. Wallace-Bonner

Also in attendance: Councillor J. Lowe

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

Action

EXB103 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 URGENT BUSINESS

The Board was advised that a matter had arisen which required immediate attention by the Board (Minute EXB 108 refers). Therefore, pursuant to Section 100 B (4) and 100 E, and in view of the need to ensure continuity of service to vulnerable adults in receipt of domiciliary care and effective implementation of new contracts, the Board ruled that this item would be considered at this meeting.

EXB104 MINUTES

The Minutes of the meeting held on 16 February 2017 were taken as read and signed as a correct record.

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO

EXB105 SHARED FOSTERING SERVICE - KEY DECISION

The Board considered a report of the Strategic Director, People, which sought approval to develop a shared fostering service.

It was reported that there had been an unprecedented national rise in the number of children coming into care, which had resulted in local authority fostering services unable to meet demand. In Halton, the capacity of the in-house fostering service was severely stretched with a reduction in the number of fostering households.

The Board was advised that, operating as a single entity, each of the four Cheshire local authorities, were competing with their neighbours as well as with a strong Independent Fostering Agency (IFA) market. The report set out details of the key aims, objectives and benefits of a proposed shared fostering service across Cheshire.

Reason(s) for Decision

In order for Halton Borough Council to meet its statutory duty to provide sufficient foster placements for children coming into care or those already in care, it was necessary for a new model/approach to be delivered. Current demand outstripped provision and there was a heavy reliance on costly IFA placements which placed a financial pressure on the Council.

A shared fostering service was a model that offered economies of scale that should lead to a more operationally efficient and cost effective service.

Alternative Options Considered and Rejected

Halton could continue as it was but there was not the capacity to undertake the level of marketing, recruitment and assessment required to meet the demand for foster carers. Over the short term, additional resource would be required to bolster our local recruitment but at the moment the lack of capacity of staff and poor market supply was having an impact on the services' ability to match children appropriately, for the far fewer number of foster carers and providing the right level of support to our current foster carers; this was increasing the risk of placement breakdown and the consequent higher costs with increased use of IFAs and residential provision. The matching of children with foster carers was an area to improve, highlighted by the Ofsted Inspection in 2014.

Implementation Date

October 2017.

RESOLVED: That Executive Board approves

- 1) the proposal for a shared fostering service should be developed between Warrington, Halton, Cheshire West and Chester and Cheshire East;
- 2) that one of the partner authorities will be the single local authority acting as the provider of the shared service;
- 3) that further decisions regarding the development and establishment of the shared fostering services are delegated to the Strategic Director, People, in consultation with the Lead Member for Children, Young People and Families; and
- 4) authority to sign off an inter-authority agreement is delegated to the Strategic Director, People.

Strategic Director
- People

EXB106 PROCUREMENT OF A NEW 0-19 HEALTHY CHILD SERVICE FOR HALTON - KEY DECISION

The Board considered a report of the Director of Public Health, on the procurement of a new 0-19 Healthy Child Service for Halton.

Halton Borough Council was responsible for commissioning services to promote the health and wellbeing of children and young people resident in Halton, with the aim of improving public health outcomes and reducing health inequalities across the life course.

The report set out the proposal to secure a provider to deliver the integrated 0-19 Public Health Service to deliver the Healthy Child Programme, providing both universal and targeted support services to help improve the health and wellbeing of children, young people and families in the Borough.

Reason(s) for Decision

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

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

The new procurement process would commence immediately, with the new service in place by September 2017.

RESOLVED: That the proposal to tender for the 0-19 Healthy Child Service for children, young people and families in Halton, be approved.

Director of Public Health

HEALTH AND WELLBEING PORTFOLIO

EXB107 HEALTH POLICY AND PERFORMANCE BOARD SCRUTINY REVIEW OF CARER SERVICES 2016/17

The Board considered a report of the Strategic Director, People, on the recommendations of the Health Policy and Performance Board (PPB) Scrutiny Review of Carer Services 2016/17.

Members were advised that the Health PPB decided to focus their review on the responsibilities of the Council to carers under the Care Act, the role of Halton Carers Centre and the role of NHS Halton Clinical Commissioning Group (CCG).

Appendix 1 outlined the evidence gathered by the Topic Group from a range of partners in relation to services provided to carers in Halton.

The following recommendations were made following the review:

- There should be a continued focus on provision of information and support at the right time for the carer, to avoid carer breakdown and use of high cost services;
- Continued efforts to engage with people currently hidden from carer services;
- A renewed focus on relationships with health, in particular the hospitals, to encourage identification and support of carers;
- Assessment of long term carers' needs at regular intervals;
- Involving carers in co-produced service development;
- Ensure that within carer provision there were a range of different interventions to meet diverse and changing needs of carers; and
- Consider how access to carer's services could be

improved.

Further commentary on each recommendation was provided in the report. It was noted that the Health PPB had considered and endorsed the recommendations at its meeting on 7 February 2017.

Councillor Joan Lowe, Chair of the Health PPB, dealt with Members' questions and was then thanked for her attendance at the meeting.

RESOLVED: That

- 1) the contents of the report and appendices be noted; and
- 2) the recommendations of the Health Policy and Performance Board be approved.

Strategic Director
- People

EXB108 DOMICILIARY CARE CONTRACT TENDER

The Board considered a report of the Strategic Director, People, which reported on the outcome of the re-procurement of the Domiciliary Care Contracts.

The Board was reminded that approval was granted in November 2016 to invite Domiciliary Care providers to tender for the contracts for Widnes and Runcorn. The report set out details of the outcome of the evaluation process.

RESOLVED: That the Board

- 1) approve the award of a five year plus one, plus one (up to seven years in total) to provider A for the Widnes Domiciliary Care Contract; and
- 2) approve the award of a five year plus one, plus one (up to seven years in total) to provider A for the Runcorn Domiciliary Care Contract.

Strategic Director
- People

(N.B. Councillors Polhill and Wharton made a Disclosable Other Interest in the following item of business as they were Non-Executive Directors of the Mersey Gateway Crossings Board)

TRANSPORTATION PORTFOLIO

EXB109 MERSEY GATEWAY BRIDGE PROJECT - PROGRESS UPDATE

The Board considered a report of the Strategic

Director, Enterprise, Community and Resources, which provided an update on progress with the Mersey Gateway Bridge Project (the Project) and the performance of the Mersey Gateway Crossings Board Limited (the MGCB) for the period July to December 2016.

The Board was advised that the MGCB was a special purpose vehicle, established by Halton Borough Council, with delegated authority to deliver the Mersey Gateway Bridge project, and to administer and oversee the construction, maintenance and tolling of the new tolled crossings, which included the tolling of the Silver Jubilee Bridge.

The MGCB were commissioned to deliver the Project on behalf of the Council and operate as a commercial, not for profit organisation, on an arm's length basis.

It was reported that the MGCB worked closely with Merseylink (MER) on a day to day basis to ensure all aspects of their policies were adhered to, which ranged from PR and Communications, Environment, Traffic Management and Local Employment and Skills.

RESOLVED: That

- 1) progress with the Project, as set out in the report, be noted; and
- 2) performance of the MGCB Ltd in monitoring the Project Company's (MER) performance, as set out in the report, be noted.

EXB110 PROPOSED WAITING RESTRICTIONS AROUND RUNCORN HILL

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the proposed introduction of waiting restrictions around Runcorn Hill.

It was noted that the report had been considered by the Environment and Urban Renewal Policy and Performance Board (PPB) at its meeting on 8 February 2017. The PPB supported the recommendation to make the Order in order to address parking congestion in the Runcorn Hill area. It also agreed that options be explored to assist the Runcorn and District Scale Model Boats Group with their parking concerns.

The Board was advised that, following recent improvements to Runcorn Hill Park, several complaints had been received regarding problems caused by parked vehicles, detailed in Appendix A, from residents living in adjacent roads. The proposed waiting restrictions were the subject of formal public consultation in September 2016 and a summary of the fifteen objections received as a result were detailed in Appendix D. The report contained a summary of the Officer responses to the objections raised.

RESOLVED: That

- 1) the proposal to make a Traffic Regulation Order to introduce "At Any Time" waiting restrictions on parts of Park Road, Highlands Road, Campbell Avenue and Heath Park Grove in Runcorn, as shown in Appendix B and defined in Appendix C be approved; and
- 2) the objectors be informed of the decision.

Strategic Director
- Enterprise,
Community &
Resources

EXB111 HIGHWAYS ASSET MANAGEMENT PLAN

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval of Part 2 of the Highways Asset Management Plan (HAMP).

The Board had previously approved Part 1 Chapters 1-4 of the HAMP at its meeting on 7 April 2016. Part 2 had been considered and endorsed by the Environment and Urban Renewal Policy and Performance Board at its meeting on 8 February 2017. It was noted that approval of the HAMP would serve as the foundation for other detailed plans and strategies based on the principles and objectives of the HAMP.

RESOLVED: That the Highways Asset Management Plan be approved.

Strategic Director
- Enterprise,
Community &
Resources

EXB112 AUTHORISATION TO PROCEED WITH MAINTENANCE WORKS ON THE SILVER JUBILEE BRIDGE IN 2017/18 USING THE SCAPE FRAMEWORK

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval for maintenance works on the Silver Jubilee Bridge (SJB) in 2017/18.

The Board was advised that the Council had an

Access Agreement to the SCAPE Civil Engineering and Infrastructure framework, for the procurement of the Liverpool City Region SJB Complex and Major Maintenance Programme. It was noted that the SJB required a continual programme of works to maintain it in a steady state condition and fully operational. Details of the planned works were set out in the report for Members' consideration.

RESOLVED: That

- 1) the issue of an Order under the SCAPE framework for Balvac to undertake the steel arch superstructure painting scheme for the Silver Jubilee Bridge, be approved; and
- 2) the issue of an Order under the SCAPE framework for Balvac to undertake a painting scheme for the steelwork between the Runcorn Trestle and "node Y5", be approved.

Strategic Director
- Enterprise,
Community &
Resources

ENVIRONMENTAL SERVICES PORTFOLIO

EXB113 FIXED PENALTY NOTICES FOR FLY TIPPING OFFENCES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on new powers to enable the Council to issue Fixed Penalty Notices for fly tipping offences.

The Board was advised that amendments to the provisions of the Environmental Protection Act 1990, had given local authorities additional powers to tackle environmental crime by using Fixed Penalty Notices (FPNs) for fly tipping.

It was reported that currently, fly tipping offences were dealt with by prosecution only, which involved the production of detailed investigative reporting and attendance at court to give evidence. Securing a prosecution therefore, was a relatively costly and resource intensive process. The ability to use FPNs provided the opportunity to deal with incidents in a more efficient, cost-effective and proportionate manner. Members were advised that setting a high penalty amount would also ensure that FPNs could act as a deterrent to offenders, with an expected decrease in the number of fly tipping incidents as a result.

It was noted that the Environment and Urban Renewal Policy and Performance Board Waste Working

Party had scrutinised the matter of set fly-tipping FPN levels. Examples of the amounts set by neighbouring local authorities for FPNs and any discounts applied for early payment were set out in the report. It was recommended that Halton set its FPN at the maximum amount of £400, with a discounted amount offered if paid within ten days.

RESOLVED: That

- 1) the Council's approach to dealing with fly-tipping, as set out in the report, be endorsed; and
- 2) the Council's Fixed Penalty Notice level for fly-tipping offences be set at £400 and reduced to £300 if paid within ten days.

Strategic Director
- Enterprise,
Community &
Resources

ECONOMIC DEVELOPMENT PORTFOLIO

EXB114 APPRENTICESHIP SERVICES AND HOUSEHOLD APPROACH TO SUPPORTING RESIDENTS INTO WORK

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the delivery of Apprenticeship Services in the Liverpool City Region (LCR).

The Board was advised that the Skills Funding Agency (SFA) had offered Halton the contract to deliver Apprenticeship Services for the LCR. It was reported that funding would be used to deliver a series of Apprenticeship Hub-related activities across the LCR, as detailed in the report, with the value of the contract set at approximately £875k. Halton would have overall financial management of the contract, with elements of activity commissioned out to partner organisations.

It was reported that, in line with the introduction of Universal Credit, the LCR recognised the importance of working with, and having a better understanding of, household poverty and unemployment. There was a need to work with whole households to improve the retention and progression of residents into work. This approach would have four key principles:

- Household focus;
- Holistic focus;
- Employer focus; and

- Partnership focus.

Local arrangements within each of the six constituent Council areas, would ensure that provision was locally situated and integrated. However, it was noted that the number of Halton families that would be offered assistance had not been finalised.

RESOLVED: That

- 1) progress on both projects be noted; and
- 2) Halton Borough Council accept the Skills Funding Agency contract on behalf of the Liverpool City Region Combined Authority to deliver Apprenticeship Services.

Strategic Director
- Enterprise,
Community &
Resources

RESOURCES PORTFOLIO

EXB115 ANNUAL REVIEW OF CONSTITUTION 2017

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought the approval of the Council to a number of changes to the Constitution.

Members were advised that the revised version picked up the changes to the Council's working arrangements that had taken place during the year, as well as other changes which were intended to assist the Council to operate more effectively.

The proposals for change had been considered by the Chief Executive and the Executive Board Member for Resources in accordance with Article 16.02. It was reported that, apart from the purely technical changes, the proposed amendments that were considered to be of particular significance were listed as an appendix to the report.

RESOLVED: That Council be recommended to approve the revised Constitution, including the matters set out in Appendix 1 attached to the report.

Strategic Director
- Enterprise,
Community &
Resources

EXB116 PENSIONS DISCRETIONS STATEMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the annual publication of the Pensions Discretion Statement.

The Board was advised that the 2016/17 Pensions

Discretion Statement (the Statement) had been approved at its meeting in March 2016. The Statement for 2017/18 was based upon the previous Statement, and it was reported that no new discretions had been added or removed. In addition, there had been no material changes to the Local Government Pension Scheme Regulations 2013, that would result in a change in the Statement. It was noted that minor drafting changes had been made to incorporate revised amounts for Shared Cost Additional Pension Contributions, which was increased annually in line with the cost of living.

RESOLVED: That the Pensions Discretion Statement for 2017/18 be approved.

Strategic Director
- Enterprise,
Community &
Resources

EXB117 REVIEW OF COUNCIL WIDE FEES AND CHARGES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the proposed fees and charges for Council services for 2017/18.

The Board was advised that as part of the budget preparations for 2017/18, a review of fees and charges had been carried out. It was proposed that generally fees and charges be increased in line with inflation, although some had been reviewed with consideration given to the impact of the price change.

Attached at Appendix A was a schedule of statutory fees which may increase during the coming financial year. Chargeable rates for The Brindley and the Registrar's Service were attached at Appendix B.

RESOLVED: That the proposed fees and charges for 2017/18 as set out in Appendix A and for 2018/19 as set out in Appendices B and C, attached to the report, be approved.

Strategic Director
- Enterprise,
Community &
Resources

EXB118 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 3 2016/17

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on progress against key objectives/milestones and performance targets for the third quarter to 31 December 2016.

The Board was advised that the Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate. The Board noted that such information was key to the Council's performance management arrangements and the Executive Board had a

key role in monitoring performance and strengthening accountability. Performance Management would continue to be important in the demonstration of value for money and outward accountability.

RESOLVED: That the report and progress and performance information be noted.

LEADER'S PORTFOLIO AND PHYSICAL ENVIRONMENT PORTFOLIO

EXB119 MERSEY GATEWAY REGENERATION - DEVELOPMENT, INVESTMENT AND DELIVERY PLAN 2017-27 - KEY DECISION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which presented the draft Mersey Gateway Plus Regeneration Plan 2017-2027 (the Plan).

The Board was advised that the Plan sought to maximise the economic benefits of the Mersey Gateway Project beyond its construction period. It was reported that the Plan would facilitate the development of a steady pipeline of regeneration and development opportunities over a 10-15 year period, and that it would be the first in a suite of documents that would form Halton's Economic Growth Strategy, as detailed in the report.

Reason(s) for Decision

Adoption of the Plan had the potential to drive continuing regeneration of the Borough for the next ten years and was likely to have a positive impact on the economic well-being of residents in Halton Borough.

Alternative Options Considered and Rejected

To adopt a project by project approach to maximising the regeneration benefits of the Mersey Gateway. However, this approach would result in a short-term piece-meal approach which would make it difficult to use the Mersey Gateway "brand" in a productive way.

Implementation Date

1 April 2017.

RESOLVED: That

- 1) the draft Mersey Gateway Plus Regeneration Plan be approved;
- 2) the priorities and proposed actions outlined in the report and accompanying documentation be agreed;
- 3) the Plan be used as a vehicle for prioritising resources in respect of Economic Regeneration opportunities; and
- 4) the Plan is formally launched in May 2017.

Strategic Director
- Enterprise,
Community &
Resources

EXB120 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 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, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

RESOURCES PORTFOLIO

EXB121 DISPOSAL OF FORMER CARETAKERS HOUSE AT SIMMS CROSS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the disposal of the former caretaker's house at Simms Cross School, Widnes.

The report set out details of the current condition of the property, which was surplus to requirements, since being vacated in 2016.

RESOLVED: That

- 1) the proposal to bring the former caretaker's house to the market as soon as possible by auction, placing a reserve price as stated in the recommendation, be approved; and
- 2) the Operational Director, Legal and Democratic Services and the Operational Director, Economy, Enterprise and Property, be authorised to send their nominees to attend auction to commit the Council to a sale in excess of the reserve price.

Strategic Director
- Enterprise,
Community &
Resources

MINUTES ISSUED: Monday 20 March 2017

CALL-IN: 27 March 2017

Any matter decided by the Executive Board may be called in no later than 5.00pm on Monday 27 March 2017

Meeting ended at 2.49 p.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 20 April 2017 in The Boardroom, Municipal Building

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, G. Cook, D. Parr, I. Leivesley and M. Vasic

Also in attendance: None

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

EXB123 MINUTES

The Minutes of the meeting held on 16 March 2017 were taken as read and signed as a correct record.

Following the decision of the Board in relation to the award of the Domiciliary Care Contract Tender, (see Minute EXB108 of 16 March 2017), the intention to award to single provider A was advertised on the Chest Portal, as was required by procurement legislation. A legal challenge to that course of action had been received and the Executive Board were asked to consider what action should be taken in the light of that challenge.

Having considered the legal advice provided and the potential risk to the Council of carrying on with the current process, the Executive Board

RESOLVED: That

- 1) the current tendering process be halted;
- 2) the process be re-started, with a review of the contracted documentation taking place in the light of the legal challenge; and

Action

Strategic Director
- People

- 3) the results of the retendering exercise be brought back to the Board for a final decision to be taken.

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO

EXB124 HOME TO SCHOOL AND COLLEGE TRAVEL AND TRANSPORT POLICY FOR CHILDREN & YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND), AND HOME TO SCHOOL TRAVEL & TRANSPORT POLICY (STATUTORY SCHOOL AGE) - KEY DECISION

The Board considered a report of the Strategic Director, People, which sought approval for two policies relating to school travel and transport.

The Board was advised that the Local Authority had a statutory duty to ensure suitable travel arrangements were made, where necessary, to facilitate a child's attendance at school. At the meeting of Executive Board on 19 January 2017, the Board approved revised criteria and an application process for inclusion in the Home to School and College Travel and Transport Policy for Children with Special Educational Needs and Disabilities (SEND).

Following this, two separate policy documents were finalised and presented for the Board's approval.

Reason(s) for Decision

The decision was required to fulfil the Council's statutory duty to promote the use of sustainable travel and transport.

Alternative Options Considered and Rejected

None.

Implementation Date

The two policies would be implemented for the September 2017 academic intake.

RESOLVED: That the revised Home to School and College Travel and Transport Policy for Children and Young People with Special Educational Needs and Disabilities, and the Home to School Travel and Transport Policy (Statutory School Age), be approved.

Strategic Director
- People

HEALTH AND WELLBEING PORTFOLIO

EXB125 HEALTH & WELLBEING STRATEGY - KEY DECISION

The Board received a joint report of the Director of Public Health and the Director of Commissioning, Halton CCG, on the One Halton Health and Wellbeing Strategy (the Strategy).

The Board was advised that the Strategy aimed to improve the health and wellbeing of the population of Halton by empowering and supporting local people from the start to the end of their lives. The Strategy would inform collaborative action for the Council, NHS, Social Care, Public Health and other key partners. This would provide an overview of One Halton, an updated health and wellbeing profile, an update on progress since 2013 and details on how success would be measured.

Reason(s) for Decision

The Health and Social Care Act 2012 established Health and Wellbeing Boards as a forum where key leaders from the health and care system worked together to improve the health and wellbeing of their local population and reduce health inequalities. The current Health and Wellbeing Strategy expired in 2016 and a refreshed Strategy was therefore required to outline how Health and Wellbeing Board Members would collaborate to deliver more joined-up services in the future. The Executive Board was therefore asked to ratify the One Halton Health and Wellbeing Strategy (2017-2022).

Alternative Options Considered and Rejected

None.

Implementation Date

April 2017.

RESOLVED: That the One Halton Health and Wellbeing Strategy (2017-2022) be approved and the development of Action Plans for identified priorities be supported.

Director of Public Health

EXB126 SENSORY SUPPORT SERVICES

The Board considered a report of the Director of Adult Social Services, which contained an update on the proposed model for Sensory Support Services.

The Board was advised that a number of factors had delayed the procurement of a Sensory Support Service across the Liverpool City Region (LCR), as detailed in the report. It was reported that these delays had afforded Halton additional time to evaluate the proposed specification and suitability for Halton.

The report set out details of Halton's current provision and that of the LCR proposal. However, it was noted that the proposed next steps would be to explore the viability of re-contracting a service for Halton, bringing together all aspects under one contract, with a revised service specification to reflect a reduction in duplicated provision and the development of an efficient, quality service with accessible provision.

RESOLVED: That

- 1) approval be given for the withdrawal of Halton from the commissioning of a Liverpool City Region (LCR) model of delivery for the Sensory Support Service; and
- 2) approval be given for the scoping of a local (Halton) model of delivery for the Sensory Support Service.

Director of Adult
Social Services

TRANSPORTATION PORTFOLIO

EXB127 STREET LIGHTING ENERGY PROCUREMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on Street Lighting Energy Procurement.

The Board was advised that Halton used Utilities Procurement Group (UPG), an energy procurement specialist for the public sector, for the purchase of its un-metered electricity supply. As the energy market was often volatile, it was noted that UPG used their knowledge of the market to determine the best time to seek tenders.

It was reported that the Council's current contract with British Gas expired on 31 March 2017. UPG invited tenders on the Council's behalf, the details of which were set out in the report. It was further noted that the Street Lighting Energy contract had to be accepted within very short timescales, which required the waiver of Procurement Standing Orders. The Board noted the action taken by the

Strategic Director in accepting the offer of supply from Scottish and Southern Energy (SSE). This action had also been reviewed by Internal Audit.

RESOLVED: That

- 1) the new supply contract for un-metered electricity with Scottish and Southern Energy be endorsed;
- 2) the Board endorse the waiving of Procurement Standing Orders 2.2 to 2.11 for the purchase of un-metered electricity;
- 3) it be recorded that the expenditure was anticipated to be in excess of £1.0m per annum; and
- 4) Utilities Procurement Group (UPG) continue to be used to manage our street lighting energy provision.

Strategic Director
- Enterprise,
Community &
Resources

RESOURCES PORTFOLIO

EXB128 DISCRETIONARY NON DOMESTIC RATE RELIEF

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which set out details of two applications for discretionary non-domestic rate relief.

The Board was 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. This relief had previously only been available to organisations that were a charity, a community amateur sports club or a not-for-profit organisation.

Since 1 April 2013, the Council had been responsible for funding 49% of any award of mandatory or discretionary rate relief granted, with Government meeting the remaining 51%.

Details of both requests were set out in the report for Members' consideration.

RESOLVED: That

- 1) the request for 15% discretionary rate relief from Age Concern Mid Mersey for the period 1 April

Strategic Director
- Enterprise,
Community &
Resources

2016 to 31 March 2019, be approved; and

- 2) the request for 15% discretionary rate relief from Halton Autistic Family Support Group Ltd, for the period 1 June 2016 to 31 March 2019, be approved.

EXB129 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 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, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

TRANSPORTATION PORTFOLIO

EXB130 SURFACE TREATMENT TERM MAINTENANCE CONTRACT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to award a tender for the Surface Treatment

Term Maintenance Contract 2017/27.

The Board was reminded that at its meeting on 15 September 2016, permission had been granted to proceed with the procurement of a new Surface Treatment Term Maintenance Contract.

The report set out the details of the tender process which had been undertaken for Members' consideration.

RESOLVED: That the Board accept the tender of Road Maintenance Services Ltd for the Surface Treatment Term Maintenance Contract 2017/27.

Strategic Director
- Enterprise,
Community &
Resources

MINUTES ISSUED: 26 April 2017

CALL-IN: 4 May 2017

Any matter decided by the Executive Board may be called in no later than 5.00pm on 4 May 2017

Meeting ended at 2.09 p.m.

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EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 15 June 2017 in The Boardroom, Municipal Building

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, G. Cook, I. Leivesley, M. Vasic, E. Dawson and S. Wallace-Bonner

Also in attendance: None

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

Action

The Board wished to place on record their deepest sympathy with all those that had been affected by the recent fire at Grenfell Tower, in North Kensington (London). Tributes were paid to the emergency services for their hard work in assisting the victims and those in the wider community.

The Leader requested Officers to take immediate steps to ensure that safety checks on Council buildings and those properties operated by housing trusts in the Borough were up to date and carried out to a satisfactory standard.

EXB1 MINUTES

The Minutes of the meeting held on 16 May 2017 were taken as read and signed as a correct record.

HEALTH AND WELLBEING PORTFOLIO

EXB2 ADULT SOCIAL CARE ADDITIONAL FUNDING

The Board considered a report of the Strategic Director, People, regarding the allocation of additional funding for Adult Social Care.

The Board was advised that additional funding for Councils in England over the next three years had been announced by the Chancellor in the Spring 2017 budget. It

was reported that this would help to close the gap in Government funding for Adult Social Care. It would meet the needs of adult social care and reduce the pressures on the NHS.

It was noted that a small number of grant conditions had been applied to ensure that the money was spent on adult social care services and supported the improvement in performance at the health and social care interface. Members were advised that the grant would be pooled into the Better Care Fund pooled budget once agreement had been reached with the Health and Wellbeing Board.

RESOLVED: That Executive Board agree to the recommendations as detailed in Section 4.0 of the report.

Strategic Director
- People

EXB3 WIDNES VIKINGS - JOINT COMMISSIONING PROPOSAL

The Board considered a report of the Strategic Director, People, which sought approval for a joint commissioning arrangement for Widnes Vikings to deliver a co-ordinated package of sport and physical activities using the Vikings brand.

The Board was advised that historically, Halton Borough Council had commissioned the Widnes Vikings to deliver a range of health and wellbeing activity to local people across a variety of age groups. The contract enabled access to groups of people who traditionally would not engage with health and wellbeing services.

It was reported that due to budget reductions in recent years, the contract value had reduced significantly.

In order to improve key health and wellbeing outcomes, it was proposed that an integrated approach to working with Widnes Vikings, NHS Halton CCG and the Halton Health Improvement Team be adopted. This approach would reduce duplication and further enhance the delivery of key outcomes from public health investment.

RESOLVED: That a waiver of Procurement Standing Order 1.14.3 (f) be approved to allow the joint commissioning of Widnes Vikings by Halton Borough Council, Public Health and NHS Halton CCG.

Strategic Director
- People

TRANSPORTATION PORTFOLIO

EXB4 JOINT INTELLIGENT TRANSPORT SYSTEMS
CONTRACT FOR THE LIVERPOOL CITY REGION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the formation of a Joint Intelligent Transport Systems Contract (ITS) for the Liverpool City Region (LCR).

The Board was advised that, in order to achieve savings and efficiencies in the operation of highways and traffic functions within the LCR, opportunities for joint working were under consideration. The first of these opportunities would be the installation and maintenance of Intelligent Transport Systems (ITS). Details of the joint contract provision were set out in the report, and it was noted that it would include an option for the provision of new installations and refurbishment of existing installations other than routine maintenance.

Members noted that it was proposed that Halton would lead on the procurement of the new contract with support from Sefton Borough Council, and be managed under Halton's Procurement Standing Orders. However, the evaluation and award decision would be based on an agreed set of evaluation scores from an evaluation panel made up of representatives from the participating local authorities.

RESOLVED: That

- 1) the continuation of current Officer discussions to develop a Joint ITS Contract for the Liverpool City Region be approved, and that, subject to a satisfactory conclusion to these discussions, Halton be party to the tendering process for the award of a new contract, with it leading on the procurement exercise;
- 2) subject to a satisfactory tendering process, Halton becomes part of the Joint ITS Contract from 1 April 2018; and
- 3) it be recorded that the expenditure is anticipated to be in excess of £1.0m over 10 years, if the contract utilises all the possible extensions.

Strategic Director
- Enterprise,
Community &
Resources

EXB5 PASSENGER TRANSPORT CONTRACT TENDERS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on Passenger Transport Contract Tenders.

The Board was advised that the Council's Transportation Co-ordination section was responsible for a complex range of passenger transport contracts and arrangements for vulnerable children and adults. It was reported that the Passenger Transport Dynamic Purchasing System (DPS) was a mechanism for the Council to identify transport providers capable of delivering the specialist nature of transport contracts on its behalf. The DPS process provided a platform to advertise long term and short term contracts over a reduced advertising period.

Members were advised that the DPS process had the potential to attract additional transport suppliers which would enable extra capacity to cope with the volume of contract work which the Council required.

RESOLVED: That

- 1) the Passenger Transport Contract Tenders on behalf of designated specialist assessment departments within the People Directorate be acknowledged; and
- 2) the Board support the requirement to tender and procure passenger transport contracts through an electronic DPS process.

Strategic Director
- Enterprise,
Community &
Resources

EXB6 TENDER FOR THE PROVISION OF COMMERCIAL VEHICLE AND PLANT SPARES & COMPONENTS AND REQUEST TO WAIVE STANDING ORDERS

The Board considered report of the Strategic Director, Enterprise, Community and Resources, on a request to waiver Procurement Standing Orders for the tender and provision of Commercial Vehicle and Plant Spares and Components.

The Board was advised that the Fleet Management and Maintenance department was responsible for the servicing, repair and safe operation of a diverse range of vehicles, plant and machinery. It was noted that the existing contract for the supply of vehicle spares and components would end on 31 July 2017. It was proposed that new

contract arrangements would provide for greater level of flexibility, with an anticipated start date of 1 February 2018.

In order to allow a robust procurement process to take place, a waiver of Financial Standing Orders was sought to cover the six month period before the start of the new contract.

RESOLVED: That

- 1) the Board note that a procurement process will be entered into with the purpose of securing the supply and management of Commercial Vehicle and Plant Spares and Components for use in the maintenance and repair of the Council's operational vehicle fleet, plant and equipment; and
- 2) the Board approves the waiver of Procurement Standing Orders to the value of £147,000 to cover a six month period from 1 August 2017 to 31 January 2018 under the existing agreement with Carberry Park Bootle Brake and Clutch Limited, as an interim measure, whilst a procurement process referred to in Resolution 1) be entered into.

Strategic Director
- Enterprise,
Community &
Resources

ENVIRONMENTAL SERVICES PORTFOLIO

EXB7 LOCAL DEVELOPMENT SCHEME - UPDATE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the Local Development Scheme (LDS).

The Board was advised that the LDS was a public statement of Halton Borough Council's three year work programme for production of the Local Plan. It was reported that the process of making Local Plans was lengthy due to the detailed protocols set out in legal acts and regulations.

The LDS, attached at Appendix 2, allowed for a degree of over-programming to ensure that resource capacity was continually engaged such as during periods of public consultation. There were also a number of supporting and process documents which the Council was required to produce, as set out in the report.

RESOLVED: That

- 1) the Halton Borough Council Local Development Scheme (LDS) 2017 Revision, as detailed in the Appendix 1 attached to the report, shall have effect from 22 June 2017; and
- 2) any minor drafting amendments to be made to the LDS document (attached at Appendix 2), be agreed by the Operational Director, Policy, Planning and Transportation, in consultation with the Executive Board Member for Physical Environment.

Strategic Director
- Enterprise,
Community &
Resources

RESOURCES PORTFOLIO

EXB8 2017/18 TO 2019/20 CAPITAL PROGRAMME

The Board considered a report of the Operational Director, Finance, which presented the Council's total forecast Capital Programme expenditure and associated funding for 2017/18 to 2019/20.

The report updated Members on the latest position on the Council's Capital Programme, including confirmed and indicative capital grant allocations for 2017/18 and future years. Table 1 provided details of the planned Capital Programme for 2017/18 onwards, based on current information for approved schemes. Table 2 summarised how the Capital Programme would be funded.

RESOLVED: That

- 1) approval be given to the updated Capital Programme for 2017/20, including forecast spend and funding, as set out in Table 1 and Table 2;
- 2) the Strategic Director, Enterprise, Community and Resources, in consultation with the Portfolio holder for Transportation be delegated to agree a detailed implementation programme of Highways and Transportation schemes to be delivered in 2017/18; and
- 3) the proposed use of the ICT rolling Capital Programme for 2017/18 as set out in Appendix A attached to the report, be approved.

Operational
Director - Finance

EXB9 TREASURY MANAGEMENT ANNUAL REPORT 2016-17

The Board considered a report of the Operational Director, Finance, on the Treasury Management Annual Report 2016/17.

The report updated the Board on activities undertaken on the money market as required by the Treasury Management Policy. It provided supporting information on the economic outlook, interest rate forecast, short term borrowing rates, long term borrowing rates, borrowing and investments, budget monitoring, new long term borrowing and treasury management indicators. It was noted that no debt rescheduling had been undertaken during 2016/17.

RESOLVED: That the report be noted.

EXB10 2016/17 FINANCIAL OUTTURN

The Board considered a report of the Operational Director, Finance, on the final revenue and capital spending position for 2016/17.

The Board was advised that the final accounts for 2016/17 were near completion; the revenue spending for each Department, which would be subject to external audit, was attached at Appendix 1.

It was reported that the budget savings for 2017/18 were implemented in two sets, the first of which consisted of savings of £7.9m approved by Council in December 2016. As a result of some of these savings being implemented early, they have helped to reduce the in-year overspend position, together with budget managers' efforts to limit spend to only essential items in the final quarter of the year.

The report provided details on the key budget variances within the following services:-

- Children and Families;
- Adult Social Services and Prevention and Assessment;
- Community and Environment;
- Economy, Enterprise and Property;

- ICT and Support Services;
- Planning and Transportation; and
- Corporate and Democracy.

Members were advised that the Council's Reserves and Balances had been reviewed in accordance with the Reserves and Balances Strategy. The Council's general reserve stood at £4.8m, which was considered to be at a reasonable level given the financial challenges and spending pressures facing the Council.

It was reported that during the new financial year, a review of earmarked reserves would be undertaken in order to establish those which might be released in order to establish a fund to help with balancing the budget in future years.

With regards to Capital Spending, details of spending against the 2016/17 Capital Programme were attached to the report at Appendix 2. It was noted that spending was £37.2m below the revised Capital Programme of £122m. The reason for this being so far below budget was reported as the delay in making the second payment in connection with the Mersey Gateway bridge project.

RESOLVED: That

- 1) the report be noted; and
- 2) the information within the report be taken into account when reviewing the medium term forecast and saving proposals for future years.

EXB11 DISCRETIONARY NON DOMESTIC RATE RELIEF
ACTIVE NATION UK

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on an application for non-domestic rate relief.

The Board was advised that from 1 April 2017, the Council was responsible for meeting the full cost of all mandatory and discretionary relief granted, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

An application from Active Nation UK Limited, a registered charity operating nationally, had been received. It

was reported that, as the organisation was a registered charity, there was automatic qualification for 80% mandatory relief. The organisation had applied for 15% discretionary relief, and the costs associated with this were set out in the report.

It was noted that historically, the Board had supported such applications from locally based charities and had rejected those from charities which operated nationally.

RESOLVED: That the request for 15% discretionary rate relief from Active Nation UK Limited for the period 6 February 2017 to 31 March 2019, be refused on the grounds of being a charity which operates nationally.

Strategic Director
- Enterprise,
Community &
Resources

EXB12 DISCRETIONARY BUSINESS RATES RELIEF REQUEST - CONTACT GROUP

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which contained details of an application for Discretionary Business Rates Relief.

The Board was advised that the Business Rates Retention Scheme was intended to offer councils a financial incentive to promote economic growth. It was reported that the Council has considered such applications on a case by case basis and only awarded such relief where there were exceptional reasons.

The report set out details of the request for Members' consideration.

RESOLVED: That the Contact Group's request for 100% discretionary business rates relief in respect of Unit 17, Mulberry Avenue, Turnstone Business Park, Widnes, on the basis set out in paragraph 3.8 of the report, be rejected.

Strategic Director
- Enterprise,
Community &
Resources

EXB13 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 4 2016 - 17

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on progress against key objectives/milestones and performance targets for the fourth quarter year-end to 31 March 2017.

The Board was advised that the Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate, being aligned to Council

priorities or functional areas. The Board noted that such information was central to the Council's performance management arrangements, with the Board having a key role in monitoring performance and strengthening accountability.

RESOLVED: That the report and progress and performance information be noted.

COMMUNITY AND SPORT PORTFOLIO

EXB14 EXTENSION OF BRINDLEY CAFE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which set out a proposal for the extension of the Brindley Theatre café.

The Board was advised that since opening, the visitor numbers to the theatre have increased but that many people visit the café facilities without visiting the theatre. At busy times, the seating capacity is insufficient resulting in a potential loss in income generation for the Council.

It was noted that the proposal to extend the café would double the current seating provision of 40 and would provide much needed additional facilities for customers, with an anticipated generation of additional income over and above the running costs and capital financing costs.

RESOLVED: That

- 1) the proposal for the extension to the Brindley Theatre café facility, as outlined in the report and appendices, be approved; and
- 2) Council be recommended to include £80,000 within the 2017/18 Capital Programme for this scheme, to be funded as outlined in paragraph 5.1 of the report.

Strategic Director
- Enterprise,
Community &
Resources

EXB15 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 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, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

PHYSICAL ENVIRONMENT PORTFOLIO

EXB16 DEVELOPMENT AT EGERTON STREET, RUNCORN

This item was deferred so that further options for the site could be investigated.

MINUTES ISSUED: Monday 20 June 2017

CALL-IN: 27 June 2017

Any matter decided by the Executive Board may be called in no later than 5.00pm on Monday 27 June 2017

Meeting ended at 2.20 p.m.

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HEALTH AND WELLBEING BOARD

At a meeting of the Health and Wellbeing Board on Wednesday, 29 March 2017 at the Karalius Suite, Halton Stadium, Widnes

Present: Councillors T. McInerney, Polhill, Woolfall and Wright and G. Ferguson, S. Banks, E. Bragger, N. Bunce, P. Cooke, B. Connell, S. Ellis, A. Fairclough, J. Fuller, T. Hill, D. King, M. Larking, E. O'Meara, C. Ogier, S. Semoff, R. Strachan, L. Taylor, S. Wallace-Bonner and A. Williamson

Apologies for Absence: M. Vasic, A. McIntyre, M. Pickup, S. Constable, D. Davies, D. Parr and S. Yeoman

Absence declared on Council business: None

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

Action

HWB26 MINUTES OF LAST MEETING

The Minutes of the meeting held on 18th January 2017 having been circulated were signed as a correct record.

On behalf of the Board, the Chair thanked Simon Banks, NHS Halton CCG for his contribution to the Board and wished him well in his new job.

HWB27 PRESENTATION - DEMENTIA UPDATE

The Board received a presentation from Jackie Fuller and Cheryl Ogier, both Admiral Nurse Practitioners for Five Borough's Partnership. Admiral Nurses were specialist dementia nurses who gave practical and emotional support to family carers, as well as the person with dementia. The team worked with the family carer as a primary client, providing families with the knowledge to understand the condition and its affects and the skills and tools to improve communication. They also provided emotional and psychological support to help family carers to continue to care for their family member.

The presentation provided examples of case studies, which included the outcomes, as a result of the support

provided by Admiral Nurses, for both the families and the person with dementia. In addition, Members of the Board were advised on how to access the Admiral Nurse Service.

The Board also received an update report on dementia diagnosis rates, services and priorities within Halton and future emerging issues. The dementia diagnosis rate target in Halton of 75% by March 2017 was set locally by NHS Halton Clinical Commissioning Group (CCG). In April 2016 Halton reached a diagnosis rate of 72%. Following on from this work had been carried out locally to focus efforts on improving diagnosis rates, including regular contact with GP practices by NHS Halton CCG to raise awareness of the Dementia Quality Toolkit.

On behalf of the Board, the Chair thanked the Admiral Nurse Practitioners for their informative presentation.

RESOLVED: That the report be noted.

HWB28 PRESENTATION - BOWEL CANCER SCREENING INTERVENTION

The Board considered a presentation from David King, Health Improvement Specialist – Advanced Halton Health Improvement Team, which provided an update on a research study undertaken around Bowel Cancer Screening in Halton. Bowel Cancer Screening was currently led by Public Health England but performance was monitored at local authority level. The presentation outlined details of the screening programme available every two years to all men and women aged 60 – 74 years. Currently, the Halton screening uptake was 52.2% with a North West average of 55.9% and a national average of 57.1%.

Mr King outlined to Members of the Board details on research he had undertaken to improve the Halton screening percentage across three GP practices. Through established links from health improvement work, two practices in Widnes and one in Runcorn were identified to take part in an 8 week intervention period. The intervention aimed to target non-responders to the screening invite by telephoning people once their GP practice was informed by the Regional Screening Hub. Within the three practices Health Improvement Trainers were given training to contact people who declined the original invitation. It was noted that 240 non responders were targeted and as a result of the telephone calls and an agreement with the regional screening hub, replacement kits were ordered directly from the practice. Results showed an average increase in

screening by almost 10% (9.7%) as a result of the intervention.

Members were also advised on work that had taken place to date following the research exercise. It was noted that a potential to expand the methodology across all GP practices would need extra resources to avoid an unequitable offer. To date, currently no funding had been identified to widen the offer. However, using existing resources, the practice of intervention had begun within five different GP practices for the next six months to build a business case further.

On behalf of the Board, the Chair thanked Mr King for the informative presentation.

RESOLVED: That the report be noted.

HWB29 INTEGRATED WELLNESS SERVICE ANNUAL REPORT

The Board considered a report of the Director of Public Health, which provided an update on the performance of the Integrated Wellness Service for the period January to December 2016, as detailed in the Annual Report. Halton's Integrated Wellness Service comprised Halton Health Improvement Team and Sure Start to Later Life and was an in house service within the Council. The team played a significant role in addressing the five priorities contained in Halton's Health and Wellbeing strategy (2015/2018) and worked with local clinicians and Health and Social care colleagues to deliver innovative, evidence based and measureable interventions such as breastfeeding support, stop smoking, healthy weight, falls prevention and access to low level early intervention and prevention services across the community.

It was reported that over the period the service had seen an upturn in people accessing all of the initiatives, with the service having engaged with in excess of 18,000 people across a range of programmes. Details of how the service would continue to develop and the range of initiatives proposed in 2017 were outlined in the Annual Report.

RESOLVED: That the report be noted.

HWB30 PHARMACEUTICAL NEEDS ASSESSMENT

The Board considered a report of the Director of Public Health, which provided an update on the Pharmaceutical Needs Assessment (PNA), including risks

associated with it and proposed local governance. The PNA was a statutory document that stated the pharmacy needs of the local population. This included dispensing services as well as public health and other services that pharmacies may provide. It was used as the framework for making decisions when granting new contracts and approving changes to existing contracts as well as for commissioning pharmacy services.

It was proposed that the current framework developed across Merseyside would be used to produce the Halton PNA. This would ensure that, although each local authority PNA would be developed locally and differ according to the local area and population, it would continue to be in the same format which would make it easier to use and review. A Cheshire and Merseyside group of local authority PNA leads, the NHS England Pharmacy Contracts Team and representatives from the Local Pharmaceutical Committees had started to meet to discuss common elements of the PNA, both content and information gathering exercises.

The Board were asked to nominate Board level sponsors with responsibility for the PNA, with the management of the PNA being passed to the local Steering Group led by Public Health. The Steering Group would oversee the operational development and consultation for the PNA, reporting back to the Board for approval at strategic stages of the process, in line with the regulations. The next PNA must be published by the 1st April 2018.

The Board noted the financial risk associated with decisions based on information in the PNA which may open the Board up to Judicial Review.

RESOLVED: That

- (1) Councillor Wright, Paul Cooke and Stuart Ellis be nominated as a Board level sponsors for the PNA;
- (2) the financial risks associated with the PNA be logged through Halton Borough Council's Risk Assessment and Register process; and
- (3) the establishment of a local steering group to oversee the PNA development process in line with the national regulations be noted. This group would report back to the Board on the draft before the statutory consultation began

and following this period detailing the Board's responses to feedback.

HWB31 HEALTH AND WELLBEING STRATEGY

The Board considered a final version of the One Halton Health and Wellbeing Strategy (2017/2022). The One Halton Health and Wellbeing Strategy was an overarching strategy to improve health in Halton. The new Strategy would build upon the successes of the previous strategy and outlined the key priorities which the Health and Wellbeing Board would focus on over the next five years. It had been developed using a partnership approach and was developed by a multi-agency steering group. The new Strategy provided:-

- An overview of One Halton;
- Principles of joint working;
- A joint vision, new priorities and how and why these were chosen;
- An updated health and wellbeing profile for Halton;
- An outline of the progress made since 2013 and the challenges that remained;
- Examples of innovative work already being undertaken within Halton that took a place based approach, working with local people and using local assets e.g. Well North, Healthy New Towns; and
- How success would be measured.

The priorities for 2017-2022 of the One Halton Health and Wellbeing Strategy included:-

- Children and Young People: improved levels of early child development;
- Generally Well: increased levels of physical activity and healthy eating and reduction in harm from alcohol;
- Long term conditions: reduction in levels of heart disease and stroke;
- Mental Health: improved prevention, early detection and treatment;
- Cancer: reduced level of premature death; and
- Older People: Improved quality of life.

RESOLVED: That the final version of the Strategy be approved and the development of Actions Plans for the identified priorities be supported.

Meeting ended at 3.40 p.m.

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**CHILDREN YOUNG PEOPLE AND FAMILIES POLICY AND PERFORMANCE
BOARD**

At a meeting of the Children Young People and Families Policy and Performance Board on Monday, 12 June 2017 in the Civic Suite, Town Hall, Runcorn

Present: Councillors Dennett (Chair), Logan (Vice-Chair), Cassidy, Edge, C. Gerrard, P. Hignett, Horabin, P. Lloyd Jones, Parker, Rowe and J. Stockton

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. McIntyre, A. Jones, T. Coffey and M. West

Also in attendance: One Member of the public

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

Action

CYP1 MINUTES

The Minutes of the meeting held on 30 January 2017 were taken as read and signed as a correct record.

CYP2 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

CYP3 EXECUTIVE BOARD MINUTES

The minutes relating to the Children, Young People and Families Portfolio which had been considered by the Executive Board since the last meeting of this Board, were attached at Appendix 1 for information.

RESOLVED: That the minutes are noted.

CYP4 ANNUAL REPORT 2016-17

The Chair presented the Children, Young People and Families Policy and Performance Board's Annual Report for 2016-17.

He wished to place on record his thanks to Members and Officers for their commitment, support and hard work carried out throughout the year.

RESOLVED: That the 2016-17 Annual Report be received.

Councillor C Gerrard declared a Disclosable Other Interest in the following item as she was employed as a Social Worker in Lancashire's Children's Service.

CYP5 THE CHILDREN AND SOCIAL WORK ACT 2017 - PRESENTATION

The Board received a presentation which informed of the changes to statutory duties to children and young people and the reform of social work outlined in the Children and Social Work Act 2017.

The presentation focussed on the key areas as follows:

- Corporate parenting principles and children in care duties;
- Education duties to previously looked after children;
- The expansion of care leaver duties;
- The abolition of the Safeguarding Children's Board;
- Further regulation of social work; and
- Compulsory relationship and sex education in schools.

The changes introduced by the Children and Social Work Act 2017 were discussed in the report. It was noted that statutory regulations that outlined in more detail the impact and implementation of the specific changes would be published later in the year, for consultation before formal implementation of the relevant parts of the Act.

Members raised the following points after the presentation:

Was it possible to have stability in corporate parenting principles, one example would be the same one social worker throughout a child in care's life?

Yes it was possible although extremely challenging. On average a social worker stayed in their job for only 7 ½ years, probably due to the nature of the work, high caseloads and the demands of the job. They were a young workforce with a high turnover. It was noted that local

authorities needed to do more to support them with these difficult aspects of the job.

Will the introduction of the accreditation help improve the quality of the workforce?

It was too early to tell if the accreditation would add any value as the results of the pilot had been vague.

It was suggested by Members that the accreditation should be mandatory to avoid having two tiers of qualified social workers.

Clarity between the 3 safeguarding parties was queried and if for example a child was out of Borough, how would this relationship work?

This would not be clear until the regulations had been published. At the moment the children would still be monitored by the Safeguarding Board. If a child was being looked after in Halton they would be treated as Halton's child.

Members raised concerns over the cost to the Authority that these statutory changes would bring with them, and that many schools were already in financial trouble

There was no reference to the changes in the Funding Formula and it was understood that the cost of qualified social workers may rise. It was important to note that until the regulations were published there could be no clarity over this.

With regards to the compulsory relationship education – would parents be given the opportunity to opt out for their child?

This would be applied to all schools and did not give exceptions at the moment, although it is expected that there would be some.

What control does the LA have over privately owned children's care homes and the staff they employed?

Ofsted are the body responsible for managing twice yearly inspections and had the power to close down a home that failed an inspection. It was noted however, that if the LA had any concerns over a particular care home, they could forward these to Ofsted.

Members were also advised that a provider network was in place and that the LA did its best to influence the practice of providers. It was confirmed that other LA's were required to notify Halton if they placed one of their children in a private care home in Halton.

As the safeguarding arrangements are to come in place by 2018, will the regulations be out in time for the 3 safeguarding parties?

They should be but this was not confirmed.

Was there scope for Halton to have a variation of its own Safeguarding Board?

Yes Halton would have the same model but with different chairing arrangements. It was commented that without a statutory power partners may not engage in the same way with the three safeguarding parties.

How were Halton doing with regards to its corporate parenting principles – it would be nice to hear feedback?

These have been refreshed after consultation with the care leavers. Members would be advised of consultation responses and presented with the revised charter.

The Chair requested that reports are submitted to the Board as the Act progresses.

RESOLVED: That Members note the changes to statutory duties.

Councillor Edge declared A Disclosable Other Interest in the following item as she was temporarily employed at Woodview Child Development Centre.

CYP6 REDUCING CHILD POVERTY AND IMPROVING LIFE CHANCES

Due to the absence of the presenting Officer, the Chairman requested on behalf of the Board, that this item be deferred to the next meeting of the Policy and Performance Board in September.

RESOLVED: That the item be deferred to the next meeting of the Board.

CYP7 NATIONAL FUNDING FORMULA AND HIGH NEEDS FUNDING

Members received a presentation that provided an overview of the changes proposed through the introduction of a National Funding Formula (NFF) and revised approach to funding High Needs.

It was reported that the Department for Education (DfE) had undertaken a two phase consultation on the introduction of a NFF and High Needs Funding. For the NFF to assist with the consultation, the DfE produced indicative budgets illustrating the estimated change to each schools individual budget in 2018/2019 and 2019/20. These illustrations showed that all Halton's secondary schools would lose funding and there would be a reduction in funding for 3 small primary schools. Concerns were raised over the impact that these losses would have over these schools and the communities that they served.

The presentation also discussed the current funding position in Halton and the future funding levels for the UK proposed by the Government. The High Needs Block and its funding factors were also discussed with Members and the fact that the costs of high needs in Halton were rising year on year as more schools were identifying children with special educational needs.

RESOLVED: Members receive a further update once the funding changes had been confirmed.

CYP8 SCHOOL TERM AND HOLIDAY DATES

The Board received a report that set out the statutory requirements for the Local Authority in determining school term and holiday dates and set out some of the issues faced when seeking to determine term/holiday dates.

It was reported that under Section 32 of the Education Act 2002, the Local Authority (LA), being the employer, shall determine the dates when school terms and holidays are to begin and end for community and voluntary controlled schools.

The principles for term time setting were outlined in the report and noted and supported by Members. It was announced that the LA was proposing to consult community and voluntary controlled schools during Autumn Term 2017 on proposed dates for 2019/20 and if the schools valued this approach, it would be considered for subsequent years. It

was noted that although it would not be possible to satisfy all those that were affected by term dates; a consensus would be reached.

Further to Members' queries it was noted that free schools and academies were required to notify the LA of their holidays and to publish these in advance on their websites, which they did do. Members commented that this year's Christmas and New Year holiday dates were too early. It was reported that these could not be changed now, however, it was suggested that this could be avoided in the future.

RESOLVED: That the Board supports the principles for setting term times as set out in the report.

CYP9 PERFORMANCE MANAGEMENT REPORTS - QUARTERS 3 & 4 OF 2016-17

The Board received the Performance Management reports for quarters 3 and 4 of 2016-17 and were requested to consider and raise any questions or points of clarification in respect of these. It was noted that Members had received quarter 3 reports in advance on 16 May 2017, as these were finalised in between the Board meeting schedule.

It was noted that the key priorities for development or improvement in 2016-17 were agreed by Members and included in the Local Authorities Business Plan, for the various functional areas reported to the Board as detailed below:

- Education, Inclusion and Provision Services; and
- Children and Families Services

The reports detailed progress made against objectives and milestones and performance targets and provided information relating to key developments and emerging issues that had arisen during the period.

The following points were made in response to queries by Members from the quarter 4 reports:

- A piece of work was being carried out to assess the level of young people missing from home. Consideration would be given for the arrangements of logging missing children and the return interviews undertaken by Catch 22, the commissioned provider.
- It was noted that persistent absence from school had

increased. As this appeared to be the case across the Liverpool City Region it presented the opportunity for a joint piece of work to be undertaken to explore how attendance levels could be improved.

- The number of exclusions in Halton had increased to 41. This was a concern. Members were advised that the Pupil Referral Unit was full; there was a shortage of good quality alternative provision; and the current In Year Fair Access Protocol was being revised. To contribute towards the costs of additional provisions the Local Authority had been able to deduct a lump sum and remove the value of the Age Weighted Pupil Unit (AWPU). The lump sum deduction was no longer permitted by the DfE.
- The Head Teacher of the PRU was currently working 2 days a week with the LA to establish undertaking a review on the provision for children with emotional, social and mental health issues. Once this review had been completed it would be shared with the Board.
- It was suggested that some of the issues discussed above could be due to poor parenting, lack of nurturing, attachment issues and the changes in benefits increasing the financial challenges for many parents.

RESOLVED: That quarters 3 and 4 performance management reports be received.

Meeting ended at 8.55 p.m.

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**EMPLOYMENT, LEARNING AND SKILLS, AND COMMUNITY POLICY AND
PERFORMANCE BOARD**

At a meeting of the Employment, Learning and Skills, and Community Policy and Performance Board on Monday, 26 June 2017 in the Board Room - Municipal Building, Widnes

Present: Councillors MacManus (Chair), S. Baker, Cassidy, J Gerrard, Logan, C. Plumpton Walsh, June Roberts, Wallace and Rowe

Apologies for Absence: Councillors Edge and J. Lowe

Absence declared on Council business: None

Officers present: W. Rourke, A. Jones, T. Leather, C. Patino, M. Patino and J. Unsworth

Also in attendance: M. Dodd – LCR Apprenticeship Hub and M. O’Carroll – The Women’s Organisation.

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

		<i>Action</i>
ELS1	MINUTES	
	The Minutes from the meeting held on 20 February 2017, were taken as read and signed as a correct record.	
ELS2	PUBLIC QUESTION TIME	
	It was confirmed that no public questions had been received.	
ELS3	EXECUTIVE BOARD MINUTES	
	The Executive Board minutes relevant to the Employment, Learning and Skills, and Community PPB were submitted to the Board for information.	
ELS4	EMPLOYMENT, LEARNING, SKILLS AND COMMUNITY POLICY AND PERFORMANCE BOARD ANNUAL REPORT	
	The Board received the Employment, Learning and Skills and Community Policy and Performance Board’s Annual Report for 2016-17.	

The Chair wished to convey his thanks to the Vice Chair and all Members of the Board and Officers for their support throughout the year.

RESOLVED: That the Annual Report is received.

ELS5 LIVERPOOL CITY REGION COMBINED AUTHORITY
EMPLOYEES SUPPORT IN SKILLS (ESF) PROJECT
OVERVIEW

The Board received an overview of the ESF Employees Support in Skills Project, which was managed by Halton's Employment, Learning and Skills Division on behalf of the Combined Authority. The presentation was made by Mel Dodd who was the Skills Strategic Manager for The Hub; the Liverpool City Region (LCR) Apprenticeship Hub.

Members were advised that in the summer of 2016 the Council submitted a competitive bid for a Skills Funding Agency ESF allocation of £875,000, on behalf of the Combined Authority, to deliver a series of Apprenticeship Hub related activities. The bid was successful and the contract was officially awarded in January 2017. The first meeting with the Skills Funding Agency (now the Education and Skills Funding Agency) took place in February 2017 to agree project details. Four staff members were then recruited to drive forward the project, which included Mel Dodd.

It was noted that Halton Borough Council already held the Chair position for the LCR Apprenticeship Hub and was responsible for the Hub's activities, and financial and personnel resources on behalf of the combined Authority and Local Enterprise Partnership.

The report explained how the young people and adults across Halton and the wider LCR had benefitted from an integrated programme of activity, led or supported by the LCR Apprenticeship Hub. The report provided examples of these. Ms Dodd went on to explain the aspirations of the Hub; its strategic priorities; and the three key areas of the *ESF Employees Support in Skills Contract and Deliverables* (20 x skills shows/events, 600 x targeted stakeholder engagement meetings and 10 events to articulate sector skills for growth agreements). The Apprenticeship qualification equivalents were also presented to the Board with the vision of the Hub by 2020.

The following was noted following Members queries:

- A school leaver wishing to apply for an apprenticeship would visit the Apprenticeship Hub website to register, or could telephone the office. They would receive help and support to apply for the vacancy they were interested in and advice would be provided if for example, they needed further education to qualify for an apprenticeship;
- There may be funding available for an employer who hired an apprentice;
- The Hub did work with other partners such as Job Centre Plus (JCP), the National Careers Service, local colleges and other learning providers;
- The Apprenticeship Levy was applied in May 2017 for the private and public sectors and the advantages of hiring apprentices was being highlighted in both sectors;
- A discussion around the lack of skilled workers for Daresbury Sci-Tech took place and some Members wished to comment that the Schools were letting the children down with regards to science subjects as they were not being taught; and
- The Apprenticeship Hub would host two large 'Skills Events Shows' this year with employers from the region; smaller events would take place in Halton;

RESOLVED: That the report be noted.

ELS6 COMMUNITY CENTRES

The Board received a report that presented them with information on the Council's Community Centres for the operating periods 2015-16 and 2016-17.

It was reported that the Community Centres service provided for the management and delivery of services from five buildings: Castlefields; Ditton; Grangeway; Murdishaw and Upton. The Centres' delivered programmes of community activity, community cafes and service outlets (children's centre, youth centre, day services). It was commented that the Centres provided a community hub, a central point at the heart of the communities within which they were located for residents to enjoy. It was noted that the facilities were well utilised.

The report provided Members with a summary of

performance since 2012-13: this included attendance data; net operating costs and income. The Community Centre profiles outlined in paragraph 4 included key performance indicators which illustrated the Centres' performance over a three year period. Graphs were used to present some of the information and demonstrate the direction of travel of the performance.

In summary it was noted that overall usage of the five community centres had increased marginally by 2,154 visits with a slight increase in income. However the net operating cost position for the service demonstrated the continuous improvement and overall efficiency of the service. It was reported that although it would be challenging, the ambition for the service was to continue this trend towards a zero net operating cost.

The report continued to explain the future plans for the centres with regards to marketing; increasing activity; website development and digital services.

Members agreed that the Community Centres were crucial to the communities that they served and perhaps the local communities could be canvassed to see what they wanted at their local Centre – to make suggestions, in an attempt to increase footfalls. It was noted that each area would have different ideas according to the demographics, but the needs of the communities they served should be met if possible.

It was also noted that the net operating costs for the year 2016-17 had dropped dramatically due to efficiency savings made that year through a staff restructure, resulting in one off savings.

RESOLVED: Members welcomed and noted the report.

ELS7 BUSINESS IMPROVEMENT AND GROWTH TEAM UPDATE ON WORK PRIORITIES

The Board received a presentation informing them about the current performance and future work priorities of the Business Improvement and Growth Team. The report reflected upon the changing nature of business support both nationally and across the Liverpool City Region (LCR).

The responsibilities of the Business Improvement and Growth Team were explained to Members. It was noted that the delivery of business support across the wider LCR was

in a period of transition. It was timely therefore to consider the broader range of activities undertaken by the Team and to identify the key priorities of the Team going forward and ensure that they are focused upon those activities which would have the greatest impact upon the economic regeneration of Halton.

Members wished to thank Wesley Rourke and Tim Leather and the Business Improvement and Growth Team for the work they do for the Council and the promotion of Halton as a business destination. The Officers advised that they were continually trying to embed themselves even more within the business community as there were opportunities for business improvement that had not yet been realised. Members were provided with examples of successful outcomes due to the involvement of the Team and examples of ongoing ones where the Team were currently working with them.

It was suggested by Members that the Business Improvement and Growth Team should have a bigger presence on the Council's website, so it was easier to find and draw attention to with perhaps a link to a promotional video for the LCR Growth Hub in Halton.

RESOLVED: That Members note the activities and performance of the Business Improvement and Growth Team, including the emerging delivery model which better reflects the priorities of the Council, seeking to align local delivery with emerging LCR business support delivery.

ELS8 PRESENTATION WOMEN'S ORGANISATION

The Board welcomed Maggie O'Carroll, Chief Executive Officer of the Women's Organisation. She gave a presentation to the Board outlining the work of the organisation and how it was being funded to deliver a wide range of business starts and provide self-employment advice to residents in Halton.

In summary she explained that the 'Enterprise Hub' was an integrated package of business support consisting of: awareness raising; one to one advice; start up skills development; mentoring/coaching; access to networks; access to finance; and business processes and infrastructure, eg ICT and policies.

It was reported that there was an 18,000 business start-up deficit within the Liverpool City Region (LCR) as a whole, and that the take up in Halton was particularly low.

She provided Members with some data relating to the business start-ups up to March this year and out of 145 people who registered with the Enterprise Hub in Halton, 67% of these were women. Out of 27 new businesses started, 74% of these were women.

She explained the services of the 'Better Off Finance' programme (lead by the Citizens' Advice Bureau) which was a personal programme of advice and support that helped people take control of money and improved their job prospects.

Ms O'Carroll requested that awareness of the Women's Organisation be raised within the departments of the Local Authority (LA) so that further links could be made within the LA, SME's and amongst the communities of Halton.

Following Members questions, the following additional information was given:

- Older people (50+) were starting up in business and the types of businesses being started had changed. For example there was a growth in more digital based companies in marketing, education, software development.
- It was noted that to run a business ie, be self-employed, was not for everyone so the Organisation helped people to decide if it was for them by presenting them with a walkthrough or process of what was involved and encouraged them to think realistically;
- Members suggested that perhaps the Women's Organisation could hold an event in conjunction with the Local Authority in the Halton Stadium to raise awareness locally.

RESOLVED: That the Board noted the presentation and action points.

ELS9 PERFORMANCE MONITORING REPORTS - QUARTER 3 AND QUARTER 4 OF 2016-17

The Board received the performance management reports for quarters 3 and 4 of 2016-17 and were requested to consider and raise any questions or points of clarification in respect of these. Members had received Quarter 3 in advance of the agenda as these were finalised in between

the Board meeting schedule.

It was noted that the key priorities for development or improvement in 2016-17 were agreed by Members and included in Directorate Plans, for the various function areas reported to the Board as follows:

- Enterprise, Employment and Property Services; and
- Community and Environment

The report 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.

The following were highlighted from the reports:

- Officers wished to highlight that during June, July and August, there would be digital offers for school children in the summer programmes of the Libraries, which were free of charge;
- The reduction in the numbers of schools and nurseries engaged in family learning had dropped dramatically in quarter 4, Members raised concerns about this;
- The outcome of the revised Sci-Tech Skills Factory Capital Funding Bid was awaited;
- Congratulations were given to Chris Patino and his team on the success of the Elton John concert on 18 June; and
- Phil Redmond would be visiting the Borough and the Board would be invited to meet him.

RESOLVED: Quarters 3 and 4 2016-17 performance management reports be received.

Meeting ended at 8.40 p.m.

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HEALTH POLICY AND PERFORMANCE BOARD

At a meeting of the Health Policy and Performance Board held on Tuesday, 20 June 2017 at the Council Chamber, Runcorn Town Hall

Present: Councillors J. Lowe (Chair), S. Baker, M. Bradshaw, E. Cargill, Dennett, C. Gerrard, M. Lloyd Jones, Parker and Sinnott

Apologies for Absence: Councillor Horabin

Absence declared on Council business: None

Officers present: S. Wallace-Bonner, A. Jones, D. Nolan, L. Wilson, H. Moir and P. Preston

Also in attendance: Councillor R. Hignett (in accordance with Standing Order no. 34), Dr. D. Lyon; L. Thompson; D. Sweeney; E. Alcock and G. O'Hare – NHS Halton CCG; and M. Huddart and M. Dunn – North West Ambulance Service

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

	<i>Action</i>
HEA1 MINUTES	
The Minutes of the meeting held on 7 February 2017 having been circulated were signed as a correct record.	
HEA2 PUBLIC QUESTION TIME	
It was confirmed that no public questions had been received.	
HEA3 HEALTH AND WELLBEING BOARD MINUTES	
The draft Health and Wellbeing Board minutes of the meeting held on 29 March 2017 were submitted to the Board for information.	
HEA4 PERFORMANCE MANAGEMENT REPORTS, QUARTER 4 2016/17	
The Board received the Performance Management Reports for Quarter 4 of 2016-17. Members were advised that the report introduced, through the submission of a structured thematic performance report, the progress of key performance indicators, milestones and targets relating to	

Health in Quarter 4, which included a description of factors which were affecting the service.

Members were requested to consider the progress and performance information and raise any questions or points for clarification and highlight any areas of interest or concern for reporting at future meetings of the Board.

RESOLVED: That the Quarter 4 priority based reports be received.

HEA5 NORTH WEST AMBULANCE SERVICE NHS TRUST:
UPDATE

The Board received a presentation from North West Ambulance Service (NWAS) NHS Trust, updating them on the key issues arising from the Care Quality Commission's (CQC) inspection report published in January 2017, together with any specific issues for the Halton population when resources spent time out of area.

Members welcomed Michael Huddart, Head of Regulatory Compliance; and Matthew Dunn, Consultant Paramedic, who delivered the presentation on behalf of the Trust.

Resulting from the presentation the following points were made in response to Members' questions:

- Part of the recruitment procedure of Polish and Finnish paramedics included English Language testing; so all those recruited from these countries were fluent in the English Language;
- The difficulties in recruiting paramedics was a national issue and not unique to NWAS;
- The effect on recruitment from abroad following Brexit was unknown. It was noted that the recruitment of foreign nationals would not be long term and that the service needed to focus on the encouragement of a skilled workforce in this Country;
- Links with universities had been established to promote the need for paramedics and it was important that existing staff were supported with training and gaining qualifications as well;
- Within the recommendations there were 31 in the 'must do' category and these were being dealt with;

they were very complex however and it was difficult at this point to say how far along they were at the moment;

- The CQC would be carrying out another inspection in the future which would be unannounced;
- There was no improvement in Halton's emergency response times and the number of calls had increased.

RESOLVED: That the Board welcomes the presentation and notes the contents of the report.

HEA6 HOMELESSNESS SERVICE UPDATE

The Board received a report informing of the recent developments within the homelessness service, and to advise of recent legislative changes that would affect future homelessness and the demand for the service.

It was reported that the Housing Solutions Team had been proactively working with all client groups to reduce and prevent homelessness. The recent staffing issues were explained and it was noted that the Team would be back to full capacity by mid-November 2017.

Members were advised that the aim of the Housing Solutions Team was to assist and prevent people from becoming homeless in Halton. They also provided a community focussed and accessible service to ensure people knew where and how help could be sought if they were threatened with homelessness.

Members were referred to the table in paragraph 3.1.1 of the report which presented some key statistics taken from the statutory data report.

The report also included commentary on the following subjects:

- The Youth Officer;
- Homelessness database;
- Homelessness trends;
- Health and homelessness;
- Gypsy travellers;
- Syrian Refugee Programme;
- Supported Housing Accommodation;
- Local Policy Reviews (Gypsy Travellers; Youth Strategy; and the Homelessness Strategy; and

- Legislation (The Localism Act 2011 and the Homelessness Reduction Bill);

Following Members debate, the following responses to queries were made:

- Funding for the Syrian refugees was provided by the Home Office and support for refugees was provided by Refugee Action;
- The Board would receive further updates once the Homelessness Reduction Bill was introduced, which would be April 2018; however in the meantime further legislative guidance was expected in mid / late 2017, which would be provided to Members via updates;
- Councillor Ron Hignett, in attendance as the Portfolio Holder for Homelessness, wished to convey his thanks to the Housing Solutions Team for their hard work and dedication to the service; and
- Homelessness affected single people, couples and complete families for a variety of reasons.

RESOLVED: That Members note the report.

HEA7 NHS HALTON CLINICAL COMMISSIONING GROUP'S QUALITY REFERRAL PROGRAMME: IMPLEMENTATION OF A REFERRAL FACILITATION SYSTEM IN HALTON

The Board received a report that provided an update on the Halton Quality Referral Programme; namely the implementation of the Referral Facilitation System (RFS) as a key component of the programme. The report was presented by Dr David Lyon – Chair of the NHS Halton Clinical Commissioning Group (CCG).

It was reported that in October 2016, NHS Halton CCG's Governing Body approved an invest-to-save approach for the implementation of a RFS as part of the CCG Quality Referral Programme. This process facilitated the transfer of primary care referrals to secondary care via a secure electronic Integrated Care Gateway (ICG). The patient was then offered a choice of secondary care provision via use of the national e-referral system. The administration associated with e-referral was handled by the Referral Management Centre (RMC) which was provided by Midlands and Lancashire commissioning Support Unit (MLCSU).

The report went on to discuss phase 2 of the RFS implementation which was the introduction of a clinical triage process. Further it discussed patient communications and monitoring of the system and Members were referred to the diagrams in Appendices 1, 2 and 2 (a), which explained the current referral process, the referral facilitation process and the full referral facilitation process (including clinical triage and audit trail).

There were a number of drivers associated with the implementation of the RFS and these were also presented in the report and discussed by the Board.

Members queried the security of the IT systems in the NHS to be able to cope with the RFS. It was noted that all GP's would use the same system and all information would be stored in a 'cloud' so could not be lost. The *securenhs.net* system was robust and used nationally.

An update would be provided to the Board in approximately 6 months' time.

RESOLVED: The Board noted the update on the implementation of the RFS in Halton.

HEA8 GENERAL PRACTICE ALIGNMENT TO OLDER PEOPLE'S CARE HOMES

The Board received the outcome of the public consultation on the proposal to align General Practice to Older People's care Homes in Halton.

Members were reminded that at the Health Policy and Performance Board on 7 February 2017, the NHS Halton CCG's proposals to *Align GP's with Older People's Care Homes in Halton* were presented at the meeting, supported by Halton Borough Council. It was agreed at the meeting that the proposal amounted to substantial variation and Members therefore supported the consultation approach.

The consultation took place from 27 February 2017 to 22 May 2017 and the outcome of the consultation was appended to the report for Members information.

RESOLVED: The Board supports the alignment of GP Practice to Older People's Care homes in Halton.

HEA9 CLOSURE OF WINDMILL HILL MEDICAL CENTRE

The Policy and Performance Board was presented

with the reasons for the closure of Windmill Hill Medical Centre and the actions taken. The report was presented by Leigh Thompson – Director of Commissioning, NHS Halton CCG.

It was reported that in March 2017 NHS Halton Clinical Commissioning Group's (HCCG) Governing Body took the decision to close down Windmill Medical Centre on 31 March 2017, and to disperse the list. This followed the earlier decision to close the Windmill Hill branch surgery based in Widnes. It was noted that the practice was originally developed as part of the Equitable Access to Primary Care Programme and was being run by Liverpool Community Health (LHC), under a time limited Alternative Provider Medical Services (APMS) contract. Due to an organisational restructure at LCH there was no opportunity to extend the contract beyond its expiry date of 31 March 2017.

Members were advised that despite the decision to re-procure a GP practice at Windmill Hill, the CCG and Primary Care Team were unsuccessful in securing a new provider to take over the practice, despite extensive efforts and advertising both nationally and locally. This resulted in the CCG being left with no option other than to close the practice.

The report went on to discuss how the transfer of patients to alternative practices was managed using a Communication Handling Plan; setting a media protocol; and working with external stakeholders.

The Board was advised that the transfer of patients was a success with no problems reported. Mrs Thompson wished to convey her thanks, on behalf of the CCG, to the residents of Windmill Hill and others affected, as they had completely embraced the changes, which contributed to the success of this process.

The Board welcomed the report and the positive outcome for residents of Windmill Hill.

RESOLVED: That the Board noted the actions taken.

The Chair declared a Disclosable Other Interest in the following item as her son's partner works for a domiciliary care provider in Halton. She did not take part in the debate on this item.

HEA10 DOMICILIARY CARE/CARE HOMES – QUALITY: UPDATE

Members received an update which highlighted key issues with respect to Domiciliary Care and Care Homes locally.

By way of background it was stated that one of Halton Borough Council's priority was to ensure the provision of a range of good quality services to support adults requiring commissioned care in the Borough. The Care Act 2014 had put this on a statutory footing through a choice of diverse high quality services that promoted wellbeing.

As previously mentioned the care home market in Halton consisted of 26 registered care homes which provided 788 beds operated by 16 different providers. The capacity of these ranged from homes with 66 beds to smaller independent providers with 6 beds.

Members were advised that all care homes in Halton had now been rated by the Care Quality Commission (CQC) and the results of these were discussed in the report.

It was highlighted that the Council's Quality Assurance Team gathered intelligence and information on providers via quality and contract performance monitoring. They also operated an early warning system and Members were referred to the table in paragraph 3.9, which presented the Team's Care Home ratings for quarter 4 of 2016-17.

RESOLVED: That the report is noted.

HEA11 HALTON URGENT CARE CENTRES : UPDATE

The Board received an update on Halton's Urgent Care Centres (UCCs). Appended to the report was a list of clinical pathways in use at the UCCs.

The report presented information relating to:

- The utilisation of the UCCs for Runcorn and Widnes per month, from April 2014 to February 2017;
- The average waiting time at both Centres, from April 2014 to February 2017;
- Service user satisfaction;
- The impact of the UCCs on local hospitals; and
- Future developments.

Members wished to provide the following feedback on the UCCs :

- The reception areas, in some instances, were letting the service down;
- Patient confidentiality, perhaps due to the location of the receptions, was an issue;
- Patients were getting lost in the Health Care Resource Centre and missing their names being called; and
- Some patients had been turned away as early as 8pm with no alternative options provided to them.

It was confirmed that there was an out of hours GP (via booked appointment) at Halton Hospital in operation when the UCC was closed.

RESOLVED: That the Board notes the contents of the report and associated appendix.

HEA12 SCRUTINY TOPIC 17/18: HEALTH IMPROVEMENT TEAM (HITS)

The Board was provided with the details of the Health Improvement Team (HIT) Scrutiny Topic, as outlined in Appendix 1. Appendix 2 showed the schedule of meetings.

RESOLVED: That

- 1) the Board notes the report;
- 2) approves the Topic Brief outlined in Appendix 1; and
- 3) notes the Scrutiny Topic Working Group meeting schedule, with the invitation extended to all Members of the Board to attend.

HEA13 HEALTH POLICY AND PERFORMANCE BOARD ANNUAL REPORT : 2016/17

The Board received the Health Policy and Performance Board's Annual Report for April 2016 to March 2017.

It was noted that Members comments on the General Practice Alignment to Care homes paper presented at today's meeting, would be incorporated in the annual report.

The Chair wished to thank her Vice Chair and all Board Members and officers for their contributions over the past year.

RESOLVED: The Annual Report be noted.

Meeting ended at 8.25 p.m.

SAFER POLICY AND PERFORMANCE BOARD

At a meeting of the Safer Policy and Performance Board on Tuesday, 13 June 2017 at the Council Chamber, Runcorn Town Hall

Present: Councillors Thompson (Chair), N. Plumpton Walsh (Vice-Chair), Abbott, Edge, J Gerrard, V. Hill, P. Lloyd Jones, Osborne and Zygadlo

Apologies for Absence: Councillor S. Baker and K. Loftus

Absence declared on Council business: None

Officers present: M. Andrews, M. Antrobus, C. Patino and G. Ferguson

Also in attendance: Councillors D. Cargill and Nelson and Lynsey McVay from Cheshire Fire and Rescue Service.

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

	<i>Action</i>
SAF1 CHAIRMAN'S ANNOUNCEMENTS	
The Chair announced that:	
<ul style="list-style-type: none"> • the Police and Crime Commissioner (PCC) was seeking to appoint a Head of Service and the Police and Crime Panel would consider that appointment; • a new Deputy Police & Crime Commissioner had been appointed; • the PCC had moved his office to Warrington; and • the Board had held a topic visit to the Halton Stadium to review event safety. 	
SAF2 MINUTES	
The Minutes of the meeting held on 21 st February 2017 were taken as read and signed as a correct record.	
SAF3 PUBLIC QUESTION TIME	
It was reported that no questions had been received.	
SAF4 WHITE RIBBON CAMPAIGN	
The Board received an update report on the progress	

on the current White Ribbon Campaign (WRC) and an outline of the process for the Council to seek corporate status for the Borough.

The principles of the award were that local authorities should express a commitment to involving men in anti-VAWG (Violence Against Women and Girls) and produce a preliminary action plan on how this commitment would be achieved. The action plan should be aimed at reducing incidents of violence against women such as discrimination, harassment or victimisation and fostering good community relations. It should also have a specific White Ribbon emphasis of increasing male participation in anti-VAWG events and strategies as well as raising awareness and the profile of these issues amongst men.

The WRC team would work with the authority on the development of an action plan, providing feedback and suggestions as necessary. It was suggested that the Community Safety Manager, supported by the local Domestic Abuse Co-ordinator, would act as a liaison point with the WRC and oversee implementation.

The action plan would set out how the Council would:

- Involve and educate men and boys in an anti-VAWG strategy and encourage men and boys to sign the WRC pledge “never to commit, condone, or remain silent about men's violence against women in all its forms.”
- Identify White Ribbon ‘ambassadors’ within the Council and partner organisations.
- Raise awareness and provide training on VAWG within the Council, incorporating the VAWG message into Council informational and promotional materials where appropriate.
- Deliver events to promote the Council’s anti-VAWG commitment, by organising and supporting local activities to assert the unacceptability of VAWG. Examples include:
- White Ribbon’s “These heels are made for walking” and “These hands are not for hurting!” events, demonstrating solidarity with anti-VAW Campaigns as well as work with sports teams or music venues.
- Football, rugby and other sporting events to raise

awareness with young people in innovative ways.

- Involve the local community in our WRC campaign through a variety of venues and facilities including Libraries, Schools, Sport clubs, gyms, Social Landlords etc. and by encouraging other organisations and clubs to sign up for the White Ribbon award and sponsor special events e.g. White Ribbon Cup tournament.
- Involve local businesses as partners with substantial resources and contacts through which anti-VAWG can be promoted.

RESOLVED: That the Executive Board be recommended to support an application being made by the Council to obtain White Ribbon corporate status.

Strategic Director
Enterprise,
Community and
Resource

SAF5 ANTI SOCIAL BEHAVIOUR

The Board received an update from Mark Antrobus on behalf of the Anti- Social Behaviour (Community Safety Team) on the following areas:-

- The ASB Strategy 2016-2019;
- The Partnership Processes – Information Sharing and Problem Solving Groups;
- ASB interventions (Tools and Powers); and
- The positive work that they are doing in partnership with the Police, Council, Registered Social Landlords (incl. Private), Mental Health Services, Youth Offending, Education etc to make Halton safer.

Arising from the discussion Board members queried the high increase in the crime figures for Halton and was advised that this was due to a change in the way crime figures were recorded. This had resulted in an increase in crime figures nationally.

RESOLVED: That

1. the report be noted; and
2. the Board thanked Mark Antrobus for his detailed presentation.

SAF6 CHESHIRE FIRE AND RESCUE ANNUAL REPORT

The Board considered a copy of the Cheshire Fire and Rescue Service Annual report for Halton 2016-17, and

received an update on the Integrated Risk Management Plan 2017-18 (IRMP).

On behalf of Cheshire Fire and Rescue Service, Lynsey McVay attended the meeting and outlined the Service performance in Halton during the past year and compared the different type of incidents attended to previous year performance.

The Board discussed the installation of sprinkler systems in new build properties and in existing high rise buildings. It was noted that the Fire Service had set aside a budget to install sprinkler systems in high rise buildings, however, only a small number of Housing Associations had chosen to proceed. Halton Housing Association had yet to install a sprinkler system at Churchill Mansions.

Members of the Board were invited to contact Ms McVay to arrange a visit to a fire station or to attend the Cheshire Fire and Rescue Service Performance meeting in July.

RESOLVED: That

1. the report be noted; and
2. the Board thanked Lynsey McVay for her informative presentation.

SAF7 ORGANISED CRIMINAL GANG BOARD

The Board considered a report detailing the Council's response to Organised Criminal Gangs and in relation to the Government Serious and Organised Crime Strategy. The Serious and Organised Crime Strategy placed significant emphasis on the importance of effective local partnerships. Strong multi-agency working was seen as key in dealing with such a threat.

In order to support this approach, a partnership group, chaired by the Council Chief Executive, had been established to tackle organised crime groups in Halton (Operation Portfolio).

The aim of Operation Portfolio was to deliver an effective partnership response to the threat posed by serious crime and organised crime groups impacting on communities in the Borough. The group had agreed the following key objectives to:

- Identify and research the threat posed to local communities by serious and organised crime in Halton.

- Document the threat posed by serious crime, Organised Crime Groups, Urban Street Gangs, cross border criminality and thematic serious crime threats in a format which could be shared.
- Single or group 'Partnership Profiles' would be the information basis for assessment of specific individuals, Organised Crime Groups, Urban Street Gangs, or locations.
- Partnership Profiles would be produced by Police for each meeting.
- Identify and establish a partnership group to use all available civil, criminal and legal powers to implement enforcement, disruption and safeguarding tactics to reduce the threat.

The group met on a bi monthly basis and a partnership action plan had been agreed. This would be a standing item on the future Safer Halton Partnership agenda.

Arising from the discussion, it was proposed to invite representatives from the national crime agency to a future Board meeting.

RESOLVED: That the report be noted.

Meeting ended at 8.32 p.m.

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CORPORATE POLICY AND PERFORMANCE BOARD

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 6 June 2017
in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Gilligan (Chair), Philbin (Vice-Chair), Abbott, E. Cargill, Howard, A. McInerney, N. Plumpton Walsh, Joe Roberts and G. Stockton

Apologies for Absence: Councillor Wainwright

Absence declared on Council business: None

Officers present: M. Reaney, I. Leivesley, S. Riley, G. Ferguson, T. Dean and C. Patino

Also in attendance: None

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

CS1 MINUTES

The Minutes from the meeting held on 31st January 2017 were taken as read and signed as a correct record.

Arising from the last meeting, Ed Dawson emailed additional information to Members of the Board. It was requested that this be recirculated.

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 the Board.

RESOLVED: That the minutes be noted.

Action

CS4 ANNUAL REPORT 2016/17

The Board considered a copy of the Annual Report from the Chair of the Corporate Services Board, 2016/17. The Board met four times during the year and the report set out the work carried out and the recommendations throughout the Municipal Year April 2016 to March 2017.

RESOLVED: That the Annual Report be noted.

CS5 MEMBERS DEVELOPMENT GROUP NOTES

The Board considered the minutes of the Member Development Group meetings held on 31 March 2016 and 15 December 2016.

RESOLVED: That the Board note the minutes.

CS6 CORPORATE ACCIDENT/INCIDENT REPORT 1.4.16-31.3.17

The Board was provided with a report from the Strategic Director, Enterprise, Community and Resources, which presented details of corporate accident statistics with associated trends, from 1 April 2016 to 31st March 2017.

Officers commented that the report highlighted the national and local health and safety information, in particular the new HSE strategy, and together with performance and incident trends, these formed the basis for the recommended actions for 2017/18. In order to be proactive in health and safety management the report also indicated the number of completed risk assessments and training delivered to staff.

It was highlighted that there had been a year by year reduction in the number of accidents leading to 'days lost', with 19 this year and 40 last year; a decrease in the number of actual 'days lost' with 369 this year compared to 671 last year; and only one compensation award for an injury to a pupil within the last 5 years out of a total of 845 accidents reported.

RESOLVED: That the report be noted.

CS7 ICT SERVICE VERBAL UPDATE

The Board received an update from Simon Riley, Operational Director, ICT and Support Services, on recent security measures undertaken by the Council's ICT Services

as a result of the recent global cyberattack. The department had taken sufficient measures prior and following the cyberattack to ensure the Council's systems remained secure. Staff had been reminded of their responsibility to remain vigilant and not to open documents from unknown sources and to forward these onto ICT for investigation.

Members also received information on the Council's two data centres, implications of the integration of the Council's systems with external systems and continuity planning measures.

On behalf of the Board, the Chair thanked Simon Riley for his informative presentation and acknowledged the work of the ICT department.

RESOLVED: That the update be noted.

CS8 PERFORMANCE MANAGEMENT REPORTS - QUARTER 3 AND 4 2016-17

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 3 and 4 of 2016/17.

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;
- Human Resources and Organisational Development;
- ICT and Administrative Support;
- Legal and Democracy;
- Policy and Performance;
- Property Services; and
- Catering, Stadium and Registration Services.

It was agreed that with regard to the tendering exercise for the reroofing works to Widnes Market, additional information would be circulated to the Board.

RESOLVED: That the third and fourth quarter performance monitoring reports be received and noted.

CS9 TOPIC GROUPS 2017/18

The Board received a report of the Strategic Director,

Enterprise, Community and Resources, which sought to develop a work programme of topics for the Board to examine in 2017/18. It was noted that the Board had previously arranged a Topic Group to consider the Discretionary Support Scheme and it was proposed that this would continue to meet and include the impact of Universal Credit on residents in the Borough. Consideration would be given to setting up a second Topic Group if required.

RESOLVED: That

1. the Discretionary Support Scheme Topic Group continue to meet and include the impact of Universal Credit on residents in the Borough; and
2. consideration would be given to setting up a second Topic Group if required.

Meeting ended at 7.30 p.m.

BUSINESS EFFICIENCY BOARD

At a meeting of the Business Efficiency Board held on Wednesday, 7 June 2017 at the Civic Suite, Town Hall, Runcorn

Present: Councillors M. Lloyd Jones (Chair), Joe Roberts (Vice-Chair), Cole, MacManus, McDermott, Philbin and J. Stockton

Apologies for Absence: Councillors J. Bradshaw, N. Plumpton Walsh and Wall

Absence declared on Council business: None

Officers present: E. Dawson, I. Leivesley, M. Murphy, A. Scott and T. Dean

Also in attendance: Mark Heap and Georgia Jones, Grant Thornton (External Auditor)

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

	<i>Action</i>
BEB1 MINUTES	
<p>The Minutes of the meeting held on 1 February 2017 were taken as read and signed as a correct record.</p>	
BEB2 HOUSING BENEFIT SUBSIDY CLAIM CERTIFICATION	
<p>The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the certification of the external audit of the Council's Housing Benefit Subsidy Claim for 2015/16.</p> <p>Representatives from Grant Thornton, the Council's external auditors, presented their certification letter to the Board. A copy of this was attached to the report at Appendix 1.</p> <p>RESOLVED: That the report be noted.</p>	
BEB3 EXTERNAL AUDIT FEE 2017/18	
<p>The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided Members with details of the scale of fees for the external audit work for 2017/18.</p> <p>The Board was advised that the Local Audit</p>	

Accountability Act 2014 provided a new framework for local public audit. As a result, the Secretary of State for Communities and Local Government had delegated some statutory functions to Public Sector Audit Appointments Limited (PSAA) on a transitional basis.

The letter attached to the report set out the details of the audit fee proposed by the PSAA, along with the scope and timing of external audit work and the team that would be working on the audit.

RESOLVED: That the 2017/18 audit fee and the scope and timing of the planned external audit work be noted.

Strategic Director
- Enterprise,
Community &
Resources

BEB4 EXTERNAL AUDIT LETTER TO THOSE CHARGED WITH GOVERNANCE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided Members with a proposed response to the annual letter to the Board from Grant Thornton, the Council's external auditors, regarding their year-end audit of accounts work.

The Board was advised that International Auditing Standards required the Council's external auditors, Grant Thornton, to raise those charged with governance (i.e. the Business Efficiency Board), matters that may affect the Council's financial statements and to document the Board's response.

The Board was further advised that Appendix 1 attached to the report, presented a proposed response to a number of questions contained in the letters from Grant Thornton to the Chair of the Board. Grant Thornton representatives attended the meeting to discuss further questions with Board Members.

RESOLVED: That the proposed response to the Council's external auditors, shown in Appendix 1 attached to the report, be approved.

Strategic Director
- Enterprise,
Community &
Resources

BEB5 EXTERNAL AUDIT PLAN 2016-17 YEAR END

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval of the External Audit Plan for the year end 2016/17.

The Board was advised that the report set out details of Grant Thornton's strategy and plan to deliver the 2016/17 audit of the Council's financial statements. It also provided details of their approach to the value for money conclusion.

RESOLVED: That the contents of the External Audit Plan for 2016/17 year end be noted.

BEB6 SAFEGUARDING INTERNAL AUDIT INDEPENDENCE

The Board considered a report of the Operational Director, Finance, on the safeguards put in place to ensure internal auditor independence and objectivity in the light of recent changes to management structures.

The Board was advised that the Council's internal audit function sat within the Audit, Procurement and Operational Finance Division. It was noted that the Divisional Manager post was recognised in the Council's Constitution as being the Head of Internal Audit. Following restructuring and rationalisation of the Council's management structures, the Council's Head of Internal Audit now assumed responsibility for a number of other finance-related functions, as set out in the report. In addition, further proposed restructuring would result in this post assuming management responsibility for Income and Assessment; and Debtors and Fraud Investigation.

It was reported that the Public Sector Internal Audit Standards (PSIAS) provided the standards for the Professional Practice of Internal Auditing and were mandatory for all principal local authorities, which were subject to the Accounts and Audit (England) Regulations. There were a number of specific provisions within the PSIAS which addressed the issues of independence and objectivity and the independence of the internal audit function. Appendix A set out how the Council had responded to the requirements of the PSIAS which established a range of safeguards to limit any impairment to independence or objectivity of the Council's internal audit function.

RESOLVED: That the Business Efficiency Board notes and endorses the safeguards established to limit any impairment to independence or objectivity of the internal audit function.

Operational
Director - Finance

BEB7 INTERNAL AUDIT ANNUAL REPORT - 2016/17

The Board considered a report of the Operational Director, Finance, which summarised the work of Internal

Audit during 2016/17 and presented an opinion on the effectiveness of the Council's overall risk management, control and governance processes.

It was noted that the Public Sector Internal Audit Standards (PSIAS) required the Head of Internal Audit to deliver an annual audit opinion and report which could be used to inform the Annual Governance Statement.

The Board noted information set out in the report relating to:-

- The Annual Opinion on the Council's framework of governance, risk management and control;
- A summary of work supporting the Annual Opinion;
- A statement on conformance with the Public Sector Internal Audit Standards;
- The Internal Audit Quality Assurance and Improvement Programme; and
- The Annual Review of the effectiveness of Internal Audit.

The Chair thanked all staff that had been involved in the preparation of the internal audit.

RESOLVED: That the Board notes and approves the Internal Audit Annual report 2016/17.

BEB8 DRAFT ANNUAL GOVERNANCE STATEMENT 2016/17

The Board considered a report of the Strategic Director, Enterprise, Community and Strategy, which sought approval of the draft Annual Governance Statement (AGS) for 2016/17.

The Board was advised that under the Accounts and Audit Regulations 2015, the Council must produce an AGS which must be approved by resolution of a Committee or Members of the authority as a whole. The AGS must also be approved in advance of the Council approving the statement of accounts.

The Council's Constitution delegated the responsibility to review and approve the AGS to the Business Efficiency Board. Once approved, the AGS would be signed by the Leader and Chief Executive and published on the Council's website.

The Board was further advised that the AGS was intended to identify any areas where the Council's governance arrangements needed to be developed and to set out any action that was proposed to strengthen those arrangements.

The draft AGS for 2016/17 was attached to the report. It was noted that the document identified two significant governance challenges for the Council; Funding Pressures and the Liverpool City Region Combined Authority, as detailed in the report.

RESOLVED: That, subject to the inclusion of an additional challenge relating to the need to maintain a robust IT governance framework,

- 1) the draft Annual Governance Statement be confirmed that it accurately reflects the Council's governance arrangements and governance challenges; and
- 2) the draft Annual Governance Statement be approved.

Strategic Director
- Enterprise,
Community &
Resources

BEB9 CORPORATE RISK REGISTER 2017/18

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the updated Corporate Risk Register for 2016/17.

The Board was advised that the Council recognised its responsibility to manage both internal and external risks as a key component of good corporate governance. At Directorate level, arrangements were in place for the high risk mitigation measures on the Directorate Risk Registers to be reviewed and updated mid-year, in line with Directorate Business Plans. Progress was then reported to Management Team and Policy and Performance Boards.

It was reported that the Risk Control Measures had been reviewed and updated in line with current changes within the Authority. The risks had been grouped in order of priority, as set out in the report. It was noted that the risks had been reprioritised so that people (community and staff), took priority. Therefore, two new risks had been included; 'Delivery of Services to Vulnerable Adults' and 'Making Halton Community Safe'.

RESOLVED: That

- 1) the progress of actions and comments raised be noted; and
- 2) the robustness of the Corporate Risk Register and the adequacy of the associated risk management arrangements be noted.

BEB10 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 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, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

BEB11 INTERNAL AUDIT PROGRESS REPORT

The Board considered a report of the Operational Director, Finance, which provided Members with a summary of internal audit work completed since the last progress report in February 2017. The report also provided details of

progress against the 2016/17 Internal Audit Plan.

It was noted that a total of eleven Internal Audit reports had been finalised since the last progress report. An overall assurance opinion was provided for each audit engagement. In addition, it was anticipated that a number of audits that were not completed from 2016/17 would be carried forward and undertaken in the 2017/18 first quarter period.

RESOLVED: That the update on progress against the 2016/17 Internal Audit Plan be received.

Meeting ended at 7.30 p.m.

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DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 10 April 2017 at The Board Room - Municipal Building, Widnes

Present: Councillors Nolan (Chair), Morley (Vice-Chair), J. Bradshaw, Cole, Gilligan, R. Hignett, C. Plumpton Walsh, June Roberts, Thompson and Woolfall

Apologies for Absence: Councillor Zygadllo

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, A. Plant, G. Henry and P. Peak

Also in attendance: 5 Members of the public

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

Action

DEV42 MINUTES

The Minutes of the meeting held on 6 February 2017, having been circulated, were taken as read and signed as a correct record.

DEV43 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE

The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.

Councillor Morley entered the room part way through the Officer's presentation of the following item. The Council's Legal representative reminded the Committee that Councillor Morley would be unable to participate in the debate or vote on the item.

DEV44 - 16/00475/FUL - PROPOSED ERECTION OF RETAIL FOODSTORE (USE CLASS A1), VEHICULAR PARKING, SERVICING AREAS, ACCESS ROADS, LANDSCAPING AND ASSOCIATED INFRASTRUCTURE ON PART OF SITE OF FORMER ETERNIT UK LTD, DERBY ROAD, WIDNES

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

The Committee was notified that an email had been received from the adjoining developer querying whether existing contractual obligations restricted the ability to construct the principle access to Derby Road as currently proposed given the conflict with their approved scheme. Officers advised that this would be dealt with in consultation with the Highways Department to secure the most appropriate design and requested that, once it was resolved, authority be delegated to the Operational Director – Policy, Planning and Transportation, to determine the application.

Members were advised that Officers had met with the drainage engineer for the scheme and additional supporting information was provided with respect to the ability to adequately drain the scheme. It was noted that any potential for flooding could be contained within the site, and any outstanding details could be addressed by condition.

Members were advised that with regards to the outstanding query regarding the potential for car and HGV headlights to shine into the windows of surrounding existing and proposed houses, it was acknowledged that scope existed for planting to the embankments for the majority of the site which could be used to minimise potential nuisance. It was noted that whilst planting on site could not be used to screen lights from vehicles exiting the service yard, it was reported that the adjoining residential developer was aware of the potential issue and stated that landscaping could be used within their site to minimise potential light nuisance. The applicant had also stated they would be willing to implement a management plan requiring drivers to dim lights when manoeuvring within the service yard.

Other minor amendments were noted since the publication of the agenda pack; relating to a reduction in the number of parking spaces to 159; the metal railing to the site frontage with Derby Road; the addition of a retaining wall and other highway alterations.

Members were also advised that further conditions were recommended relating to agreement of a management plan for the agreed drainage attenuation hydrocarbon capture, a service management plan, submission and agreement of external lighting and the height of timber fence to the eastern boundary.

The Committee was addressed by Keith Jones, a representative of the applicant. He stated that every effort had been made to achieve the best possible shopping facility in the area which was of a high quality and would

make use of what was a derelict site. They also made a contribution to highway improvements and added that the scheme would bring approximately 30-50 jobs to the local economy.

Following Members queries regarding delivery hours and the potential for noise during these times, it was noted that a noise impact assessment had been carried out and agreed by the Council's Environmental Health Officer, which determined that there would be no significant noise nuisance to residents. Members were also advised that no discussions had taken place with the applicant over parking schemes being operated in the car park.

Members agreed that the application be approved subject to the conditions below and allowing delegated authority with regards to the final access design.

RESOLVED: That the application be delegated to the Operational Director – Policy, Planning and Transportation, in consultation with the Chair or Vice Chair of the Committee to approve the application subject to the following:

- a) A legal or other appropriate agreement relating to financial contributions towards off site highway improvements.
- b) Conditions relating to the following:
 1. Specifying amended/approved plans;
 2. Conditions relating to ground investigation and mitigation (PR14);
 3. Environment Agency conditions relating to submission and agreement of remediation verification report (PR14);
 4. Environment Agency condition relating to restriction on piling or other penetrative foundation design without prior written consent (PR15);
 5. Requiring submission and agreement of detailed foundation design (PR14);
 6. Materials condition, requiring development be carried out as approved (BE2);
 7. Hard landscaping condition, requiring development be carried out as approved (BE2);
 8. Requiring submission and agreement of detailed soft landscaping scheme (BE2);
 9. Boundary treatment requiring development be carried out as approved (BE2);
 10. Cycle parking condition, requiring development be carried out as approved (TP6);

11. Restricting store delivery and waste collection times to 0500 – 2300 hours on any day (PR2);
 12. Restricting store opening hours to 0800 – 2200 hours Monday to Saturday and 0900 – 1800 on Sunday;
 13. Requiring submission and agreement of detailed surface and foul drainage (BE1/PR16);
 14. Condition requiring submission and agreement of a detailed Construction Management Plan including routing of construction and delivery vehicles and wheel cleansing facilities (BE1);
 15. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
 16. Vehicle access, parking servicing etc to be constructed prior to occupation of properties / commencement of use (BE1);
 17. Finished floor and site level condition requiring development be carried out as approved (BE1);
 18. Submission and agreement of site specific risk assessments/detailed method statement for any / all areas of excavation that will penetrate the capping layer (PR14);
 19. Requiring development be carried out in accordance with the approved PRA and mitigation measures (PR16);
 20. Requiring submission and agreement of retaining wall details (BE1);
 21. Requiring submission and agreement of a service/delivery management plan (PR4);
 22. Requiring submission and agreement of a management plan for the agreed drainage/hydrocarbon capture scheme (PR16);
 23. Requiring submission and agreement of external lighting (PR4); and
 24. Requiring submission and agreement of height of close boarded timber fence approved to eastern boundary (BE2).
- c) That if the Section 106 Agreement or alternative arrangement is not executed within a reasonable period of time, authority be delegated to the Operational Director – Policy, Planning and Transportation, in consultation with the Chair or Vice Chair of the Committee to refuse the application; and
- d) Finalisation of the access layout arrangements.

DEV45 - 17/00094/FUL - PROPOSED DEMOLITION OF EXISTING TALLOW FARM, AIR LOCK, ELECTRICAL AND MOTOR STORES AND REPLACEMENT WITH A NEW RAW MATERIALS RECEPTION BUILDING AT SECANIM, DESOTO ROAD, WIDNES

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

Since the publication of the agenda pack it was reported that the Council's retained advisers had confirmed that they were satisfied that the ecology and waste issues which remained outstanding, could be addressed by planning conditions. It was also noted that additional conditions were recommended relating to submission of a site waste management plan and energy performance and sustainable design, in accordance with waste policy WM10 and CS19.

The Committee agreed that the application be approved subject to the conditions listed below and the addition of the conditions discussed above.

RESOLVED: That the application be approved subject to the following conditions:

1. Specify approved plans;
2. Materials condition, requiring the submission and approval of the materials to be used (BE2);
3. Construction Management Plan including wheel cleansing facilities to be submitted and approved in writing (BE1);
4. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
5. Vehicle access, parking, servicing etc to be constructed prior to commencement of use (BE1);
6. Requiring finished floor and site levels be carried out as approved (BE1);
7. Site investigation, including mitigation to be submitted and approved in writing (PR14);
8. Restriction of external lighting (PR4);
9. Securing provision of high speed access doors and interlocked raw materials hopper lids (PR3);
10. Requiring submission and agreement of noise mitigation measures to be employed during construction / demolition activities (GE18);
11. Requiring submission and agreement of a site wide waste management plan (WM8); and
12. Requiring submission and agreement of a scheme for

high environmental performance and sustainable design for the proposed building (WM10).

Meeting ended at 6.55 p.m.

DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 8 May 2017 at Civic Suite, Town Hall, Runcorn

Present: Councillors Nolan (Chair), Morley (Vice-Chair), J. Bradshaw, Cole, Gilligan, R. Hignett, C. Plumpton Walsh, June Roberts, Woolfall and Zygadllo

Apologies for Absence: Councillor Thompson

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, A. Plant, J. Eaton and P. Peak

Also in attendance: One member of the public

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

Action

DEV46 MINUTES

The Minutes of the meeting held on 10 April 2017 were taken as read and signed as a correct record.

DEV47 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE

The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.

DEV48 - 17/00122/FUL - PROPOSED SUBDIVISION OF FORMER B&Q UNIT TO PROVIDE 5 NO. UNITS WITH USE CLASSES A1 (RETAIL) AND D2 (ASSEMBLY AND LEISURE), ACCESS, CAR PARKING, SERVICING AND LANDSCAPING AT FORMER B&Q, DENNIS ROAD, WIDNES

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. Members received the Officer's summary of the application and agreed that it could be approved subject to the conditions listed.

RESOLVED: That the application be approved subject to the conditions listed below:

1. Time limit – full permission;
2. Approved plans;
3. Maximum permitted floor space for each retail and leisure use – (CS5; CS9, TC1 and TC6);
4. External facing materials (BE1);
5. Construction management plan (BE1);
6. Electric vehicle charging points first fix (CS19);
7. Implementation of parking and servicing (BE1);
8. Cycle parking (BE1);
9. Off-site highway works;
10. Ground contamination – assessment, remediation and validation (PR14); and
11. Waste audit (WM8).

DEV49 MISCELLANEOUS LIST

The following applications had been withdrawn:

16/00546/PDE

Proposed single storey rear extension projecting from the rear wall by 5 metres. The extension has a maximum height of 3.1 metres and an eaves height of 2.3 metres at 36 Regency Park, Widnes, Cheshire, WA8 9PH.

16/00476/FUL

Proposed erection of two storey block containing 4 no. one bedroom apartments at rear garden of 67 Main Street, Runcorn, Cheshire, WA7 2AT.

16/00364/FUL

Proposed erection of single storey convenience store with associated car parking, landscaping and ATM machine on land adjacent to the Wellington Hotel, Town Lane, Hale, Liverpool, L24 4AG.

17/00011/PDE

Proposed single storey rear extension projecting from the rear wall by 2.665 metres. The extension has a maximum height of 2.892 metres and an eaves height of 2.1 metres, at 6 Croasdale Drove, Runcorn, Cheshire, WA7 2RJ.

10/00104/FUL

Proposed residential development consisting of 18 no. two storey dwellings with car parking and a new access road (from Weates Close) on land bounded by Weates Close and

Dans Road, Widnes, Cheshire.

10/00316/S73

S73 application to vary condition no. 2 of planning permission 07/00072/FUL to extend the permission expiration for a further 3 years at 79-83 High Street, Runcorn, Cheshire, WA7 1AH.

10/00493/OUT

Extension of time limit for implementation of 05/00289/OUT at Halton Lea Shopping Centre, East Lane, Runcorn.

11/00044/FUL

Proposed demolition of East Lane House and Territorial Army Centre and the development of a retail store (use class A1), car parking, servicing, petrol filling station and associated landscaping (13,782 sqm total gross internal floorspace) at Halton Lea Shopping Centre, East Lane, Runcorn, Cheshire.

12/00370/COU

Proposed change of use from offices (B1) to a chemist / pharmacy (A1) and new shop, including stepped and ramped accesses, shop front and car parking at Whitefield and Brown, Appleton Village, Widnes, Cheshire, WA8 6EQ.

16/00461/FUL

Proposed construction of two storey office building (use Class B1) with associated access, boundary treatments and hard and soft landscaping at land off MacDermott Road, adjacent to Tesco Distribution and Recycling Centre, Widnes, Cheshire.

13/00087/FUL

Proposed three storey extra care facility containing 50 no. two bedroom apartments with communal facilities, 21 no. new build homes comprising 6 no. two bedroom bungalow, 4 no. two bedroom wheelchairs user bungalows, 10 no. two bedroom houses and 1 no. 4 bedroom wheelchair user bungalow on land to the east of 109 – 132 Halton Brook Avenue, Runcorn, Cheshire.

12/00485/LBC

Proposed single storey side extension and internal alterations at 120 Main Street, Runcorn, Cheshire, WA7 2PW.

17/00043/FUL

Proposed loft conversion with installation of rear dormer and raising of ridge height at 2 Lockwood View, Runcorn, Cheshire, WA7 3NB.

17/00178/HSC

Application for Hazardous Substance Consent at Iconichem Widnes Ltd, Moss Bank Road, Widnes, Cheshire, WA8 0RU.

03/00030/OUT

Outline application for 4 no. bungalows and 14 no. two storey houses with access from Mersey View Road on land at Mersey View Road, Halebank, Widnes, Cheshire.

05/00655/OUT

Proposed outline permission (with siting / layout / design / external appearance and landscaping reserved) for a three storey residential care home at land at Heath Drive, Runcorn, Cheshire.

06/00772/FUL

Proposed subdivision of 1 no. industrial unit into 2 no. smaller units at Unit 7 Heron Business Park, Tanhouse Lane, Widnes, Cheshire, WA8 0RE.

07/00780/FUL

Proposed conservatory to rear of 27 Roscommon Way, Widnes, Cheshire, WA8 9SB.

05/00788/TPO

Proposed removal of 1 no. Sycamore at Brownside Farm, Moss Lane, Moore, Warrington, Cheshire, WA8 6UN.

06/00439/OUT

Outline application for demolition of existing dwelling and out

buildings and the construction of 3 no. new dwellings at 31 Norton Village, Runcorn, Cheshire, WA7 6QA.

The following appeal decisions had been made:

16/00075/COUGAN

Sub division of planning unit to form new planning unit at 117 Birchfield Road, Widnes, Cheshire, WA8 7TG.

Dismissed

DEV50 SANDYMOOR LOCAL CENTRE DEVELOPER BRIEF

Members received the *Sandymoor Local Centre Development Brief* document, which was appended to the report.

It was reported that the purpose of the Development Brief was to provide guidance to developers about the type of development which Halton Borough Council expected to see come forward at the Sandymoor Local Centre site. It set out the basis on which the Local Planning Authority would consider development proposals and applications for the site. It also outlined the key elements which the Council considered to be the most important for the development of a successful Local Centre site and which should be addressed by any potential bidders as part of their application.

Members welcomed the brief and agreed the recommendation.

RESOLVED: That the brief be noted and used to provide assistance and guidance for developers.

DEV51 ENVIRONMENTAL FUND MANAGEMENT BOARD MEETING MINUTES - 20 FEBRUARY 2017

The Committee was presented with the minutes from the Environmental Fund Management Board meeting, held on 20 February 2017 meeting, for information.

RESOLVED: That the minutes be noted.

Meeting ended at 6.40 p.m.

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DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 5 June 2017 at The Board Room - Municipal Building, Widnes

Present: Councillors Nolan (Chair), Morley (Vice-Chair), J. Bradshaw, Gilligan, R. Hignett, June Roberts, Thompson, Woolfall and Zygadlo

Apologies for Absence: Councillors Cole and C. Plumpton Walsh

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, A. Plant, J. Eaton and P. Peak

Also in attendance: Councillor K Wainwright and 10 members of the public

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

Action

DEV1 MINUTES

The Minutes of the meeting held on 8 May 2017, having been circulated, were taken as read and signed as a correct record.

DEV2 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE

The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.

DEV3 - 17/00193/FUL - PROPOSED SINGLE STOREY SIDE EXTENSION, SINGLE STOREY REAR INFILL EXTENSION, INCLUDING THE RAISING OF THE ROOF TO FACILITATE A LOFT CONVERSION INCLUDING DORMER WINDOWS TO THE FRONT AND REAR ELEVATIONS AT JAMAR, HALTON STATION ROAD, RUNCORN, CHESHIRE, WA7 3EL

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

Officers presented the item and referred Members to the update list which advised that since the report was

written, an additional 47 representations had been received objecting to the proposal and two received in support. It was noted that the majority of the issues raised had already been addressed in the Officer's report. Additional points were made and addressed by Officers as stated in the update list.

The Committee was addressed by Mr Wainwright, a neighbouring resident, who objected to the proposal for the following reasons:

- The falsification of land ownership certificate by the applicant;
- There was no mention of his name on the land ownership certificate;
- The application should have been invalid as the land ownership was incorrect;
- He did not receive a statutory Notice One form from the applicant;
- His annexed land was included in the application which Officers were aware of;
- It did not comply with the Town and Country Planning Act 1990, Section 65;
- The development had commenced without the benefit of planning permission.

The objector also tabled an extract from the Town and Country Planning Act 1990 (Notice of applications for planning permission) which was highlighted on numbers 5 and 6 of Section 65.

Ms Jo Pickstock then addressed the Committee on behalf of the applicants. She stated that she was asked to speak by her brother and sister-in-law as they had suffered harassment from the objector, which left them feeling too intimidated to represent themselves.

She advised the Committee that they were surprised that the application had been called in by Councillor Rowe as he was not a Beechwood Ward Councillor. Further they had not had the opportunity to meet with Councillor Rowe to discuss his concerns and although the applicant was willing to work with neighbours, in particular Mr Wainwright as the adjacent property owner, they had chosen not to engage with them.

She made the following points with regards to the application:

- There was a mixture of bungalows and houses on Halton Station Road of varying build types. She

handed out a booklet that presented photographs of some of the existing properties to demonstrate their different styles and characteristics;

- The allegation that an annexe of land existed was unfounded;
- The boundaries and hedgerows were the same as they had been for 17 years;
- The argument that the extension would overlook, block views and cause traffic issues were unfounded;
- All neighbours were consulted by Officers as per the procedure.

She also stated that the family just wanted to convert their house to a family home and looked forward to doing this and living in Halton Station Road, close to other family members who lived in Runcorn.

Officers read out a letter from a solicitor which had been sent to the Council on behalf of an objector. Reference was also made to the Title Deeds and Plan which had been submitted by an objector and that they reflected the boundary shown on the location plan by the applicant.

The Council's Legal Advisor confirmed that the issue around the annexation of land, if it existed, would not be material to the consideration of a planning application. He also confirmed that the allegation of falsification of documents was defamatory.

After taking the Officer's recommendations and representations made today into consideration and the feedback from a site visit made by one Member, the Committee agreed that the application be approved, subject to the conditions listed below.

RESOLVED: That the application be approved subject to the following conditions:

- 1) Time limit – full permission;
- 2) Approved plans; and
- 3) External facing material (BE1);

In order to avoid any allegation of bias, Councillor Thompson did not take part in discussions or vote on the following item, as he had previously made public disclosures concerning the development and made representation to the Secretary of State.

DEV4 - 17/00209/P3JPA - PROPOSED CHANGE OF USE FROM OFFICE BUILDING TO 241 NO. RESIDENTIAL UNITS (12 NO. STUDIOS, 184 NO. 1 BED UNITS AND 45 NO. 2 BED UNITS) AT CASTLE VIEW HOUSE, EAST LANE, RUNCORN, CHESHIRE

The consultation procedure undertaken was outlined in the report together with background information in respect of the site.

Members were advised that this was not a full planning application and that a change of use from Class B1 (a) offices to Class C3 (dwellinghouses) was permitted development under Part 3, Class O, of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as Amended).

The instances where this change of use was not permitted development were set out in the report and Members noted that none of the instances applied to this proposal. The proposal was therefore permitted by Class O subject to the condition that before beginning the development, the developer shall apply to the Local Planning Authority (LPA) for a determination as to whether the prior approval of the LPA would be required with regards to:

- a) Transportation and highways impacts of the development;
- b) Contamination risks on the site;
- c) Flooding risks on the site; and
- d) Impacts of noise from commercial premises on the intended occupiers of the development.

The report provided commentary on the above areas of consideration and the proposal was recommended to be acceptable; so prior approval was not required. The Committee agreed with the Officer's recommendation and that prior approval for the change of use from Class B1 (a) to Class C3 was not required. It was noted that development under Class O was permitted subject to the condition that it must be completed within a period of 3 years starting from the prior approval date.

RESOLVED: Prior approval for the change of use from Class B1 (a) offices to Class C3 (dwellinghouses) was not required.

Meeting ended at 7.00 p.m.

REGULATORY COMMITTEE

At a meeting of the Regulatory Committee on Tuesday, 28 February 2017 in the Civic Suite, Town Hall, Runcorn

Present: Councillors K. Loftus (Chair), Wallace (Vice-Chair), Fry, P. Hignett, A. McInerney, Parker, Wainwright and Wall

Apologies for Absence: Councillors McDermott, Nelson and G. Stockton

Absence declared on Council business: None

Officers present: K. Cleary, Wheeler and J. Tully

Also in attendance: One member of the public

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

REG23 APPLICATION TO VARY DESIGNATED PREMISES SUPERVISOR (DPS) AT VOLT 98 VICTORIA ROAD WIDNES

Action

The application had been withdrawn by the applicant prior to the hearing. Consequently, there was no determination to make.

REG24 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Committee considered:

- 1) Whether members of the press and public should be excluded from the meeting of the Committee during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972, because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and

- 2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following item of business, in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2, 3 and 7 of Schedule 12A of the Local Government Act 1972.

REG25 TAXI MATTER

Case no. 697

RESOLVED: That

1. the Committee found that the applicant was not a fit and proper person to hold a Single Status Drivers' Licence and consequently the application was refused; and
2. the issue of whether to prosecute the applicant be determined by the Operational Director, Legal and Democratic, having regard to all the circumstances.

Meeting ended at 7.34 p.m.

APPEALS PANEL

At a meeting of the Appeals Panel held on 4 April 2017 in Halton Stadium, Widnes.

Present: Councillors A. McInerney (Vice Chair in the Chair), June Roberts and Woolfall

Apologies for absence: Councillor Wainwright

Absence declared on Council business: None

Officers present: J. Sumner

Also Present: Appellant

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

Action

AP7 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Panel 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 paragraphs 1,2 and 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 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, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 1,2 and 3 of Schedule 12A of the Local Government Act 1972.

AP8 HOUSING DISCRETIONARY APPEAL HEARING: CASE NO
279

The Panel considered information submitted in respect of the above appeal and heard representations from the presenting officer and the appellant.

RESOLVED: That the Panel grant an award of Discretionary Housing Payment of £9.74 for the period 2 April 2017 to 2 July 2017.

Meeting ended at 11.50 am.