

# Public Document Pack



## Executive Board Sub Committee

Thursday, 4 March 2010 10.00 a.m.  
Marketing Suite, Municipal Building

A handwritten signature in black ink, appearing to read 'David W R'.

**Chief Executive**

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

#### **PART 1**

| <b>Item</b>   | <b>Page No</b> |
|---|----------------|
| <b>1. MINUTES</b>   |                |
| <b>2. DECLARATION OF INTEREST</b>   |                |
| Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item. |                |
| <b>3. CORPORATE SERVICES PORTFOLIO</b>  |                |
| <b>(A) UPTON ALL SAINTS - NEW BUILD PRIMARY SCHOOL</b>  | <b>1 - 3</b>   |

*Please contact Gill Ferguson on 0151 471 7395 or e-mail [gill.ferguson@halton.gov.uk](mailto:gill.ferguson@halton.gov.uk) for further information.  
The next meeting of the Committee is on Thursday, 18 March 2010*

| Item  | Page No |
|---|---------|
| (B) SPENDING AS AT 31ST DECEMBER 2009   | 4 - 8   |
| 4. HEALTH AND SOCIAL CARE PORTFOLIO   |         |
| (A) COMMISSIONING AN ABSTINENCE/RECOVERY SERVICE  | 9 - 11  |
| (B) ONE YEAR EXTENSION TO CURRENT DRUG & INDEPENDENT SEXUAL VIOLENCE ADVISOR SERVICE CONTRACTS  | 12 - 16 |
| (C) E-LEARNING PROCUREMENT  | 17 - 19 |
| 5. ENVIRONMENT, LEISURE AND SPORT PORTFOLIO   |         |
| (A) COMMUNITY DEPARTMENT, SCALE OF CHARGES 2010/11  | 20 - 33 |
| (B) ENGLAND 2018 WORLD CUP  | 34 - 35 |
| (C) KINGSWAY LEISURE CENTRE, CAPITAL WORKS  | 36 - 39 |
| PART II   |         |
| <p>In this case the Sub Committee has a discretion to exclude the press and public, but in view of the nature of the business to be transacted it is <b>RECOMMENDED</b> that under Section 100(A)(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.</p> |         |
| 6. CORPORATE SERVICES PORTFOLIO   |         |
| (A) ASSIGNMENT OF HEAD LEASE AT ALBERT SQUARE SHOPPING CENTRE   | 40 - 53 |
| 7. PLANNING, TRANSPORTATION, REGENERATION & RENEWAL   |         |
| (A) SITE ACQUISITION - FORMER GYPROC SITE, DENNIS RD, WIDNES WATERFRONT   | 54 - 58 |

**Item**

**Page No**

**8. HEALTH AND SOCIAL CARE PORTFOLIO**

**(A) AWARD OF COMMUNITY MEALS CONTRACT**

**59 - 66**

*In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.*

**REPORT TO:** Executive Board Sub Committee

**DATE** 4 March 2010

**REPORTING OFFICER:** Strategic Director: Corporate and Policy

**SUBJECT:** Acceptance of Tender for All Saints CE Primary School Upton

**WARDS:** Borough-wide

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to inform members that the Strategic Director Corporate and Policy has accepted a tender relating to the new build primary school at All Saints CE Primary School Upton and a contract has been entered into with the successful contractor.

**2. RECOMMENDATION: That**

- 2.1 Members note that the tender submitted by John Turner & Sons (Preston) Ltd has been accepted by the Strategic Director Corporate and Policy, and a contract has been entered into, with a contract sum of £3,056.375**

**3. SUPPORTING INFORMATION**

- 3.1 Executive Board on 28 January 2010 approved the CYP capital programme for 2009/10 and 2010/11. The agreed budget for this project is £3,500,000
- 3.2 Tenders were invited from six contractors in a two stage tendering process, designed to ensure that the contractor offering 'best value' was appointed to carry out the project. The first stage entailed the provision of a notionally priced document from each contractor based upon a pre-determined elemental cost analysis of the proposed project. The contractors invited to submit their tender at this stage were as follows: -

White Building Services  
John Turner & Sons  
Thomas Winstanley

Walter Carefoot & Sons  
CPUK Construction Partnership  
Bramall Construction

- 3.3 From the analysis of the stage one bids which were assessed on both price and quality three contractors were chosen to progress to stage two. These were: -

White Building Services  
John Turner & Sons  
Thomas Winstanley

- 3.4 A detailed presentation and rigorous interview of each of these contractors was undertaken by an appointed panel to establish quality levels as part of the overall review. The aggregate of both price and quality from this two stage process resulted in a preferred contractor, John Turner & Sons (Preston) Ltd, being chosen for this project.
- 3.5 The tender price indicated above was developed using actual prices for each element of the work in an 'open book' approach where competitive prices are obtained for each main element of the work and compared with the original cost analysis to ensure that the overall budget is carefully controlled.
- 3.6 The tender sum above is within the overall budget allowance for the construction works for this project as outlined in the Executive Board meeting dated 28 January 2010.
- 3.7 The project programme and details of all health and safety issues have been agreed with Children and Young People. The project is due to start in January 2010 with completion of the new school in November 2010 with final completion of the demolition and external works in February 2011.

#### **4. POLICY IMPLICATIONS**

- 4.1 The scheme is fully funded as outlined in 3.1
- 4.3 The works are being carried out in line with the draft climate change policy and outline carbon management plan as a number of sustainability elements are being built into the scheme which will contribute to reducing carbon emissions within the borough.

#### **5. OTHER IMPLICATIONS**

None

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

**6.1 Children and Young People in Halton**

n/a

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

n/a

**6.3 A Healthy Halton**

n/a

**6.4 A Safer Halton**

n/a

**6.5 Halton's Urban Renewal**

n/a

**6.6 Corporate Effectiveness and Business Efficiency**

n/a

**7. RISK ANALYSIS**

7.1 Not applicable

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

**Document**

Tender report

**Place of Inspection**

Property services

**Contact Officer**

Martin McCrimmon

**REPORT TO:** Executive Board Sub Committee

**DATE:** 4<sup>th</sup> March 2010

**REPORTING OFFICER:** Operational Director – Financial Services

**SUBJECT:** Spending as at 31<sup>st</sup> December 2009

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

## **1.0 PURPOSE OF REPORT**

1.1 To report the Council's overall revenue and capital spending position as at 31<sup>st</sup> December 2009.

## **2.0 RECOMMENDED: That**

- (1) **the report be noted;**
- (2) **budget managers continue to closely monitor and control spending and income levels, to ensure that overall spending remains in line with budget by year-end.**

## **3.0 SUPPORTING INFORMATION**

### **Revenue Spending**

- 3.1 Appendix 1 presents a summary of spending against the revenue budget for each Department, up to 31<sup>st</sup> December 2009. In overall terms, revenue expenditure is below the budget profile, however, this is only a guide to eventual spending.
- 3.2 Spending on employees is below the budget profile which is primarily due to the delay in settling the 2009 Pay Award. The budget included 2.5% for the pay award, which was actually settled at just over 1% in total and the new rates were paid in October along with the arrears of pay. As a result budgets will be revised to reflect the actual pay award. However, this is partly offset by the additional 0.3% awarded in respect of the 2008 Pay Award following arbitration, which is 0.25% higher than budget.
- 3.3 Following the Pay and Grading Review, appeals for the Health & Community and Environment Directorates have been completed, for which one-off back-pay costs have been met from reserves whilst on-going additional costs will need to be contained within existing budgets. Appeals in respect of the other Directorates are on-going, as are negotiations regarding the standardisation of terms for Premium Pay.
- 3.4 Electricity costs are expected to be approximately £160,000 below budget by year-end, following the commencement of a new contract in October 2009, which was secured at favourable prices.

- 3.5 Investment returns are still in line with budget despite low interest rates, due to having locked-in to higher rate investments which will expire during this financial year. As a result investment income will fall significantly next year.
- 3.6 Income is currently below budget profile in a number of areas, some of which may reflect the economic downturn and at this stage appear likely to be below budget by year-end. These areas include trade waste collection, bulky waste collection, planning fees, building control fees, land search fees, market rents, industrial estate rents and commercial rents. It is expected that these shortfalls will continue into next year and therefore they have been taken into account within the Medium Term Financial Forecast.
- 3.7 Despite these lower income levels, net spending across Departments continues to be below the budget profile. At this stage therefore, it does not appear that shortfalls in income are having an adverse effect upon the overall budget. However, this may be due to delays in spending and will need to be kept under close scrutiny by Directorates during the final quarter of the year. It is therefore important that budget managers continue to closely monitor and control spending and income to ensure that overall spending remains in line with budget by year-end.

#### **General Contingency**

- 3.8 The following allocations have been made from the General Contingency during the financial year;
- Additional social workers in relation to safeguarding children £120,000
  - Increased external legal fees in respect of Childrens Services £170,000.
  - Increase in out of Borough placements £300,000
  - Additional legal support in relation to safeguarding children £49,000
  - Increased costs for Bereavement Services in respect of the swine flu pandemic £25,000

#### **Capital Spending**

- 3.9 A summary of capital spending is shown in Appendix 2. Capital spending to 31<sup>st</sup> December 2009 totalled £19.0m, which is 78% of the planned spending of £24.5m at this stage. However, this only represents 56% of the total capital programme of £33.8m (which assumes a 20% slippage between years).
- 3.10 The main areas of programme slippage to date are in respect of Mersey Gateway advance land acquisition and Bridge maintenance. Although historically capital expenditure is significantly higher in the latter part of the financial year, it is important that project managers maintain pressure to keep projects and spending on schedule and in particular to ensure that all external funding is maximised.

#### **Balance Sheet**



- 3.11 The Council's Balance Sheet is monitored regularly in accordance with the Reserves and Balances Strategy which forms part of the Medium Term Financial Strategy. The key reserves and balances have been reviewed and are considered prudent and appropriate at this stage in the financial year. Collection rates for general debtors and council tax are currently in line with expectations, despite the economic downturn. The level of reserves and balances will be reviewed again at year-end and adjusted as considered necessary in accordance with the Strategy.
- 3.12 A significant number of equal pay claims have been lodged with the Council as part of the national single status agreement. These are being considered by our legal advisers and will result in a significant cost falling on the Council, although the timescales are as yet uncertain.

#### **4.0 POLICY AND OTHER IMPLICATIONS**

- 4.1 None.

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

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

#### **6.0 RISK ANALYSIS**

- 6.1 There are a number of financial risks within the budget, however, the Council has internal controls and processes in place to ensure that spending remains in line with budget.

#### **7.0 EQUALITY AND DIVERSITY ISSUES**

- 7.1 None.

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

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

## APPENDIX 1

Revenue Expenditure to 31<sup>st</sup> December 2010

| Directorate / Department             | Annual Budget  | Budget To Date | Actual Spend  | Variance To Date | Actual Including Committed Items |
|--------------------------------------|----------------|----------------|---------------|------------------|----------------------------------|
|                                      | £'000          | £'000          | £'000         | £'000            | £'000                            |
| Specialist Services                  | 13,999         | 9,757          | 9,610         | 147              | 9,970                            |
| Business Planning & Commissioning    | 5,034          | -1,621         | -2,005        | 384              | -1,899                           |
| Universal & Learning Services        | 4,207          | 3,240          | 3,075         | 165              | 3,099                            |
| Preventative Services                | 6,439          | 4,553          | 4,391         | 162              | 4,453                            |
| <b>Children and Young People</b>     | <b>29,679</b>  | <b>15,929</b>  | <b>15,071</b> | <b>858</b>       | <b>15,623</b>                    |
| Environmental Health & Regulatory    | 12,816         | 9,702          | 10,075        | (373)            | 9,651                            |
| Highways & Transportation            | 14,963         | 7,362          | 7,057         | 305              | 8,160                            |
| Major Projects                       | 693            | 362            | 407           | (45)             | 411                              |
| Regeneration                         | 1,468          | 1,297          | 1,130         | 167              | 1,156                            |
| Stadium, Catering & Cleaning         | 2,419          | 1,840          | 1,944         | (104)            | 1,964                            |
| <b>Environment</b>                   | <b>32,359</b>  | <b>20,563</b>  | <b>20,613</b> | <b>(50)</b>      | <b>21,342</b>                    |
| Legal, HR & Organisation Development | 3,047          | 2,085          | 2,269         | (184)            | 2,560                            |
| Policy & Performance                 | 2,635          | 2,032          | 1,934         | 98               | 2,072                            |
| Exchequer & Customer Services        | 4,810          | 7,962          | 7,533         | 429              | 7,654                            |
| Financial Services                   | 53             | -1             | -34           | 33               | -18                              |
| ICT Services                         | 171            | -444           | -507          | 63               | -194                             |
| Property Services                    | 11             | -700           | -649          | (51)             | 627                              |
| Financial Arrangements               | -12,229        | 2,442          | 2,174         | 268              | 2,379                            |
| <b>Corporate and Policy</b>          | <b>-1,502</b>  | <b>13,376</b>  | <b>12,720</b> | <b>656</b>       | <b>15,080</b>                    |
| Culture & Leisure Services           | 12,983         | 6,564          | 6,521         | 43               | 7,607                            |
| Adult Services                       | 14,642         | 8,705          | 8,425         | 280              | 8,700                            |
| Health & Partnerships                | 2,744          | 2,524          | 2,438         | 86               | 2,714                            |
| Older People                         | 14,562         | 6,123          | 5,459         | 664              | 5,805                            |
| <b>Health and Community</b>          | <b>44,931</b>  | <b>23,916</b>  | <b>22,843</b> | <b>1,073</b>     | <b>24,826</b>                    |
|                                      | <b>105,467</b> | <b>73,784</b>  | <b>71,247</b> | <b>2,537</b>     | <b>76,871</b>                    |

Capital Expenditure to 31<sup>st</sup> December 2010

| Directorate                        | Actual Expenditure to Date<br>£'000 | 2009/10 Cumulative Capital Allocation |                   | Capital Allocation 2010/11<br>£'000 | Capital Allocation 2011/12<br>£'000 |
|------------------------------------|-------------------------------------|---------------------------------------|-------------------|-------------------------------------|-------------------------------------|
|                                    |                                     | Quarter 3<br>£'000                    | Quarter 4<br>£000 |                                     |                                     |
| <b>Children &amp; Young People</b> | <b>2,801</b>                        | <b>3,434</b>                          | <b>6,388</b>      | <b>13,848</b>                       | <b>658</b>                          |
| <b>Environment</b>                 |                                     |                                       |                   |                                     |                                     |
| Environmental & Regulatory         | 494                                 | 780                                   | 1,374             | 532                                 | 425                                 |
| Highways & Transportation          | 11,711                              | 14,975                                | 21,746            | 29,412                              | 34,757                              |
| Major Projects                     | 774                                 | 1,411                                 | 6,398             | 11,128                              | 9,620                               |
| <b>Total</b>                       | <b>12,979</b>                       | <b>17,166</b>                         | <b>29,518</b>     | <b>41,072</b>                       | <b>44,802</b>                       |
| <b>Health &amp; Community</b>      |                                     |                                       |                   |                                     |                                     |
| Culture & Leisure                  | 720                                 | 1,158                                 | 1,636             | 165                                 | 0                                   |
| Health and Partnerships            | 1,060                               | 1,262                                 | 2,160             | 2,386                               | 363                                 |
| Older People                       | 169                                 | 160                                   | 293               | 0                                   | 0                                   |
| Adult Services                     | 0                                   | 0                                     | 0                 | 161                                 | 81                                  |
| <b>Total</b>                       | <b>1,949</b>                        | <b>2,580</b>                          | <b>4,089</b>      | <b>2,712</b>                        | <b>444</b>                          |
| <b>Corporate &amp; Policy</b>      |                                     |                                       |                   |                                     |                                     |
| Policy & Performance               | 0                                   | 0                                     | 0                 | 120                                 | 120                                 |
| ICT Services                       | 968                                 | 1,000                                 | 1,549             | 1,100                               | 1,100                               |
| Property Services                  | 261                                 | 333                                   | 649               | 3,016                               | 346                                 |
| <b>Total</b>                       | <b>1,229</b>                        | <b>1,333</b>                          | <b>2,198</b>      | <b>4,236</b>                        | <b>1,566</b>                        |
| <b>Sub-Total</b>                   | <b>18,958</b>                       | <b>24,513</b>                         | <b>42,193</b>     | <b>61,868</b>                       | <b>47,470</b>                       |
| Slippage (20%)                     |                                     |                                       | -8,440            | -12,370                             | -9,494                              |
|                                    |                                     |                                       |                   | 8,440                               | 12,370                              |
| <b>Total</b>                       | <b>18,958</b>                       | <b>24,513</b>                         | <b>33,753</b>     | <b>57,938</b>                       | <b>50,346</b>                       |

**REPORT TO:** Executive Board Sub Committee

**DATE:** 4 March 2010

**REPORTING OFFICER:** Strategic Director – Health & Community

**SUBJECT:** Commissioning an Abstinence/Recovery Service.

**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To inform the Sub Committee of the decision to award a contract to Trust The Process Counselling (TTPC) for the provision of an abstinence/recovery service until March 31<sup>st</sup> 2010 as only 1 tender was received.

**2.0 RECOMMENDATION: That the award of a contract to Trust The Process Counselling is noted.**

**3.0 SUPPORTING INFORMATION**

3.1 The Models of Care guidance sets out a national framework for the commissioning of adult treatment for drug misuse (drug treatment) expected to be available in every part of England to meet the needs of diverse local populations. According to the Department of Health, Models of Care has the same status, in terms of local planning and delivery for drug treatment services, as a National Service Framework (NSF).

3.2 Halton Drug Action Team (DAT) has put into place a local network of services for people who use drugs and whose drug use has an impact on themselves, their family and wider community that reflects the guidance set out in Models of Care.

3.3 However, in reviewing service provision against policies that were being developed late in 2008 by the National Treatment Agency (NTA), it was identified that there was a gap in provision with regards to providing service users with the choice of an 'abstinence only' service.

3.4 Abstinence and Recovery services are a crucial part of any local drug treatment system. They are particularly important in their role of enabling clients with complex needs to become drug free, if that is their goal. They are also important in enabling more drug users to move on and to exit the treatment system, and as such make a key contribution to the achievement of National Indicator 40, 'number of drug users in effective treatment'.

3.5 Halton, Warrington & St Helens are currently developing a collaborative approach to commissioning substance misuse services. The projected start date for new services commissioned through this collaboration is April 2010. Therefore the commissioning of the Abstinence/Recovery service would be on a pilot basis, until 31<sup>st</sup> March 2010.

3.6 4 service providers were invited to tender for the contract. The DAT received 3 Expressions of Interest. Of these, only one provider submitted a final tender document. The two providers that withdrew did so the day before the deadline for submission. In one case citing other business commitments having recently won a contract in another DAT area. In the other case citing that they no longer felt their service fitted the criteria set out in the service specification.

3.7 TTPC were interviewed by a panel of comprised of DAT officers and the Crime Manager from Cheshire Constabulary, who is a member of the DAT Joint Commissioning Group.

3.8 The TTPC tender was evaluated on the basis of price (40%), level of service (25%), staff qualifications & experience (10%), quality of monitoring systems (10%) and registration and accreditation (15%).

#### 4.0 **POLICY IMPLICATIONS**

4.1 The proposal supports the local implementation of the National Drug Strategy 2008-18, Drugs: Protecting Families and Communities.

4.2 The proposal also supports the local implementation of the National Treatment Agency guidance on drug treatment systems, Models of Care.

#### 6.0 **FINANCIAL IMPLICATIONS**

6.1 The cost of the contract is £250k, which will be met through existing resources. As only one provider put forward a tender, a value for money assessment was made by comparing the cost and delivery of this contract against those of similar contracts within the North West. This data is available through the National Treatment Agency Unit Cost exercise.

6.2 The North West Regional Average Unit Cost for Structured Day Programmes is £1160. For Structured Psychosocial Interventions it is £1653. These are the two types of service most similar to that being provided by TTPC. The unit cost for TTPC was £1373.62

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

7.1 **Children & Young People in Halton**

The proposal ensures robust safeguarding children arrangements.

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

None identified

7.3 **A Healthy Halton**

This proposal supports the delivery of services that address health inequalities.

7.4 **A Safer Halton**

This proposal supports the crime reduction agenda of the Safer Halton Partnership through an increased engagement of drug using offenders.

7.5 **Halton's Urban Renewal**

None identified

8.0 **RISK ANALYSIS**

8.1 The provision of this service is in line with both national and regional developments in drug service provision. Failing to commission this type of service would constrain not only service user choice but also the continued development of a modern, flexible drug treatment system in Halton.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 There are no specific equality and diversity issues. Contractors will be expected to comply with current legislation.

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

| Document                         | Place of Inspection | Contact Officer   |
|----------------------------------|---------------------|---|
| Halton Treatment Plan<br>2009/10 | Runcorn Town Hall   | Steve Eastwood<br>Divisional Manager<br>Drug & Alcohol<br>Action Team |

**REPORT TO:** Executive Board Sub Committee

**DATE:** 4 March 2010

**REPORTING OFFICER:** Strategic Director – Health & Community

**SUBJECT:** One Year Extension to Current Drug & Independent Sexual Violence Advisor Service Contracts

**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

- 1.1 To seek authority to extend the contracts of ARCH Initiatives, Trust The Process Counselling & Rape & Sexual Abuse Support Centre (Merseyside & Cheshire) until 31<sup>st</sup> March 2011.
- 1.2 To seek authority to extend the Addaction contract until 31<sup>st</sup> March 2011 and increase it's value by £50k to allow for the addition of an Alcohol Arrest Referral Scheme.

**2.0 RECOMMENDATION: That:**

1. **for the purpose of Standing Order 1.6b, that authority is delegated to the Operational Director, Culture & Leisure Services to extend the contracts of ARCH Initiatives, Trust The Process Counselling & Rape & Sexual Abuse Support Centre (Merseyside & Cheshire) until March 31<sup>st</sup> 2011 without competitive tendering; and**
2. **for the purpose of Standing Order 1.6b, that authority is delegated to the Operational Director, Culture & Leisure Services to extend the contract of Addaction and increase the contract value by £50k in order that they can provide an Alcohol Arrest Referral Service until March 31<sup>st</sup> 2011 without competitive tendering.**

**3.0 SUPPORTING INFORMATION**

- 3.1 In February 2009 the Executive Sub Committee delegated authority to the Operational Director Culture & Leisure Services to extend the contracts of ARCH Initiatives & Addaction for one year until March 2010. It was anticipated that an open tendering process would then be undertaken with the outcome of awarding a single contract to one provider of drug services from April 2010.
- 3.2 Under the leadership of the Chief Executive, a group of senior managers from Halton, St Helens & Warrington Local Authorities &

Primary Care Trusts have been meeting to discuss the option of commissioning such a service across the 3 areas. Such an arrangement has the potential to make significant economies and efficiencies whilst the larger contract value should also prove to be more attractive to possible bidders.

- 3.3 A business case to support such a collaborative commissioning arrangement has been developed on behalf of the 3 Local Authorities & 2 PCTs and is due to be discussed in the near future.
- 3.4 Therefore to prevent any gaps in service provision it is necessary to extend contracts for a further year for ARCH Initiatives, Addaction & Trust The Process Counselling.
- 3.5 One of the service areas that Addaction is currently commissioned to provide is that of an arrest referral scheme for drug users. The Safer Halton Partnership has made available £50k from Working Neighbourhood Funds to commission a similar service for those adults arrested as a result of their alcohol use.
- 3.6 The Rape & Sexual Abuse Support Centre (Merseyside & Cheshire) are currently commissioned to provide an Independent Sexual Violence Advisor (ISVA). The role of the ISVA is to work within a multi-agency setting to provide a pro-active service to adult victims of sexual violence.

#### Business Case Supporting the Proposal to Waive

##### 3.7 Value for Money & Competition

With discussions between the 3 Local Authority areas around drug service provision still on-going, this has left insufficient time to undertake a new tender process and award contracts to commence on 1<sup>st</sup> April 2010.

- 3.8 The provision of support service to victims of sexual violence is highly specialised and there is no market in this area of delivery. Rape & Sexual Abuse Support Centre (Merseyside & Cheshire) currently provide the support services for the Merseyside Sexual Assault Referral Service and will undertake the same role for the Cheshire equivalent when it opens shortly.
- 3.9 Tendering and awarding a one year contract from 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011 would cause significant disruption to service delivery, service users and staff in provider services.
- 3.10 Value for money will be ensured through the Partnership's continuing performance management of these contracts.
- 3.11 Value for money will also be obtained by expanding existing arrest



referral provision to include alcohol, saving on additional tender, procurement, contract and performance management costs.

3.12 The services delivered by ARCH Initiatives, Addaction & Trust The Process Counselling through these three contracts will be subject to open, competitive tendering in 2010/11 when the Council, in partnership with other Local Authorities and PCTs tenders for a combined drug service.

3.13 Transparency & Accountability

The choices regarding the extension of these contracts will be available for audit and inspection.

3.14 Details of expenditure and performance are reported to the Safer Halton Partnership.

3.15 The Officers supporting the award of these contracts will comply with the Public Contracts Regulations 2006.

3.16 Functional accountability for the contract will remain with the Operational Director, Culture & Leisure Services, and the contract would be subject to internal and external audit & PPB scrutiny.

3.17 Propriety & Security

The contract documents will include the council's standard integrity clauses and staff only with a need to know will have commercial information about the contracts.

4.0 **SUPPORTING INFORMATION**

4.1 ARCH Initiatives currently provide the screening and assessment, carers support and structured counselling services at Ashley House. The Drug Action team has been advised by the National Treatment Agency to plan a budget based on 2009/10 allocations. Therefore the draft treatment plan 2010/11 identifies £229k for these services, although this is likely to be subject to further revision once allocations are known.

4.2 Addaction currently provide the Outreach Service and the Drug Intervention Programme targeted at drug using offenders. The draft treatment plan 2010/11 identifies £301k for these services although this is likely to be subject to further revision once allocations are known.

4.3 Trust The Process Counselling deliver abstinence & recovery programmes. The draft treatment plan 2010/11 identifies £250k for these services although this is likely to be subject to further revision once allocations are known

4.4 Rape & Sexual Abuse Support Centre (Merseyside & Cheshire) provide support to victims of sexual violence. The contract to provide these services in 2009/10 was £20k. The contract value in 2010/11 is expected to be £20k.

5.0 **POLICY IMPLICATIONS**

5.1 The proposal supports the local implementation of the national drug strategy 2008-18, Drugs: Protecting Families and Communities.

5.2 The proposal also supports the local implementation of the National Treatment Agency guidance on drug treatment systems, Models of Care.

5.3 The proposal supports the Partnerships responsibilities to provide services to victims of violent crime.

6.0 **FINANCIAL IMPLICATIONS**

6.1 All contract values will be met through existing resources.

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

7.1 **Children & Young People in Halton**

The proposal ensures robust safeguarding children arrangements.

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

None identified

7.3 **A Healthy Halton**

This proposal supports the delivery of services that address health inequalities.

7.4 **A Safer Halton**

This proposal supports the crime reduction agenda of the Safer Halton Partnership through an increased engagement of drug using offenders and providing specialist support to victims of sexual violence.

7.5 **Halton's Urban Renewal**

None identified

8.0 **RISK ANALYSIS**

8.1 Not approving contract extensions would result in significant loss of service delivery until April 2011, and mitigate against achieving the

LAA and national target – NI 40, Numbers of drug users in effective treatment or NI 26, providing specialist support to victims of a serious sexual offence.

8.2 The loss of these services will result in increases in drug related crime and less support to victims of sexual violence.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 There are no specific equality and diversity issues. Contractors will be expected to comply with current legislation.

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

| <b>Document</b>                  | <b>Place of Inspection</b> | <b>Contact Officer</b>  |
|----------------------------------|----------------------------|---|
| Halton Treatment Plan<br>2010/11 | Runcorn Town Hall          | Steve Eastwood<br>Divisional Manager<br>Drug & Alcohol<br>Action Team |

**REPORT TO:** Executive Board Sub Committee  
**DATE:** 4<sup>th</sup> March 2010  
**REPORTING OFFICER:** Strategic Director – Health & Community  
**SUBJECT:** E-Learning Procurement  
**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To inform the Executive Board Sub Committee of the decision to procure E-Learning Products from the sole respondent to the tender

**2.0 RECOMMENDATION:**

**That the Executive Board Sub Committee note the contents of the report.**

**3.0 SUPPORTING INFORMATION**

3.1 E-Learning can be defined as a learning & development tool that can be accessed via the Internet using a personal computer or laptop. It will allow all colleagues to increase their knowledge, in areas such as Safeguarding Vulnerable Adults etc, without the need to travel to training venues, therefore, reducing travel expenses, time away from the workplace and allow access to staff working unsociable hours. The courses can be completed in one, can be taken in smaller manageable sizes and can be accessed from work, home and/or libraries.

3.2 Halton Borough Council's (HBC) Health & Community (H&C) Directorate wishes to have the facility to purchase, under a Framework Contract, an E-Learning Provision. The provision must be accessible via the Internet and cover specific subject matter for staff working within the Health & Social Care Sector. It must be available to the Health & Community Directorate employees, contracted providers and partner organisations utilising unlimited user licences.

3.3 The period of contract is 01 April 2010 - 31 March 2013. There will be an option, exercisable by the Council at its complete discretion, to extend from 1 April 2013 - 31 March 2015 subject to satisfactory performance and agreement by the Council.

3.4 The tender pack and detailed service specification was drawn up in conjunction with the Corporate IT team and the Operational Director

for the H&C Directorate approved 4 potential providers. The invitation to tender was placed on HBC's Procurement Website and a further 6 providers expressed an interest. Following the closing date, 1 completed tender was returned, 4 declined the tender return and no other communication was received from the other 5 providers. The completed tender meets all the service specification and is within the allocated budget.

4.0 **POLICY IMPLICATIONS**

4.1 The tendering process and subsequent report to Executive Board Sub-Committee is compliant with Procurement Procedures.

5.0 **OTHER IMPLICATIONS**

5.1 The cost of the contract over a 3-year period is;

|          |         |
|----------|---------|
| 1st year | £39,000 |
| 2nd year | £20,000 |
| 3rd year | £20,000 |
| Total    | £79,000 |

5.2 Funding will be through the Adult Social Care Workforce Grant and the income generated through the Training Strategy Implementation Fund.

5.3 As delegates will not be required to travel to and spend working days at a separate training venue, this will create efficiencies which can be off set against any future growth identified.

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

6.1 **Children & Young People in Halton**

None identified

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

The E-learning development tool will benefit staff members at all levels across the Council. The learning & development tool will enable staff to undertake training in order to enhance their professional skill base with no impact on their current role.

6.3 **A Healthy Halton**

Competent and well-trained staff will have the ability to provide high quality services, to vulnerable adults, and are able to recognise and encourage a healthy lifestyle.

6.4 **A Safer Halton**

None identified

6.5 **Halton's Urban Renewal**

None identified

7.0 **RISK ANALYSIS**

7.1 None identified.

8.0 **EQUALITY & DIVERSITY ISSUES**

8.1 It is essential that the Council addresses equality issues, in particular those regarding race, gender, sexuality, age and disability when considering its training policies.

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

There are no background documents under the meaning of this Act.

**REPORT TO:** Executive Board Sub Committee  
**DATE:** 4 March 2010  
**REPORTING OFFICER:** Strategic Director, Health & Community  
**SUBJECT:** Community Department, Scale of Charges 2010/11  
**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To set out the proposed admission charges for 2010/11 for the Council Libraries, The Kingsway Learning Centre, Leisure Centres, Parks and Playing Pitches, Community Centres, Bereavement Services, Registration Services and the Brindley Arts Centre.

**2.0 RECOMMENDATION: That the Executive Board Sub Committee approve the charges as proposed.**

**3.0 BACKGROUND INFORMATION**

3.1 No major changes are proposed in the structure of charges for 2010/11. The levels of charges have been set as part of the council's response in setting an overall budget. Charges have generally followed the corporate guidelines for a 2% rise across the board.

3.2 Following an 11% increase in hire charges last year, The Brindley has proposed a freeze on charges for 2010/11 to encourage the present levels of usage.

3.3 Registration fees in section 1 to 4 are statutory fees. These increases have not yet been notified to the council yet. Fees for reaffirming and naming have been increased above the 2% guideline to pass on costs incurred by the service by a third party contractor.

3.4 Recreation centre charges are still in preparation and shall be presented for consideration and approval at the meeting.

3.5 Proposed charges for 2010/11 are attached as Appendix 1.

**4.0 POLICY IMPLICATIONS**

4.1 There are no policy implications.

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

5.1 **Children & Young People in Halton**

There are concessionary charges for young people under 18 to encourage access to healthy, constructive activities for young people.

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

None identified.

5.3 **A Healthy Halton**

Physical activity is one of the corner stones of the Council's Health Strategy. The promotion of physical activity with the minimum financial barrier to participation is a key component.

5.4 **A Safer Halton**

Sport and recreational activities provide constructive diversionary activities for young people who may engage in anti-social behaviour or cause youth nuisance.

5.5 **Halton's Urban Renewal**

None identified.

6.0 **RISK ANALYSIS**

6.1 Income from charges is part of the council's overall budgeting strategy, new charges must therefore be implemented on 1<sup>st</sup> April 2010. Revised charges for the Brindley are implemented on 1st September 2010.

7.0 **EQUALITY AND DIVERSITY ISSUES**

7.1 The Council's charges are structured and are at a level designed to enable the use of services by everyone in the community irrespective of individual circumstances. The new level of charges have, been set at a level which continues to facilitate this.

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

None under the meaning of the Act.





|                                       |
|---------------------------------------|
| <b>The Brindley Hire Fees 2010/11</b> |
|---------------------------------------|

High Street, Runcorn WA7 1BG  
TEL: 0151 907 8360 | FAX: 0151 907 8361

**The Brindley Arts Centre** provides state of the art performance facilities, skilled technical and front-of-house staff, excellent seating and refreshments for audiences.

### The Theatre

|  | <b>Mon – Thurs<br/>1 performance or<br/>up to 8 hours</b> | <b>Fri / Sat<br/>1 Performance or<br/>up to 8 hours</b> | <b>Sunday<br/>Performance or<br/>up to 8 hours</b> | <b>Rehearsal per 4<br/>hours or part<br/>thereof</b> |
|--|---|---|--|--|
| Halton Borough<br>Community<br>Hirers              | <b>£500</b>   | <b>£575</b>   | <b>£675</b>  | £175 Mon – Fri<br>£225 Sat & Sun<br>£325 BH          |
| Non Halton<br>Borough based<br>Community<br>Hirers | <b>£600</b>   | <b>£675</b>   | <b>£775</b>  | £225 Mon – Fri<br>£275 Sat & Sun<br>£375 BH          |
| Commercial<br>Hirers                               | <b>£900</b>   | <b>£1000</b>  | <b>£1100</b>                                       | £275 Mon-Fri<br>£325 Sat<br>£400 Sun & BH            |

The theatre seats up to 424, including 8 wheelchair spaces.

Community groups include all amateur and community based organisations, including dance schools.

**Performance hire** includes the exclusive use of the Theatre space and dressing rooms for up to 8 hours and for one performance per day, second performances within the day are charged at 50% of the basic hire fee. The price also includes two technicians, use of the theatre lighting, sound system and up to three front of house stewards. A second performance is charged at 50% of the basic hire cost. Extra technical and front of house staffing is re-charged at £10 per hour or part thereof for a minimum call of 4 hours.

**Rehearsal hire** includes the exclusive use of the Theatre space for up to 4 hours. Additional hours are charged per 4 hours or part thereof. A rehearsal is supported by two technicians and includes the use of the theatre lighting and sound system. Extra technical staffing requirements are re-charged at £10 per hour or part thereof for a minimum call of 4 hours.

The Brindley box office staff will produce and manage the sale of tickets at a cost of 25p per ticket. Batch printed tickets for sale by the hirer, are charged at 15p per ticket. This charge is applicable to both Theatre and Studio hires.

PRS – Performing Rights costs will be recharged at the appropriate percentage to hirers as applicable to both Theatre and Studio hires.

## The Studio

|  | Mon – Thurs | Fri / Sat   | Sunday      |
|--|-------------|-------------|-------------|
| <b>Per 8 Hour Performance with technical support</b> | <b>£300</b> | <b>£350</b> | <b>£400</b> |
| <b>Per 4 Hour Rehearsal with technical support</b>   | <b>£175</b> | <b>£200</b> | <b>£225</b> |
| <b>Per 2 hour hire - without technical support</b>   | <b>£50</b>  | <b>£75</b>  | <b>£100</b> |

The Studio seats up to 108, including 6 wheelchair users, in traditional theatre seating. Cabaret seating can be provided for a maximum of 60 including 6 wheelchair users.

**Performance hire** includes the exclusive use of the Studio space and a maximum of two dressing rooms for up to 8 hours and for one performance per day, second performances within the day are charged at 50% of the basic hire fee. The price also includes one technician, use of the studio lighting, sound system and one front of house steward. A second performance is charged at 50% of the basic hire cost. Extra technical and front of house staffing is re-charged at £10 per hour or part thereof for a minimum call of 4 hours.

**Rehearsal hire** includes the exclusive use of the Studio space for up to 4 hours. Additional hours are charged per 4 hours or part thereof. A rehearsal is supported by one technician and includes the use of the studio lighting and sound system. Extra technical staffing requirements are re-charged at £10 per hour or part thereof for a minimum call of 4 hours.

Studio **hires without technical support** includes the exclusive use of the Studio for up to 2 hours. Additional hours are charged per 2 hours or part thereof. Studio hires are not supported by Brindley technical or front of house staff. Any staffing requirements are re-charged at £10 per hour or part thereof for a minimum call of 2 hours.

The Brindley box office staff will produce and manage the sale of tickets at a cost of 25p per ticket. Batch printed tickets for sale by the hirer are charged at 15p per ticket. This charge is applicable to both Theatre and Studio hires.

PRS – Performing Rights costs will be recharged at the appropriate percentage to hirers as applicable to both Theatre and Studio hires.



**PROPOSED SCALE OF HIRE CHARGES 1<sup>st</sup> April 2010 – 31<sup>st</sup> March 2011**

**COMMUNITY CENTRES –  
Castlefields/Ditton/Grangeway/Murdishaw/Upton**

|   |  |
|---|--|
| Approved – Assistant Accountant, Cultural & Leisure |  |
| Approved – Operational Director, Cultural & Leisure |  |

**1. COMMUNITY GROUPS**

|            |          | Rate 09-10 | Rate 10-11 | £ Increase | % Increase |
|------------|----------|------------|------------|------------|------------|
| Hall       | Per hour | £7.20      | £7.35      | £0.15      | 2%         |
| Small Room | Per hour | £2.60      | £2.65      | £0.05      | 2%         |
| Large Room | Per hour | £4.00      | £4.10      | £0.10      | 2%         |
| Stage      | Per hour | £2.60      | £2.65      | £0.05      | 2%         |
| Kitchen    | Per hour | £2.10      | £2.15      | £0.05      | 2%         |

**Block Bookings**

Less 10 % in respect of 10 or more bookings made at any one time.

**Free Lettings**

New activities and groups initiated by the Manager may, in their initial period of operation, receive a maximum of 4 free lettings to establish the groups which should then be considered a community user paying the appropriate rate.

Any further free lettings would be by agreement with Operational Director, Cultural & Leisure Services.

**Performing Rights** – 5% of the total booking charge (excluding any discount).

**2. PRIVATE and COMMERCIAL GROUPS**

Kitchen Hire VAT (15%) applies

The above charges increase by 25% AND 50% respectively and cumulatively

Performing Rights – 5% of the total booking charge (excluding any discount).

**3. OTHER**

Events other than those in 1 or 2, including week end rates, by negotiation with the Manager.

**NOTES FOR GUIDANCE OF APPLICANTS**

**1. Payment of Charges (Private and Casual Bookings)**

A Non Returnable deposit of 25% of the charge shall be paid in advance and the balance must be paid prior to use.

**2. Approval of Applicants**

No application must be regarded as accepted until official approval has been received and the deposit paid.

**3. Preparation and Tidying Up**

The hours booked must cover the use of the Centre by organisers for any preparatory work required prior to the function and for tidying up afterwards.



## THE REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES FEES (ORDER) 1999

(FEES 1 to 4 MAY BE SUBJECT TO STATUTORY CHANGE)

|   | <u>PRESENT</u><br>2009/10 | <u>PROPOSED</u><br>2010/11 |
|---|---------------------------|----------------------------|
| <b>1. GENERAL SEARCH</b>  |                           |                            |
|   | £                         | £                          |
| Superintendent Registrar  |                           |                            |
| – For general search in indexes in his office not exceeding 6 successive hours  | 18.00                     | 18.00                      |
| <b>2. CERTIFICATES</b>  |                           |                            |
| Superintendent Registrar  |                           |                            |
| – Standard Certificate of Birth, Death or Marriage  | 7.00                      | 7.00                       |
| – Photographic copy of an Entry of Birth, Death or Marriage   | 7.00                      | 7.00                       |
| – Certificate of Birth, Death or Marriage for certain statutory purposes  | 7.00                      | 7.00                       |
| – Short Certificate of Birth  | 5.50                      | 5.50                       |
| Registrar   |                           |                            |
| – Standard Certificate of Birth, Death or Marriage  | 3.50                      | 3.50                       |
| – Photographic copy of an Entry of Birth, Death or Marriage   | 3.50                      | 3.50                       |
| – Certificate of Birth, Death or Marriage for certain statutory purposes  | 3.50                      | 3.50                       |
| – Short Certificate of Birth (other than the first issued at the time of registration of birth)   | 3.50                      | 3.50                       |
| – Certificate of Death issued to certain professional bodies  | 3.50                      | 3.50                       |
| <b>3. MARRIAGES / CIVIL PARTNERSHIPS</b>  |                           |                            |
| Superintendent Registrar  |                           |                            |
| – For attending at the residence of house-bound or detained person to attest Notice of Marriage / Civil Partnership   | 47.00                     | 47.00                      |
| – For entering a Notice in Marriage Notice Book / Civil Partnership Register  | 30.00                     | 30.00                      |
| – For attending a marriage / signing the civil partnership schedule at the residence of a house-bound or detained person  | 47.00                     | 47.00                      |
| – For signing the civil partnership register of the schedule in the Register Office   | 40.00                     | 40.00                      |
| Registrar   |                           |                            |
| – For attending a marriage solemnised in the Register Office  | 40.00                     | 40.00                      |
| – For attending a marriage in a registered building   | 47.00                     | 47.00                      |
| – For attending a marriage at the residence of a house-bound or detained person   | 47.00                     | 47.00                      |
| <b>4. CERTIFICATION FOR WORSHIP AND REGISTRATION FOR MARRIAGE</b>   |                           |                            |
| Superintendent Registrar  |                           |                            |
| – Certificate of a place of meeting for religious worship   | 28.00                     | 28.00                      |
| – Registration of a building for the solemnisation of marriages   | 120.00                    | 120.00                     |
| In addition to the above fees which are statutory, there are three further charges which apply in respect of premises approved under the Marriage Act 1994 and Civil Partnership Act 2004 as venues for conducting civil marriages and civil partnerships |                           |                            |
| – Registration of a building under the 1994 and 2004 Acts   | 690.00                    | 710.00                     |
| – Attendance by Senior Registrar/Registrar at the Boston Suite, Runcorn Town Hall (a venue approved under the 1994 / 2004 Acts)   |                           |                            |
| - Monday to Thursday  | 40.00 *                   | 40.00*                     |
| - Friday, commencing prior to 12 noon   | 40.00 *                   | 40.00*                     |
| - Friday, commencing at or after 12 noon  | 83.00                     | 86.00                      |
| - Saturday, commencing prior to 12 noon   | 70.00                     | 80.00                      |
| - Saturday, commencing at or after 12 noon  | 110.00                    | 115.00                     |
| - Attendance by Senior Registrar/Registrar at the Civic Building, Runcorn Town Hall, approved under the 1994/2004 Acts  |                           |                            |
| - Monday to Friday  | 150.00                    | 155.00                     |
| - Saturday  | 200.00                    | 210.00                     |
| – Attendance by Senior Registrar/Registrar at all other buildings in Halton, approved under the 1994 /2004 Acts   |                           |                            |
| - Monday to Friday  | 233.50                    | 240.00                     |
| - Saturday  | 285.00                    | 295.00                     |
| - Sunday  | 335.00                    | 345.00                     |

|   |        |        |
|---|--------|--------|
| - Bank Holidays   | 450.00 | 460.00 |
| * Note, these fees must remain equivalent to the equivalent statutory "Register Office" fee |        |        |
| <b>5. INDIVIDUAL CITIZENSHIP CEREMONIES</b>   |        |        |
| - Attendance by Superintendent Registrar/Senior Registrar                                   |        |        |
| - Monday to Thursday in the Boston Suite, Runcorn Town Hall                                 | 35.00  | 36.00  |
| - Monday to Friday in a hotel   | 158.00 | 162.00 |
| - Saturday in a hotel   | 211.00 | 216.00 |
| - Sunday in a hotel   | 264.00 | 270.00 |
| - Bank Holiday in a hotel   | 375.00 | 385.00 |
| <b>6. REAFFIRMATION of MARRIAGE VOWS CEREMONIES, NAMING CEREMONIES, and CIVIL FUNERALS</b>  |        |        |
| - Attendance by Registration Officer  |        |        |
| - Monday to Friday in the Boston Suite, Runcorn Town Hall                                   | 117.00 | 130.00 |
| - Saturday in the Boston Suite, Runcorn Town Hall   | 150.00 | 165.00 |
| - Other approved premises – including Civic Suite (Monday to Friday)                        | 137.00 | 155.00 |
| - Other approved premises – including Civic Suite (Saturday)                                | 165.00 | 185.00 |
| - Other approved premises (Sunday)  | 192.00 | 210.00 |
| - Other approved premises (Bank Holiday)  | 236.00 | 255.00 |
| - Each extra child when the naming ceremony covers more than one child                      | 45.50  | 48.50  |
| - Commemorative certificate   | 3.50   | 4.00   |
| - Attendance of Civil Celebrant at Civil Funeral  | 165.00 | 173.00 |
| <b>7. NATIONALITY CHECKING SERVICE</b>  |        |        |
| - Adult – single application  | 45.00  | 47.00  |
| - Husband and Wife / Civil partners applying at same time.                                  | 65.00  | 68.50  |
| - Family (husband and wife / civil partners and up to 2 children)                           | 76.00  | 81.00  |
| - Additional children on parents application (per child)                                    | 15.00  | 16.00  |
| - One or more children under age 18, applying separately from their parents (per child)     | 25.00  | 26.50  |

**NOTE**

The charges in Sections 6 and 7 are subject to VAT, and the amounts shown in the above table include VAT at the standard rate. None of the other charges in the schedule above are subject to VAT.

### 1. COMMUNITY USE (Non funded organisations)

| Room                |          | Community Rate 09/10 | Community Rate 10/11 | Council Standard Rate 09/10 | Council Standard Rate 10/11 |
|---------------------|----------|----------------------|----------------------|-----------------------------|-----------------------------|
| Meeting Room 2      | Per hour | £10.60               | £10.90               | £13.30                      | £13.70                      |
| Other Meeting Rooms | Per hour | £5.30                | £5.60                | £6.65                       | £6.85                       |

- **Block Bookings**

Less 15% in respect of 10 or more bookings made at any one time.

- **Free Lettings**

New activities and groups initiated by the Manager may, in their initial period of operation, receive a maximum of 4 free lettings to establish the groups. Subsequent bookings should then be considered a community user paying the appropriate rate.

- **Performing Rights** – 5% of the total booking charge (excluding any discount).

### 2. PRIVATE AND COMMERCIAL GROUPS

- The above charges increased by 25% and 50% respectively and cumulatively
- Performing Rights – 5% of the total booking charge (excluding any discount).

### 3. OTHER

- Use other than those in 1 or 2, by negotiation with the Manager.

### NOTES FOR GUIDANCE TO APPLICANTS

#### 1. Payment of Charges (Private and Casual Bookings)

A deposit shall be paid in advance and the balance must be paid prior to use.

#### 2. Approval of Applicants

No application must be regarded as accepted until official approval has been received and the deposit paid. In addition, all applicants must agree to the booking conditions of the Centre.

#### 3. Preparation and Tidying Up

The hours booked must cover the use of the Centre by organisers for any preparatory work required prior to the function and for tidying up afterwards.

**4. Catering Service**

Refreshments and Catering services can be provided on request.



**PROPOSED SCALE OF CHARGES**  
**1<sup>st</sup> April 2010 – 31<sup>st</sup> March 2011**

**LIBRARY SERVICE**

**LOAN CHARGES**

|                                     | <b>PRESENT</b>                       | <b>PROPOSED</b>        |
|-------------------------------------|--------------------------------------|------------------------|
| <b>Talking Books</b>                |                                      |                        |
| Leisure Card Holders                | £1 for 3 weeks<br>50p for weeks      | No change<br>No change |
| <b>Compact Discs</b>                |                                      |                        |
| Leisure Card Holders                | £1 per week<br>50p per week          | No change<br>No change |
| <b>DVDs</b>                         |                                      |                        |
| Leisure Card Holders                | £2.50 for 1 week<br>£1.25 for 1 week | No change<br>No change |
| <b>Learning for Life Collection</b> |                                      |                        |
| Non-book items:                     | £1.00 for 3 weeks                    | No change              |
| Leisure Card Holders:               | FREE                                 | No change              |
| <b>PlayStation 2</b>                |                                      |                        |
| Leisure Card Holders                | £2.50 per week<br>£1.25 per week     | No change<br>No change |

**FINES ON OVERDUE ITEMS**

**Books, Talking Books, CDs, and Learning for Life Collection**

|                               |  |                        |
|-------------------------------|--|------------------------|
| Adult tickets                 | 10p per item per day<br>maximum £4.00 per item       | No change              |
| Children's tickets            | No charge  | No change              |
| Young Persons tickets (16-18) | No charge  | No change              |
| Leisure Card Holders          | 5p per item per day<br>maximum £4.00 per item        | No change              |
| <b>DVDs</b>                   |  |                        |
| Leisure Card Holders          | 40p per day<br>20p per day<br>maximum £8.00 per item | No change<br>No change |
| <b>PlayStation 2</b>          |  |                        |
| Leisure Card Holders          | 50p per day<br>25p per day<br>maximum £8.00 per item | No change<br>No change |

*In addition an administrative charge of 30p (which includes postage) is payable when an overdue reminder is sent. Children's books borrowed on an adult ticket are subject to the adult fine rate.*

**RESERVATIONS**

|   |                |           |
|---|----------------|-----------|
| For items currently in stock                | FREE           | No change |
| Leisure Card Holders                        | FREE           | No change |
| For items which have to be bought for stock | £1.50 per item | No change |
| Leisure Card Holders                        | 75p per item   | No change |

For items which have to be obtained through Inter Library Loan or British Library

|                      |                |           |
|----------------------|----------------|-----------|
|                      | £2.20 per item | No change |
| Leisure Card Holders | £1.50 per item | No change |

**PRESENT**

**PROPOSED**

**PERSONAL COMPUTER BOOKINGS**

|                      |            |           |
|----------------------|------------|-----------|
| <b>Discs:</b>        | £1.00 each | No change |
| Leisure Card Holders | 50p each   | No change |

|                              |    |       |
|------------------------------|----|-------|
| <b>USB 2GB Memory stick:</b> | £6 | £7.75 |
| Leisure Card Holders         | £4 | £6.75 |

|                      |              |           |
|----------------------|--------------|-----------|
| <b>Printing:</b>     |              |           |
| Black & White:       | 10p per page | No change |
| Colour:              | 20p per page | No change |
| Leisure Card Holders |              |           |
| Black & White:       | 5p per page  | No change |
| Colour:              | 10p per page | No change |

|                    |               |           |
|--------------------|---------------|-----------|
| <b>PHOTOCOPIES</b> | 10p per sheet | No change |
|--------------------|---------------|-----------|

|                                      |               |           |
|--------------------------------------|---------------|-----------|
| <b>MICROFILM / MICROFICHE COPIES</b> | 20p per sheet | No change |
|--------------------------------------|---------------|-----------|

**FAX**

|                |                         |           |
|----------------|-------------------------|-----------|
|                | 50p per sheet received  | No change |
| To UK:         | £1.00 first sheet       | No change |
|                | 25p subsequent sheets   | No change |
| To Europe:     | £2.00 first sheet       | No change |
|                | 50p subsequent sheets   | No change |
| International: | £3.00 first sheet       | No change |
|                | £1.00 subsequent sheets | No change |

**LOST TICKETS**

|                                    |       |           |
|------------------------------------|-------|-----------|
| Adults:                            | £1.00 | No change |
| Children and Leisure Card Holders: | 50p   | No change |

**ROOM HIRE**

1. **Community Groups**

|                            |                 |           |
|----------------------------|-----------------|-----------|
| Meeting Room 1             | £5.50 per hour  | No change |
| Meeting Room 2             | £7.50 per hour  | No change |
| Meeting Room 3             | £7.50 per hour  | No change |
| Meeting Rooms 2 & 3        | £15.00 per hour | No change |
| Meeting Room 4             | £3.00 per hour  | No change |
| Meeting Room 5 – ICT Suite | £7.50 per hour  | No change |
| Meeting Room 6             | £5.50 per hour  | No change |
| Meeting Room 7             | £4.00 per hour  | No change |

**Block bookings**

Less 15% discount in respect of 10 or more bookings at any one time

**Equipment**

Training kitchen /Laptops – available by arrangement with the Manager £3 per session

**Free Lettings** - New activities and groups initiated by the Manager may, in their initial period

of operation, receive a maximum of 4 free lettings to establish the groups.

Subsequent bookings should then be considered a community user paying the appropriate rate.

**Private and Commercial Groups**

The above charges increased by 25% and 50% respectively and cumulatively

Performing Rights – 5% of the total booking charge (excluding any discount).

**Other**

Other than those in 1 or 2, by negotiation with the Manager



**Parks and Countryside Service**  
**Proposed Facility Charges 2010/11**

|                                    |             | <b>09/10</b> | <b>10/11</b> |
|------------------------------------|-------------|--------------|--------------|
|                                    |             | <b>Price</b> | <b>Price</b> |
| <b>Summer Games</b>                |             |              |              |
| Bowling Casual Hire                | (4 hours)   | Free         | Free         |
| Bowling Green Hire                 | (Alternate) | Free         | Free         |
| Bowling Green Hire                 | (Weekly)    | Free         | Free         |
| <b>Winter Games</b>                |             |              |              |
| Adult B/B Pitch Hire               | (Alternate) | 370.00       | 380.00       |
| Adult B/B Pitch Hire               | (Weekly)    | 740.00       | 760.00       |
| Adult Casual Hire                  |             | 80.00        | 82.00        |
| Junior B/B Pitch Hire*             | (Alternate) | 200.00*      | 205.00*      |
| Junior B/B Pitch Hire*             | (Weekly)    | 400.00*      | 410.00*      |
| Mini Soccer B/B Hire*              |             | 135.00*      | 140.00*      |
| Junior Casual Hire                 |             | 33.00        | 35.00        |
| Adult Floodlit Grass Training      | 12 weeks    | 160.00       | 170.00       |
| Junior Floodlit Grass Training     | 12 weeks    | 80.00        | 85.00        |
| Adult Baseball Field               | (Annual)    | 1230.00      | 1260.00      |
| Junior Baseball Field              | (Annual)    | 615.00       | 630.00       |
| <b>Meeting Room Hire</b>           |             |              |              |
| Half Day Hire                      |             | 30.00        | 35.00        |
| Full Day Hire                      |             | 45.00        | 50.00        |
| <b>Allotments</b>                  |             |              |              |
| Allotment Plot                     |             | 30.00        | 31.00        |
| <b>Environmental Education</b>     |             |              |              |
| Halton Schools                     |             | Free         |              |
| Out of Borough Schools (per pupil) |             | 3.00         | 3.00         |

**Notes**

\* Presently provided Free of charge for competitive sport

**REPORT TO:** - Executive Board Sub-Committee

**DATE:** - 4<sup>th</sup> March 2010

**REPORTING OFFICER:** - Chief Executive

**SUBJECT:** England 2018 World Cup Bid

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To update the Executive Board Sub-Committee on the progress to date of the England 2018 World Cup Bid and the opportunities for Halton Borough Council

## **2.0 RECOMMENDATION**

- 2.1 **The report be noted and the proposal in respect of the Stobart Stadium Halton be endorsed**

## **3.0 BACKGROUND INFORMATION**

- 3.1 In readiness for the England World Cup Bid 2018, each City has been invited to submit a proposal for hosting a number of group stage and knock out matches.
- 3.2 The Liverpool City bid requires them to identify a host ground or grounds that could hold the matches, in addition each ground would need to have a number of UEFA standard “support” grounds that could either be used as a Team Base Camp (TBC) or a Venue Specific Training Site (VSTS).The Stobart Stadium has been identified as a potential YBC or VSTS.
- 3.3 These support Stadia are crucial to the bid and as such the sites chosen will only be considered if they meet strict criteria laid down by FIFA.
- 3.4 Areas that will be scrutinised include: - dressing rooms, utilities, communication infrastructure, covered stands, security fencing, floodlights, press facilities, public catering facilities and of course the standard and dimensions of the playing surface.
- 3.5 FIFA will inspect all prospective Training Sites, an informal inspection has already been undertaken of the Stobart Stadium Halton and the inspector was very complimentary of the facilities.
- 3.6 If selected as a Team Base Camp (TBC) the Stadium would in effect be “locked down” for a period of around 5 weeks, this could present a problem to the Widnes Vikings as the World Cup falls within the

Summer rugby period, discussions have taken place with the Chairman and Chief Executive of the Widnes Vikings in relation to this issue and all parties feel a solution could be found, this issue will be similar for any other TBC such as those at Warrington, Wigan or Leigh.

- 3.7 If chosen as a Venue Specific Training Site (VSTS) the “lock down” period is not as critical, teams will be based in the area and use the facilities for pre-match training sessions.
- 3.8 Due to the speed of response required, following consultation with The Leader and the Chief Executive, Halton Borough Council has signed a commitment to support the Liverpool bid as either a Team Base Camp (TBC) or as a Venue Specific Training Site (VSTS).
- 3.9 Liverpool has been identified as one of the preferred City’s to host the 2018 World Cup; a further selection process will take place to finalise the City’s that will be put forward.
- 3.10 Team Base Camps will be selected by the competing teams nearer to the competition in 2018.
- 3.11 To have our Stadium identified as a potential venue for either a TBC or VSTS speaks volumes for how it held in high esteem not just by the Rugby League but also the Football Association.

**REPORT TO:** Executive Board Sub Committee  
**DATE:** 4 March 2010  
**REPORTING OFFICER:** Strategic Director, Health & Community  
**SUBJECT:** Kingsway Leisure Centre Capital Works  
**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To put arrangements in place that will assist Sport England in the assessment of a stage two bid for grant funding under the Governments free swimming programme.

**2.0 RECOMMENDATION:**

**That Members of the Executive Board agree that:**

- 1. The Council award a framework agreement, that sub contracts DC Leisure Management Ltd, to procure and project manage the refurbishment of the swimming pool changing rooms at Kingsway Leisure Centre, subject to the receipt of grant aid.**
- 2. The Operational Director, Culture and Leisure Services be authorised to award the contract for Kingsway Leisure Centre capital works to Waverley District Council in the sum of £325k, in light of the exceptional circumstances to meet Sport England deadlines and with a view to securing reduced costs and enhanced value for money and in accordance with Procurement Standing Orders 1.6 Standing Orders 3.1-3.7 and 3.9 be waived on this occasion to enable the Council to benefit from external funding sources and to upgrade the facilities at the Kingsway Leisure Centre at no cost to the Council.**

**3.0 SUPPORTING INFORMATION**

3.1 The Council is part of the Governments free swimming programme for those 16 and under and those 60 and over. As such the Council can bid into a capital budget of £25M administered by Sport England. In conjunction with DC Leisure a successful £385K stage one bid to refurbish the swimming pool changing rooms at Kingsway Leisure Centre has been submitted and accepted.

3.2 In order to secure this grant a stage two submission was required no later than 1<sup>st</sup> February 2010. All elements of the bid need to be in place and we must demonstrate that we can complete the project by 31<sup>st</sup> March 2011. In the North West only 8 of the 28 stage one bids were selected to move to stage two. Sport England need to see that we have put measures in place that provide value for money and enable the work to be completed on time.

#### 4.0 **BUSINESS CASE FOR WAVERING TENDERING SO's**

4.1 Value for money and competition.

4.1.1 In line with recent refurbishment works at the Council's leisure centres it is proposed that DC Leisure act on behalf of the council to procure the works and project manage the contract. To do this and to comply with the conditions set out by Sport England the council will need to issue DC Leisure with a Framework Agreement for the procurement of these works.

4.1.2 Initial discussions with DC Leisure have identified two possible options: -

- a) Traditional tender route
- b) Use of pre tendered rates from an existing contract
- c) Value and competition.

Option (a) may cause difficulty in meeting the completion date and would account for up to £50K of the project costs.

Option (b) would use the tendered rates from a contract DC Leisure is undertaking for Waverley District Council on a £4M contract for similar works. This contract was accepted in 2009. It has been subject to the full OJEU process. The successful contractor ISG Ltd has been selected from an initial field of 40 companies.

4.1.3 The contract could therefore be awarded based on a design and build contract using the rates agreed in the Waverley contract. This offers value for money at pre tendered rates.

#### 4.2 **TRANSPARENCY**

4.2.1 The contract for Waverley DC was awarded in 2009. It was subject to full OJEU process, which attracted an initial field of 40 companies.

4.2.2 The proposals are open to scrutiny via the Freedom of Information Act, and internal and external audit.

#### 4.3 **PROPERTY AND SECURITY**



- 4.3.1 Integrity clauses will be built into the contract document.
- 4.3.2 The contract will fully comply with HBC's Standing Orders.
- 4.4 **ACCOUNTABILITY**
  - 4.4.1 This remains with the Operational Director, Culture and Leisure Services, in conjunction with the relevant portfolio holder.
  - 4.4.2 All matters will be scrutinised by internal/external audit and the relevant Policy and Performance Board.
- 4.5 Position of the contract under the Public Contract Regulations 2006.
  - 4.5.1 The contract is fully compliant.
- 5.0 **POLICY IMPLICATIONS**
  - 5.1 The recommendations are consistent with council procedures.
- 6.0 **FINANCIAL IMPLICATIONS**
  - 6.1 This project is being funded externally the council does not face any liability.
- 7.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**
  - 7.1 **Children & Young People in Halton**

The scheme will develop continued participation in physical activity.
  - 7.2 **Employment, Learning & Skills in Halton**

Increased participation in line with the Council's Sports Strategy.
  - 7.3 **A Healthy Halton**

Sport and physical activity is generally acknowledged to improve health and well-being and to contribute to the preventative agenda.
  - 7.4 **A Safer Halton**

Participation in sport can combat anti-social behaviour.
  - 7.5 **Halton's Urban Renewal**

None identified.
- 8.0 **RISK ANALYSIS**

8.1 There are no direct risks to the council. However we may risk losing the grant if Sport England does not have confidence in our ability to deliver on time.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 The project aims to improve the changing facilities at Kingsway Leisure Centre by providing individual changing cubicles for all.

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

None under the meaning of the act.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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