

**HALTON BOROUGH COUNCIL**



*Municipal Building,  
Kingsway,  
Widnes.  
WA8 7QF*

*7 April 2015*

**TO: MEMBERS OF THE HALTON  
BOROUGH COUNCIL**

*You are hereby summoned to attend an Ordinary Meeting of the Halton Borough Council to be held in the Council Chamber, Runcorn Town Hall on Wednesday, 15 April 2015 commencing at 6.30 p.m. for the purpose of considering and passing such resolution(s) as may be deemed necessary or desirable in respect of the matters mentioned in the Agenda.*

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

*Chief Executive*

**-AGENDA-**

<b>Item No.</b>		<b>Page No.</b>
<b>1.</b>	<b>COUNCIL MINUTES</b>	<b>SEE MINUTE BOOK</b>
	a) 4 February 2015	
	b) 4 March 2015	
	c) 18 March 2015	
<b>2.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>3.</b>	<b>THE MAYOR'S ANNOUNCEMENTS</b>	
<b>4.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>5.</b>	<b>LEADER'S REPORT</b>	
<b>6.</b>	<b>MINUTES OF THE EXECUTIVE BOARD</b>	<b>SEE MINUTE BOOK</b>
	a) 12 February 2015	
	b) 26 February 2015	
	c) 12 March 2015	
	d) 26 March 2015	
<b>7.</b>	<b>MINUTES OF THE HEALTH AND WELLBEING BOARD</b>	<b>SEE MINUTE BOOK</b>
<b>8.</b>	<b>QUESTIONS ASKED UNDER STANDING ORDER 8</b>	
<b>9.</b>	<b>MATTERS REQUIRING A DECISION OF THE COUNCIL</b>	
	a) Capital Programme 2015-16 - KEY DECISION (Minute EXB 150 refers)	<b>1 - 8</b>
	Executive Board considered a report of the Strategic Director, Children and Enterprise, on the Capital Programme for the Children and Enterprise Directorate.	
	RECOMMENDED: That Council approve the Capital Programme for 2015/16.	
	b) Invest to save proposal - Street Lighting (Minute EXB 158 refers)	<b>9 - 16</b>

Executive Board considered a report of the Strategic Director, Policy and Resources, which sought approval of funding for an Invest to Save proposal.

RECOMMENDED: That Council approve the inclusion of £4.7m scheme within the Capital Programme, to be funded as set out in the report.

- c) Calendar of meetings 2015/16 (Minute EXB162 refers) **17 - 20**  
Executive Board considered a report of the Strategic Director, Policy and Resources, which set out the Calendar of Meetings for 2015/16 Municipal Year.

RECOMMENDED: That Council approve the Calendar of Meetings for 2015/16 Municipal Year.

- d) Annual Review of Constitution 2015 (Minute EXB 163 refers) **21 - 24**

Executive Board considered a report of the Strategic Director, Policy and Resources, which sought approval of a number of changes to the Council's Constitution.

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

**10. MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE BUSINESS EFFICIENCY BOARD**

**SEE MINUTE BOOK**

- a) Children, Young People and Families
- b) Employment, Learning, Skills and Community
- c) Health
- d) Safer
- e) Environment and Urban Renewal
- f) Corporate Services
- g) Business Efficiency Board

**11. COMMITTEE MINUTES**

**SEE MINUTE BOOK**

- a) Development Control
- b) Regulatory
- c) Appeals Panel
- d) Standards

- e) Mayoral Committee
- f) Appointments Committee

## 12. PART II

In this case Council has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is **RECOMMENDED** that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A to the Act.

**Please note that if this resolution is passed, members of the press and public will be asked to leave the room during consideration of the following business.**

## 13. ITEMS REQUIRING A DECISION OF THE COUNCIL

- a) 3MG Infrastructure (Minute EXB 137 refers)

**25 - 34**

Executive Board considered a report of the Strategic Director, Children and Enterprise, which sought approval to amend the Capital Programme allocation.

RECOMMENDED: That Council approve a revision to the Capital Programme for £2.3m for the construction of the rail infrastructure to 3MG HBC Fields.

- b) Halton Borough Transport Limited

**35 - 38**

Council are asked to consider the attached report of the Operational Director, Finance.

**REPORT TO:** Executive Board

**DATE:** 26 March 2015

**REPORTING OFFICER:** Strategic Director – Children and Enterprise

**PORTFOLIO:** Children, Young People and Families

**SUBJECT:** Capital Programme – 2015/16

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

## 1.0 PURPOSE OF THE REPORT

1.1 This report provides a summary of the capital programmes for 2015/16 for the Children & Enterprise Directorate.

## 2.0 RECOMMENDATION: That

- 1) the capital funding available for 2015/16 is noted;
- 2) the proposals to be funded from School Condition Capital Allocation and Capital Expenditure Revenue Account are approved;
- 3) the proposals for Halebank Voluntary Controlled Church of England Primary School are approved;
- 4) the proposals for Fairfield Primary School are approved; and
- 5) the report is submitted to Full Council for approval of the Capital Programme 2015/16.

## 3.0 SUPPORTING INFORMATION

3.1 In February 2015 the Department for Education announced the schools capital grant allocations for 2015/16. The table below details the funding received.

<b>GOVERNMENT FUNDING</b>	
<b>School Condition Allocation – Local Authority maintained schools</b>	£1,097,187
Allocated to fund condition and suitability projects at Local Authority maintained schools.	

<b>GOVERNMENT FUNDING</b>	
<b>School Condition Allocation – Voluntary Aided maintained schools</b> Allocated to fund condition and suitability projects at Voluntary Aided schools.	£858,851
<b>Devolved Formula Capital – Local Authority maintained schools</b> Allocated directly to Local Authority maintained schools for their own use to address school building and Information Communication Technology needs.	£246,343
<b>Devolved Formula Capital – Voluntary Aided maintained schools</b> Allocated directly to Voluntary Aided maintained schools for their own use to address school building and Information Communication Technology needs.	£165,161
<b>LOCAL AUTHORITY FUNDING</b>	
<b>Capital Expenditure Revenue Account funding</b> In addition to the funding outlined above, the Local Authority makes a contribution towards capital works in schools (funding to be confirmed).	£345,821

#### 4.0 School Condition Allocation and Capital Expenditure Revenue Account funding.

4.1 The table below details how the School Condition and Capital Expenditure Revenue Account funding will be allocated.

<b>Description</b>	<b>Estimated costs</b>	<b>Description</b>
Computer Aided Design Plans	£5,000	Used to update plans of school buildings where improvement works have been carried out.
Fire Compartmentation	£25,000	A rolling programme to address fire compartmentation in school buildings.
Asbestos Management	£20,000	Annual update of asbestos surveys and undertaking of resulting remedial works.
Access Initiative Projects	£70,000	Fund that schools can bid for to resolve accessibility issues within school buildings.

<b>Description</b>	<b>Estimated costs</b>	<b>Description</b>
School Modernisation Projects	£400,000	Fund that schools can bid for to resolve educational and school buildings development.
Contingency	£70,000	Used for emergency and health and safety works that arises during the year.
Fairfield Primary School	£125,000	Contribution to remodelling and extension works.
Halebank CE Primary School	£20,000	Contribution to new build costs.
Capital Repairs	£843,008	The detailed capital repairs programme for 2015/16 can be found in Appendix 1.
<b>Total</b>	<b>£1,578,008</b>	

Schools are required to make a contribution to the cost of capital repair works. It is estimated this contribution will be in the region of £40,000 based on current budget costs for the works. In addition a further £95,000 will be carried forward from 2014/15 as a contribution to the capital repairs programme 2015/16.

## **5.0 Halebank Church of England Voluntary Controlled Primary School.**

- 5.1 Halebank Church of England Voluntary Controlled Primary School is included in the Department for Education's Priority School Building Programme – a national, privately financed programme to address those schools in the worst building condition.
- 5.2 The Education Funding Agency, acting on behalf of the Department for Education, announced earlier this year the appointment of Morgan Sindall as the contractor to build the northwest batch of schools in the Programme. It is anticipated the project to rebuild Halebank CE Primary School will commence on site June, 2015 with a completion of April, 2016.
- 5.3 Whilst some furniture is to be transferred and re-used in the new school, in order to assist the school transfer into the new building, some new furniture and equipment will be required to be compatible with the new school design and layout. In particular new interactive whiteboards will be required. An amount of £20,000 is required.

## **6.0 Fairfield Primary School.**

- 6.1 In January 2014 Fairfield Junior School was expanded to allow the integration of the Infants School to form the Fairfield Primary School. The primary school will continue to operate in two separate buildings and as a consequence a number of improvements are required to address building and organisational issues at the newly combined primary school. A feasibility

study has been carried out for the building improvements and the project is about to progress to detailed design stage with a view to a commencement of works in 2016.

- 6.2 £1,400,000 Basic Need funding has already been approved to contribute towards the cost of the building improvements (Executive Board minute no.43 refers). However a range of further capital will be required to meet the full cost of all the works and therefore £250,000 capital funding is required as a contribution. It is proposed £125,000 is allocated from School Condition Allocation 15/16 and a further £125,000 from 16/17 allocation.
- 6.3 In addition a further £400,000 funding will be derived from the sale of land at the former Fairfield High School and together with Access Initiative funding and a contribution from the school, the total funding available is £2,115,000. At this early stage of the design of the project the estimated build cost is £2,135,748. Actual build cost will be confirmed when tenders have been invited for the works later in the year. It will be necessary for the works to be carried out in three phases commencing early 2016 so therefore costs will be reviewed against affordability at each key stage of the project.

## **7.0 POLICY IMPLICATIONS**

- 7.1 This programme of works will allow the Council to continue to meet its requirement to enhance the environments through capital projects.

## **8.0 FINANCIAL IMPLICATIONS**

- 8.1 The amount of funding available for 2015/16 is less than in previous years reflecting both the reduction in the number of schools due to Academy transfers and the overall condition of school buildings. The School Condition Allocation for 2015/16 is £1,097,187 compared to £1,344,456 in 2014/15. Similarly, the CERA funding has been reduced from £431,330 to £345,821.
- 8.2 With regard to Halebank Church of England Voluntary Controlled Primary School, the scheme is a PFI scheme and the school will be required to provide an annual contribution of circa £10,000 for the provision of hard facilities management, which is slight decrease from that previously reported to the Executive Board of circa £12,000.

## **9.0 OTHER IMPLICATIONS**

- 9.1 **Capital repairs programme**  
This will contribute to Halton's Carbon Management Programme by producing more energy efficient buildings.



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

### **10.1 Children and Young People in Halton.**

The Capital Programme will address condition and suitability issues within school buildings and will improve the learning environment for children and young people.

### **10.2 Employment, Learning & Skills in Halton**

N/A.

### **10.3 A Healthy Halton**

N/A

### **10.4 A Safer Halton**

N/A

### **10.5 Halton's Urban Renewal**

N/A

## **11.0 RISK ANALYSIS**

### **11.1 Capital Repairs**

It is current practice for schools to contribute towards the cost of works. This consultation with schools has yet to take place therefore if schools are not willing to contribute these projects will not be carried out in 2015/16. In the event that schools are unable to contribute towards the cost of the works when completed, an element of the contingency budget can be used for this purpose. The school would then be required to make their contribution in the next financial year.

## **12.0 EQUALITY AND DIVERSITY ISSUES**

12.1 The Access Initiative Programme provides funding to improve the accessibility of mainstream schools for pupils with disabilities and the wider community. Consideration to access issues is given in all building projects. The capacity of schools to meet the needs of children with more complex needs and disabilities will be developed further through building works at schools.

## **13.0 REASON(S) FOR DECISION**

13.1 To deliver and implement the capital programmes.

## **14.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

14.1 Not applicable.

**15.0 IMPLEMENTATION DATE**

15.1 Capital Programmes for 2015/16 to be implemented with effect from 1 April 2015.

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
<b>Schools Capital Announcements – DfE 09/02/2015.</b>	<b>Children &amp; Enterprise</b>	<b>Phil Dove</b>

School	Main Element	Estimated cost inc Fees
Retentions from 14/15		21,925
Moore Primary	Electrical upgrade Phase 2 of 3	55,593
Brookvale Primary School	Electrical upgrade Phase 2 of 3	61,022
Victoria Road Primary School	Fire alarm replacement	16,730
Pewithall Primary	Fire alarm replacement	18,402
Victoria Road Primary School	Window Replacement phase 1 of 2	42,092
Windmill Hill Primary School	Window Replacement	13,384
Chesnut Lodge School	Electrical upgrade Phase 3 of 3	66,451
The Bridge School, Astmoor	Electrical upgrade phase 3 of 4	33,245
Simms Cross Primary School	Electrical upgrade phase 5 of 7	76,766
Hallwood Park Primary School and Nursery	Boiler replacement	106,111
Farnworth CE Controlled Primary School	Window Replacement	27,475
Beechwood Primary School	Boiler replacement	60,262
Windmill Hill Primary School	Fan convector replacement phase 1 of 2	56,462
Halton Lodge Children Centre	Boiler replacement	12,268
Astmoor Primary School	Fan convector replacement phase 1 of 2	50,005
Brookfields School	Fan convector replacement phase 1 of 2	50,005
Hillview Primary School	Fan convector replacement phase 1 of 2	44,235
Victoria Road Primary School	Fan convector replacement	30,575
		<b>843,008</b>

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<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	26 <sup>th</sup> March 2015
<b>REPORTING OFFICER:</b>	Strategic Director Policy and Resources
<b>PORTFOLIO:</b>	Transportation and Resources
<b>SUBJECT:</b>	Invest to save proposal – Street Lighting
<b>WARD(S)</b>	All

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

To report on the findings of a Street Lighting Asset review to assess the feasibility of switching all or part of the non-LED lighting stock to LED technology

To seek approval for an Invest to Save proposal and funding to cover the costs of an LED Conversion Programme.

### 2.0 **RECOMMENDATION That**

- 1) **a programme of work to replace the current conventional street lighting with energy saving Light Emitting Diode (LED) Units be approved;**
- 2) **Council be recommended to include this £4.7m scheme within the 2015/16 Capital Programme, to be funded as outlined within the report;**
- 3) **the Strategic Director Policy and Resources in consultation with the Operational Director Finance be authorised to determine the most financial advantageous method of financing the Conversion Programme; and**
- 4) **subject to 3 above the Strategic Director, Policy and Resources in consultation with the Operational Director, Finance and the relevant Portfolio holders, be authorised to seek prudential borrowing of up to £4.7m to cover the costs of the LED Conversion Programme.**

### 3.0 **SUPPORTING INFORMATION**

- 3.1 There are currently 19,000 street lamps in Halton operating with traditional high energy sodium lanterns. These lanterns cost the Council approximately £730,000 per year to illuminate and this cost has been rising by approximately 8-10% per year. In addition to the energy costs, traditional lanterns need to be replaced approximately

every 4-5 years incurring additional cost to the Highway maintenance budget.

3.2 To date approximately 2000 lanterns have been switched to LEDs. These are in mainly residential areas. The key benefits of LEDs are

- Reduced energy costs: This would impact positively on the Council's revenue budget, as well as the commitment to reduce carbon emissions and the Corporate Social Responsibility agenda. Energy use reductions are cited to be between 50% and 80%, resulting in energy cost reduction of a similar level (notwithstanding utility standing charges), and CO2 emission reductions of a potential 30%.
- Increased reliability and longevity: LEDs are guaranteed to last a minimum of 10 years with an expected life of 20 years. Currently the Council changes its lighting stock every five years on a rolling maintenance programme. This could result in reduced frequency of lamp replacement, reduced resource requirements in relation to 'scouting', and potentially a reduced call on contracts in place linked to street lighting.
- Meeting the Council's commitments to sustainable practices and reducing carbon emissions.

### 3.3 **OPTIONS AND ANALYSIS**

3.4 The Council currently uses a mix of High Pressure Sodium and SOX lighting. The residential areas are mainly lit by lamps below 70w of which there are 9566 or 54% of the stock. The main through routes are mainly lit by lanterns between 90w and 150W of which there are 5428 or 29% of the stock.

3.5 The unit costs of LEDs is changing rapidly as product designs are refined, more manufacturers enter the market and as production facilities are scaling up. Over the last two to three years there has been a dramatic reduction in price. There are now an increasing number of projects in delivery or completed and it is expected that more standardised products will become available. At the same time reliability is improving and manufactures are providing longer warranties as standard. The current cost of LEDs lights range from £290 - £300.

3.6 The cost of energy has risen by approximately 30% since 2010 and whilst energy price increases are difficult to predict DECC forecast that costs will rise by an average 8% -14% annually.

3.7 The Review looked at three options

- 1) a bulk change of the residential lights only,

- 2) a bulk change of main roads and through routes only
- 3) a bulk change of both residential and main roads and through routes

3.8 Each of the above different scenarios have been assessed as follows:-

Do nothing - to test the impact if no investment was made and lamps were replaced on a like for like basis

Replacement of all lamps in residential areas within 2 years

Replacement of all lamps in residential areas with 4 years.

The approximate capital costs of a conversion programme are

Option 1 - Residential only - Capital cost £2.7m

Option 2 - Main Roads only - Capital costs £1.9m

Option 3 -Residential and Main Roads Capital costs £4.6m

It is anticipated that the costs would be reduced if the Council embarked on a bulk conversion programme.

3.9 The estimated potential savings after the repayment of the Capital Investment based on varying energy price increase for a two or four year conversion are relatively similar and are set out below.

Electricity Increase	Residential (69w & 90w) Capital cost £2,771,240	Highways (100w & 150w) capital cost £2,771,240	All Capital cost £4,672,175
0%	-334,305	-762,192	-1,096,497
3%	-2,015,553	-2,124,957	-4,140,510
5%	-3,558,834	-3,375,890	-6,934,725
7%	-5,563,637	-5,000,917	-10,564,553
10%	-9,759,870	-8,402,245	-18,162,116

Based on electricity prices increase between 5-7% the potential savings would be in the region of £6.9 to £10.5m over a 20 year period.

The scheme represents an approximate 8-9 year payback.

The do nothing option indicates that the Council's energy bill for street lighting would increase from £730,000 to £950,000 by 2020 and £1.8m by 2030.

Alternative options for saving electricity costs include the removal of street lighting and switching street lighting off between certain hours. Whilst these options would save money there would be capital costs involved and this would also lead to a reduction in current service provision and impact negatively on residential areas and highway safety.

### **Funding**

Various methods for funding the upfront investment have been considered.

### **Green Investment Bank**

The Green Investment Bank provides loans to local authorities to fund green infrastructure projects. Analysis of the costs savings against those for using prudential borrowing indicated that the interest charges offered compared unfavourably with the cost of Prudential Borrowing.

### **Prudential Borrowing**

This option provides a low interest solution and would give the Council maximum flexibility to optimise its debt portfolio.

### **Salix Energy Efficiency Loan Scheme**

Salix provides zero interest loans to public bodies to fund initiatives to reduce carbon emissions. Loans need to be repaid in five years which is less than the payback of the scheme. Sensitivity testing indicates that utilising Salix funding may give the Council higher up front savings providing prudential borrowing rates do not increase above 4.8%.

Having considered the above options it is recommended that prudential borrowing is the preferred route for securing the required capital but utilising Salix fund if appropriate.

## **4.0 POLICY IMPLICATIONS**

- 4.1 There would be no adverse impact on the standard of street lighting as a consequence of this proposal. However, LED lighting produces a white light as opposed to the yellow light from the current lanterns. Consideration will have to be given at the design stage to ensure there is no negative impact on lighting current lighting levels.



**5.0 FINANCIAL IMPLICATIONS**

5.1 The Capital cost of replacing all lanterns in residential areas and on the main through routes is estimated to be £4.6m. The analysis of the various funding options indicates that prudential borrowing is the preferred option for meeting the initial upfront capital costs. Savings over a 20 year period after repayment of the capital and interest is in the region of £6.9 and £10.5m based on average price increase in electricity of 5-7% over the period of the investment.

Any conversion programme will need to consider whether to replace ageing columns and cabling. The review assumes that columns over 40 years will be replaced. The Council currently has 2700 columns over forty years. It is estimated that these would cost £1.8m but this is a cost that the Council would have to meet whether or not it embarks on a conversion programme.

The Council has been awarded approximately £30,000 from a recent Department of Energy and Climate Change funding scheme aimed at reducing the energy demand of the grid capacity. This funding will contribute to the first phase of any conversion programme.

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

**6.1 A Healthy Halton**

None

**6.2 A Safer Halton**

The proposals would allow the Council to maintain current street lighting levels, therefore there should be no adverse impact crime and road safety

**6.3 Halton's Urban Renewal**

The proposal will reduce energy consumption and the Council's carbon footprint. It is estimated that there will be an annual reduction in CO2.

**7.0 RISK ANALYSIS**

7.1 A risk assessment has been undertaken and details are set out below.

Risk	Issue/impact
Energy prices	Issue While energy consumption is proven to

	<p>be significantly lower for LEDs meaning that a certain level of saving will be achieved the actual level of saving will be a function of future energy prices. Energy price escalation may be either higher or lower than assumed in the modelling</p> <p>Impact – Energy costs are a key driver of the invest to save proposal. An increase in prices above those assumed would improve the business model. Conversely, price rises lower than those assumed would weaken the business model</p> <p>Comment The model assumes price increase in line with DECC estimates which are generally considered conservative.</p>
LED costs	<p>Issue – The cost of LEDs is likely to reduce over the next 2-3 years as market expansion takes place and supplier competition increases.</p> <p>Impact – LED costs are a key driver to the business case. Higher than assumed costs would weaken the invest to save case.</p> <p>Comment – The model is based on the current price the Council pays for LEDs. Greater tender data will become available over the next 12 months which can be used to verify assumptions. A soft marketing testing exercise could be undertaken</p>
LED efficiencies	<p>Issue - Energy efficiency of LED lamps is expected to improve over the next 2-3 years as lantern design for retrofit projects develops.</p> <p>Impact - If these improved efficiencies are not realised the business case is weakened.</p> <p>Comment – The model is based on current efficiencies gain from lamps already replaced so these should be achievable</p>
LED Life Cycle	<p>Issue - LED are predicted to have a long maintenance free operational life as reflected in the guarantees provided by a number of manufacturers .However, as they are new technologies they have not yet been fully tested in the field for this duration (15-25 years)</p> <p>Impact - If contractual arrangements do</p>

	<p>not pass on the risk of the full replacement cost of the lantern failings before the end of the guarantee period , the Council may be liable for additional costs</p> <p>Comment – The extent that the manufacturers and contractors will cover all costs within the guarantee period is expected to be standardised</p>
<p>Column Renewals</p>	<p>Undertaking a major lantern replacement programme may bring forward the logical date to renew columns with deteriorating condition.</p> <p>Impact Accelerating column renewals may change the affordability of the programme.</p> <p>Comment Further work needs to be undertaken to fully understand the condition of the columns included in the replacement programme</p>

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 None

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

9.1 None

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**REPORT TO:** Executive Board

**DATE:** 26 March 2015

**REPORTING OFFICER:** Strategic Director – Policy and Resources

**SUBJECT:** Calendar of Meetings – 2015/16

**WARDS:** Borough wide

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

1.1 To approve the Calendar of Meetings for the 2015/2016 Municipal Year attached at Appendix 1 (N.B. light hatched areas indicate weekends and Bank Holidays, dark hatched areas indicate school holidays).

**2.0 RECOMMENDATION: That Council be recommended to approve the Calendar of Meetings for the 2015/2016 Municipal Year, attached at Appendix 1.**

### **3.0 SUPPORTING INFORMATION**

None.

### **4.0 POLICY IMPLICATIONS**

None.

### **5.0 OTHER IMPLICATIONS**

None.

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

#### **6.1 Children and Young People in Halton**

None.

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

None.

#### **6.3 A Healthy Halton**

None.

#### **6.4 A Safer Halton**

None.

#### **6.5 Halton's Urban Renewal**

None.

**7.0 RISK ANALYSIS**

Should a Calendar of Meetings not be approved, there will be a delay in publishing meeting dates. This would result in practical difficulties in respect of the necessary arrangements to be made and the planning process regarding agenda/report timetables.

**8.0 EQUALITY AND DIVERSITY ISSUES**

Once a Calendar of Meetings has been approved the dates will be published, hence assisting public involvement in the democratic process.

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

None under the meaning of the Act.

**NB** Lightly shaded areas indicate weekends and Bank Holidays; dark shaded areas indicate school holidays.

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2016	FEB	MARCH	APR	MAY
M	4 Early Spring Bank Holiday	1 Children Young People & Families PPB		3 Development Control Committee			2 Dev Control			1 AF – DARESBURY		4	2 Early Spring Bank Holiday
T	5	2 Corporate PPB		4 SEMINAR	1 Corporate PPB		3 Health PPB	1 SEMINAR		2 AF – A, K & R	1	5	3
W	6	3 Business Efficiency	1 AF – B & HL	5	2 Children, Young People & Families PPB		4 Health & W Board	2		3 COUNCIL	2 SPECIAL COUNCIL	6	4
T	7 Parliamentary and Local Elections	4 Executive Board	2 Executive Board SEMINAR	6	3 Executive Board	1 Executive Board	5 Executive Board	3		4 SEMINAR	3	7 Executive Board	5 Local and PCC Elections
F	8 Local Election Count	5	3	7	4	2	6	4	1 New Year's Day	5	4	8	6
S	9	6	4	8	5	3	7	5	2	6	5	9	7
S	10	7	5	9	6	4	8	6	3	7	6	10	8
M	11 Development Control	8 Development Control	6 Development Control	10	7	5 Dev Control Cttee	9	7	4 Children, Young People & Families PPB	8 Dev Control Cttee	7 Dev Control Cttee	11	9 Development Control (prov)
T	12	9 Health PPB	7	11	8 Health PPB	6	10 Safer PPB	8 Dev Control Cttee	5 Corporate PPB	9	8 Health PPB	12 Dev Control Cttee	10
W	13 Health & Wellbeing Board	10	8 Health and Wellbeing Board AF – B, F & HV	12	9 Environment and Urban Renewal PPB	7 SEMINAR	11 Regulatory Committee	9 COUNCIL	6 Employment, Learning, Skills & Community PPB	10 Standards Committee AF – B & HL	9 Health & W Board	13 COUNCIL	11
T	14	11 SEMINAR	9	13	10 SEMINAR	8	12	10 Executive Board	7	11 Executive Board	10 Executive Board	14	12
F	15	12	10	14	11	9	13	11	8	12	11	15	13
S	16	13	11	15	12	10	14	12	9	13	12	16	14
S	17	14	12	16	13	11	15	13	10	14	13	17	15
M	18	15 Employment, Learning, Skills & Comm PPB	13 AF - Daresbury	14	14 Dev Control Cttee	12 Schools Forum	16 Employment, Learning, Skills & Community PPB	14	11 Dev Control Cttee	15	14 Schools Forum	18	16
T	19 Executive Board (Selection Committee)	16 Safer PPB	14	18	15 Safer PPB	13	17	15	12 Health PPB	16	15 Safer PPB	19	17
W	20	17 Regulatory Committee	15 COUNCIL	19	16 Health & W Board Regulatory Committee	14 COUNCIL	18 Business Efficiency Board	16	13 Health & W Board Environment & Urban Renewal PPB	17	16 Regulatory Committee Mayoral Committee	20	18
T	21	18 Executive Board	16	20	17 Executive Board	15 Executive Board	19 Executive Board	17	14 Executive Board SEMINAR	18	17	21	19
F	22 Annual Council	19	17	21	18	16	20	18	15	19	18	22	20 Annual Council (prov)
S	23	20	18	22	19	17	21	19	16	20	19	23	21
S	24	21	19	23	20	18	22	20	17	21	20	24	22
M	25 Spring Bank Holiday	22 AF – G, HB, H & M Schools Forum	20	24	21 Employment, Learning, Skills & Community PPB	19 Children, Young People & Families PPB	23	21	18 Regulatory Committee	22 Children, Young People & Families PPB	21 Employment, Learning Skills and Community PPB	25	23
T	26	23 H C, NN, NS & WH	21	25	22	20 Corporate PPB	24	22	19 Safer PPB	23 Corporate PPB	22	26	24
W	27	24 Environment & Urban Renewal PPB	22	26	23 Business Efficiency Board	21	25 Environment and Urban Renewal PPB	23	20 Schools Forum	24 Business Efficiency Board	23 Environment & Urban Renewal PPB	27	25
T	28	25	23	27	24	22 SEMINAR				25 Executive Board	24 Executive Board	28	26
F	29	26	24	28	25	23	27	25 Christmas Day	21	26	25 GOOD FRIDAY	29	27
S	30	27	25	29	26	24	28	26 Boxing Day	22	27	26	30	28
S	31	28	26	30	27	25	29	27	23	28	27	31	29
M			27	31 Summer Bank Holiday	28		30	28 Bank Holiday	24	25 AF – G, HB, H & M	28 EASTER MONDAY		30 Spring Bank Holiday
T		29	28		29	27		29	26 AF – H C, NN, NS & WH	29	29		31
W		30 AF – A, K & R	29		30	28		30	27 AF – B, F & HV		30		
T			30 (31 Friday)			29 (30 Friday)		31	28 Executive Board (29 Friday)		31		





**REPORT TO:** Executive Board

**DATE:** 26 March 2015

**REPORTING OFFICER:** Strategic Director – Policy and Resources

**PORTFOLIO:** Resources

**SUBJECT:** Annual Review of Constitution 2015

## **1.0 PURPOSE OF REPORT**

1.1 The purpose of the report is to seek the approval of the Council to a number of changes to the Constitution.

**2.0 RECOMMENDATION: That Council be recommended to approve the changes to the Constitution as set out in Appendix 1.**

## **3.0 BACKGROUND**

3.1 The revised version picks up the changes to the Council's working arrangements that have taken place during the year, as well as other changes which are intended to assist the Council to operate more effectively.

3.2 The proposals for change have been considered by the Chief Executive and the Executive Board Member for Resources in accordance with Article 16.02. Apart from the purely technical changes, the proposed amendments that are considered to be of particular significance are listed in Appendix 1 to this report.

## **4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS**

4.1 The implications of the Anti-Social Behaviour, Crime and Policing Act 2014, the Public Services (Social Value) Act 2012 and the Local Government Transparency Code 2014, have been considered as well as other changes in the law. However, no further amendments, over and above those already outlined, are required at the present time. Any other required changes during the period 2015/16 will be the subject of further reports when dates and details are available.

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

**5.1 Children and Young People in Halton.**

**5.2 Employment, Learning and Skills in Halton.**

**5.3 A Healthy Halton.**

**5.4 A Safer Halton.**

**5.5 Halton's Urban Renewal.**

The changes proposed are designed to support the continued delivery of the Council's priorities.

**6.0 RISK ANALYSIS**

6.1 The Council needs to ensure that its Constitution is regularly updated so that it continues to support efficient, transparent and accountable decision-making by the authority.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

None under the meaning of the Act.

## **Proposed Significant Changes to the Constitution**

### **Procurement Standing Orders**

These have been amended to keep up with changes in procedures. Of note are new standing orders for Structuring of Contracts/Contract Extensions, Mandatory Information Questionnaire, Procurement Risk Assessment and Supplier Relationship Review, as well as changes required by the introduction of the Public Services (Social Value) Act 2012. A full set of the Procurement Standing Orders, showing track changes, together with a summary of those changes, is available for inspection.

### **Finance Standing Orders**

Part 9 – INCOME - has been re-worded to provide greater clarity for Officers on income control measures.

### **Standing Orders Relating to Duties of Proper Officers and Delegation to Officers**

New Standing Orders have been added under the following sections to accommodate legislative changes:

- Planning and Transportation
- Licensing, Environmental Health and Consumer Protection
- Matters relating to the Licensing Act 2003

Other updates have been made to reflect the changes to the Management Structure in Children's Services.

### **Local Government Transparency Code**

The introduction of this Code allows members of the press and public who are present during the public part of a meeting, to have the right to film, audio-record, take photos and use social media (such as tweeting and blogging) to report proceedings of meetings. This has been included in Appendix 1 (Citizen's Rights of Access to Information, Meetings etc) and Appendix 6 (How to have your say at a Development Control Committee).

### **Health and Social Care Act**

Pursuant to Section 244 of the Act as amended, the Council is asked to delegate its scrutiny functions under that Act and any Regulations made under it, to the Health Policy and Performance Board.

**Anti-Social Behaviour Crime and Policing Act 2014 - Public Spaces Protection Orders**

Powers available to the Council under Part 4, Chapter 2 of the Act are subject to a separate report on this agenda. This allows for the setting of penalty levels and discounts for early payment of Fixed Penalty Notices which have been issued for breaches of Public Spaces Protection Orders. This is delegated to the Strategic Director, Communities in consultation with the Portfolio holder for Community Safety.

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

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