

# Public Document Pack



## Executive Board

Thursday, 20 October 2016 2.00 p.m.  
The Boardroom, 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 Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
<b>3. CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO</b>	
<b>(A) HALTON LOCAL SAFEGUARDING CHILDREN BOARD (LSCB) ANNUAL SAFEGUARDING REPORT - KEY DECISION</b>	<b>1 - 47</b>

*Please contact Angela Scott on 0151 511 8670 or  
Angela.scott@halton.gov.uk for further information.  
The next meeting of the Committee is on Thursday, 17 November 2016*

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## PART II

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

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

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	20 October 2016
<b>REPORTING OFFICER:</b>	Independent Chair, Halton Safeguarding Children Board
<b>PORTFOLIO:</b>	Children, Young People and Families
<b>SUBJECT:</b>	Halton Safeguarding Children Board Annual Report 2015-16
<b>WARD(S)</b>	Borough-wide

## 1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to present the Executive Board with Halton Local Safeguarding Children Board (LSCB) Annual Report 2015-16 for information.

## 2.0 RECOMMENDATION: That Executive Board note the contents of the report and associated Annual Report (Appendix 1) for information.

## 3.0 SUPPORTING INFORMATION

- 3.1 Keeping children and young people safe and promoting their welfare continues to be a high priority for the Council and partner agencies. The Lead Member for Children, Young People and Families attends the LSCB Main Board as a participant observer, and the LSCB Chair meets with the Lead Member, Chief Executive and Strategic Director on a quarterly basis to ensure there is an effective working relationship between the Children's Trust and LSCB, and that the LSCB is working effectively.
- 3.2 The LSCB Annual Report provides a rigorous and transparent assessment of the performance and effectiveness of local services to safeguard and promote the welfare of children and young people. It should identify areas of weakness, the causes of those weaknesses and the action being taken to address as well as other proposals for action. The report includes lessons from learning and improvement activity within the reporting period including: Serious Case Reviews, Practice Learning Reviews, Child Death Reviews and audits. The report also lists the contributions made to the LSCB by partners and details the LSCB's expenditure.
- 3.3 From November 2013 LSCBs became subject to the review of their effectiveness and in November/December 2014 the LSCB was reviewed by Ofsted alongside the inspection of services for children in need of help and protection, children looked after and care leavers. The LSCB Annual Report is a grade descriptor within the inspection framework. It is published in the public domain.



3.4 In terms of the report's content:-

- The **Chair's Introduction** references the review of LSCBs undertaken by Alan Wood on behalf of the government and the subsequent Children's Social Work Bill incorporating the government's response; continuing challenging economic environment which impacts on resourcing the Board and the capacity of partners to undertake their safeguarding duties; key highlights of local and Pan Cheshire priorities.
- The **HSCB Structure** which shows the efficiencies provided by bringing together sub groups under the Safeguarding Adults and Children Boards and on a Pan Cheshire basis where appropriate.
- The **Demographics of Halton**
- The **Key Priorities 2014-15** identified from the activity of case reviews, audit and performance reporting.
- **Safeguarding Activity** includes data across the safeguarding continuum from Early Help to Child Protection, Children in Care, including Children in the Care of Other Local Authorities living in Halton and Adoption; alongside data on key vulnerable groups: Private Fostering, Missing Children, Child Sexual Exploitation and Domestic Abuse;
- **Work of the Sub Groups** section outlines progress and forthcoming priorities of the Sub Groups – Scrutiny & Performance, Child Sexual Exploitation, Missing and Trafficked Children, Health, Safer Workforce & Development, Policy and Procedures and Child Death Overview Panel.
- **Training Activity** summarises multi-agency training and impact on outcomes for children and families;
- The **Local Authority Designated Officer** provides information on allegations management;
- **Learning and Improvement Activity** includes Serious Case Reviews, Practice Learning Reviews and Audit;
- **Key Priorities 2015-16 and Business Plan** outlines the LSCB's strategic priorities for the Business Plan 2015-17;
- The **Budget** reports on the financial viability of the Board.

4.0 **POLICY IMPLICATIONS**

- 4.1 Section 13 of the Children Act 2014 requires each local authority to establish an LSCB and specifies the organisations and individuals that should be represented on the LSCB. The Local Authority is a statutory partner of the LSCB. The Chair must publish an Annual Report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. (Section 14A of the Children Act 2004.) The report should be submitted to the Chief Executive and the Leader of the Council.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

- 5.1 The LSCB is currently funded via contributions from the Council, Schools, Cheshire Constabulary, NHS Halton CCG, the Probation Services (NPS and CRC) and Cafcass. The budget has reduced over the past 5 years with the

LSCB losing contributions from Connexions, the Child Death Grant and year on year reductions from the Schools Forum. With the exception of Cheshire Constabulary, partners have been unable to commit to a sustained uplift in financial contributions or an increase of in kind contributions. Capacity within the HSCB Support Team has therefore reduced over time, with shared arrangements in place with Cheshire West and Chester LSCB. The current financial contributions cover staffing, but leave little additional resources to support the Board in undertaking its objectives and functions.

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

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

The LSCB and Children's Trust have a formal protocol in place that sets out the accountability arrangements between the two. The Safeguarding Children Board is a formal consultee of the Children & Young People's Plan.

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

The LSCB has statutory functions regarding training, supervision and safer recruitment to support a skilled, competent and confident workforce across the partners working in the borough with children & young people, families and adults who may be parents/carers.

### **6.3 A Healthy Halton**

The safeguarding of children is fundamental to their health and well-being. The LSCB is expected to influence the Joint Strategic Needs Assessment by ensuring it takes into account safeguarding children priorities. The LSCB's Health Sub Group which provides focus upon safeguarding children across the health sector is being developed to jointly report to the Safeguarding Adults and Children Boards. This will include a focus upon transitions.

### **6.4 A Safer Halton**

The effectiveness of safeguarding children arrangements is fundamental to making Halton a safe place of residence for children and young people. The impact of domestic abuse on children and young people has been a priority area of focus for the HSCB. The HSCB has supported Halton Domestic Abuse Forum with training delivery for staff and Operation Encompass which has rolled out across Halton and Cheshire began as a pilot championed by the LSCBs.

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

None

## **7.0 RISK ANALYSIS**

The LSCB Annual Report is expected to provide a rigorous and transparent assessment of the performance and effectiveness of local services to safeguard and promote the welfare of children and young people. This includes identifying areas of weakness which impact on outcomes for children in the borough, and is

a focus for Ofsted inspection of the Local Authority. The Joint Targeted Area Inspection (JTAI) is undertaken on a multi-agency basis. Therefore all partners need to be prepared to evidence the effectiveness of the work they have undertaken to safeguard children and young people.

7.1 The Children and Social Work Bill is abolishing LSCBs and expects the key safeguarding partners – the Local Authority, Police and Clinical Commissioning Group – to establish arrangements to ensure the effectiveness of safeguarding children processes and practice. As we are awaiting statutory guidance we run the risk of disengagement from other partners in the current strategic partnership arrangements.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 An Equality Impact Assessment is not required for this report.

**9.0 REASON(S) FOR DECISION**

The Local Safeguarding Children’s Board Annual report is a statutory report and provides an overview and scrutiny of the effectiveness of multi-agency partners’ safeguarding arrangements. Members are requested to note the report.

**10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

None as this is a required annual report.

**11.0 IMPLEMENTATION DATE**

October 2016.

**12.0 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>
Children Act 2004	Gov.UK Website	Tracey Holyhead
Working Together to Safeguard Children (2015)	Gov.UK Website	Tracey Holyhead



# **Halton Safeguarding Children Board**

**Annual Report 2015-16**

**and**

**Business Plan 2015-17**

**September 2016**

**Version 4.0**

## **CONTENTS**

- 1. Independent Chair's Introduction**
- 2. Structure of the HSCB**
- 3. Demographics of Halton**
- 4. Key Priorities 2015-16**
- 5. Safeguarding Activity 2015-16**
- 6. The Work of the Sub Groups**
- 7. Learning and Improvement**
- 8. Key Priorities 2016-17 and Business Plan 2015-17**
- 9. Budget Information**

## **Appendices**

- i. HSCB Membership and Attendance 2015-16**
- ii. Halton Levels of Need Framework**

## 1. Independent Chair's Introduction

I am pleased to present to you the Halton Safeguarding Children Board (HSCB) Annual Report for 2015 - 2016. I hope you will find it useful in understanding the way all services in Halton work together to safeguard children who are suffering, or may be at risk of, harm. The Annual Report provides information on how many children in Halton require additional support, including protection from abuse and neglect, and how agencies have worked together to provide this support. The report highlights the achievements of the Board and identifies priorities for future work. It shows how we continue to scrutinise and challenge the work of partner agencies and promote a culture of openness and learning. By doing this we seek to improve the safety and wellbeing of the children of Halton. This report is intended to provide information for all who work with, or who are interested in, safeguarding children and young people.

The Board does not work in isolation and has defined governance and accountability agreements in place for how we work with other Strategic Partnerships in Halton. The Board has continued to develop its structure and membership to ensure that it can deliver effective scrutiny and challenge to promote improving safeguarding practice. We have worked with colleagues in Adult Safeguarding and the Faith Sector to establish the Halton Faith Safeguarding Forum made up of local Faith representatives. This group now enables the Board to more effectively listen to faith groups across Halton and to support them in improving safeguarding practice.

The Board recognises that the work of partners to safeguard children and young people is continuing against a backdrop of a challenging economic environment and fundamental reshaping of public services. Austerity challenges have led partners to review their financial support for Safeguarding Boards and in many cases reductions have been made; this has impacted on the small HSCB Support Team. Despite the reduced budget and other team resourcing challenges this year, the safeguarding scrutiny work led by the Board continues to ensure that safeguarding remains a priority for all partners. The Board has delivered a challenging multi agency audit programme including co-ordinating safeguarding audits from every one of Halton's schools.

The Board has continued to make progress against its improvement plans. Effective multi-agency training and communication has improved identification and reporting of children who are in Private Fostering arrangements [see 5.9]. Training in recognising the signs and risk factors of neglect, using a standard assessment tool, has been delivered to support practitioners in making more effective early interventions and reducing the level of harm in what is the most common cause of significant harm. The Board is seeing increasing numbers of multi-agency early intervention plans and will be closely monitoring how this is impacting on reducing the harm of neglect.

The Board has scrutinised processes and service outcomes for children at risk of, or suffering Sexual Exploitation, ensuring risks are identified and effective interventions are in place. Work with other Safeguarding Children Boards in Cheshire has strengthened arrangements for dealing with Child Sexual Exploitation and has provided information to young people and their families so that they can recognise

risk and abusive relationships. The Board is exploring further work with Pan Cheshire partners to improve strategy and policy in Domestic Abuse and harmful practices including Honour Based Violence and Female Genital Mutilation.

In December 2015 HM Government announced a review into the role and functions of Local Safeguarding Children Boards to be undertaken by Alan Wood CBE. The review made a number of recommendations and HM Government set out its response in a report in May 2016. Alan Wood's recommendations are being incorporated in the Children and Social Work Bill which will make some significant changes to the governance structures for children's safeguarding. The Board will be working closely with our principal partners to ensure that Halton continues to have strong and effective safeguarding arrangements in place.

A handwritten signature in black ink, appearing to read 'R. Strachan', with a long horizontal flourish extending to the right.

Richard Strachan  
Independent Chair  
Halton Safeguarding Children Board

## 2. The Structure of the HSCB

The HSCB comprises of a Strategic Board, an Executive and a number of sub groups. All sub groups have defined terms of reference, work plans under the HSCB Business Plan and are accountable to the Strategic Board. The Main Board is the overarching decision making body and the Executive drives the business on behalf of the Board, with the sub groups reporting directly to it.

There are clear overlaps and common issues between children's and adults' services in relation to safeguarding vulnerable people, whatever their circumstances. Examples include: Sexual Exploitation, Cyberbullying and Female Genital Mutilation. The behaviours and personal situation of a vulnerable adult in a family can impact significantly on any children and young people in that family, and may impair parenting abilities. In addition, childhood experiences may have lasting effects into adulthood. For this reason, Halton has strong links between the Safeguarding Adults and Children Boards.

During 2015-16 an agreement was reached to merge the Learning and Development and Safer Workforce Development Sub Groups to form the Safer Workforce and Development Sub Group. This was agreed on the basis that it was a more efficient means of overseeing the priority 4 in the HSCB Business Plan: *Support the development of a safe and informed workforce, including volunteers in relation to the workforce.* This Sub Group sits jointly under both the Adults and Children Safeguarding Boards.

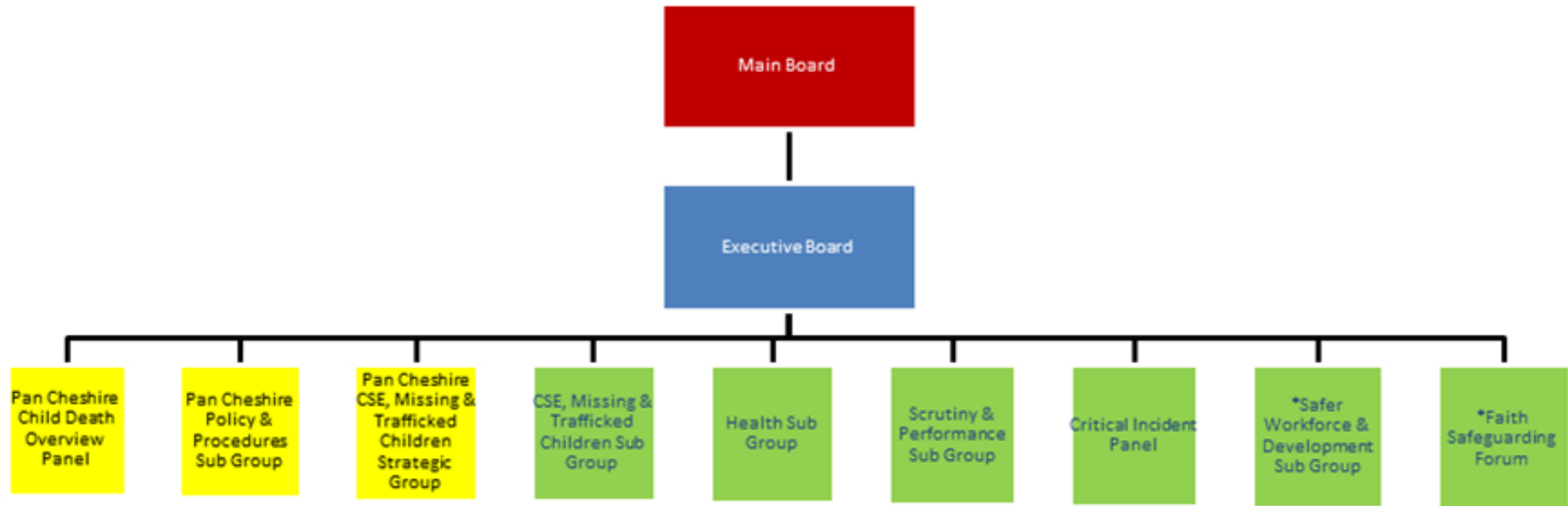
The Board has also worked with the Safeguarding Adults Board to develop a Faith Safeguarding Forum in Halton. The membership has grown over the year to include more denominations and local representation. This Forum helps the Board to promote safeguarding amongst those, including volunteers, who are coming into contact with some of the more vulnerable residents of the borough.

Three sub groups operate on a Pan-Cheshire basis: Child Sexual Exploitation, Missing & Trafficked Children; Policies & Procedures; and Child Death Overview Panel (CDOP). These Pan-Cheshire arrangements support the four LSCBs to work more effectively. The arrangement supports and enables improved information sharing arrangements to address issues which do not recognise local authority boundaries, such as Child Sexual Exploitation or Trafficking. Diminishing resources are also pooled to develop effective awareness raising campaigns such as Safe Sleep or Child Sexual Exploitation.





## HALTON SAFEGUARDING CHILDREN BOARD STRUCTURE



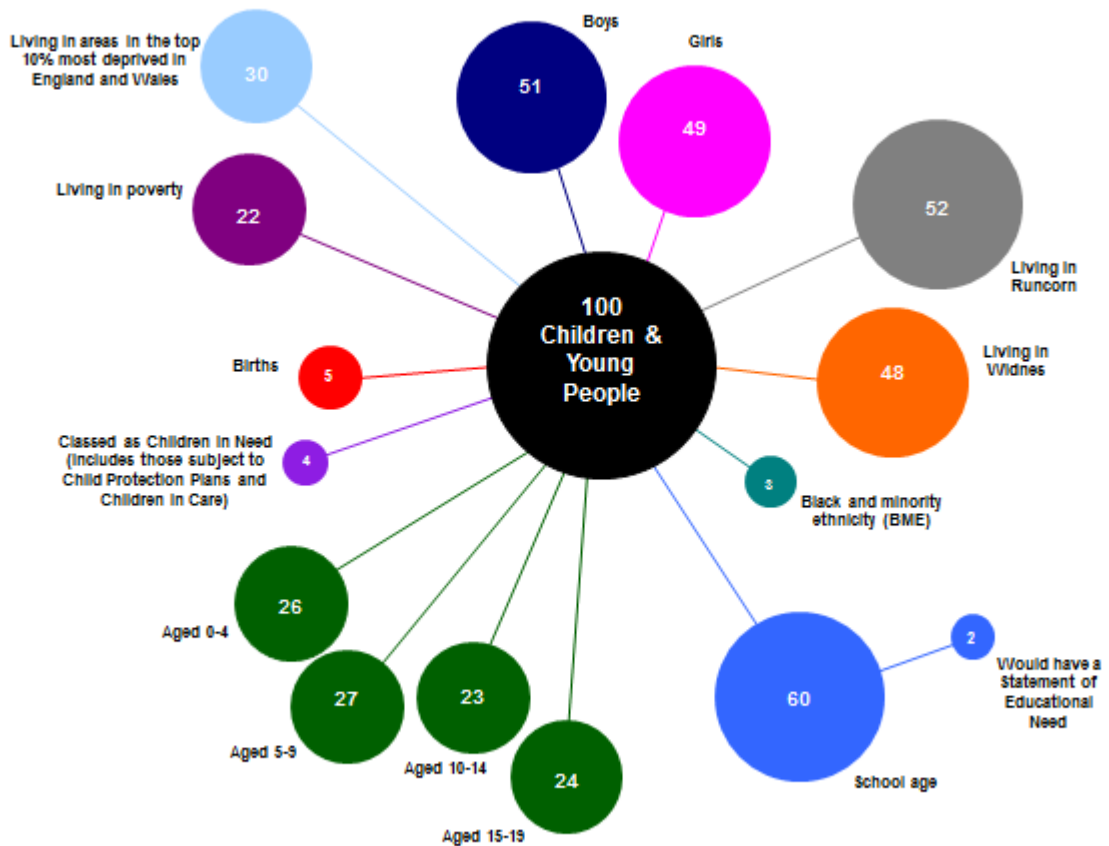
\*Denotes joint Sub Group of the LSCB and Safeguarding Adults Board

### 3. Demographics of Halton

Halton has an estimated population of 126,400, of which approximately 29,700 children aged between 0-18 years are living in the borough. (Source: ONS, 2014 Population Estimates). The population is largely White British, with only 3.2% of the population identified as being from a minority ethnic group. (Source: 2011 Census)

Halton is the 27<sup>th</sup> most deprived local authority area in England out of 326. 26% of the population live in areas that fall in the top 10% most deprived nationally. (Source: Index of Multiple Deprivation, 2010) In 2014, 22% of children and young people were living in poverty. (Source: DWP, Out of Work Benefit Claimant Households, 2014)

#### If Halton was a village of 100 Children & Young People...



#### **4. Key Priorities 2015-16:**

The LSCB's 2015-17 Business Plan identified five strategic objectives:

1. Identify and prevent children suffering harm.
2. Protect children who are suffering or at risk of suffering harm.
3. Ensure that children are receiving effective early help and support.
4. Support the development of a safe and informed workforce, including volunteers.
5. Engage with Children and Young People, their Families and Communities in developing and raising awareness of Safeguarding.

In addition to the strategic objectives, the LSCB identified five areas of focus to be considered across all of the strategic objectives:

- a) Neglect
- b) Early Help and Support
- c) Children in Care
- d) Child Sexual Exploitation and Missing Children
- e) Domestic Abuse

The five areas of focus were identified from the information collated through performance monitoring, audit of practice, the outcome of reviews, feedback from frontline staff and engagement work with children & families. Progress against these priorities is detailed in the body of the Annual Report.

### **5. How Safe are our Children and Young People in Halton?**

#### **Safeguarding Activity 2015-16**

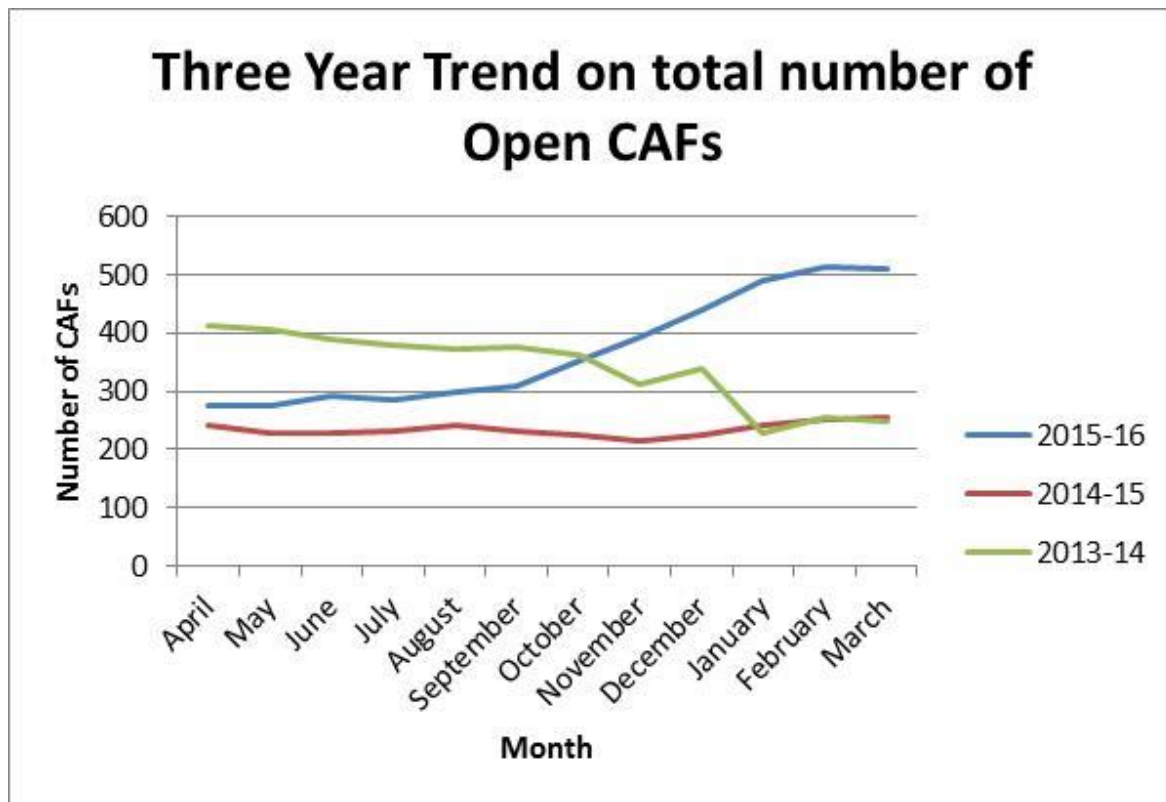
##### **5.1 Early Intervention**

Halton's Early Intervention Strategy ensures that identified and assessed needs of children and families are met at the lowest, safe level of service possible. In some instances children may have additional needs which if addressed at an early stage will prevent the need to refer to Children's Social Care at a later point. The child and family may need a range of supportive services to address these additional needs. The Board and its partners have agreed the use of the Common Assessment Framework (CAF) which is a voluntary assessment process, requiring informed consent of the family or young person, dependent upon age and understanding. The child's needs are assessed holistically, services delivered in a coordinated manner and progress and outcomes reviewed regularly.

The CAF may also be used when the level of risk has been reduced so that families no longer need a service from Children's Social Care. This is to ensure that any ongoing needs of families continue to be met and/or that families and young people are supported to access universal services.

At the end of 2015-16 there were 510 open CAFs in Halton. This was a 144% increase from 2014-15 which ended the year with 209 open CAFs. The number of open CAFs in 2015-16 saw an increase each quarter, with quarter 3 showing the greatest increase. This increase is due to both the implementation of a more robust

recording system, the eCAF, and the work being undertaken to promote early intervention via the integrated frontdoor. It is expected that numbers will continue to rise into 2016-17 as the eCAF system is implemented across all partners and with the establishment of the multi-agency Integrated Contact and Referral Team (ICART) under the Complex Dependency project.



## 5.2 Children in Need and Child Protection

All services and the community in Halton need to be vigilant and have the confidence to report concerns where they think that a child may be at risk of harm. We also need to ensure that children have opportunities to speak out when they are at risk, or are being harmed. Specialist services such as Children’s Social Care and the Police can only intervene to protect children if they are alerted to concerns. The Board promotes messages to both the public and staff regarding what to do if concerned about a child’s welfare. In addition, specific campaigns are also promoted by the Board; such as recognising Child Sexual Exploitation, or how to keep safe using social media and the Internet.

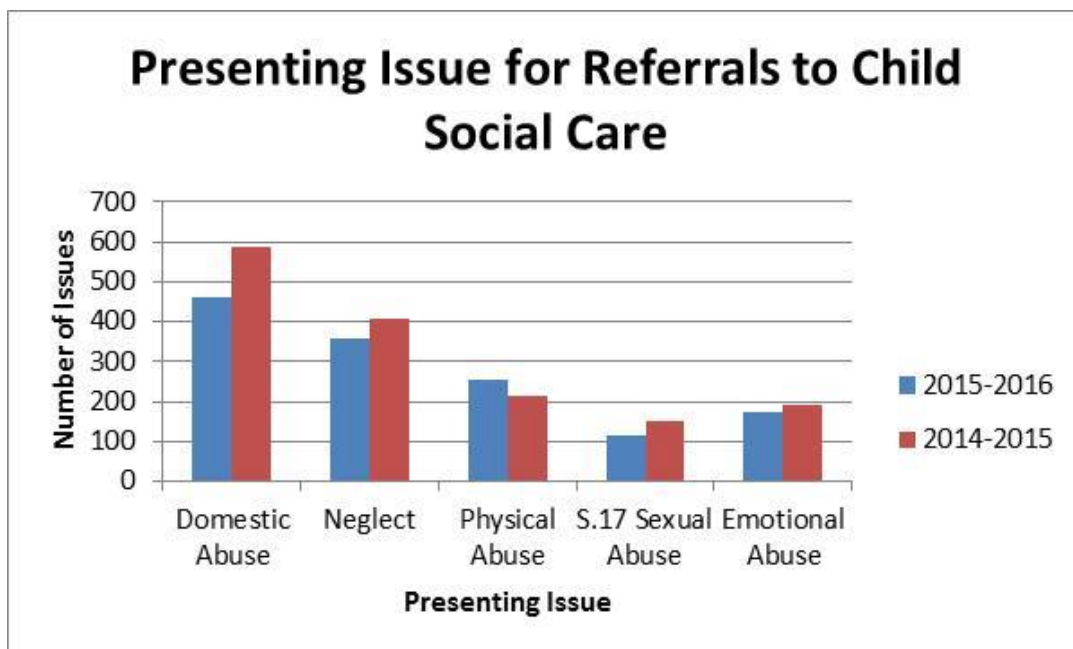
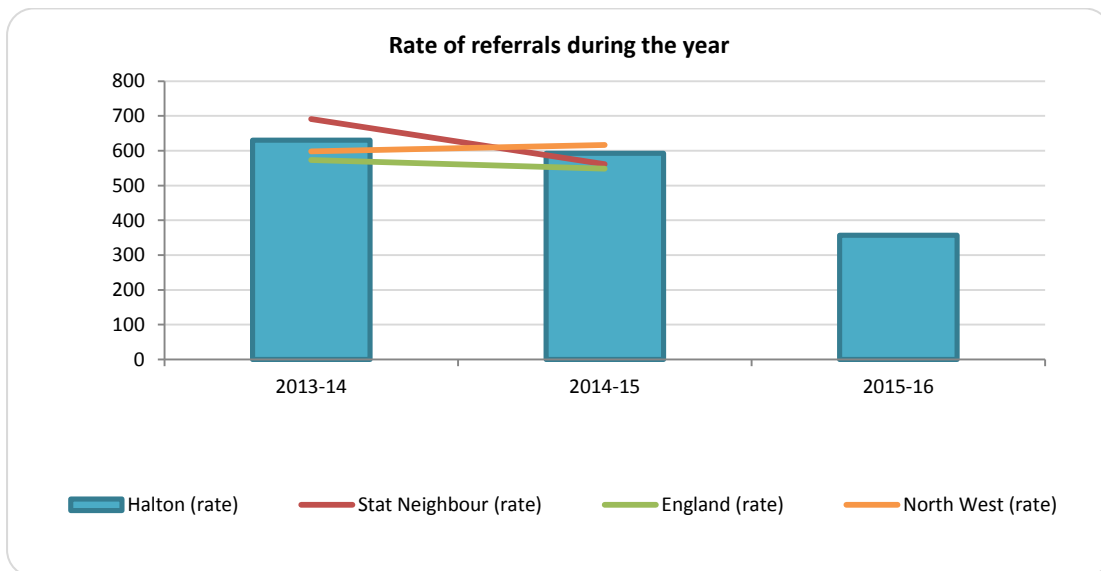
The following information is about children and young people in Halton who have been identified by the Local Authority and partner agencies as being in need of safeguarding.

The rate of Children in Need in Halton on 31<sup>st</sup> March 2016 was 424 per 10,000 population based on those children and young people who have been involved with Social Care across the Levels of Need Framework (see Appendix B Halton Levels of Need Framework). This includes those receiving an assessment, subject of Child Protection Plans, Children in Need and Care Leavers. The latest available data

from 2014-15 shows that the average for Halton’s statistical neighbours was 442 per 10,000 population.

### 5.3 Referrals

A referral is information received by Children’s Social Care where there are concerns about a child. The response may be to provide advice, a single agency response, sign post to early intervention or to undertake a Social Worker led single assessment.



The rate of referrals to Children’s Social Care has reduced in comparison to last year quarter on quarter. The latest available data for 2014-15 shows that statistical neighbours had a rate of referral of 561 per 10,000 population. In Halton the data shows we are still seeing high levels of referrals in relation to Domestic Abuse and Neglect as seen in previous years.

#### **5.4 Re-Referrals:**

In 2014-15 the Board was concerned by the percentage of re-referrals to Children's Social Care within 12 months of the previous referral; the rate was 17%. Work was undertaken in order to understand the reasons for this. Children's Social Care introduced a process of monthly scrutiny by the managers at both early intervention and social care levels with case by case reporting to senior managers. This resulted in re-referral rates falling significantly. Considering this alongside other performance reporting the Board was satisfied that the reduction was not due to an issue in applying the levels of need framework and that children were receiving the appropriate level of support in relation to their needs and risk of harm. By the end of 2015-16 the re-referral rate was 13%, a 4% decrease on the previous year.

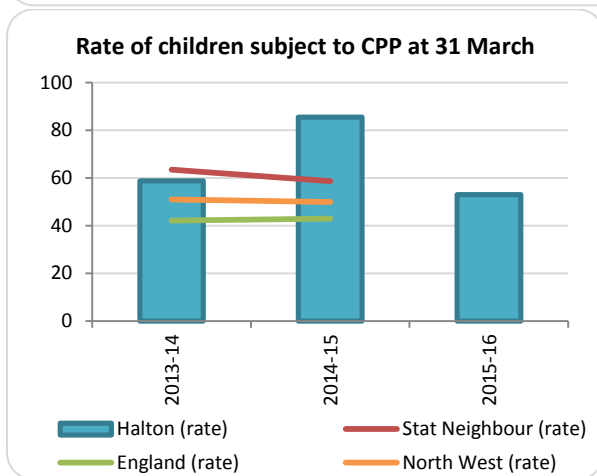
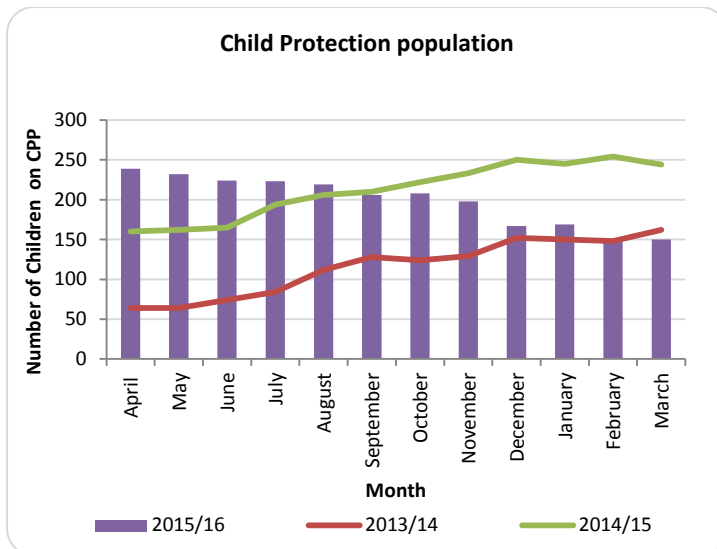
#### **5.5 Assessments:**

When Children's Social Care accepts a referral an assessment is undertaken by a Social Worker. Checks are built into the process to ensure that the child is seen in a timely manner and that the assessment is progressing to timescale. Social workers have up to 45 working days to complete their assessment and determine what services, if any, are appropriate for that child/children and family. At the end of 2015-16 84% of assessments had been completed within the 45 day timescale, an improvement on the previous year's average of 74%. Positively end of quarter 4 data showed that 91% of assessments were completed to this timescale. This shows the positive impact of measures put into place by Children's Social Care to improve management capacity and oversight.

The Board was concerned at the high percentage of social work assessments closed to no further involvement by Children's Social Care. An audit was undertaken on behalf of the Board by the Safeguarding Unit to look at the reasons for this; in addition Children's Social Care also undertook their own audit of referral information received from partners. The findings of both were reported to the Board. It was identified that referrals were appropriate as was the decision to proceed to social work assessment. The decision to close to social work involvement at the end of assessment was also appropriate. What was not clearly evidenced in the reporting was the amount of work being undertaken with families during the social work assessment which meant that there was no ongoing need for social work involvement. Children's Social Care are looking at how the direct work undertaken can be captured in reporting. The learning from the audit highlighted a need for partner agencies to ensure that they provide supporting information at the point of referral to support decision making and that they have sought consent from families prior to referral.

#### **5.6 Children Subject to Child Protection Plans:**

Children become the subject of a Child Protection Plan when it has been identified that they are in need of protection from either neglect, physical, sexual or emotional abuse. Only the most vulnerable children have child protection plans.



The rate of children in Halton who were subject of a Child Protection Plan at 31<sup>st</sup> March 2016 per 10,000 population was 53. The latest available data from 2014-15 shows that the average for Halton’s statistical neighbours was 59 per 10,000 population.

Last year’s HSCB Annual Report highlighted a significant increase in the number of children subject of a Child Protection Plan. This began to plateau at the end of last year. This continued during the first half of 2015-16 before the rate fell in the second half of the year. The rate is now similar to the North West average for last year.

**Category of Abuse for Child Protection Plans:**

The category of abuse reflects the most significant risks to the child.

	2013-14	2014-15	2015-16
<b>Neglect</b>	54%	54 %	58%
<b>Sexual</b>	13%	10%	7%
<b>Physical</b>	5%	5%	2%
<b>Emotional</b>	28%	31%	32%

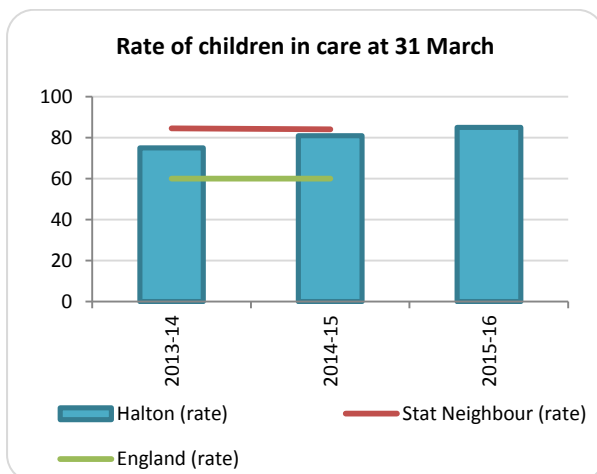
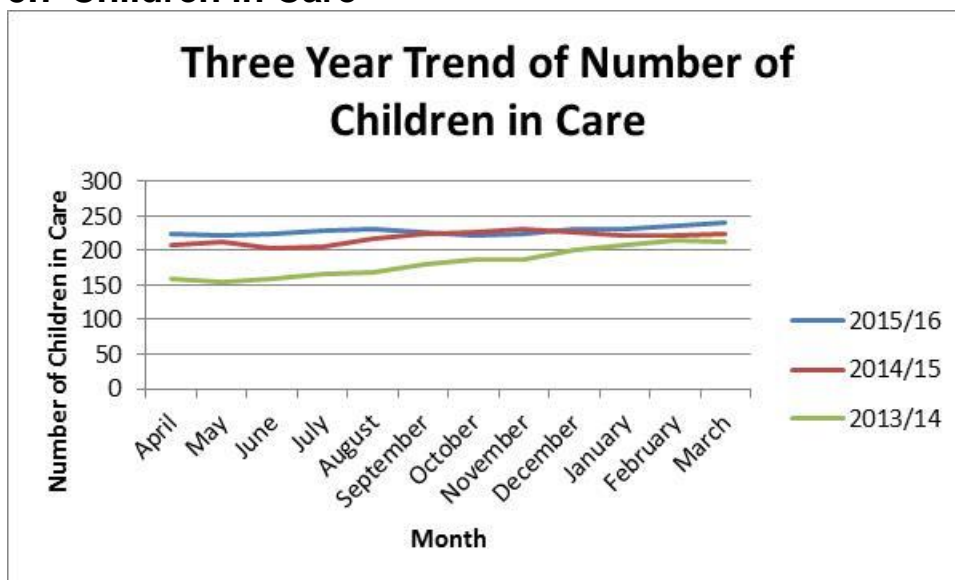
*NB Children may change category of abuse during the course of the Plan and therefore may appear in more than one category.*



Neglect remains the most common reason for children to become subject of Child Protection Plans. There was a decrease in the proportion of Child Protection Plans for physical harm and a slight decrease in plans where likelihood of sexual harm was identified. The Board was concerned about the low proportion of Plans under these categories and asked for further scrutiny. The Safeguarding Unit undertook an audit on behalf of the Board which identified that in some cases plans may be categorised under either neglect or emotional abuse when there is evidence that there are risks in relation to likelihood of physical or sexual abuse and it would have been more appropriate to categorise under these risks. As we respond to these findings the Board would expect to see the impact over the first quarters of 2016-17 as plans are reviewed in line with the child protection process.

At the end of the year 10% of children had become subject of Child Protection Plans for a second or subsequent time. This was a 50% decrease on last year, reflecting the reduction over the year of larger families where children become subject of Child Protection Plans.

### 5.7 Children in Care



At 31<sup>st</sup> March 2016 there were 240 Children in Care. This was similar to the previous year. This is a rate of 81 per 10,000 population. The latest data in relation to statistical neighbours shows a similar rate of 84 per 10,000 population in 2014-15.

The Board receives reports from the Local Authority's Children's Commissioning Team on the quality of residential placements for Halton children placed within or outside the borough. There is a clear process in place for reviewing any provision that falls below the Ofsted "good" judgement whilst a Halton child is placed there. In addition arrangements are in place whereby the Commissioning Team receive information from local authorities in the North West, North East and Pan London on the quality of independent placement providers which inform decisions on where to place children.

## **5.8 Children in Care of Other Local Authorities (CiCOLA)**

Some children living in Halton are Children in Care of other local authorities (CiCOLAs); this means that they live in foster care placements, independent children's homes or within a Leaving Care/Semi Independent placement where the placement has been arranged by another local authority.

Each local authority is required to maintain a current list of the children placed into its area.

On 31<sup>st</sup> March 2016 there were 177 children on the CiCOLA list, a slight increase on last year. Five neighbouring local authorities - Cheshire West & Chester, Knowsley, Liverpool, St Helens and Warrington account for 63% of those placements. 87% of placements overall come from North West local authorities.

The commissioner responsible for the oversight of notifications attends the Children Missing from Education meetings to support information sharing and confirm the school/educational placement of these children. The Commissioning Team also support the Placement Provider Forum which has developed links between the independent providers in the borough and multi-agency partners such as the Local Authority, Police, Health Services, Missing & CSE Service and young people's Drug & Alcohol Service. The forum provides an opportunity for local providers to share good practice on themes such as Missing from Care, CSE, Health Improvement offer and LADO procedures.

## **5.9 Private Fostering**

Private fostering is an arrangement, usually made by a parent, for a child under 16 years (or under 18 years if they have a disability) to be cared for by someone other than a close relative (ie grandparent, brother, sister, aunt or uncle) for 28 days or more. It does not apply to children who are looked after by the Local Authority.

LSCBs are expected to ensure that effective processes are in place to promote the notification of private fostering arrangements in their local area. This includes raising awareness amongst staff and the public of what constitutes a private fostering arrangement, and the requirement to notify Children's Social Care. The local

authority is required to provide an annual Private Fostering Report to the LSCB, which the LSCB reviews and responds to any findings as necessary.

The Board has undertaken some targeted work in relation to the Ofsted review in 2014 as it had identified that more needed to be done to raise awareness, identification and notification of private fostering in Halton. The Private Fostering Operational Group was reviewed, with membership and terms of reference refreshed. This included the addition of two young people as members.

The Operational Group has reviewed the awareness raising message, focussing upon "Looking after someone else's child" and revised the communication strategy. The young people and local children from a Halton school have been involved in developing new leaflets. Partners have been asked to report on Private Fostering as part of the S11 and S175/157 audits. The Safeguarding Children in Education Officer has also discussed at network meetings with the safeguarding leads in schools, and Private Fostering is included in both single and multi-agency training.

Despite increased awareness raising activity only one new referral was received during the year. This may be due to targeting the wrong staff groups; national research has identified a high proportion of children becoming privately fostered due to their parents being hospitalised due to substance misuse or mental ill health. Further staff briefings are planned for 2016-17 and are targeting these staff groups.

Improvements in recording mean that we know that 21 notifications were received in 2015-16 which did not proceed to assessed placements. When families in Halton are experiencing difficulties intensive support is provided either via the CAF process or by Social Care; extended family members are considered as possible carers for children and young people and family meetings are convened to consider who in a family is able to care for a child in the event a parent may not be able to. If significant concerns about the welfare of the child are identified during the initial Private Fostering screening process, this may lead to the Local Authority commencing court proceedings or requesting consent from parents to accommodate their child. In some instances the young person turns 16 thus ending the Private Fostering arrangement.

In 2015-16 there were 7 notifications of which 5 became Private Fostering arrangements. 3 arrangements carried forward from the previous year. By the end of 2015-16 5 arrangements were still in place. All had visits in the required timescales.

### **5.10 Children who are Adopted**

The number of adoptions from care during the reporting period was 17, 14 of whom were placed with prospective adopters within 12 months of the decision to adopt. The government sets two threshold measures for adoption:

A1: Average time between a child entering care and moving in with its adoptive family. This threshold is 426 days and Halton's forecast is 501 days suggesting an improvement from the previous three year period, but not below the threshold.

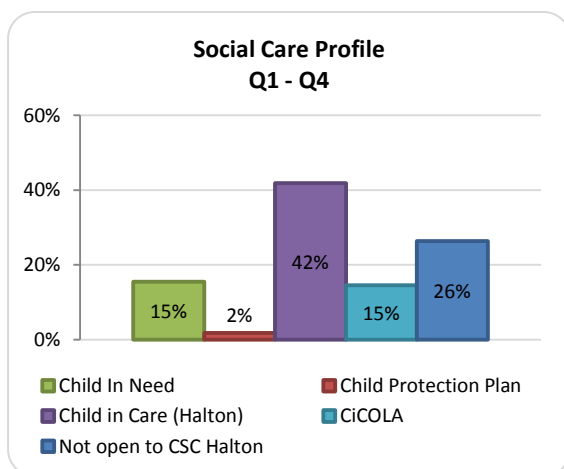
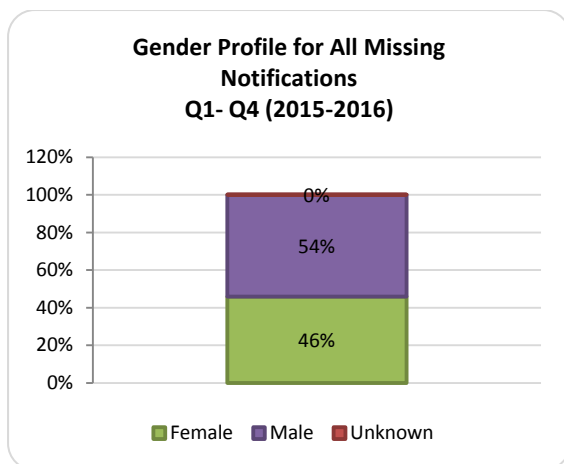
A2: Average time between a local authority receiving court authority to place a child and the local authority deciding on a match to an adoptive family. This threshold is 121 days and Halton’s forecast is 198 days which represents further increase and decline in performance.

Despite an improvement in the A1 indicator Halton did not meet either indicators. Of Halton’s comparator authorities only one met the first indicator and none met the second. As Halton’s adoption cohort is small, performance can be significantly impacted by individual children’s circumstances. For example, in relation to the A2 indicator, the average time was increased where children had significant health needs meaning it takes longer to find a suitable match.

### 5.11 Missing Children

Catch22 is the commissioned service which has been providing the Missing from Home Service across Cheshire since 2012. Staff from Catch22 work closely with the police Missing from Home Coordinator and other partners. They undertake return interviews and assessment, followed by direct intervention work as required. They also undertake independent return interviews with children in care, placed outside Cheshire, but living within a 20 mile radius.

#### Missing Children Data April 2015 – March 2016



The graph above shows 60% of children subject to missing, absent, away notifications

received during the period 1 April 2015 – 31 March 2016 are known to Halton Children's Social Care, 26% are children placed in Halton by other Local Authorities (CICOLAs) and the remaining 15% are not open to Social Care.

During 2015-16 there was a noted increase in 16 and 17 year olds going missing from semi-independent placements. As a result Care Plans have been reviewed to ensure they are informed by information from the Return Interviews. We have also seen occasions whereby there have been a number of Cicolas who have gone missing from the same placement. The Commissioning Team has worked with the placement and challenge has been made to the placing local authority regarding the suitability of placements.

As highlighted in last year's Annual Report, Halton's Ofsted inspection report published in February 2015 identified a priority action for the Local Authority to ensure that all children and young people who go missing from home and care have a Return Interview, and that information is made available to relevant professionals in a timely manner to inform risk assessment, management and planning. The CSE, Missing and Trafficked Children Sub Group scrutinises the data in relation to missing children. The delay in completing Return Interviews has been challenged during the year with Catch22 and Children's Social Care working together to address. Catch22 have visited the social work teams to ensure that staff are clear as to their responsibilities in relation to notification, particularly with regards to Children in Care of Halton placed within 20 miles of Cheshire. In addition, the Sub Group ensured that partners are aware of their responsibilities in relation to undertaking Return Interviews where Catch22 may be unable to complete.

Catch22 undertook an audit of Return Interviews which led to changes to recording practices and improved information sharing with Children's Social Care following completion of direct work. Children's Social Care audited missing children cases and briefed staff on the learning identified. The Commissioning Team has undertaken monitoring of any Return Interviews taking 5 days or more to complete, and all partners have agreed to undertake Return Interviews where necessary.

There has also been a notable impact upon notifications being received in a timely manner following the Police Missing from Home Coordinator going on maternity leave at the end of 2015. Notifications have been sent to Catch22 in batches which has impacted on their capacity to complete the Return Interviews. Both Catch22 and Children's Social Care escalated their concerns with the Police but did not see sustained improvement, the Police were challenged at the Board. The Board also challenged the Police directly on this and the performance continues to be closely monitored by the Sub Group.

### **5.12 Child Sexual Exploitation (CSE)**

Sexual exploitation can happen to boys and girls from any background. Any child under the age of 18 may find themselves in a situation that makes them vulnerable to CSE. Perpetrators can be male or female, adults or other young people.

Halton continues to be part of the Pan Cheshire approach to tackling CSE. A Strategic Group, chaired by Halton Borough Council's Chief Executive, consisting of the Chairs of each LSCB Sub Group, the Lead Commissioner for the CSE and Missing Service, Police and NHS England (Cheshire & Merseyside) oversees the Pan-Cheshire multi-agency CSE Strategy which all 4 LSCBs and partners have

agreed to work under. This consistent approach supports partner agencies who operate across local authority boundaries.

During 2015-16 the Strategic Group has:

- Reviewed the Pan Cheshire CSE Strategy
- Reviewed the CSE screening tool following consultation with staff and young people
- Promoted the 'Know and See' campaign
- Implemented a Pan Cheshire multi-agency CSE dataset

After the audit under the Jay Report framework in 2013-2014 the Board agreed to develop a multi-agency CSE Team for a period of 6 months to determine the level of CSE within Halton. The team was set up in March 2015 and concluded in September 2015. The findings from evaluation of the team related to children identified as vulnerable to CSE or at risk of CSE, in all but one case it was apparent that there were pre-determining factors that contributed to the vulnerability of the child leading to the risks of CSE. In one instance there were no pre-determining factors and the child appeared to have been targeted.

The team was decommissioned in September 2015; the lessons learnt were carried forward in order to develop responses to CSE across the multi-agency partnership. The Board has seen a steady increase in the number of CSE screening tools completed and where quality is determined to be a concern the agency is supported by the commissioned service, Catch 22, to address the issue.

CSE Champions have been identified across partner agencies. Those who do not sit on the Sub Group attended a development session to brief them on their role and to signpost them to a range of supporting information. The CSE Champions are a central point of dissemination of resources, learning and local information on CSE in Halton to frontline staff. They report to the Sub Group on the work they have undertaken to promote CSE awareness; examples during the year include:

- A regional event for independent children's home and fostering agencies relating to information gathering, signs of potential CSE and managing risk within local communities.
- Presentation to YOS staff on their development day by young people on sexting.
- National Probation Service included discussion on use of internet/grooming and any lifestyle activities linked to hotspots or vulnerable children into High Risk meetings on violent and sexual offenders under supervision.
- Practitioner Guidance booklets given to all staff at Whiston Hospital.
- YOS staff using "Wud U" app with children and young people, and Exploited/Exposed BLAST interventions.
- YoungAddaction delivering CSE sessions to young people as part of Amy Winehouse Foundation, youth clubs and outreach.
- Warrington & Halton Hospitals Trust foyer event for staff, patients and visitors on national CSE Awareness Day, supported by social media campaign on run up.
- NHS England North (Cheshire & Merseyside) included CSE within standard national contract from April 2016, which requires all NHS Trusts to have an

identified CSE lead to support implementation of national guidance and ensure voice of child is central to health services.

- Distribution of 80,000 NHS England CSE pocket guides to all frontline health staff including GPs, Pharmacists and Dentists.

Further detail of CSE work in Halton is set out in the section on the CSE, Missing and Trafficked Children Sub Group.

### **5.13 Domestic Abuse**

The multi-agency audit in July 2015 focussed upon cases considered by the Multi-Agency Risk Assessment Conference (MARAC). The MARAC is a multi-agency meeting which discusses high risk cases of domestic abuse. The audit identified that frontline staff were not receiving information discussed at MARAC. However a further finding showed that where staff were aware of this they were not accepting their responsibility to follow up and escalate. The learning and recommendations from the audit were shared with Halton Domestic Abuse Forum who was then tasked to report on findings to the Board via the Scrutiny and Performance Sub Group. Partner agencies duly reported on their feedback processes from MARAC to the staff who submitted the original referral to MARAC and the staff currently working with the victim which showed that processes were now in place.

Operation Encompass which had been piloted across schools in Widnes was rolled out to all schools from January 2016. Riverside College has also been included. The purpose of Operation Encompass is to safeguard and support children and young people who have been involved in a domestic abuse incident. Following any such incident, the Police contact a trained member of staff at the school/college who then offers appropriate support to the child. This has led to a better understanding of the impact Domestic Abuse has on children and young people by schools and opened up discussions between the family and school in order to identify the appropriate level of support.

## **6. The Work of the Sub Groups**

### **6.1 Scrutiny and Performance Sub Group**

The role of this Sub Group is central to the monitoring and evaluation function of the LSCB. The Sub Group oversees actions from a programme of audit activity across the Levels of Need Framework including the Common Assessment Framework, Child in Need and Child Protection Plans, Children in Care and Care Leavers.

During 2015-16 the LSCB coordinated three Multi-Agency audits and from this good practice and areas for improvement were identified. Briefings on the learning were circulated to frontline staff and face to face learning from practice workshops are planned as regular activity for 2016-17.

Key Achievements:

- 100% return on S175/157 audits of schools to demonstrate the effectiveness of their safeguarding arrangements.
- Revision of the audit process to improve attendance at focus groups by frontline staff to improve learning.

Priorities for 2016-17 include:

- Looking at innovative ways in which children and families can be involved in the audit process.
- Reporting from partner agencies on safeguarding audit activity and its impact.
- Improved multi-agency performance reporting on a thematic basis.

## **6.2 Child Sexual Exploitation, Missing and Trafficked Children Sub Group**

There has been significant activity around CSE and MFH within this reporting year and the main themes are highlighted below.

Key achievements:

- Piloting a multi-agency CSE Team for 6 months which improved quality of CSE screening tools and understanding of CSE.
- The CSE Operational Group has been re-launched and is chaired by the police looking at themes and hotspots.
- The Pan Cheshire CSE Strategy and Missing from Home Protocol have been updated, and the CSE screening tool reviewed.
- Training has been delivered across all partner agencies for CSE awareness and additional Advanced CSE training developed for practitioners involved in investigations.
- Audits have been undertaken by the multi-agency partnership and across Cheshire to look at the quality of the missing children Return Interviews; changes were made to both the form and practice as we shared good practice across the four areas.
- Our commissioned service has been recognised via the Children & Young People awards for the partnership work that they do on a Pan Cheshire footprint.
- The Pan Cheshire CSE Communication Strategy developed and resourced visual and practical aids to support awareness raising across the partnerships within the community.
- CSE Champions have been evidencing the work they have been doing within their organisations in order to continue to promote CSE and responsibilities within their agencies.

Priorities for 2016-17 include:

- Developing a Pan Cheshire Trafficking Strategy and Practice Guidance for frontline staff.
- Delivering Trafficked Children training across the workforce to embed pathways and good practice.

## **6.3 Health Sub Group**

The Health Sub Group continued to develop over the year and provided assurance to the Board on a range of activity in relation to the Health sector in Halton.



The Sub Group achieved the following in 2015-16:

- Standardised reporting from Health partners on their Annual Safeguarding Reports.
- Identification of the range of early help work undertaken by Health partners.
- Ensuring Named GP in place and supporting multi-agency work to safeguard children in Halton.
- Information Sharing Protocols in place between Health partners and the Board.

Priorities for 2016-17 include:

- Developing the Sub Group to report to both the Safeguarding Adults and Children Boards.
- Ensuring Designated Doctor in place.
- Improved reporting on the health of Children in Care.

#### **6.4 Safer Workforce & Development Sub Group**

The Safer Workforce & Development Sub Group was established this year by amalgamating the Safer Workforce and Learning & Development Sub Groups. This Sub Group reports to both the Safeguarding Adults and Children Boards in Halton. Both membership and terms of reference have been revised.

The Sub Group achieved the following in 2015-16:

- Improving attendance at multi-agency safeguarding training by staff from the Probation Services and Primary Care.
- Development of multi-agency Training Pool.

Priorities for 2016-17 include:

- Revision of the joint safeguarding adults and children Training Needs Analysis.
- Ongoing development of the Training Pool to ensure continued capacity to deliver the multi-agency training programme.
- Undertaking quality assurance of the LADO process.

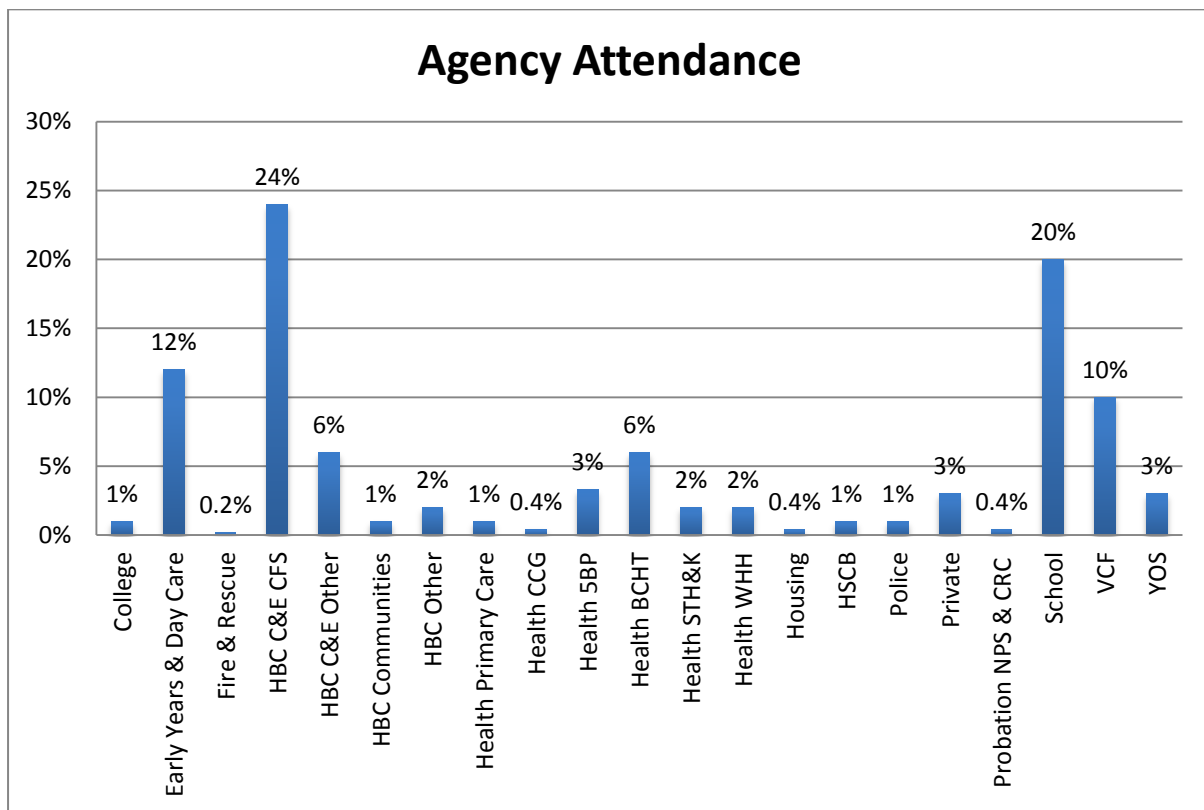
#### **6.5 Training Activity 2015-16**

The LSCB has a responsibility to ensure that appropriate safeguarding training is available to the workforce across the borough. This work is led by the Safer Workforce & Development Sub Group.

The 2015-16 training programme saw 42 courses delivered with 915 participants attending. The LSCB also promoted a range of local and national e-learning. In addition bespoke training was delivered by the Board to: School Crossing Patrol staff, Salvation Army, YMCA, Registrars, Alternative Providers and Children's Social Care.

#### **Overall Agency Attendance on HSCB Courses 2015-16:**

Between 1<sup>st</sup> April 2015 and 31<sup>st</sup> of March 2016 14 different courses were offered in the HSCB Training Programme. Delivery ranged from 2 hours to four day face to face courses. In addition a range of local and national e-learning courses are also available. The graph below indicates the overall distribution of training places by agency and across sectors.



All courses are subject to immediate post course evaluation which is collated and used to develop delivery of future courses. In addition members of the Safer Workforce & Development Sub Group undertake post course impact evaluation telephone interviews with a sample of participants. The telephone interviews provide an opportunity for reflective interviews with course participants in order to identify how learning has made a difference to their day to day practice with children and families.

Examples of how training had made a difference to practice include:

- A worker in the 14 -19 Team who provided advice to a young person's Coach of the KOOTH online counselling service, the young person subsequently told them how they had accessed online counselling for a month and intended to continue accessing this support as it was more accessible to them.
- A Nursery Worker who now felt confident in speaking to parents about what happens at Child Protection conferences, can reassure the families and in turn support the children effectively because of this knowledge.
- Whiston Hospital staff who were subsequently able to identify Young Carers and get them assessments which led to respite opportunities.
- A Portage Worker who now uses the Graded Care Profile to help to identify neglect, or provide evidence when there is a conflict of opinion, and to support making referrals into iCART.

- A worker from Whiston Hospital who used the Graded Care Profile to challenge decision making with another colleague which helped identify areas for improvement in home conditions, which helped the family to demonstrate improved home conditions.
- A Pre-School Worker who introduced a 'child's diary' after attending Domestic Abuse training which provided evidence to make a referral to iCART.
- An Adult Services Worker who used the Managing Allegations training to inform their investigation of an historic allegation leading to better support for the person who had made the disclosure.

During 2016-17 our Learning and Development Officer will be exploring further opportunities to deliver training across the Pan Cheshire footprint, supporting consistency in practice for those staff who work across neighbouring LSCBs.

### **6.6 Local Authority Designated Officer (LADO)**

Each local authority has a Designated Officer (LADO). The LADO must be informed of all allegations relating to adults who work with children whether they are a paid member of staff, foster carer or volunteer, where there is concern or an allegation that the person has:

- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The LADO's role includes providing advice and guidance to employers and voluntary agencies; management and oversight of individual cases; monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. This is part of the process of ensuring that safer workforce practices are in place to safeguard children from individuals and practices which may be harmful. This process also safeguards staff by ensuring that malicious or unsubstantiated allegations are thoroughly investigated and resolved in a timely manner.

In 2015-16 the LADO received 73 consultations which was a slight increase on 67 consultations in 2014-15. Of these 33 were dealt with as allegations that resulted in strategy meetings, this compares with 30 in 2014-15 and 39 in 2013-14. The proportion of consultations resulting in strategy meetings is consistent with the North West region.

CICOLAs have generated over a third of the LADO strategy meetings this year which remains a consistently high number. The LADO has experienced difficulties with these LADO strategy meetings resulting in a number of outcomes being agreed virtually. This is not a process that Halton's LADO would condone. It is accepted that the distance for some authorities to travel for the LADO meeting is vast and time consuming. However the question of whether a Local Authority considers this prior to placement should be asked. The LADO will continue to insist that the allocated Social Worker attend at least the initial strategy meeting, with conference calls being agreed for reviews where appropriate.

Following on from last year's Ofsted inspection recommendation the LADO has reported on how quickly strategy meetings are convened from point of referral. 5

strategy meetings were convened outside of the agreed 7 days from referral. This was due to factors including: the ability to contact the senior person in the organisation, capacity of professionals to come together and awaiting significant information prior to convening. This is an identified area for improvement in the forthcoming year.

The Board has also agreed to develop a process for quality assuring the LADO investigations which will be undertaken by members of the Safer Workforce & Development Sub Group.

The Department for Education has determined that LADO can now use the outcome “unfounded” again; in 2013 guidance was issued that this should not be used for teachers. In Halton we took the decision that the outcome categories should be the same for all agencies and therefore we stopped using unfounded for everyone. The Board has agreed that the LADO will reinstate the “unfounded” category from 2016-17.

Following recommendations from last year’s LADO report training was delivered to frontline staff in addition to the training for designated managers. 242 multi-agency staff attended across three sessions. As planned the theme was on public enquiries and Serious Case Reviews which focussed upon developing safe environments for children. Feedback from those attending the events was positive; therefore briefings for frontline staff will be included in the 2016-17 training programme.

### **6.7 Policy & Procedures Sub Group**

The Pan Cheshire Policy & Procedures Sub Group was reviewed. The group now consists of the LSCB Chairs and Business Managers who oversee the following priorities:

- Revision of the Pan Cheshire LSCB Multi-Agency Safeguarding Children Procedures Manual
- Identification of topics which can benefit from a Pan Cheshire procedures approach

The Sub Group is currently coordinating the transfer and update of the Pan Cheshire LSCB Multi-Agency Safeguarding Children Procedures Manual onto a new online format. They are also in the final stages of ratifying a Pan Cheshire Female Genital Mutilation Protocol.

Priorities for 2016-17 are:

- LSCB Escalation Policy
- Guidance for Bruising in Non Mobile Babies and Children
- Sexually Harmful Behaviours Protocol
- LADO Procedures

### **6.8 Child Death Overview Panel (CDOP)**

All Boards have a statutory requirement to review the circumstances of the deaths of every child under the age of 18 years, who normally reside in the borough. This is in order to identify any potentially preventable child deaths.

Preventable child deaths are defined as those in which “modifiable factors” may have contributed to the death. These are factors which, if changed, could help to reduce the risk of injury or death in other children, although we cannot say that they would have prevented this particular child from dying.

The review of child deaths for Halton is undertaken by the Pan Cheshire Child Death Overview Panel. The Panel has an Independent Chair, Hayley Frame. During 2015-16 across Cheshire there were 64 child deaths which was an increase from 48 deaths in 2014-15. The numbers for Halton were 6 deaths in 2015-16 compared with 11 deaths in 2014-15. Across Cheshire 12 deaths had modifiable factors identified; this included 2 cases from Halton.

The Pan Cheshire CDOP met on five occasions between April 2015 and March 2016. A total number of 51 child deaths were reviewed of which 6 were children who had lived in Halton. Of the Halton child deaths reviewed 2 had occurred during 2013-14 and 4 during 2014-15. Going forward into 2016-17 the Panel has 12 cases outstanding for review from Halton; 6 from 2014-15 and 6 from 2015-16. There is an expectation that reviews take place within 3-4 months of the death wherever possible. In some cases this may not be possible due to awaiting the outcome of reports from post mortem or where there is to be a Coroner’s inquest. However during 2015-16 the Panel was dealing with a back log of cases from 2013-14 which were a priority to complete. In addition there were delays in receipt of information being returned to CDOP by practitioners in relation to Halton’s cases which the Panel did not escalate to the Board. The process for escalation has since been reviewed with the Panel reporting an improvement in receipt of information from Halton resulting in a number of outstanding cases being due to be reviewed in the first quarter of 2016-17.

The Pan Cheshire CDOP Annual Report is published on the LSCB’s website.

## **7. Learning and Improvement Activity:**

The Board has been undertaking a Serious Case Review which will conclude in 2016-17. Serious Case Reviews are undertaken where

The learning from the Serious Case Review highlights the vulnerability of adolescents in relation to neglect; the treatment of adolescents with chronic health conditions; and the urgent care system response to acute life threatening episodes. The findings from the case are being addressed by partners and the Board will oversee actions undertaken to address, then test the impact made under its Learning and Improvement Framework.

In addition a Practice Learning Review was undertaken on a case which did not meet the criteria for a Serious Case Review, but which the Board agreed would benefit from a review of multi-agency working by an independent reviewer. The learning from this review focusses upon mental health services for young people and the Child in Need process. The Board has drawn up an action plan to provide assurance that the learning has been addressed.

An audit schedule including the CAF, Children & Families Services and the Multi-Agency practice audits continued. Additional thematic audits were undertaken on Missing Children, Return Interviews, Child Protection Plans in place for 12 months or more and Child Protection Plan categorisation. The Youth Offending Service

submitted both its safeguarding audit and audit against the Youth Justice Board National Standards. CAMHS submitted its audit on Early Intervention. For 2016-17 all partners have been asked to provide the Board with their audit schedules in order to plan reporting on the learning and actions undertaken. The learning from the audit schedule continues to be used to inform practice.

### **8.0 Key Priorities 2016-17:**

The Board has focussed its key strategic priorities for 2016-17 on the following:

1. Identify and prevent children suffering harm.
2. Protect children who are suffering or are at risk of suffering harm.
3. Support the development of a safe and informed workforce, including volunteers.
4. Children and Young People, their Families and Communities Participate and Engage in developing and raising awareness of Safeguarding.



## HSCB Business Plan 2015-17

1.0 Identify and prevent children suffering harm					
	Outcome	Performance Measurement	Lead	Key Milestones in year 1	Timescale
1.1	Ensure that all partner agencies have an appropriate understanding of private fostering arrangements and that effective processes are in place to promote the notification and understanding of private fostering arrangements across the partnership.	<p>Reports from the Private Fostering task Group evidence the impact of the Communication Plan and notifications provided by staff across multi-agency partners with arrangements identified at the earliest opportunity and notifications reported to Children's Social Care.</p> <p>Private Fostering Annual Report evidences that partners have effective processes in place to identify, record and provide notification of private fostering arrangements.</p>	HSCB Executive	<ul style="list-style-type: none"> <li>Private Fostering task group refreshed Communications Plan. Leaflets are being designed with input from young people as a digital document.</li> <li>Numbers remain low but equivalent to highest reporting previously made to Board (see HSCB Performance scorecard.)</li> <li>Annual Report to be presented at July's Main Board.</li> <li>S11 Audits have identified that Private Fostering is not embedded across all agencies.</li> </ul>	July 2016
1.2	Work with pan-Cheshire partner LSCBs to ensure effective operation of Pan-Cheshire Child Death Overview Panel.	Quarterly and annual reports from the Pan Cheshire Child Death Overview Panel (CDOP) inform the Board of learning, trends and themes from child death reviews, and measure the impact of any publicity campaigns undertaken by	HSCB Chair and Business Manager	<ul style="list-style-type: none"> <li>Independent Chair in post April 2015.</li> <li>Quarterly reporting has improved but still needs to provide more detail on trends and themes. CDOP development day taking place in April.</li> </ul>	March 2016



CDOP.					
2.0	Protect children who are suffering or at risk of suffering harm				
	Outcome	Performance Measurement	Lead	Key Milestones in year 1	Timescale
2.1	Reduce the emotional and physical impact of harm including the risk of sexual exploitation, missing and trafficking on our most vulnerable children's health and development.	<p>Audits provide evidence that staff across the multi-agency partnership have provided well timed, good quality involvement and practice with the outcome that children were effectively safeguarded.</p> <p>Quarterly performance reporting against the CSE and Missing Children datasets provide evidence of activity across the multi-agency partnership which has effectively safeguarded children.</p>	<p>CSE, Missing and Trafficked Children Sub Group</p> <p>Scrutiny &amp; Performance Sub Group</p>	<ul style="list-style-type: none"> <li>• CSE Operational Group established; first meeting beginning April 2016.</li> <li>• CSE Screening Tool Audit being completed in April 2016</li> <li>• CSE dataset still being developed as Pan Cheshire comparator dataset.</li> <li>• Pan Cheshire Strategic CSEMTC Group developing framework for CSE &amp; Missing Peer Review.</li> <li>• Trafficking thematic review underway Pan Cheshire; to be completed end of April.</li> <li>• MFH return interview audit took place in March 2016 by commissioned service</li> </ul>	March 2016
2.2	Children and young people who go missing from home or care have a return interview, and that information is made available to relevant	Quarterly performance reporting provides evidence that return interviews are taking place; audits evidence that the return interviews are informing risk assessment, management and planning.	CSE, Missing and Trafficked Children Sub Group	<ul style="list-style-type: none"> <li>• MFH Audit completed and reported to sub group 2016</li> <li>• Development of the return home interview form is being completed to support partner agencies to undertake the interviews</li> </ul>	September 2015

	professionals in a timely manner to inform risk assessment, management and planning.			when children who won't engage with Catch 22	
2.3	Children and young people subject of Child Protection Plans have improved outcomes supported by the consistency of core groups in analysing the impact of actions on intended outcomes.	Audits evidence that core groups analyse the impact of actions on outcomes demonstrating the impact of revised guidance and multi-agency training on professional practice.	Safer Workforce and Development Sub Group  Scrutiny & Performance Sub Group	<ul style="list-style-type: none"> <li>Review of CP plan template and Core group template to support the creation of outcome focused planning</li> <li>Audit of CP plans and categories</li> </ul>	March 2016
2.4	Children and young people at risk of harm are protected by strategy discussions with SMART actions and contingencies recorded.	Audits evidence that strategy discussions have SMART actions and contingencies recorded demonstrating the impact of revised guidance and multi-agency training on professional practice.	Safer Workforce and Development Sub Group  Scrutiny & Performance Sub Group	<ul style="list-style-type: none"> <li>Evidence from Multi-Agency Audits that Strategy Meetings are multi-agency; and plans are clear and effective.</li> <li>Contingency planning could improve; Scrutiny &amp; Performance Sub Group to look at this.</li> <li>CSC audits to look at their SMART planning as one of three priorities</li> </ul>	March 2016
3.0	<b>Ensure that children are receiving effective early help and support.</b>				
	Outcome	Performance Measurement	Lead	Key Milestones in year 1	Timescale
3.1	Early Intervention meets the needs of	Audits and quarterly performance reporting provide	Scrutiny & Performance	<ul style="list-style-type: none"> <li>Despite widespread training, staff are not</li> </ul>	June 2016

	children and families.	evidence that staff across the multi-agency partnership have provided well timed, good quality involvement and practice with the outcome that children received effective early intervention.	Sub Group	<p>completing Graded Care Profile; staff in universal services to be contacted to understand reason for this as part of impact evaluation of training.</p> <ul style="list-style-type: none"> <li>• Increased number of CAFs at end of 2015-16.</li> <li>• Health Sub Group identified range of early help work being undertaken by health partners.</li> <li>• SCR identifying key learning in relation to early intervention.</li> <li>• Early Intervention Audits reported to Scrutiny &amp; Performance Sub Group broadened to include early help contacts and pre-CAF.</li> </ul>	
3.2	There is a prompt and assured response when referrals are made or new information is received about child care concerns.	Audits and quarterly performance activity show how integrated front door arrangements improve information sharing and ensure that referrals are dealt with within timescales.	Scrutiny & Performance Sub Group	<ul style="list-style-type: none"> <li>• Implementation of iCART in March 2016</li> <li>• Performance is scrutinised by CSC and reported to sub groups.</li> </ul>	March 2016
<b>4.0</b>	<b>Support the development of a safe and informed workforce, including volunteers</b>				
	Outcome	Performance Measurement	Lead	Key Milestones in year 1	Timescale
4.1	Ensure that relevant staff from all partner agencies attend	HSCB Learning & Development Activity Reports evidence that staff across	Safer Workforce and Development	<ul style="list-style-type: none"> <li>• HSCB Learning &amp; Development Activity Annual Report 2015-16</li> </ul>	May 2016

	regular multi-agency training to maximise opportunities for learning to support professional development.	multi-agency partners attend multi-agency safeguarding training and provide evidence of the impact of training on outcomes for children and families.	Sub Group	<p>details attendance on multi-agency training.</p> <ul style="list-style-type: none"> <li>• Impact of training on outcomes informs future learning &amp; development activity.</li> <li>• LADO has provided training specifically for front line practitioners and creating safer working environments and will provide training for front line staff annually</li> </ul>	
4.2	The workforce is informing learning and improvement.	Audits evidence a link between quality assurance and feedback from the workforce.	<p>Scrutiny &amp; Performance Sub Group</p> <p>Critical Incident Panel</p>	<ul style="list-style-type: none"> <li>• Audit process is not including staff feedback due to reduction in attendance at focus groups. Recommendations for revised audit process presented at March Main Board for implementation in 2016-17.</li> <li>• Workforce has been involved in PLR and SCR via conversations with reviewers and Case Group meetings.</li> <li>• Impact of training on outcomes informs future learning &amp; development activity.</li> <li>• Frontline visits to take place May &amp; June 2016.</li> </ul>	July 2016

5.0	<b>Participation and Engagement with Children and Young People, their Families and Communities in developing and raising awareness of Safeguarding.</b>				
	Outcome	Performance Measurement	Lead	Key Milestones in year 1	Timescale
5.1	There are opportunities for children and young people to inform the LSCB's work.	Business Plan evidences a link between priorities and engagement work with children and young people.	Lay Members  HSCB Business Manager	<ul style="list-style-type: none"> <li>• 2 young people are informing the work of the Private Fostering task group.</li> <li>• Crucial Crew 2016 provided an opportunity to engage with Yr5 children on things which made them feel unsafe across the borough. This will be reported to May's Safer Workforce &amp; Development Sub Group.</li> <li>• The Board is currently scoping a commission on participation with children across Halton to identify their safeguarding priorities and to test the impact of campaigns such as CSE.</li> <li>• UTV have been commissioned to undertake work with Yr 6 &amp; Yr8 pupils across Cheshire from Sept 2016 to create adverts on sexting, inappropriate relationships and legal highs.</li> </ul>	September 2016
5.2	The views of children,	Audits evidence a link between	Scrutiny &	<ul style="list-style-type: none"> <li>• Young people and their</li> </ul>	March 2017

	young people and families are contributing to learning and best practice.	quality assurance and feedback from children, young people and families.	Performance Sub Group  Critical Incident Panel	families have been involved in PLR and SCR via conversations with reviewers. <ul style="list-style-type: none"> <li>Audit process is not including child and family feedback due to reduction in their involvement over time. Recommendations for revised audit process to improve this to be presented at March Main Board.</li> </ul>	
5.3	Parents, carers and the public have an improved understanding of the work of the LSCB and safeguarding in Halton.	LSCB Communications Plan implemented.	Lay Members  Learning & Development Sub Group	<ul style="list-style-type: none"> <li>Improvements made to social media activity of the Board by amendments to website and use of HSCB twitter account.</li> </ul>	September 2016
5.4	The workforce has an improved understanding of the LSCB.	LSCB Communications Plan implemented.	Learning & Development Sub Group	<ul style="list-style-type: none"> <li>Frontline visits to take place May &amp; June 2016.</li> </ul>	March 2016
5.5	An effective working partnership is established with local faith-based organisations to improve their	LSCB Communications Plan implemented.  Faith Sector Safeguarding Forum in place and Work Plan implemented.	Faith Sector Safeguarding Forum	<ul style="list-style-type: none"> <li>Faith Safeguarding Forum in place chaired by local faith rep.</li> </ul>	October 2016

understanding of the LSCB and provide opportunities for faith-based organisations to inform the LSCB's work.				
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## 9.0 Budget Information

<b>Income 2015-16</b>	
HBC – Children & Enterprise Directorate	45, 817
HBC - Schools	28, 500
NHS Halton Clinical Commissioning Group	45, 817
Cheshire Constabulary	20, 000
YoungAddaction	3, 500
Public Health	1, 400
National Probation Service (NPS)	1,615
Community Rehabilitation Company (CRC)	1,615
Cafcass NW	550
Carry Forward 2014-15	22, 208
<b>Total Income:</b>	<b>171, 022</b>

<b>Expenditure 2015-16</b>	
Staffing	137,646
Multi-Agency Training	16,757
Supplies & Services	43,089
Support Services	13,050
Premises	1,930
<b>Total:</b>	<b>212,472</b>
Carry Forward 2016-17:	17,261

**Appendix A**  
**Halton Safeguarding Children Board Membership & Attendance**  
**2015-2016**

Attendance Log		Meetings 2015-2016					
		% Attendance	14.07.2015	15.09.2015	02.10.2015	08.12.2015	29.03.2016
<b>Independent and Overseeing Members</b>	Richard Strachan, Independent Chair		✓	✓	✓	✓	✓
	Cllr Ged Philbin, Lead Member Children & Young People (Participant Observer)		D	✓		✓	✓
<b>Lay Members</b>	Marjorie Constantine, Lay Member		✓	A	✓	✓	A
<b>Local Authority</b>	Gerald Meehan, Strategic Director, Children & Enterprise		✓	✓	✓	A	A
	Ann McIntyre, Operational Director, Education, Inclusion & Provision		✓*	✓*	✓*	✓*	✓
	Tracey Coffey, Operational Director, Children & Families		✓	✓	✓	✓	✓
	Katherine Appleton, Senior Manager Safeguarding & Quality Assurance		✓	✓	✓	✓	✓
	Lindsay Smith, Divisional Manager, Mental Health, Communities Directorate		✓	✓	R	✓	✓
	Eileen O'Meara, Director of Public Health		✓	D	D	A	✓
<b>Health</b>	Dot Keates, Associate Director Safeguarding, Bridgewater Community Healthcare Trust		✓*	✓*	✓*	✓*	R

Attendance Log		Meetings 2015-2016					
		% Attendance	14.07.2015	15.09.2015	02.10.2015	08.12.2015	29.03.2016
	Lisa Cooper, Deputy Director, Quality & Safeguarding, NHS England North (Cheshire & Merseyside)		✓	A		A	A
	Gary O'Hare, Clinical Lead Children's Safeguarding, Halton CCG		A	✓		R	A
	Ann Dunne, Designated Nurse, Safeguarding Children, Halton CCG		R	R	✓	R	A
	Jan Snoddon, Chief Nurse, Halton CCG		A	R	✓	✓	A
<b>Police</b>	Nigel Wenham, Detective Superintendent, Cheshire Police		A	✓	✓	A	✓
<b>Criminal Justice Services</b>	Donna Yates, Assistant Chief Executive, Cheshire & Greater Manchester Community Rehabilitation Company		A	A	A	D	D
	John Davidson, National Probation Service		A*	A*	✓*	A*	D
	Gareth Jones, Head of Service, CWHW YOS		✓	✓	✓	A	A
<b>CAFCASS</b>	Tom Cheadle, Service Manager		✓	✓		A	A
<b>Schools and Colleges</b>	Dee Denton, Head Teacher, Lunts Heath Primary, Primary Headteacher Rep		A	✓	✓	A	✓

Attendance Log			Meetings 2015-2016					
			% Attendance	14.07.2015	15.09.2015	02.10.2015	08.12.2015	29.03.2016
	Secondary Headteacher Representative			-	-	-	-	-
	Paula Mitchell, Programme Manager, Riverside College			✓	✓	✓	✓	✓
<b>VCF Sector</b>	Donna Wells, Service Manager Young Addaction, Voluntary Sector Rep			A	✓	✓	✓	✓
<b>HSCB</b>	Tracey Holyhead, Business Manager			✓	✓	✓	✓	✓

Key:

A – denotes apologies received, but no-one attended in their place.

R – denotes a representative attended in their place.

D – denotes no apologies received and no-one attended in their place.

\*Denotes attendance of previous Sub Group Member in this role

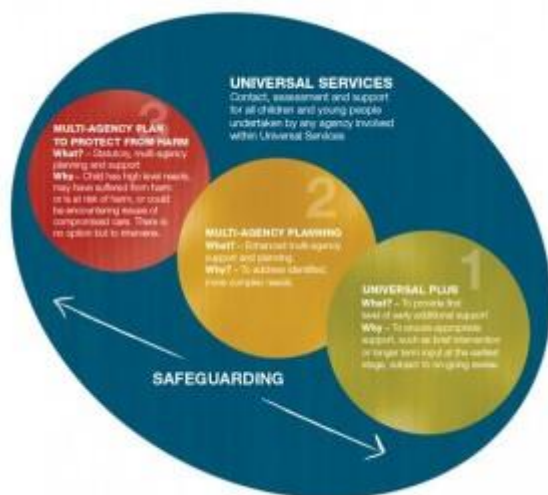
## Appendix B

### Halton Levels of Need Framework

The Halton Levels of Need Framework aims to support agencies to meet the needs of children, young people and their families to ensure the best possible outcomes. It aims to assist practitioners and managers in assessing and identifying a child's level of additional needs and how best to respond in order to meet those needs as early as possible to prevent needs escalating further.

Halton Levels of Need Framework was revised and launched in April 2013. The framework sets out three levels of additional needs above Universal Services that captures the full range of additional needs as they present. Universal Services remain at the heart of all work with children, young people and their families and are in place for all whether additional needs present themselves or not.

The fundamental relationship between Universal Services and the three levels of additional needs is captured in the diagram below:



The key principles of the Framework include:

- Safeguarding runs throughout all levels.
- Provide early help and support at the first possible stage and meet needs at the lowest possible level.
- The focus is on Halton's more vulnerable groups and directing service responses at preventing vulnerability.
- Builds on existing good multi-agency working and formalises shared responsibility for meeting all needs.
- Supports work of all agencies and is equally applicable to all agencies.
- Flexible and fluid, allows free movement between levels as additional needs increase or reduce.
- Clear and understandable
- Focus on the needs of the child and family to ensure the best outcomes for all.

Working Together 2015 seeks to ensure that all local areas have effective safeguarding systems in place and sets out two key principles that should underpin all safeguarding arrangements:

**SAFEGUARDING IS EVERYONE'S RESPONSIBILITY:** for services to be effective each professional and organisation should play their full part; and

**A CHILD CENTRED APPROACH:** for services to be effective they should be based on a clear understanding of the needs and views of children

The Halton Levels of Need Framework has been developed in line with this guidance and meets the requirement for the publication of a 'thresholds document' for Halton. It is based on a robust application of the Framework for the Assessment of Children (underpinned by the Children Act 1989), Team around the Family procedures and is consistent with LSCB procedures. The Halton Levels of Need Framework can be used as a central focal point to bring the right agencies together at the right level.

In terms of the **Children Act 1989**, our responsibilities include:

Where a child is accommodated under section 20 (when parents retain the parental responsibility for the child), the local authority has a statutory responsibility to assess the child's needs and draw up a care plan which sets out the services to be provided to meet the child's identified needs.

Under section 31A, where a child is the subject of an Interim Care Order or a Full Care Order, the local authority (who in these circumstances shares responsibilities, as a corporate parent, for the child and becomes the main contact around the child's every day needs) must assess the child's needs and draw up a care plan which sets out the services which will be provided to meet the child's identified needs.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	20 <sup>th</sup> October 2016
<b>REPORTING OFFICER:</b>	Director Adults Social Services
<b>PORTFOLIO:</b>	Health and Wellbeing
<b>SUBJECT:</b>	Telehealthcare Strategy
<b>WARD(S)</b>	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 To update the Board on the Telehealthcare Strategy (attached at Appendix 1).

2.0 **RECOMMENDATION: That the Telehealthcare Strategy be approved.**

3.0 **SUPPORTING INFORMATION**

3.1 The development of technology is affecting and extending the way care can be delivered in the health and social care arena. The population is ageing and there is a significant strain on healthcare resources with an increasing number of people affected by long-term chronic conditions.

3.2 Of the 18.5 million people in the UK who have a long-term medical condition, the vast majority of such individuals are aged 65+, living at home and because of their condition are more likely to:

- Request a home visit from their GP or require a visit from their District Nurse
- Oscillate to and from hospital (A & E and overnight stays) as their condition alternatively deteriorates and is stabilised
- Have their condition worsen to such an extent they require admission to residential care

3.3 This is an unsustainable position especially as the number of older people living longer is increasing and the pressure on primary and social care services becomes greater each year. Coupled with this is the fact that local authorities are in the financial position of having to do more with less.

- 3.4 One approach is the use of hi-tech home healthcare solutions. According to the DH as many as 35% of people currently living in residential care could be supported to live at home or in extra care housing schemes. This use of remote monitoring is increasingly enabling people to lead more independent lives. The term Telehealthcare refers to both Telecare and Telehealth.
- 3.5 Many local authorities including Halton offer services in the form of an alarm system connected to the telephone. More than 1.5 million people in the UK have access to this type of service often called Telecare, Community Alarm, Careline, lifeline or Social Alarm. Detectors monitor and signal potentially dangerous situations and if an event is triggered a phone call results and if necessary a person is sent to investigate.
- 3.6 Telehealth allows health care to be delivered in radically different ways using innovative digital technologies. These can provide a virtual medical presence in a person's home, allowing real-time physiological measurements (blood pressure, oxygen saturation, heart rate, blood sugar...etc) and activity levels, to be communicated to health professionals by means of intelligent devices.
- 3.7 Hence, the person's home environment becomes a virtual ward and by means of a modern mobile phone, tablet or home computer and in the future TV vital signs monitoring and social care information can be exchanged between the person and professionals. Developments in this area have been considerable and digital health and social care will increasingly become an integral part of health and social care at home
- 3.8 This strategy points out the principal drivers behind the technology its advantages and possible future developments. It also stresses that it is difficult to gauge accurately overall costs and savings from current published literature, much of which is funded by providers of the software and equipment. Nonetheless, in the context of reduced funding from central government, Halton will need to be more innovative to ensure the needs of its community can not only be met now, but into the foreseeable future. Digital technology in the form of Telehealthcare seems the obvious way forward.
- 3.9 The Action Plan which is central to the strategy will operate on six different work-streams at minimal cost (Table 1 and Table 2) and in addition sets out significant challenges and their solution (Table 3). An important part of the solution is to determine a more accurate estimate of the cost of implementing Telehealthcare over a one-year period and at the same time estimate potential savings from fewer ambulance and GP call-outs and fewer admissions to A&E or hospital. This study will involve 14 individuals across 7 different



conditions. By following these cases closely for a 12 month period, it will be possible to accurately assess cumulative costs and savings.

- 3.10 In addition to this Halton will continue to expand and improve its Telehealthcare monitoring service throughout the life of the strategy. We aim to have a 2% increase year on year at an estimated total cost of £36,000 for additional equipment and training, but relying upon the same staffing levels. This modest expansion will be funded through grants for further pilot studies which will provide comparative measures of actual cost and savings.
- 3.11 Future Developments – A number of strategic milestones have been set with a view to expanding the service, increasing public awareness in the service and working with partner organisations to pilot and cost new technology as it develops over the next three years. This will require the expansion of the present Telehealthcare Steering group to monitor future developments particularly around priority areas and conditions prevalent in Halton.
- 3.12 Halton's currently Early Intervention/ Prevention Strategy highlights the importance of individual dignity, independence and equality while at the same time reducing loneliness and social isolation. It is the intention that Telehealthcare will continue this adoption of the Care Act 2014 'wellbeing' principle. This will enable those who are at home with a long-term condition to use the technology to maintain their quality of life through the exchange of information and social interactions.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 In order to raise awareness among staff of the current and future importance of Telecare all relevant staff will need to be kept informed of new developments as part of their normal continuing Professional Development.
- 4.2 Telecare continues to be a significant part of HBC's Early Intervention/ Prevention strategy, which stresses the importance of individual dignity, independence and equality.
- 4.3 Telecare can have a crucial role in 'Vital Signs Monitoring' to assist individuals to manage their long-term conditions such as diabetes at home. This will be offered via the PCT with HBC in a supportive role and would be a useful precursor to developments such as the Virtual Ward. In this respect, Widnes-based GP surgeries will continue to pilot Telehealthcare within the Virtual Ward Concept. This will result in an increase in referrals for current sensors as well as a possible installation and technical support service for Telehealthcare applications.

**5.0 FINANCIAL IMPLICATIONS**

5.1 When Telecare is coupled with an appropriate individual support plan, the most significant outcome is that the person is able to remain safely and independently at home for longer. Greater independence, reduced risk and better quality of life are the prime movers for Telehealthcare. The average cost for residential care in Halton is £456.00 per week and the annual cost for hospital and home visits by GP and Community Matron for a person with COPD is £1,870. Hence there is the potential to deliver more cost effective alternative services through the use of Telehealthcare, to support an individual to remain independent in their own homes, rather than utilising more intensive options of regular admissions to hospital and residential care. The proposed pilot study aims to measure such costs and savings more precisely over a full year.

This pilot study and its analysis will be overseen by the Telehealthcare Steering Group. This group will be expanded to include further representation from the CCG, Care Management, Finance and ICT.

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

**6.1 Children & Young People in Halton**

None identified.

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

None identified.

**6.3 A Healthy Halton**

Telehealthcare involves technology to enable professionals to remotely monitor data on certain aspects of a person's health benefitting people with disabilities with a range of conditions.

**6.4 A Safer Halton**

None identified.

**6.5 Halton's Urban Renewal**

None identified.

**7.0 RISK ANALYSIS**

7.1 Risk is balanced against individual need and rather than being seen as imposed surveillance. Telehealthcare operates as a carefully agreed set of responses that enable previously identified risks to be managed efficiently and safely within an agreed set of parameters

specific to each individual and determined by their multidisciplinary team.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 None identified.

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

None.



# Draft

Telehealthcare Strategy

2016- 2018

## Introduction - The Challenge, a Solution and many Questions

Around 18 million people in the UK have a long-term medical condition. Being able to manage effectively such a huge number of individuals is undoubtedly one of the most difficult challenges facing the NHS and social care. The vast majority of such individuals are aged 65+, living at home and because of their condition are more likely to:

- Request a home visit from their GP or require a visit from their District Nurse
- Oscillate to and from hospital (A & E and overnight stays) as their condition alternatively deteriorates and is stabilised

This is an unsustainable position especially as the number of older people who are living longer is increasing and so the pressure on primary care and social care services becomes greater each year. Coupled with this is the fact that local authorities are having to do more with less.

Telehealthcare offers a solution. It allows the individual to monitor their own condition at home with relevant information being automatically transmitted in real time down the phone line, via a digital unit to a monitoring centre. At that point operators can use triage software to view and manage the data received. Clinicians work with staff to set up a record for each patient. This record contains contact details and parameters within which each individual's readings should lie. If parameters are exceeded an alert is triggered and the person will be asked to resubmit a further set of readings. If these also exceed parameters the person's community matron or GP will be contacted and a visit arranged. This is one example of how a modern Telehealthcare system can be beneficial.

Over the next 3 years (the life of this strategy) Halton plans to obtain answers to some fundamental questions that the use of Telehealthcare raises. What are:

1. The benefits
2. The opinions of local people (users and professionals)
3. The principal drivers behind the popularity of Telehealthcare
4. The actual savings that it generates
5. Halton's priority areas over the life of the strategy
6. Halton's action plan to deliver in these priority areas
7. The challenges and how these will be met
8. What important milestones will be met on the way to 2018
9. Halton's approach to keeping abreast of future developments in the technology

### 1. The Benefits of Telehealthcare

This strategy uses as its source material the accompanying evidence paper. Informed by research, this highlights current best practice from other local authorities in England and elsewhere. Such practice clearly demonstrates that Telehealthcare can benefit the following groups of people who:

- Are frail/ elderly
- Have long-term conditions such as: obesity; diabetes; COPD; chronic heart failure
- Are at risk of falling
- Have dementia and other mental health conditions
- Have a learning, physical or sensory disability
- Have carers who need extra support

The social care and financial arguments supporting the use of Telehealthcare stem from the DoH 'Whole System Demonstrator' programme and other controlled studies since, such as Medvivo which was conducted in a large GP practice (Portsdown Group Practice). Medvivo (2014) found that the following gains are possible for individuals with COPD:

- 45% reduction in patient deaths (predominantly people over 65);
- 52% reduction in hospital admissions;
- 36% reduction in visits to Accident & Emergency (A&E);

- 35% reduction in GP visits;

In an attempt to estimate overall cost savings they found the following savings per person per year:

- £1,250 in reduced unplanned hospital admissions
- £110 in reduced visits to the GP
- £480 reduced visits by the community matron
- £30 in reduced attendance at A&E
- **£1,870 total annual savings per individual with COPD** (not including equipment and training)

However, it is important to note that few studies to date have included in their analysis the cost of equipment and training...etc. Initially this is likely to be substantial and in the case above, each person would require a laptop, specific monitoring devices, training and a programme of support. Any saving to be made by adopting Telehealthcare tends to be realised a number of years after implementation. Hence the general strategy for Telehealthcare adopted by local authorities, has been one of “invest to save.” This results in pilot projects being used to test the benefits of the technology on small groups of individuals and if outcomes are met, further investment and expansion.

## 2. What local People Say:

A pilot study entitled ‘*Managing long-term conditions using telehealth in Halton and St Helens*’ was carried out in 2013 and involved 60 Telehealth packages commissioned from Tunstall Healthcare. It was offered to individuals in three different chronic disease areas: heart failure, Chronic Obstructive Pulmonary Disease (COPD) and Stroke.

*Community matrons reported that:*

- Home visits were reduced
- They could prioritise their workloads more effectively
- Worsening of individual conditions was prevented
- Interaction with Sefton Careline enabled a more preventive approach
- Integrated working between health and social care was greatly improved
- People received a better quality service
- People experienced reduced levels of anxiety, better medication compliance and better self-management

*The head of service delivery, Community Health Services said -*

“By deploying the Telehealth system for community-based care we are empowering patients, reducing anxiety, promoting independence and so improving overall quality of life. Telehealth also educates patients to be aware of their symptoms, to manage them, reducing part of the burden on healthcare providers”

*A 59 year old type 2 diabetic who had suffered as stroke 2 years previously, was morbidly obese and hypertensive said -*

“Telehealth has given me and my family the greatest sense of security ever. I now feel like I’m in control of managing my own health.”

From an individual perspective, Telehealthcare has the following important benefits:

- It greatly enhances prevention by enabling more efficient communication and response between the person and health and social care professionals. This enables potential problems to be identified and treated at a much earlier stage with obvious benefits
- It allows the person to remain at home in greater safety, giving them and their family (carer) more confidence that assistance can swiftly be summoned when required
- It increases self-confidence, enabling the individual to have more control over their life and the quality of their life. At the same time they feel safe in the knowledge that any issue which

previously was a major risk-factor can now be controlled. This allows the person the freedom to get on with their life, rather than being constrained by anxiety over their condition

- It facilitates daily interactions, which even on an automated basis help the person to feel more connected and less lonely – they know information about their well-being is being sent to others and that ‘someone cares’
- Monitoring health data will help us to understand better how loneliness links to negative health symptoms, allowing us to inform future policy and strategy development (e.g. by providing an evidence-base that will enable us to invest in community-based activities which ultimately generate health savings).

### 3. Drivers:

- Compared to 2015, Halton’s estimated population of individuals aged 65 years and over will increase by 8% by 2018 and by 40% by 2030
- For those aged 85 and over the increases are even larger – 13% by 2018 and 86% by 2030
- The prevalence of all conditions increases as a percentage of total population year on year (apart from disabilities within the 18-64 age group, due to the decreases in overall population within that group);
- Of particular significance are the following predicted increases when comparing specific conditions from 2015 to 2030:
  - 50% increase in the number of people aged 65+ living alone;
  - 68% increase in the number of people aged 65+ with dementia;
  - 49% increase in the number of people aged 65+ predicted to experience a fall.
- GP practices are major drivers in the development and use of Telehealthcare. Most of their patients are in the 60+ age group, living at home with long-term conditions. Telehealthcare makes it possible to reduce home visits in cases where the person’s situation is not critical. This allows the practice to prioritise freeing up time for the GP to visit more serious cases
- In a sizeable community such as Halton, people have a wide variety of skills, talents and capabilities and are often looking for ways to contribute to their own or to a friend’s or relative’s support. Co-production recognises that people have assets such as knowledge, skills, experience, friends, family, colleagues and interests. These assets can be sampled to support a person’s health and wellbeing. Halton is already making significant cultural and organisational shifts to embed asset-based approaches and co-production. However, it is clear that the future of person-centred healthcare whether driven by digital technological development such as Telehealthcare, or not, will require an important element of co-production.
- The Care Act 2014 which highlights the importance of wellbeing, independence and prevention.

It is clear that, in line with the national picture, Halton will inevitably experience an increase in its ageing population with expanding health and social care needs. In particular, there will be significant increases within the older age group of 85+, which is often characterised by having the highest and most complex needs. In the context of reduced funding from central Government, there will be a need to be efficient and innovative, to ensure that the needs of the population can be met now and further into the future.

Telehealthcare will have a major part to play in this, with benefits that are two-fold; it promises a more cost-effective response than traditional services which are heavily reliant on paid care staff visits or admission to residential care and it can actually improve outcomes for individuals and their family/carers. This is because services that allow people to remain in their own homes and lead an

independent life are in line with individual wishes for greater choice and control and also result in reduced feelings of pressure and anxiety for carers.

There is a commitment to increase the use of Telehealthcare in Halton to help address the financial challenges that are being faced by adult social care, as well as to ensure we continue to work towards truly personalised services and that we meet the requirements brought about by the Care Act 2014. It is acknowledged that this work will be most effective when the Council works jointly with health services and other partners.

#### **4. Savings**

This is the most problematic area of Telehealthcare. No single controlled comparative study has actually shown that a heavy investment in Telehealth digital technology will guarantee savings. Many have demonstrated that costs can be greatly reduced due to the fact that the person can remain at home longer and has far fewer episodes of ill health requiring a GP call-out or admission to A&E or an overnight stay or longer admission in hospital. However, against such obvious savings is the initial outlay in Telehealthcare equipment, maintenance, training and annual fees that are charged by Providers. Future developments will undoubtedly result in lower costs, as many systems are based on the use of 4G mobile phones which have very powerful data capture, presentation and analysis capabilities. Further as the development of the internet of things continues, home based Telecare and Telehealth devices will be able to communicate with each other to the extent that the base unit could be located within the person's television. This however will be beyond the life of this strategy.

Some gross estimates of costs per person per year are provided in the Evidence Document (section 4.8, 4.8, pages 20-23). For example, 'Falls' data (Table 8) suggests that Telehealthcare (Telecare) is saving the total annual cost of 1,000 falls costing £845,000. This however does not equate to a direct saving. The cost of equipment, training and telecare staffing...etc would also be substantial and is difficult to estimate. This is also the case for other often quoted areas of savings (facilitation of hospital discharges to a Telehealthcare service at home and GP call outs).

Table 8 (page 22) of the evidence document attempts to show by extrapolation from 2013-14 figures to 2017-18 gross comparative costs of social care with and without Telecare. The difference line implies an estimated annual saving by 2018 of £760,000. However, this doesn't take into account the increase in preventative services (non-Telehealthcare) over the same period which could substantially reduce the 'Without Telecare' costs. Such prevention would result from: enhanced Surestart, better information, an increase in carer activity and its impact due to the Care Act, improved signposting and greater involvement from voluntary services. This being the case the annual saving could be substantially less and closer to £400,000.

Accurately gauging savings as a result of investing in Telecare remains the principal difficulty facing all local authorities. The argument for the cost effectiveness of Telehealthcare has yet to be made. However, there is little doubt that the benefits of digital technology to both the individual and health and social care professionals are substantial. A major aim of this strategy will be to acquire a more accurate estimate of costs and savings and this will be a central theme of all future grant funded pilot studies.



## 5. Priority Areas

- Increase local awareness
- Keep pace with current development by piloting new technology via successful grant applications
- Deliver a quality service that is seamless and tailored to individual need
- Work in partnership with the NHS, housing and voluntary services
- Review the service regularly (at least annually) to ensure outcomes are met and there is clear continuous improvement
- Expand the service annually to keep pace with the increase in older people in Halton and their awareness of what Telehealthcare can do.

## 6. Halton's Action Plan for Developing Telehealthcare Services (Work-streams -Table 1)

The purpose of the Action Plan is to focus on Halton's priority health and social care needs. The plan will develop appropriate solutions to ensure outcomes are met. Table 4 (page 17) of the Evidence Document lists all of the priority conditions in Halton and their use of Telehealthcare and Table 5 provides further information on equipment that can monitor each condition.

The Action Plan lists each of the six work-streams and the overall approach taken is to:

- Improve and integrate health and social care
- Improve individual wellbeing as defined in the Care Act 2014
- Recognise the role of individuals making them aware of the benefits of Telehealthcare
- Focus on measurable agreed outcomes and measure more accurate savings which includes equipment costs and training ...etc
- Maintain awareness of digital technology developments and make available information about its benefits
- Raise awareness locally and recognise the important roles played by partner organisations

Relevant teams are listed under each work-stream in Table 1 below. This also includes an approximate timescale, though most of the work will be extended across the entire life of the strategy.

Condition	Current Telehealthcare Solutions	Service Gaps	Future Ideas for Service Expansion
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**6 Action Plan – Telehealthcare (THC) Work-streams 2016-18**

**Table 1**

Work-stream	Title
<p><b>1</b></p> <p><b>Who:</b> Care Management, CCG, THC</p> <p><b>Timescale:</b> Quarterly planning meetings 2016-18</p>	<p><i>Improve and integrate health and social care:</i></p> <ul style="list-style-type: none"> <li>• Helping people with long-term conditions to live independently at home by supporting them to manage their own health and care</li> <li>• Embedding Telehealthcare in such a way that people can move smoothly through transitions between services</li> <li>• Using Telehealthcare within preventative approaches</li> </ul>
<p><b>2</b></p> <p><b>Who:</b> Care Management, THC, Surestart,</p> <p><b>Timescale:</b> 2016-17</p>	<p><i>Enhance Wellbeing:</i></p> <ul style="list-style-type: none"> <li>• Supporting people to be active participants in the design and delivery of their technology-enabled services</li> <li>• Expanding service models for community based support and wellbeing</li> </ul>
<p><b>3</b></p> <p><b>Who:</b> Care Management, Carers Centre, Carers Commissioner, THC, Training</p> <p><b>Timescale:</b> Throughout 2016</p>	<p><i>Empowering people:</i></p> <ul style="list-style-type: none"> <li>• Recognise the importance of the role provided by carers and develop solutions that will meet their needs and wellbeing</li> <li>• Raising awareness and evidencing the benefits for individuals and carers</li> </ul>
<p><b>4</b></p> <p><b>Who:</b> CF6, Performance, Care Management, THC</p> <p><b>Timescale:</b> (pilot study) 2016-17</p>	<p><i>Improve sustainability and enhance value:</i></p> <ul style="list-style-type: none"> <li>• Develop consistent measures to track the impact Telehealthcare is having on individual outcomes and working practice</li> <li>• Establish a means of measuring actual savings due to the use of Telehealthcare</li> </ul>
<p><b>5</b></p> <p><b>Who:</b> Information and ICT leads, Marketing, LCR AT group, THC, Public Health</p> <p><b>Timescale:</b> Throughout 2016-18</p>	<p><i>Assisting development and economic growth:</i></p> <ul style="list-style-type: none"> <li>• Spread awareness of the importance of digital technology developments among users, practitioners in enhancing independence and reducing risk</li> <li>• Keeping abreast of current developments in digital assistive technology particularly those using mobile phones with Apps</li> </ul>
<p><b>6</b></p> <p><b>Who:</b> CCG, Housing, HVS, Care Management, Marketing, Public Health</p> <p><b>Timescale:</b> Throughout 2016-18</p>	<p><i>Exchange development ideas, learning and best practice:</i></p> <ul style="list-style-type: none"> <li>• Recognising and meeting the needs of health, housing, social care, independent and 3<sup>rd</sup> sector providers for new skills, education and training</li> <li>• Raising awareness, publishing and promoting innovative approaches, good practice and individual personal experiences</li> </ul>

High Blood Pressure <b>Cost of training equipment ...etc:</b> Monitor 2 people for 12 months to estimate annual cost of THC service. £250	BP monitor, GPS on phone Fall detector - waist, wrist, neck Door access – digital, wireless Mymedic unit		Use of Mobile phone Apps which combine BP and Fall detectors along with lifestyle monitoring.
Obesity <b>Cost of training equipment ...etc:</b> Monitor 2 people for 12 months to estimate annual cost of THC service. £250	Glucose meter, BP monitor Weight scale Adapted home/ mobile phone Fall detector – waist wrist neck Mymedic unit	Automation can be blended with supervision and therapy. These could be tailored to the needs of the user with the view of improving lifestyles.	Preventive digital therapies are being developed to help people make changes to reduce the risk of developing long-term conditions (see Table below). Current approaches involving the Halton's preventative strategy such as information about healthier lifestyles, available local and national initiatives, health improvement strategies and individual monitoring and can be produced as an App for mobile phones.
Falls/ Stroke/ Epilepsy <b>Cost of training equipment ...etc:</b> Monitor 2 people for 12 months to estimate annual cost of THC service. £250	Currently using a range of sensors in supported accommodation: BP monitor, GPS on phone Fall detector - waist, wrist, neck Door access – digital, wireless Mymedic unit		Looking at ways of embedding Telehealthcare into Reablement programmes.
COPD/ Asthma <b>Cost of training equipment ...etc:</b> Monitor 2 people for 12 months to estimate annual cost of THC service. £250	A specific question tree is used with Telehealth.	No equipment is used to monitor either COPD or Asthma	Telehealthcare offers new ways to help manage rising costs and demand and economic work in Scotland suggests that using it to monitor people at home who have COPD has the potential to offer better value for money than conventional care. Halton's 'Respiratory Strategy' stresses the importance of: earlier detection of respiratory diseases; preventing respiratory ill-health; and promoting self-care and independence. Important service objectives stemming from the use of Telehealthcare at home are: patient-centred care which allows individuals with respiratory conditions to be more independent, taking more responsibility for their own care and quality of life; and improved long-term health outcomes for both the people with the condition and their carers.
Diabetes <b>Cost of training equipment ...etc:</b> Monitor 2 people for 12 months to estimate annual cost of THC service. £250	Glucose meter Adapted home/ mobile phone GPS on phone Dashboard portal		Investigate the use of the smartphone as a 'Hub' for new diagnostic approaches. Glucose monitoring controlled by the phone and data sent to the Mymedic unit for GP response. Interventions to change lifestyles through regular coaching and group sessions can reduce the risk of developing diabetes.
Dementia/ Mental Health <b>Cost of training equipment ...etc:</b> Monitor 2 people for 12 months to estimate annual cost of THC service. £250	Adapted home/ mobile phone Fall detector - waist, wrist, neck Heat, flood, CO Gas detectors Enuresis detector Open door detector GPS on phone Door access – digital, wireless Dashboard portal	Investigate digital therapy platforms. These enable people to connect with peers and share their experience. or connect with health professionals remotely.	Investigate the possible use of mobile phone Apps (Ginger.io. is one example). This is a depression programme enabling people to track their own mood. This can be combined with data from sensors in the smartphone which log the person's movements and their telephone use. This data can be shared with clinicians and offers an intervention when the data suggests they may benefit from support.  Investigate the development of sensors around issues such as falls and wandering.
Adults with a Disability <b>Cost of training equipment ...etc:</b> Monitor 2 people for 12 months to estimate annual cost of THC service. £250	Adapted home/ mobile phone GPS on phone Flood, CO, Gas detector		Incorporate elements of the current 'loneliness strategy' and the use of a mobile phone app to reduce social isolation within this group.

**Table 2** Future Pilot Study to determine accurate costs/ savings in areas where there is a current a service gap.

## 7. Challenges and how these will be met

Table 3

	Barriers and Challenges	Solutions to the barriers and challenges
<b>Public Awareness of the existence and potential benefits of the technology.</b>	<p>Telehealthcare improvements and new products are occurring at such a pace, it is difficult to keep abreast of developments. Often information is presented in specialist publications that the public (especially the older public) have difficulty accessing.</p> <p>There is a need for improved public marketing and education about the benefits to be had from using Telehealthcare.</p>	<p>A good way of informing Halton residents in general, older people especially, is to demonstrate by means of individual case studies. The University of Stirling Joint Improvement Team have cited a number of Case Studies which show how this approach can be very helpful (Telecare and sensory impairment – Using telecare effectively in the support of people with sensory impairments, University of Stirling, 2010, p. 23-27).</p>
<b>Telehealthcare Infrastructure, Training and workforce issues.</b>	<p>An area of major development in Telehealthcare is in 'Digital Therapeutics.' These are health and social care interventions that are delivered either wholly or significantly through a smartphone or laptop. They integrate clinical practice and therapy into a digital form.</p> <p>At a minimum, such interventions allow clinical information on a health condition to be combined with advice and techniques for dealing with that condition. They allow people to connect with peers and professionals remotely and the therapy offered can be tailored to their specific needs.</p> <p>Training is the principal barrier, particularly for users aged 65+ but also for those professionals who will be responsible for using the data to provide directed therapy.</p>	<p>Appropriate training must be in place and any advice or therapy offered targeted to the person, their needs and expected outcomes. Such Digital Therapeutics are often cited as a solution to help manage long-term conditions that call for behaviour (lifestyle) changes.</p>
<b>Accurate estimate of Savings minus Installation costs of Telehealthcare.</b>	<p>Few independent studies have provided accurate data on estimated savings.</p>	<p>This is an area that Halton will focus on over the life of this strategy. Future pilot studies of new equipment will incorporate this kind of analysis. The Telehealthcare Steering Group will need to be expanded to include further representation from: ICT, Care Management and the CCG.</p>

## 8. Strategic Milestones on the way to 2018

We have set ourselves 3 strategic milestones to be achieved during the life of this strategy:

- Telehealthcare will enable choice and control in health, care and wellbeing services for an additional 300 people who have long-term conditions
- Increased awareness will enable those individuals who make use of health and social care services to be more proactive in seeking to use Telehealthcare systems
- We will promote and engage with an interactive community of innovators, service providers, health and social care professionals capable of piloting, delivering and assessing new Telehealthcare services

## 9. Keeping Abreast of Future Technology

Each year sees the development of technologies that could have a significant impact on a person's health and social care. Much of the technology is still on the horizon, but there is no doubt that the way local authorities approach health and social care, will of necessity have to change and adopt a digital approach. Such change will undoubtedly be driven by the use of digital technology. This will integrate both disciplines in such a way that individuals with specific needs will be able to communicate personal data monitoring their wellbeing to health professionals, who can then respond appropriately.

The Kings Fund (2016) has highlighted a number of such technologies that are predicted to change health and social care<sup>1</sup> An important part of Halton's strategy will be to monitor such digital developments and to seek funding to pilot test different approaches, particularly around key priority areas such as: COPD, Diabetes, Falls, Dementia, Disability, Mental Health and Heart disease.

Telehealth and Telemedicine will facilitate the remote monitoring of patients within their own homes and support their condition in a community setting, to help to enable patients to retain greater independence. This digital technology will play an important role in the future care of patients with respiratory disease and other long-term conditions. For example, NHS Halton CCG expects Halton's Community Respiratory Service to make use of innovative, new and developing technologies to support patient care and achieve the outcomes outlined below:

- A reduction in A & E attendances
- A reduction in avoidable Emergency Admissions to hospital
- A reduction in delayed transfer of care for patients who have been admitted to hospital
- A reduction in permanent admissions to Nursing and Residential Care (including End of Life)
- A reduction in readmission to hospital

In this respect, Halton's overall approach to Telehealthcare is one of 'investing to save.' A recent successful partnership bid involving HBC, NHS Halton CCG and a Small Business Enterprise with the Royal Liverpool University Hospital, will acquire £25,000 of funding from the Local Government Association (LGA) to develop a digital application.

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<sup>1</sup> Gretton, C. and Honeyman, M., The Kings Fund, The digital revolution: eight technologies that will change health and care, 1st January, 2016.

Halton intends to use this funding to invest in the unique development of what will ultimately become a universally available software application made available free to other LAs and which will result in substantial council savings (estimated as £50,000 annually). These projected savings will stem from reductions in: GP and other health and social care professional home visits, hospital stays, ambulance call-outs and trips to A & E as a consequence of using the software at home, in residential care homes and GP practices.

Halton will use the funding as follows:

- Initial software development (phase 1) and technical work that will enable the application to integrate with existing EMIS data logging resources that Halton and the majority of other LAs already have installed in their GP practices. This phase will involve the development of movement and temperature monitors customised to typical service user need (**£13,000**)
- User testing phase for proof of concept and scalability (**£1,500**)
- Development of phase 2 software to add oxygen saturation, plethysmography, cardiac monitoring and breathing rate in visual form for use with patients living at home with COPD or high cardiac risk (**£6,000**).
- Further testing phase for proof of concept and scalability (**£1,500**)
- All project management and training costs (**£3,000**)

The overall project will align with Halton's Strategic response and also as an action that is both based on and driven by the local CCG respiratory strategy. The potential benefits to the COPD and cardiac risk patient and their Carers at home are enormous, in terms of reduced risk through the use of state of the art telehealth care software. This will enable self-monitoring and provide early prevention of serious developments with data going straight to the GP surgery in easily understood visual form. This will allow health professionals to respond to a person's data before a crisis arises, or becomes worse, before being life threatening.

## Summary

1. Further developments in Telehealthcare which integrate the use of digital Technology in health and social care, will play a major role over the lifespan of this strategy. Its importance lies in the fact that it:
  - It greatly enhances prevention by enabling more efficient communication and response between the person and health and social care professionals. This enables potential problems to be identified and treated at a much earlier stage
  - It allows the person to remain at home in greater safety giving them and their family (carer) more confidence that assistance is always at hand when required
  - It increases self-confidence, enabling the individual to have more control over their life and the quality of their life. At the same time they feel safe in the knowledge that any issue which previously was a major risk-factor can now be controlled. This allows the person the freedom to get on with their life, rather than being constrained by anxiety over their condition.
2. Halton will continue to expand and improve its Telecare monitoring service throughout 2016 – 2018. At December 2015, we currently have 2,862 individuals using the telecare service. We aim to increase this by approximately 2%, year-on-year. Our target for the end of 2018 is **3,037** at an estimated cost of £36,000 for equipment, training, assuming no increase in current staffing. The intention is to fund this expansion through grants for pilot studies which will closely measure actual savings.

3. We will also continue to explore Telehealth as a means of tackling the formidable problem of loneliness which can have a serious negative impact on an individual's health and on their quality of life. Some estimates suggest this impact is equivalent to: smoking fifteen cigarettes each day; more severe than not exercising; and twice as harmful as obesity (Holt-Lundstad 2010). The lonelier a person is, the more likely they are to experience increased symptoms of depression. Loneliness has been linked to hypertension and in developing cardiovascular disease. Lonely individuals are twice as likely to develop Alzheimer's disease and conversely having dementia increases feelings of loneliness. Lonely people are also more likely to be admitted to care homes and hospitals. Our use of digital technology will help us to combat loneliness both now and in terms of informing future social care policy direction by:

- ❖ Facilitating daily interactions, which even on an automated basis help the person to feel more connected and less lonely – they know information about their well-being is being sent to others and that 'someone cares'
- ❖ Electronic monitoring of key health data will enable us to work to prevent situations which may exacerbate a person's loneliness e.g. preventing a fall (through monitoring blood pressure, weight, activity levels, and give dietary advice) which would limit mobility and social inclusion, preventing hospital admission which will disconnect the person from their familiar environment and relationships
- ❖ Monitoring health data will help us to understand better how loneliness links to negative health symptoms, allowing us to inform future policy and strategy development (e.g. by providing an evidence-base that will enable us to invest in community-based activities which ultimately generate health savings)

4. By improving communication in health and social care, the strategy will aim to support collaborative working and prevent health deterioration. This approach will involve the improved use of digital technologies such as the Electronic Monitoring Information Systems (EMIS), the Apple Health App and Patient Access app. This will be the most ambitious use of Telehealthcare in Halton as it will involve information sharing between social care providers, GP's, hospitals and wider health services. This includes the ability to share and access real time data across multiple professionals/providers. Empowering people supported to be in control of their own health monitoring also works to increase the confidence, engagement and ability of older people to self-manage health needs. Planned applications include:

- An 'End of Life' electronic register linking hospice, primary care and care homes
- NWAS electronic alerts to reduce unplanned admissions
- Electronic prescriptions to reduce medication errors
- The adoption of a 'Nutrition and Hydration' application for care home staff to avoid poor nutritional status in care home patients
- A 'Weight Monitoring' application for care home staff for early identification of poor nutritional status and early disease pathology

The extended use of digital technology will enable us to build on some work already undertaken. This involves digitising GP contacts and a recent development where GP's work alongside care home managers, to alleviate the need for particular individuals being admitted into Hospital. Thus far (December 2015) this work is delivering some extremely positive results. The care home involved, has called on the Ambulance Service only half as much compared with other care providers in the borough and Hospital admissions have been reduced by 80%.

5. Through the application of Telehealthcare we aim to focus on efficiency by reducing the number of Safeguarding Alerts. This will provide a better quality service that is significantly more effective in its use of a Social Worker's time, as well as that of the GP. Also, by highlighting improved quality, we hope to achieve a reduction in additional separate health and social care quality assurance visits. We plan to focus on the use of integrated quality assurance.
6. The strategy will aim to demonstrate ways of using digital innovation which involve new ways of working. within both health and social care to further individual goals which collectively work to achieve the shared ambition of promoting the health, happiness and well-being of older people and correspondingly making the more effective use of scarce resources. This is true integration. Evidence also shows where localities and health services are proactive in knowing their population and are able to understand individuals more fully, then related health problems can be managed much more effectively.

The use of EMIS terminals that have supporting software enabling communication with the GP Practice can significantly improve, the person's health which can be proactively managed with the results of tests being forwarded directly to a patient's record. Access to the technology is via software that can be installed on an iPad/tablet and then can be used to arrange virtual electronic GP consultations and real-time updating of patient records. This information creates an electronic version of Hospital Passports and health action plans which will also prove extremely useful when care providers need to communicate with hospitals. The automated element of this technology will enable better management of things such as Nutrition, Rehydration, Safeguarding, Hypertension and Respiratory problems. The empowerment of people supported by giving them control over the technology (underpinned by training) will further the choice and control agenda.

7. Expected outcomes the strategy aims to deliver:
  - Reduced use of acute services and hospital admission by preventing key health issues leading to this for example, undetected UTI's, falls, malnutrition, dehydration etc
  - Reduced loneliness by preventing health issues which restrict the person's ability to engage in social opportunities and activities e.g. maintaining mobility, preventing hospital admission
  - Promote the confidence and self-esteem of older people by empowering them to engage in health self-management
  - Reduced pressure on Social Worker, GP and other health and social care resources by information sharing which helps inform the most accurate response to the person's needs
  - Development of an evidence-base which will help to target investment in community resources to reduce loneliness and its corresponding negative health symptoms
  - Better integration of health and social care – avoiding duplication of resources and ensuring individual priorities are met.

Holt-Lundstad, J. (2010), Social Relationships and Mortality Risk: A Meta-analytic Review. PLoS Med 7(7)  
<http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&sqi=2&ved=0ahUKEwir0fTpo3JAhXGWxQKHXOnAX4QFggtMAE&url=http%3A%2F%2Fwww.ncbi.nlm.nih.gov%2Fpubmed%2F20668659&usq=AFQjCNEi96Cf4li0Fh8K7dn9yjIw5jVrsQ&bvm=bv.110151844,d.d24>



<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	20 October 2016
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Transportation
<b>SUBJECT:</b>	Local Bus Contract Tenders
<b>WARDS:</b>	Borough-Wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To notify the Executive Board that the current Local Bus Contract Framework is due to come to an end in March 2017 and that, as a consequence, a new framework be procured to cover the period April 2017 to March 2019, with an option to extend the period by a further two years. This is a report for information purposes, to comply with Procurement Standing Order Part 2.1 due to the accumulative value of the contracts projected to be in excess of £1 million.

## **2.0 RECOMMENDATION: That Executive Board**

- 1) acknowledge the Local Bus Framework and support the requirement to procure a new framework; and**
- 2) support the tendering of local supported bus contracts.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 The Council's Transport Co-ordination Team is responsible for procuring supported local bus services. These services are non-profitable in nature, due to the generally lower level of passengers they attract. They tend not to be provided on a commercial basis by local bus operators because of the low levels of fares they generate and the high cost per passenger journey. The Council's local (Supported) Bus Services revenue budget provides support for what have, historically, been deemed socially necessary bus services. These are services where there is evidenced passenger demand for employment, educational, medical and/or leisure/social related journeys. The provision of these services has to be contracted out for a period of one to four years to external transport providers.
- 3.2 The Local Bus Framework is a mechanism that allows the Council to identify public transport operators who are capable of delivering local bus transport contracts on its behalf and to the standard identified in the

current conditions of contract. The Framework provides a platform to advertise long-term or short-term contracts over a reduced advertising period as all the qualifying requirements have previously been met by the operators.

- 3.3 To become part of the Framework, providers are required to demonstrate their capabilities of delivering contracts by completing a Pre- Qualifying Questionnaire (PQQ), which contains a series of quality, financial and experienced based questions relating to the contract requirements.
- 3.4 It should be noted that the supported local bus network currently provides for in excess of 370,000 passengers journeys across the Borough.
- 3.5 There are currently 24 local bus contracts in operation in the Borough providing access to employment areas, health facilities, education and training facilities. These contracts are tendered through the Local Bus Framework as and when required.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 None

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The annual budget to provide the local bus services currently stands at £495,000.

#### **6.0 OTHER IMPLICATIONS**

- 6.1 None

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

- 7.1 Children and Young People in Halton

It is widely recognised that good quality and affordable public transport services can help to improve access to key facilities for children and young people within the Borough.

- 7.2 Employment, Learning and Skills in Halton

The supported local bus network provides a wide range of accessible public transport services within the Borough aimed at improving access to key employment, learning and training facilities.

### 7.3 Healthy Halton

Many of the public transport contracts tendered, provide essential access to a wide range of key facilities across the Borough and to out-of-borough establishments. Therefore, public transport directly helps to assist and ensure that the public in general, live a healthy and active lifestyle.

### 7.4 A Safer Halton

Public transport services are provided to enable passengers to undertake a variety of journeys in a safe and non-intimidating environment. It also enables all passengers to access facilities in a safe manner, ensuring that they are socially included.

### 7.5 Halton's Urban Renewal

Provision of public transport services is widely acknowledged as playing a key role in sustainable regeneration and urban renewal. It also allows for existing residents to access key areas within the Borough and cross-boundary to neighbouring authorities.

## **8.0 RISK ANALYSIS**

8.1 Funding reductions will pose a risk to the public transport network services supported by the Council.

## **9.0 EQUALITY AND DIVERSITY ISSUES**

9.1 Public transport service contracts are constantly monitored to ensure the operation of these services embrace equality and diversity issues in line with the Equality Act.

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

10.1 None for the purposes of the Act

**REPORT TO:** Executive Board

**DATE:** 20 October 2016

**REPORTING OFFICER:** Strategic Director - Enterprise, Community and Resources

**PORTFOLIO:** Transportation

**SUBJECT:** Authorisation for use of the SCAPE framework for procurement of schemes for the maintenance and adaptation of highway structures

**WARDS:** Borough-wide

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

The purpose of the report is to provide a summary of the development of schemes for maintenance and other works to the Silver Jubilee Bridge (SJB) and other highway structures. It will seek approval to utilise the SCAPE framework for the development of schemes for major works to SJB and to proceed with Project Orders for maintenance schemes on highway structures already initiated and developed under SCAPE.

### **2.0 RECOMMENDATION: That the Executive Board approve**

- 1) the use of the SCAPE framework for development of the SJB steel arch superstructure painting scheme to Project Order stage;**
- 2) the use of the SCAPE framework for development of the SJB deck re-configuration scheme to Project Order stage; and**
- 3) the use of the SCAPE framework for procurement of works to replace the structural deck systems of the two footbridges on East Lane, Runcorn.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 SCAPE is a public sector-owned built environment specialist which has a suite of OJEU compliant frameworks for multiple areas of works. Each of these frameworks has been competitively tendered and awarded to a single winning tenderer respectively. One of the frameworks is entitled 'Civil Engineering & Infrastructure' and was awarded in January 2015 to Balfour Beatty, which is the parent company of Balvac.

- 3.2 The Council has an Access Agreement to the SCAPE framework and this has been utilised successfully for the procurement of Bridge and Structures Maintenance works. In June 2016, the Executive Board noted the Chief Executive's authorisation for the entering into of a contract with Balvac, through the SCAPE Civil Engineering & Infrastructure framework, for the procurement of the LCR SJB Complex Major Maintenance Project.
- 3.3 The SJB spans the River Mersey between Widnes and Runcorn. It was given Grade 2 listed status in 1988 and is the largest Local Authority maintained structure in the country. Due to the age of the SJB, and the historical under-investment prior to the formation of Halton Borough Council as a Unitary Authority, the SJB complex requires a continual programme of works to maintain it in a steady state condition, and hence be fully available for use.
- 3.4 Major works for re-painting the SJB's steel arch superstructure and re-configuring the carriageway to integrate SJB into the new highway layout for the Mersey Gateway scheme have been planned for implementation during a closure of SJB that will come into effect once 'Permission to Use' (PTU) has been granted for the new Mersey Gateway infrastructure. PTU is currently anticipated for Autumn 2017. The procurement of the SJB carriageway reconfiguration work is an important dependency for the Mersey Gateway project because PTU cannot be granted until a contract is in place for the SJB scheme.
- 3.5 The scheme for re-painting the SJB's steel arch superstructure is programmed for implementation in 2017/18. The work can only take place under closure of the SJB carriageway, i.e. following PTU for the Mersey Gateway. This constraint formed the basis of an agreement over deferred funding reached with DfT in 2014, whereby the current programme was established. As a consequence of the revised PTU date, the arch re-painting work will be prolonged, due to the seasonal sensitivity of the work, and the period for the closure of SJB could potentially be increased from 9 months to 12 months.
- 3.6 The scheme will require significant technical development and planning, which it is now necessary to progress with Balvac through the SCAPE framework. Because of the methods of work that would need to be deployed (including significant amounts of scaffolding, for example), the current, preliminary estimate for full re-painting to the arch superstructure is £8m. During the next scheme development phase, Balvac will refine its cost estimates. Depending on the outcome of this exercise, it is possible that we may need to seek additional funding to enable full re-painting to be completed. If this is deemed necessary, steps will be taken to explore potential funding sources for this work, including approaching the DfT for additional funding, although, it is more

likely that it would need to be acquired through Liverpool City Region funding sources. In accordance with the Constitution, Executive Board approval is required in order to instruct Balvac to commence the associated detailed development work. Further approval will be sought from the Executive Board at the 'Pre-construction' stage within the framework.

3.7 The SJB carriageway reconfiguration scheme is programmed for 2017/18 and will need to be undertaken during the planned closure of the SJB carriageway following PTU. The works will comprise a number of measures to adapt the SJB to tie in with the new highway layout constructed within the Mersey Gateway scheme. A funding contribution of £600k for this work will be administered by the Mersey Gateway Crossings Board. The scheme will require significant development and planning, which it is now necessary to progress with Balvac through the SCAPE framework. Further approval will be sought from the Executive Board at the 'Pre-construction' stage within the framework.

3.8 It is proposed that replacement of the structural deck elements to the two footbridges on East Lane, Runcorn, is undertaken as part of this year's Capital-funded maintenance programme. The work is necessary to provide a permanent solution to the deterioration of the existing reinforced concrete deck panels. These footbridges provide access to the Runcorn Shopping Centre (see location plan in Appendix 1). Similar works were undertaken recently to the two footbridges on West Lane that also serve the shopping centre. The scheme for the East Lane South footbridge has been developed and costed (at £197k) to Pre-construction stage with Balvac. The scheme for the East Lane North footbridge is at feasibility stage and is smaller in scale (with cost anticipated to be approximately 75% that of the South footbridge). Approval is sought to progress both deck replacement schemes using Balvac.

#### **4.0 POLICY IMPLICATIONS**

4.1 None

#### **5.0 FINANCIAL IMPLICATIONS**

5.1 Procuring the specialist works that make up the proposed schemes through the SCAPE framework will ensure operational efficiency and cost effectiveness.

5.2 DfT funding of £4.88m is available for the SJB arch re-painting. The Mersey Gateway Crossings Board is providing the £600k budget for the SJB carriageway reconfiguration works. Funding for the works to the East Lane footbridges is from the Transport for Growth Capital budget.

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

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

The highway network is utilised and relied upon by Children and Young People in similar ways to any other demographic of the population.

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

It is recognised that a good transport network is essential for a successful economy and for the efficient and effective movement of people and goods through Halton.

### **6.3 A Healthy Halton**

Provision of safe, reliable and accessible routes to all destinations by walking and cycling is vital to the future of Halton's residents and the quality of its environment.

### **6.4 A Safer Halton**

Our highways provide safe and reliable access to jobs, services, businesses and schools.

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

Not applicable.

## **7.0 RISK ANALYSIS**

7.1 The SCAPE Framework is a public sector owned and competitively tendered process. Pursuing alternative procurement options would prolong scheme development and implementation.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 Not applicable.

## **9.0 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>
Executive Board Report 16/06/16 8. NEC Short Form Contract authorisation for Balvac Works.	HBC website	Ian Jones

Location plan for East Lane footbridges, Runcorn





**REPORT TO:** Executive Board

**DATE:** 20 October 2016

**REPORTING OFFICER:** Strategic Director, Enterprise, Community & Resources

**PORTFOLIO:** Economic Development

**SUBJECT:** Apprenticeship Policy /  
Apprenticeship Levy & Public Sector Target

**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

- 1.1 To provide Executive Board with an overview of how the apprenticeship levy will work, together with a draft Apprenticeship Policy for consideration.
- 1.2 To outline the potential implications of the policy in light of the proposed introduction by the Government of the Apprenticeship Levy & Public Sector Target.

**RECOMMENDATIONS: That the Board**

- 1) supports the attached Apprenticeship Policy (see Appendix) and its implications;**
- 2) notes the implications of the Apprenticeship Levy & Public Sector Target;**
- 3) agrees to establish a designated fund to support the creation of 20 apprentices per year;**
- 4) seeks to recover the schools element of the levy via the Schools Forum; and**
- 5) include £200.000 in the Medium Term Financial Forecast to create an Apprenticeship fund.**

**3.0 SUPPORTING INFORMATION**

**3.1 Background**

For some time now an effective but ad-hoc approach has existed in relation to the employment of apprentices within the Council. The aim of the attached draft policy is to ensure uniformity and consistency of approach across the Authority, when using apprentices. It also has the added value of bringing together various disciplines within the Council, (Policy, HR, Employment Learning & Skills), to ensure a co-ordinated approach is taken to this important issue.

3.2 The Council's recently approved Organisational Development Strategy 'Unlocking the Potential, an Organisational Development for Halton BC, 2016-2020' reinforces the need for the Council to continue to attract, develop and retain not only talented people, but also to encourage younger people to join the organisation, which in turn will help it to address the developing issue of an ageing workforce.

3.3 The wider benefits of using Apprenticeships have previously been recognised by the Council with previous reports to this Board. In short, apprenticeships can often inject freshness and new ideas, can help the organisation to reduce potential skills shortages in growth areas and can also contribute to the Borough's wider employment and regeneration priorities.

#### 4.0 **POLICY IMPLICATIONS**

4.1 There are specific links to national, regional and local drivers, such as:

- Apprenticeships Policy, England. Parliament Briefing Paper (2016)
- Apprenticeship Levy, Policy Paper, HM Revenue & Customs (Part of the Finance Bill, 2016)
- English Apprenticeships: 2020 Vision, Department for Business, Innovation and Skills (2015)
- The Enterprise Bill 2015/16 Department for Business, Innovation and Skills
- Apprenticeships (Form of Apprenticeship Agreement) Regulation 2012
- Apprenticeships, Skills, Children and Learning Act 2009
- Liverpool City Region Local Enterprise Partnership and the implementation of its Apprenticeship Growth Plan
- Liverpool City Region Apprenticeship Hub Strategy & Action Plan 2015-2020
- Liverpool City Region Employment Strategy
- Halton's Organisational Development Strategy 2016-2020
- Halton's Sustainable Community Strategy
- Halton's 14-19 Participation Strategy

4.2 The Government is committed to achieving three million apprenticeship starts by Summer 2020. To achieve this, they have introduced an 'Apprenticeship Levy' from April 2017. Employers with a UK pay bill of over £3m (both public and private) will be required to pay 0.5% of that pay bill into a levy. Those levy payments will then be ring fenced by the Government and paid out in the form of an education voucher that can be used to purchase apprenticeship training.

- 4.3 Calculated on the basis of the Government target that each Local Authority will have to provide 2.3% of their workforce headcount as apprenticeships, this would equate to about 55 apprentices for Halton annually. Recently, the Council has on average had between 10 and 15 apprentices established at any one time.
- 4.4 Latest Government guidance indicates that the Apprenticeship target is to be viewed as aspirational, rather than a target which has to be met with penalties attached for failure to do so. It is not a Statutory target. It is therefore important that the Council can evidence movement towards the target.
- 4.5 Other elements of the Levy that have been recently clarified include the following:
- 20% of the total cost of the apprenticeship training will be held back and will only be paid on completion of any apprenticeship.
  - Every apprentice will be placed in a funding band, with employers being able to negotiate the best price for the training they require.
  - Funds (including Government top-ups) will expire 18 months after they appear in the account.
- 4.6 It needs to be stressed, however, that any revenue cost associated with the employment of apprentices has to be borne by the Council. Only training costs can be recouped from Government:

## 5.0 FINANCIAL IMPLICATIONS

- 5.1 Costs will be incurred by the Council through the proposed Apprenticeship Levy. Based on the gross total wage figures (April 2015 – March 2016):

**The Council excluding schools** = £63 million

0.5% = £315,000 minus apprenticeship levy of £15,000 = **£300,000**

**Schools only** = £26 million

0.5% = £130,000 minus apprenticeship levy of £15,000 = **£115,000**

**The Council including schools** = £89 million

0.5% = £445,000 minus apprenticeship levy of £15,000 = **£430,000**

- 5.2 Guidance from Government suggests that local authority maintained schools form part of the Council's contribution. It is, however, recommended that the proportion of the levy attributable to schools should be recovered via the Schools' Forum.

5.3 Levy-paying employers will be able to use levy funding to invest in apprenticeships via vouchers through the proposed new Digital Apprenticeship Service. They will also receive a 10% top-up to their monthly contributions.

5.4 Apprenticeship pay will need to be funded by the Council, however, it is proposed that from April 2017 the Council create a centralised fund of £200,000 per annum, against which services can bid for funding support to employ apprentices providing it can be demonstrated that all other potential funding opportunities have been exhausted. There would have to be a clear business case put forward and effective consultation with the Trade Unions.

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

6.1 The policy supports two corporate priorities, namely Employment, Learning and Skills in Halton and Environment and Re-generation in Halton.

**7.0 RISK ANALYSIS**

7.1 There is a risk to the Council if the demographic profile of its workforce continues to ‘age’, and skill levels remain low, that it will be unable to deliver on the priorities and challenges faced in the future.

7.2 There is risk to not having in place a robust framework to enable the Council to successfully meet its challenging target of 55 apprentices in 2017/18 and the proposed 2.3% workforce headcount target year on year thereafter.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 An Equality Impact Assessment has been undertaken with regards to the Apprenticeship Policy Framework with no actions identified. The Framework seeks to encourage equal employment opportunities for people living and working in the borough. Care has also been taken to ensure that it would not discriminate against existing staff.

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

Document	Place of Inspection	Contact Officer
Apprenticeship Levy: how it will work, August 2016	Municipal Building	John Gallagher

Apprenticeship Levy: how it will work, April 2016	Municipal Building	John Gallagher
Budget Statement, Mar 2016	Municipal Building	John Gallagher
Consultation on Apprenticeship Targets for Public Sector Bodies, January 2016	Municipal Building	John Gallagher
English Apprenticeships: Our 2020 Vision, December 2015	Municipal Building	John Gallagher
Apprenticeship Levy – Employer Owned Apprenticeship Training, November 2015	Municipal Building	John Gallagher
Budget Statement, July 2015	Municipal Building	John Gallagher
Equality Act 2010	Municipal Building	John Gallagher



# **Apprenticeship Policy**

**September 2016**

**Version Control Record**

<b>Version</b>	<b>Date</b>	<b>Status</b>	<b>Circulation / publication / nature of revision</b>
<b>v1.0</b>	August 2016	Draft 1	Management Team
<b>v1.1</b>	September 2016	Draft 2	Executive Board
<b>v1.2</b>			
<b>V1.3</b>			
<b>V1.4</b>			

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## **Halton Borough Council Apprenticeship Policy**

This Policy comprises of 4 elements:

- 1) Context
- 2) A Practical, 'How to Guide'
- 3) Apprenticeship Agreement
- 4) Frequently Asked Questions (To be placed on SharePoint)

### **1) Context**

#### **Background**

Like all Local Authorities Halton Borough Council (HBC) have a low proportion of young people working for the organisation, with our Workforce Profile 2015 indicating that from over 1600 responses (67%), and just under 2% were aged between 18-24.

Conversely, the high proportion of older workers, (in comparison to the 2012 Workforce Profile), has increased – the 55-64 age group by 3.6% and the over 65`s by 1.4% to nearly 23% and over 4% respectively.

This has implications for the resourcing of future service delivery, indicating the need for a more targeted approach to succession planning. One specific approach to address this age imbalance is to offer apprenticeships. This will help the organisation to address specific skills shortages by 'growing our own', as well as encouraging more young people to consider careers in local government.

As the biggest employer within the Borough we can seek to lead by example, offering younger people opportunities to study for relevant national qualifications at the same time as earning a salary, at the same time contributing effectively to the Borough`s economy.

#### **Benefits of introducing an Apprenticeship Scheme within HBC**

##### **Organisational Benefits:**

- Supports key strategic objectives of the Council. Examples include the Organisational Development Strategy, Halton's Sustainable Community Strategy, City Region Employment Strategy and Halton's NEET Commissioning Statement.
- Will contribute towards achieving a more balanced workforce. Our 2015 Workforce Profile found that only 1.8% of Council employees are below the age of 24. The average age of a Halton employee is between 45 and 54.
- Help to raise the educational attainment of the HBC workforce by identifying those staff who do not hold a minimum Level 2 qualification (i.e. equivalent to 5 GCSE Grades (A\*-C) / BTEC First Certificate). This approach could also be extended to include employees 'at risk'.
- Apprentices provide positive role models of the Council in their own communities.

- A means of replenishing the HBC 'Talent Pool' as older and more experienced workers leave the organisation.
- By 'growing our own' – securing higher retention rates through career pathways and reducing recruitment costs.
- Succession Planning – ensuring that we can identify employees coming up to retirement and ensuring that knowledge and skills are not 'retired' when the employee departs.
- Help tackle some staffing shortages, and reduced reliance on agency/temporary staff, for example Adults and Children`s Social Care and the Registration Service.
- Greater staff retention / reduced turnover.
- Apprentices have a positive impact on staff morale by stimulating new and fresh ideas.
- Provides existing staff with coaching and mentoring opportunities, contributing to CPD.
- Opportunities to work closer with partners and training providers; as well as actively exploring the option of becoming a training provider in our own right.

**Community Benefits:**

- Strengthen links and relationships between the Council and local communities – particularly if we recruit apprentices who reside in the Borough.
- Demonstration of a Council commitment to promoting inclusion, wellbeing and reducing poverty.
- A tool to tackle high local levels of Worklessness in specific groups – for example NEETS, (Not in Education, Employment and Training), particularly if we target recruitment to local people.
- Raise attainment and aspirations for the young people of Halton.
- Contributes towards targets, both internal and with external partners.
- Contributes to raising skill levels in the local labour workforce.
- Contribute towards the Council`s Social Value outcomes.

### **What are apprenticeships?**

An apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and skills for the future.

### **How long do they take?**

Depending on the sector and job role, an apprenticeship can take anything between one and five years to complete. It is a package of training and qualifications.

### **Apprentice Framework**

This provides for the establishment of the most appropriate apprenticeship structure, facilitating liaison with both the Corporate Policy Team and the Employment, Learning & Skills Division to identify a suitable provider and possible funding.

Agreeing with the apprentice the amount of release time / time on the job, managers will provide support apprentices to complete their Apprenticeship Framework. Agreeing the amount of time for assessor access and the additional input required by the line manager or colleagues to provide evidence or witness testimonies.

All apprenticeships combine work with qualifications and are available up to Degree level:

- Intermediate – Level 2
- Advanced – Level 3
- Higher – Level`s 4, 5 and 6

An apprentice would not be able to replace a trained member of staff as they need time to develop their skills and gain experience. However, apprenticeships offer an excellent way to build additional capacity within teams.

### **Funding the Apprentice`s Wages**

The Team/Division employing the apprentice will be responsible for their wages.

With the introduction of the Apprenticeship Levy from April 2017 this will remain the case. However, from this date, the Council will make available a finite corporate fund. In order to acquire this funding support, providing all other potential funding opportunities have been exhausted, Teams/Divisions will need to complete a profoma outlining their business case.

It should be noted that not all applications to this fund will be successful.

As a guiding principle the organisation will aim to pay 75% of the bottom of HBC 3, which equates to £8.54 per hour / £315.98 per week and £12,338 annually.

The minimum wage will be the National Apprenticeship Wage £3.30 per hour / £122.10 per week and £6,366 annually (This rate applies when the apprentice is aged 16 – 18 and/or 19 or over in the first year of apprenticeship only).

Thereafter all apprentices are entitled to the National Minimum Wage, which equates to:

Aged 18 – 20: £5.30 per hour / £196.10 per week and £10,224 annually.  
Aged 21 and over: £6.70 / £247.90 per week and £12,925 annually.

Rates may also vary depending at what stage of the apprenticeship a they are at.

Apprentices will not be entitled to any enhancements to their agreed salary, or be eligible to undertake any overtime.

### **Funding the Apprentice`s Training**

Training Costs will vary, depending on the Training Provider. The National Apprenticeship Service may contribute some funding if apprentices meet a certain criteria, such as being aged 16-18; although this route will cease once the Apprenticeship Levy comes into effect in April 2017.

Thereafter the Council will be able to use their levy funding to invest in apprenticeships through the Digital Apprenticeship Service. This will cover **ALL** the training costs of the Apprenticeship.

### **New Trailblazer Apprenticeships**

From July 2015 the Government introduced a new initiative in line with specific business demands. Trailblazer standards have been designed by over 1300 employers for new apprenticeship frameworks. These schemes are open to all ages and to new and/or existing employees, with a further advantage being that they are able to attract significant Government funding. As an example, currently the Government will double whatever the employer contributes, up to £27,000.

### **The Apprenticeship Levy and the English Apprenticeships 2020 Vision**

The Government`s ambition is to create 3 million apprentices by 2020, with the aim in doing so that apprentices will become an integral part of the wider workforce.

In order to meet this figure the public sector, and more specifically local authorities, will need to deliver more apprenticeships.

From April 2017 all public sector organisations will be required to pay an apprenticeship levy which will be based on a percentage of its total overall annual wage bill.

Also from this date a new independent and employer-led body will be established, namely The Institute for Apprenticeships.

### **Intermediate Labour Market (ILM)**

An ILM is an Intermediate Labour Market Job Role offered to an eligible person over the age of 16 for between 26 weeks and 52 weeks.

It will specifically target Halton participants who are unemployed, especially those from disadvantaged groups.

All such positions are grant funded, with the funding having to be used to supplement the participants wages.

It is envisaged that these positions could possibly lead onto apprenticeships within the organisation.

For further information about ILM`s please contact Lynsey Carr, Employment & Careers Services Manager, Halton People into Jobs.

Tel: 0151 511 7547

### **Contracts, Terms & Conditions**

A standard HBC contract will be issued along with an Apprenticeship Agreement. Apprentices will be a HBC employee and thereby be entitled to all benefits, such as annual leave, flexible working, flexitime and employer pension contributions. They will also be encouraged to take up learning and development opportunities offered by the organisation, with line manager's permission.

Apprentices may be required to attend college or a training provider on a specific day per week or be assessed mainly in the work place, depending on the job role. Apprentices will be given paid time off to attend this and may also be given time off for study at additional times, depending on the needs of the course. During College term holidays it would be expected that the apprentice attends their 'normal place of work'. An apprentice must work a minimum of 30 hours per week for 12 months.

Apprentices will not be eligible to undertake any overtime and nor will they be entitled to any enhancements to their agreed salary.

It is hoped that apprentices will continue to work for the Council and gain a permanent or temporary contract at the end of their apprenticeship and they will be able to apply for internal vacancies as and when they arise. If their apprenticeship ends and they have not secured employment, then support will be given to them to find employment with other organisations within the borough by the Employment, Learning & Skills Team.

### **Human Resource Considerations**

Status – apprentices are treated no differently to any other HBC employee and accordingly all terms and conditions are equally applicable, such as sickness absence, annual leave entitlement, etc.

Time recording – ensuring that apprentices understand the guidelines and expectations – who they go to for authorisation of leave/flexi etc. Apprentices must work 30 hours per week.

Apprentices will require a tax code and a P45 will be required if they have previously been employed.

Pension – All apprentices will be enrolled into the pension scheme, with an option to withdraw within the first 3 months (in which case all contributions paid are refunded). After the first 3 months, an apprentice can withdraw from the pension scheme, but contributions remain in the scheme and cannot be refunded.

Progress Reviews – These will take place at regular intervals between the apprentice, their Line Manager and the Learning Provider.

Probationary Period – this will be the same as any other HBC employee, i.e. 3 months.

Annual Leave – Leave entitlement of 25 working days per leave year, in addition to Bank and Public Holidays.

Sickness Absence entitlement and policy – comparable to that of a HBC employee.

Employee Development Reviews (EDR`s) and other personal reviews – clear targets and expectations need to be set by the line manager at the outset and the apprentice should understand that these will form the basis of the probationary review. Any additional training needs outside of the apprenticeship should also be picked up at this stage.

### **Responsibilities of Managers**

Managers will be responsible for:

- Initial identification of apprenticeship opportunities in their service areas
- Sourcing funding to pay the wages for an apprentice, whether that be via an in-house source and/or successfully accessing the corporate fund.
- Recruitment of apprentice, in partnership with the Employment, Learning & Skills Division through the Halton Employment Partnership.
- Ensuring the apprentice is given appropriate time to complete the relevant qualifications, including paid time off for day or block release

Line Managers/Supervisors will be responsible for:

- Providing any necessary equipment or clothing / uniform
- Planning an appropriate work programme for the apprentice
- Working with the college or training provider to support the relevant qualification
- Mentoring and supporting the apprentice

In addition to the above for Apprentices aged 16-18:

- Ensuring the appropriate young person`s risk assessment is completed
- Complying with health & safety regulations relating to the area of work and any particular requirements or restrictions on young people

### **What an apprentice can bring to your team**

As with any new member of staff starting in post, bringing an apprentice into a team can alter the dynamics and this will need to be managed. Involve colleagues as much as possible and appreciate that at times jobs will take longer as the apprentice gets used to the work. Quality standards will need to be very clear from the

start. What we sometimes take for granted with experienced colleagues, will need to be explained in detail for apprentices. Find out from the apprentice what they enjoy and what they are good at to identify and maximise strengths that can contribute to team performance.

### **Welcoming your apprentices into the organisation**

Orientation into a service is important, as is understanding the specific needs of new recruits, particularly young people who may be entering the world of work for the first time.

Getting the team ready to welcome the apprentice is important, outlining what you expect from line managers and colleagues in terms of setting the right example and role modelling.

Induction should be undertaken, as with any new employee. The HBC induction checklist should be used. A place should also be reserved on the next Corporate Induction.

### **Role of Employment, Learning & Skills Division**

The principal aim of this Division is to create an economically prosperous borough. In this regard it keenly supports the community/social value benefit associated with recruiting the local unemployed to apprenticeship positions.

In terms of HBC and apprenticeships, the Division can:

- help recruit and sift potential applicants
- advise of relevant apprenticeship frameworks/standards and help identify the relevant training provider
- run, if it merited it, bespoke Halton Employment Partnership courses as a pre-requisite for applicants.

### **Further information**

For further information and support on apprenticeships please contact either:

John Gallagher, Principal Policy Officer,  
Policy, People, Performance & Efficiency Division  
Tel: 168092 / 0151-511-8092  
Email: [john.gallagher@halton.gov.uk](mailto:john.gallagher@halton.gov.uk)

Or;

Michael Harley, Halton Employment Partnership Manager  
Employment, Learning & Skills Division  
Tel: 167414 / 0151-511-7414  
Email: [michael.harley@halton.gov.uk](mailto:michael.harley@halton.gov.uk)

## **Guiding Principles**

- Apprentices will be employees of Halton Borough Council.
- Apprenticeships will provide individuals with practical work experience and a qualification needed for their respective chosen career and within a structured framework.
- Each vacancy will be considered on a case by case basis and if suitable as an apprentice opportunity the manager will compile a business case. This will be submitted to Management Team and the Trade Union Steering Group for consideration / approval.
- Apprenticeships will not replace existing staff, duties and functions.
- The length of an apprenticeship placement will be determined by the actual apprenticeship. Typically they range from 12 months to 2 years; however some last up to 5 years.
- Although HBC staff will be permitted to apply for any apprenticeship vacancy if they are on a permanent contract then they would have to relinquish this in order to commence an apprenticeship.
- The Council will aim to pay Apprentices a maximum 75% of the bottom point of HBC 3 which will equate to £8.54 per hour / £315.98 per week and £12,338 annually and a minimum in line with the National Apprenticeship Wage of £3.30 per hour / £122.10 per week and £6,366 annually.
- Apprentices will be on a fixed salary and therefore not eligible to salary progression through increments, although negotiated NJC pay increases will be applied.
- Managers appointing apprentices will be supported through the process by the Council's Policy, People, Performance & Efficiency Division (John Gallagher) and the Employment Learning and Skills Division (Michael Harley).
- Apprenticeships will be funded through either existing Divisional budgets or by accessing a finite corporate fund, as outlined in a business case bid.
- Apprentices will not be eligible to undertake any overtime.
- Apprentices will not be entitled to any enhancements to their agreed salary.
- A probationary period of 3 months will be applicable to all apprentices in line with the terms and conditions of all new HBC recruits. Progress will be monitored by Line Manager and Training Provider.



- Performance and progress of Apprentices will be monitored using existing performance management criteria and processes e.g. EDRs, 1 to1's, capability procedures.

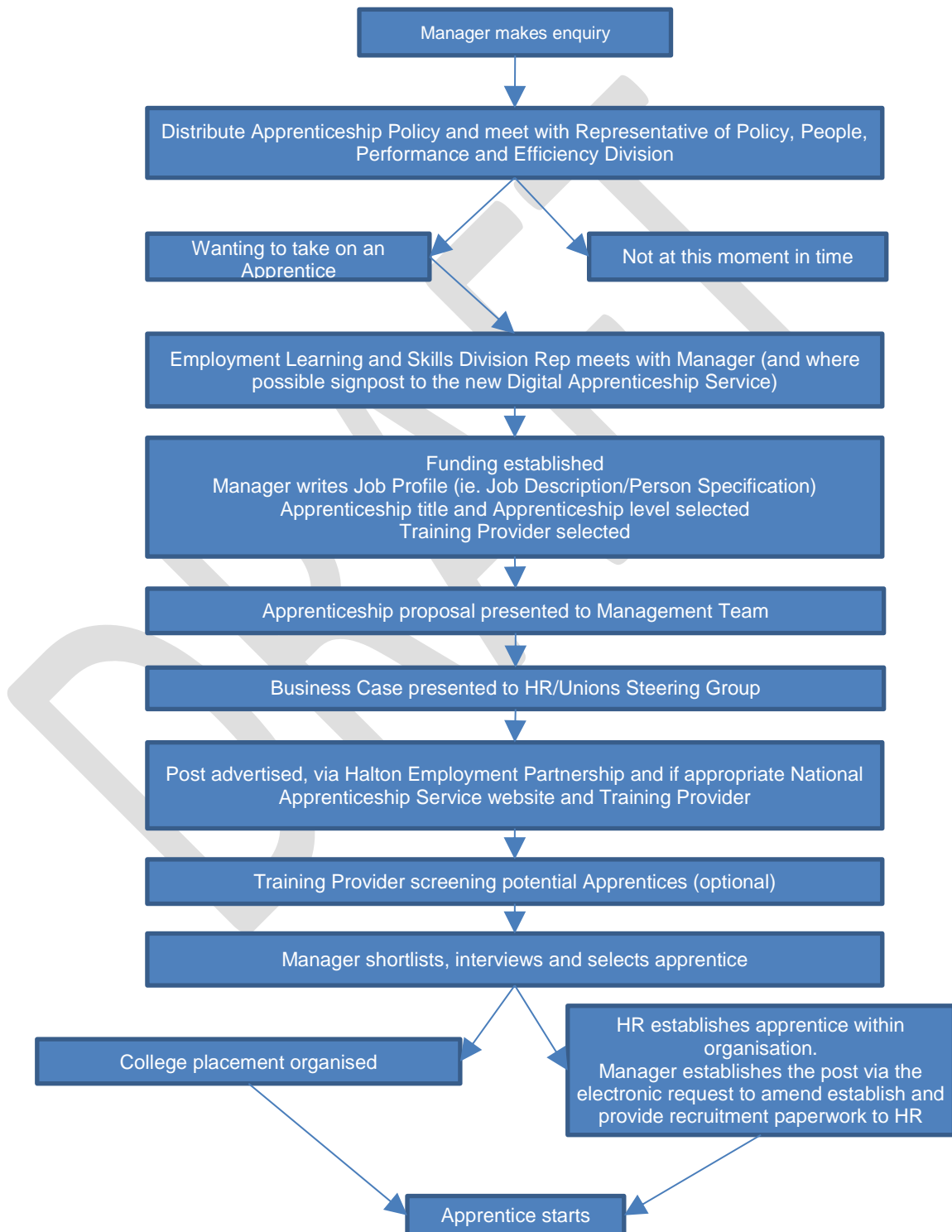
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**2) Pactical, ‘How to Guide’**

**Recruitment**

The process of recruiting an apprentice is slightly different to that of any other member of staff purely due to the specialised nature of apprenticeships, see Flow Chart below.

**APPOINTING AN APPRENTICE - FLOW CHART**



### **Steps to Appoint an Apprentice**

STEP 1 – Vacancy is identified

STEP 2 – Should the post be filled?

STEP 3 – If no, Efficiency Saving. If yes STEP 4

STEP 4 – Can the post be designated as an Apprenticeship? If no, recruitment to the post via HR. If yes, STEP 5

STEP 5 – Manager works with the Council's Policy, People, Performance & Efficiency Division and Employment Learning Skills Division to identify an appropriate Apprenticeship Framework, Training Provider, etc.

STEP 6 – Manager completes a business case (proforma attached)

STEP 7 – Advertising of the vacancy via Halton Employment Partnership

STEP 8 – Screening will take place with potential apprentices identified / short listing and interviews carried out

STEP 9 – Apprentice is appointed. Reviews of progress take place

STEP 10 – Post is continued, or post is deleted

### **Example scenario – Appointing an Apprentice**

**The scenario below provides an illustration of how this step by step process would work:**

Jane Bloggs is currently graded at HBC 4 SCP 18-21. She leaves Halton Council and her post becomes vacant.

Jackie Jones, Jane's line manager after discussing the post at her directorate SMT/DMT presents a business case to the Council's (Chief Officer) Management Team to demonstrate that the post is still required.

In presenting the business case, she explains that she has reviewed the options for how the vacancy could be filled. She has considered whether the post is still 'fit for purpose' and has taken into account job evaluation requirements. In consulting with HR and TU colleagues and taking advice from both the Council's Policy, People, Performance & Efficiency Division and the Employment Learning and Skills (ELS) Division, it is felt that an apprenticeship is an option.

(Chief Officer) Management Team agree that the vacancy can be filled. Jackie is given delegated authority to fill the post in the best interests of delivering an effective service, but is asked to further explore the filling of the post as an apprenticeship.

Jackie contacts colleagues in both the Policy, People, Performance & Efficiency Division and ELS Division. An appropriate apprenticeship framework is identified. Advice is provided on possible funding apprentice level options. Following completion of a request to advertise and change to establishment form recruitment begins.

An appointment is made. The successful candidate has some transferable skills experience but requires further support. Jackie appoints the candidate on SCP 14 to reflect this. Salary is paid monthly at 75% of SCP 14.

The candidate commences his or her post and meets Jackie as part of the usual supervision arrangements.

The post holder is provided with a work plan which reflects the agreed apprenticeship framework. This includes time allocated for college work. Mentoring support is offered to the newly appointed post holder. This is initially on a weekly basis, but rises to monthly.

The post holder successfully completes the apprenticeship modules. At the end of the apprenticeship it is anticipated that the post holder is made 'permanent' and is paid the full rate. However, this would be dependent upon a business case having been made for the continuation of the post and satisfactory performance.

DRAFT

**APPRENTICESHIP BUSINESS CASE PROFORMA**

Manager name and contact details	
Title of Apprenticeship and level to be offered	
Directorate	
Division	
Team	
Start Date	
Rationale as to why an Apprentice is required	
How the Apprentice is to be funded	
Funding options that have been considered	
HR Consultation – date(s) and outcome	
Trade Unions Consultation – date(s) and outcome	
Management Team Consultation – date(s) and outcome	

### 3) Apprenticeship Agreement

## APPRENTICESHIP AGREEMENT TEMPLATE

This Agreement will be appended to the Contract of Employment, of which the Apprentice will sign both.

The purpose of the Apprenticeship Agreement is to:-

- identify the skill, trade or occupation for which the apprentice is being trained; and
- confirm the qualifying Apprenticeship framework that the apprentice is following.

The Apprenticeship Agreement is incorporated into and does not replace the written statement of particulars issued to the individual in accordance with the requirements of the Employment Rights Act 1996.

The Apprenticeship is to be treated as being a contract of service not a contract of Apprenticeship.

Apprentices will also be issued with a Halton Borough Council 'Contract of Employment' as the organisation views them all as employees.

#### Apprenticeship Particulars:

Apprentice name:	
Skill, trade or occupation for which the apprentice is being trained:	
Relevant Apprenticeship framework and level:	
Start date:	
Estimated completion of learning date:	

#### Signatories:

Apprentice:		Date:
Employer:		Date:

#### **4)Apprentices – Frequently asked questions (To be placed on SharePoint)**

##### **How will I benefit as a Manager?**

As well as possibly helping local unemployed people to get ready for work, the scheme will provide you with an opportunity to obtain some additional resources to support the work of your team.

##### **How will Managers be supported?**

Managers will be guided through the process by both the Council's Policy, People, Performance & Efficiency Division and the Employment, Learning & Skills Division. Apprentices also follow a framework with support from the new Digital Apprenticeship Service, in terms of:

- Selection of an apprenticeship framework or standard
- Selection of a training provider or providers to deliver the training
- Selection of an assessment organisation

In time we also envisage an in-house mentoring network where other managers who have provided apprenticeships in the past will be on hand to offer advice.

##### **How do I apply to recruit an Apprentice?**

First, you will be asked to complete a proforma (link [xxx](#)) outlining the business case. You will be provided with examples of job descriptions and person specifications which you can adapt to meet your requirements. Advertisements will be made via the Council's Employment, Learning & Skills Division via the Halton Employment Partnership.

##### **How much will an Apprentice be paid?**

Maximum: 75% of the bottom point of HBC 3 which will equate to £8.54 per hour / £315.98 per week and £12,338 annually.

Minimum: In line with the National Apprenticeship Wage of £3.30 per hour / £122.10 per week and £6,366 annually.

However they will not be entitled to any enhancements to their agreed salary or eligible to undertake any overtime.

##### **Who pays for the Apprentice?**

The Team/Division employing the apprentice will be responsible for their wages. With the introduction of the Apprenticeship Levy from April 2017 this will remain the case. However, from this date, the Council will make available a finite corporate fund. In order to acquire this funding support, providing all other potential funding opportunities have been exhausted, Teams/Divisions will need to complete a proforma outlining their business case.

It should be noted that all applications to this fund will be successful.

##### **How and when will an Apprentice be paid?**

They will be paid as an employee of the Council i.e. monthly, with the monies paid direct into a bank/building society account.

##### **How will the performance of an Apprentice be monitored and assessed?**

Whilst managers will be expected to supervise apprentices as they would with other staff, apprentices also have to meet targets set out in their apprenticeship framework and in this respect would be supported by the learner provider.

**How much off- the job training will be required?**

This will vary according to the apprenticeship, for example the apprenticeship may require day release for training/study.

**How will an Apprentice benefit?**

They will receive an opportunity to get real and practical work experience, whilst studying for a suite of qualifications. The Council is a large employer with a wide range of jobs and professions.

**What will be Apprentice Terms & Conditions?**

An apprentice will be a HBC employee, thus being entitled to join the Trades Union, the local government pension scheme, etc.

Annual Leave entitlement of 25 working days per leave year, in addition to Bank and Public Holidays.

**How long will an Apprenticeship last?**

An apprenticeship with the Council will last anywhere typically from 12 – 24 months and up to 5 years.

**What happens when an Apprenticeship finishes?**

Unfortunately, there is no guarantee that an Apprentice will be offered a job with the Council upon completion. However, the experience and skills gained in acquiring the apprenticeship will put them in a better position to apply for jobs both within and outside the Council.



**REPORT TO:** Executive Board

**DATE:** 20<sup>th</sup> October 2016

**REPORTING OFFICER:** Strategic Director - Policy & Resources

**PORTFOLIO:** Resources

**SUBJECT:** Directorate Performance Overview Reports for Quarter 1  
2016 - 17

### **1.0 PURPOSE OF REPORT**

1.1 To report the Council's performance for the first quarter period to 31<sup>st</sup> June 2016. The report details progress against key objectives / milestones and performance targets, and describes factors affecting each of the Directorates.

### **2.0 RECOMMENDED: That**

- 1) Executive Board note the information contained in the reports**
- 2) Consider the progress and performance information and raise any questions or points for clarification.**

### **3.0 SUPPORTING INFORMATION**

3.1 It is essential that the Council maintains a planning and performance framework that allows the identification and on-going monitoring of key activities and performance measures that meet organisational needs. Performance management will also continue to be important in our demonstration of value for money and outward accountability.

3.2 The Directorate Performance Overview Reports provide a strategic summary of the key issues arising from performance in the relevant quarter for each Directorate and being aligned to Council priorities or functional areas. Such information is central to the Council's performance management arrangements and the Executive Board has a key role in monitoring performance and strengthening accountability.

3.3 Information for each of the Council's Directorates is contained within the following appendices:

Appendix 1 – Peoples Directorate (Children and Young People)

Appendix 2 – People Directorate (Adult Social Care)

Appendix 3 – Enterprise, Community and Resources Directorate

#### **4.0 POLICY IMPLICATIONS**

4.1 The Council's Performance Management Framework will continue to form a key part of the Council's policy framework.

#### **5.0 OTHER IMPLICATIONS**

5.1 These reports would also be available to support future scrutiny arrangements of services by Members and Inspection regimes for Ofsted and Adult Social Care.

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

6.1 Existing and future performance frameworks at both local and national level are linked to the delivery of the Council's priorities.

6.2 The provision of Directorate Overview Reports to Executive Board, that include progress in relation to objectives/ milestones and performance indicators will support organisational improvement and accountability.

#### **7.0 RISK ANALYSIS**

7.1 The Council performance management framework allows the authority to both align its activities to the delivery of organisational and partnership priorities and provide appropriate information to all relevant stakeholders in accordance with the "transparency agenda". Performance Indicators are used by external agencies and the public at large in informing any judgement they make as to how the authority is currently performing.

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 There are no specific equality and diversity issues relating to this report.

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

9.1 There are no background papers under the meaning of the Act.

## People Directorate Overview Report - (Children and Young People)

**Reporting Period:** Quarter 1, 01 April 2016 – 30 June 2016

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress that have occurred during the period of the report towards the priority of Children and Young People. The way in which traffic light symbols have been used to reflect progress is explained within Appendix 1 (section 8).
- 1.2 Please note initials have been provided to indicate which officer is responsible for the commentary to aid Members, as requested by the Children and Young People Policy and Performance Board. A key is provided in Appendix 1 (section 8).

### 2.0 Key Developments

- 2.1 **National Funding Formula (AMc)**  
The new Secretary of State, Justine Greening, has announced that the government remains committed to introducing a new system of funding schools, high needs and early years but has now deferred its introduction until 2018/19 instead of 2017/18. Plans will be announced shortly for the introduction of a national funding formula for early years.
- 2.2 **Primary Hearing Impaired Provision (AMc)**  
A pre-statutory consultation has been undertaken on the proposal to close the Resource Base Provision for pupils with Hearing Impairment and Specific Learning Difficulties at Westfield Primary School. The consultation was undertaken between 22 June 2016 and 20 July 2016. The reason for the proposal is that numbers are reducing at the base and that more parents of children with a hearing impairment are seeking provision within a mainstream setting. If this proposal is approved the funding released from the closure will be invested into providing support for pupils with a hearing impairment in mainstream schools. The outcome of the pre-statutory consultation will be considered by Executive Board 15 September 2016.
- 2.3 **Early Intervention & Complex Dependency Programme (AMc & TC)**  
The Halton iCART (Integrated contact, advice referral team) service has now been operational since April 2016. The multi-agency team are based on the first floor at Municipal Building, and comprise of Children's Social Workers, Children's Social Care Managers, Family Workers, a Specialist Nurse, Education Welfare Officer, Adult Social Care manager, Police Officer and administrative support. Additionally, members of the Police referral unit have now co-located. During the quarter one over 600 early intervention screenings were undertaken and 360 profile assessments have been introduced. This has had positive feedback from recipients around the level of useful information identified in order to inform care planning. Work is now being undertaken to develop multi-agency locality working.
- 2.4 **Halton's Local Offer (AMc)**  
The [Local Offer](#) is a website for everyone to find information about available services or signpost to other sources for information or support, it is particularly relevant for:
- Children and young people with a Specialist Educational Need and/or Disability;
  - Parents/Carers;

- Professionals.

The monthly media statistics indicate a substantial increase in the number of people accessing the Local Offer, this is due to ongoing awareness sessions being held with parents/carers, children and young people and teaching staff in schools. It is also due to the continual update and ongoing development of the website content that is led by feedback from children, young people, their families and professionals to ensure the information meets their needs. Local offer ambassadors are being trained and recruited (young people, parents/carers and professionals) to encourage further usage, awareness and assist through peer support. A detailed work plan identifies key areas of development in progress.

#### 2.5 National Dataset for Children in Care (AMc)

A new national data project for children in care educational outcomes is underway. This will be in its pilot stage during the Autumn term 2016-17 with a view to going fully live in the New Year 2017. In addition there are a number of revisions of the attainment and progress dataset for children in care underway nationally. This may mean a delay in the publication of national attainment and progress outcomes and will restrict trend analysis from previous years.

#### 2.6 Early Years Capital Funding (AMc)

In June 2016, the Education Funding Agency (EFA) notified local authorities that they could submit capital applications from Early Years providers to support the increase in the 3 and 4 year old free entitlement from 15 hours to 30 hours per week, from September 2017.

Application forms and supporting guidance was sent to all Private Voluntary and Independent (PVI) providers, Nursery and Primary schools, requesting applications by 22 July 2016. Following receipt and assessment of the applications, the local authority will be able to submit up to four projects to support the proposed capital developments by 31 August 2016.

#### 2.7 Single Assessments for Children's Social Care (TC)

Since April 2016, Single Assessment performance has significantly improved, with April, May and June seeing 100% completed within 45 working days. This is an area which is closely monitored through the weekly Single Assessment and Plan (SAP) report.

#### 2.8 Re-referrals for Children's Social Care (TC)

A regional report was recently shared, which highlighted Halton as having the lowest re-referral rate amongst the North West authorities. This has been a particular area of scrutiny which has resulted in more robust step downs and contingency planning when a case is being closed to social care.

#### 2.9 Children in Need workforce (TC)

The workforce within the Child in Need and Child Protection Division has continued to increase in stability with all management posts being filled with permanent workers. There has been a significant reduction in the use of agency workers with only five agency social workers within the division.

### 3.0 Emerging Issues

#### 3.1 Children and Social Work Bill, Putting Children First, Education Excellence Everywhere, Social Work Reform Inquiry July 2016 (TC & AMc)

The government has made a number of legal and policy announcements for children's services. [The Children and Social Work Bill](#) is currently going through parliament and may make a number of fundamental changes to how social care is delivered in the future. These are outlined in more detail in the policy paper [Putting Children First](#). These include an expectation that by 2020 a third of local authorities will either have children's social care services delivered outside of a local authority via a new delivery model or be working towards it. The government has also outlined its plans to give freedoms to local authorities and other delivery models to apply for exemptions from current statutory duties and regulations for up to possibly six years to encourage the testing and development of creative and innovative ways to deliver services for children.

Other changes included within the [Children and Social Work Bill](#) include extending the rights and duties for care leavers, with duties extended until 25 years of age, and plans to regulate the social work profession more closely by an executive government agency, including a process of registration and accreditation for social workers, practice supervisors and practice leaders.

An advisory group to the Department for Education, chaired by Alan Wood, is considering the local authority's role in response to the proposed changes outlined in [Putting Children First](#) and [Educational Excellence Everywhere](#). This group is looking at the local authority's role in place planning, quality assurance, early years, SEND and alternative provision. This will also lead them to examine the current statutory role of the Lead Member for Children and the Director for Children's Services. This report is due October 2016, with a consultation on any proposed changes.

The papers also indicated that the role of the Virtual Headteacher could be extended to encompass support and advice for children who have left care through adoption or child arrangement orders. Consideration will need to be given to the impact these proposed changes will have on the capacity of the Virtual School.

The Education Select Committee has published a highly critical report of the government's proposals ([Social Work Reform Inquiry, 13 July 2016](#)) and the Children and Social Work Bill has had a number of challenges to it in its progress in the House of Commons and House of Lords.

- 3.2 Local Safeguarding Children's Board (TC)  
Alan Wood has also completed a [review](#) on the role and function of Local Safeguarding Children Boards (LSCB). His recommendations have been largely accepted by the government with the main one being that the role, function and form of LSCBs should be determined by the local authority, police and the NHS. Statutory changes will need to be made into regulations before any changes could be implemented.
- 3.3 Complex Needs of Children in Care (AMc)  
Due to the increasingly complex needs of children entering the care system, there is a high demand for trauma and attachment assessments and support for schools to meet their needs. The assessments and support need to be commissioned from external agencies, which have cost implications for the local authority.
- 3.4 Special Educational Needs and Disability (SEND) provision review (AMc)  
Colleagues from the Clinical Commissioning Group (CCG), Riverside College, Schools and Early Years settings are jointing local authority officers in reviewing the provision in Halton








for children with Special Educational Needs and Disabilities. This is to reflect the changes in the SEND population and maximising the efficient use of the High Needs budget to meet projected future need.

- 3.5 Special Educational Needs and Disability Strategy (AMc)  
Halton's [Special Educational Needs and Disability Strategy](#) (SEND) has been developed, consulted upon and published. The strategy outlines the vision for the local area from 2016 to 2020. It sets out what we do well, what we need to improve and outlines our key priorities. Halton continues to engage the Clinical Commissioning Group, schools, Early Years settings, post-16 providers, parents, carers and young people as key stakeholders in implementing the strategy.
- 3.6 Nurture Group network (AMc)  
In order to help meet the needs of children and young people with social, emotional and mental health issues (SEMH), Inclusion 0-25 are working with the Nurture Group Network in providing training to support nurture provision in schools. To date three schools are providing Nurture groups based on the networks model in the local authority. Further training to encourage schools to become nurture champions is being undertaken in September 2016. It is anticipated that these will help promote other schools to take up this initiative which is evidenced to produce good outcomes for children with social, emotional and mental health challenges.
- 3.7 SEND Transport Review (AMc)  
At the end of 2015/16 financial year there was an overspend on the transport budget of £205,000. As the current transport arrangements for pupils and students with SEND are no longer sustainable, the Executive Board has approved the proposal to consult parents and carers, young people, educational establishments and other interested parties on a range of revised travel solutions. The consultation will commence on 4 September 2016 and close 3 November 2016. The outcome of the consultation will be considered by the Executive Board.
- 4.0 Risk Control Measures**
- 4.1 Risk control forms an integral part of the Council's business planning and performance monitoring arrangements. As such, directorate risk registers were updated in tandem with the development of the 2016-17 business plan.
- 4.2 Progress concerning the implementation of all high risk mitigation measures relevant to this priority will be reported at quarter two.
- 5.0 Progress against high priority equality actions**
- 5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force April 2011.
- 5.2 The council's latest annual progress report in relation to achievement of its equality objectives is published on the Council's website.

## 6.0 Performance Overview

6.1 The following information provides a synopsis of progress for both milestones and performance measures across the key business areas that have been identified by the local authority contributing the priority of Children and Young People.

### Objective: Improve outcomes for children and young people through effective multi-agency early intervention (PED01)

Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED01 01	Monitor the average length of time between a child returning home and their return interview (Commissioned Service)	72 hrs	72 hrs	72 hrs	N/A	
PED01 02	Reduce the number of young people who repeatedly run away in Halton	127	115	32	N/A	
PED01 03	Monitor the number of young people who go missing in the year	223	N/A	82		N/A
PED01 04	Monitor the number of young people flagged as at risk of child sexual exploitation (snapshot at the end of the quarter)	17	N/A	11	N/A	N/A
PED01 05	Reduce the Secondary School persistent absence rate	Refer to commentary below				
PED01 06	Reduce the number of children subject to fixed term exclusions	303	270	Data available Q2 relating to 2016-17 academic year		
PED01 07	Reduce the rate of permanent exclusions	0.04%	0.035%	Data available Q2 relating to 2016-17 academic year		
PED01 08	Increase the number of children involved in early intervention (e.g. CAF) (All those who have had a CAF involvement recorded during the year)	593	650	577		
PED01 09	Monitor the rate of referrals to childrens social care per 10,000 0-18 yr olds	336	N/A	Forecast 259	Reduced forecast	N/A
PED01 10	Reduce the number of children and young people who enter the care system	81	75	30		

#### Supporting commentary:

PED01 01: Catch22 (Commissioned Service) report that return interviews are being completed within 72 hours on average.

PED01 02: This quarter there have been 172 notifications from police and 13 from social care in relation to 82 individuals. In regard to repeat individuals there are 32 individuals that have created 128 episodes with only three individuals reported missing five or more times.

PED01 03: Within this quarter in Halton, Catch 22 (Commissioned service) have seen an increase in the number of notifications received from Police and Social Care services by 12%. This is an increase in the number of Absent notifications although the number of individuals going missing has stayed the same.

PED01 04: Regular monitoring of the children who are flagged as at risk of Child Sexual Exploitation takes place and a weekly report is shared with senior managers. Every child on this list has recently had their case files audited and action plans agreed.

PED01 05: From September 2015 (start of 2015/16 academic year) schools are judged against a persistent absence rate of 10% rather than 15% used previously. Alongside this change, there is a change in methodology used to identify pupils as persistent absentees. Data expected to be available Q2 2016/17.

PED01 08: Levels of CAF is being monitored on monthly reports. Roll out of eCAF will provide live data around who is subject to a CAF within the local authority area.

PED01 09: There were 191 referrals during quarter 1 which has been a decrease on previous levels, and is mainly related to a small number in April, with May and June returning to previous levels. This is an area that is scrutinised and monitored closely.

PED01 10: There has been a recent increase in the number of children entering the care system in Halton. The majority of these children were already known to children's social care and had been subject to child protection plans. Some analysis of the profile of these children is currently being undertaken and is an area that will continue to be monitored closely.

Ref:	Milestones	Quarterly Progress
PED01a	Establish a multi-agency front door for complex dependency programme (April 2016).	
PED01b	Establish and implement a multi-agency locality provision (March 2017).	
PED01c	Multi-agency information Sharing Agreement to be in place (March 2017).	
PED01d	Implement the Cheshire IT Portal (March 2017).	
PED01e	Implement the regional adoption agency (March 2017).	
PED01f	Use performance information effectively to ensure that early intervention is responsive to trends of those being referred to childrens social care (March 2017).	

Supporting commentary:

PED01a: As reported above the iCART became operational in April 2016. iCART screens all referrals and requests for support in connection to children and families. For families whose needs are considered to be multiple and complex (but not safeguarding concerns) a new 360 profile assessment can be offered. The 360 brings together a range of multi-agency information in order to ensure that children and families are offered the correct package of support. A recent audit looked at the early intervention assessments being undertaken in iCART and found them to be of good quality.

PED01b: This is on track.

PED01c: This has been completed.

PED01d: This has been delayed because of the complexity of the specification. It is now in the final stages and the award of the contract should be confirmed in September 2016 with a date of implementation to be agreed.

PED01e: This is currently on track but with some risks as the project plan has had to be revised as the Department of Education allocated a significantly reduced sum for the next phase of development.

PED01f: Performance reports are now in place supported by a fortnightly performance meeting.

### Objective: Close the gap in attainment at Key Stage 2 including between vulnerable groups and their peers (PED02)

Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED02 01	Reduce the gap in attainment for pupils attaining the expected standard at Key Stage 2 in Reading, Writing and Maths between disadvantaged pupils and their peers	17%	16%	Provisional data available Q2, validated data available Q3		
PED02 02	Increase the percentage of pupils achieving the expected standard at KS2 in Reading, Writing and Maths	79%	82%			
PED02 03	Increase the percentage making sufficient progress in Reading KS1 to KS2	91%	92%			
PED02 04	Increase the percentage making sufficient progress in Writing KS1 to KS2	93%	95%			
PED02 05	Increase the percentage making sufficient progress in Maths KS1 to KS2	90%	92%			
PED02 06	Increase the percentage of Children in Care achieving expected outcomes at KS2	Due to small cohorts and statistical variation, targets are not provided. Analysis of the small cohort is conducted on an individual basis for these children to underpin resulting performance.				

Supporting commentary:

PED02 06: There were nine children in care in this cohort. All of these were on the SEN Code of Practice and all accessed their Pupil Premium Plus.

There has been a slight increase in the gaps for reading and maths, but the gap has closed for writing.

L4+: Reading 67%, Writing 67%, Maths 56%, Reading Writing Maths combined 33%

L4b+: Reading 56%, Maths 44%

Progress from KS1 to KS2:

Reading 2 levels progress 78%, 3 levels progress 44%

Writing 2 levels progress 89%, 3 levels progress 33%



Maths 2 levels progress 78%, 3 levels progress 22%  
Reading Writing Maths combined 2 levels progress 67%, 3 levels progress 11%

Ref:	Milestones	Quarterly Progress
PED02a	Based on data analysis and feedback from the Cross Service Monitoring Group, undertake categorisation process for all schools by October 2016 and identify actions, including levels of support and intervention, required to improve inspection outcomes.	
PED02b	Conduct the annual analysis of school performance data for all primary schools during September to December 2016 (with further reviews undertaken at key points in the data release cycle).	
PED02c	Analyse, evaluate and report end of Key Stage 2 achievement outcomes, including success in closing the gap (December 2016).	
PED02d	Identify areas of need and support for Children in Care and Free School Meals pupils (December 2016).	
PED02e	With schools, monitor the impact of Pupil Premium in closing the gap between Free School Meals and non-Free School Meals pupils (March 2017).	
PED02f	Ensure appropriate deployment of school improvement support for identified schools and settings, including school to school support as appropriate (March 2017).	

Supporting commentary:  
 PED02a: Categorisation will be completed in the Autumn Term 2016.  
 PED02b: Available after start of academic year 2016.  
 PED02c: A report will be available in October 2016 and will be presented to October PPB meeting. A second report will be presented to January PPB meeting in relation to closing the gap.  
 PED02d & PED02e: The Children in Care and care leaver strategy has been reviewed and identifies areas for support. These include the development of more apprentice opportunities, support for schools in managing attachment issues, and supporting CIC to achieve their potential. Progress of implementing the strategy is monitored through the Children in Care Partnership Board.  
 PED02f: Commentary to be provided in Q4.

### Objective: Raise achievement in Early Years (PED03)



Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED03 01	Increase the percentage of children achieving a good level of development in Early Years Foundation Stage	55%	65%	62% Provisional		
PED03 02	Reduce the good level of development attainment gap between those previously in receipt of 2 year old early years entitlement and their peers at EYFS	21%	12%	Data available at Q4		
PED03 03	Increase the take up of Early Years Entitlement for vulnerable 2 year olds	536	600	536		
PED03 04	Increase the take up of Early Years Entitlement for 3 to 4 year olds	92%	95%	104%		
PED03 05	Monitor the percentage of Early Years settings (pre-schools, day care, out of school clubs, childminders) with overall effectiveness of Good or Outstanding	84%	84%	85%		
PED03 06	Reduce the good level of development attainment gap for disadvantaged children and their peers at EYFS	19%	16%	Data available at Q4		

Supporting commentary:  
 PED03 01: Provisional data suggests an increase of 7% whilst not meeting the ambitious step change target required.  
 PED03 03: Although the actual number of children accessing has remained constant and below the target set for 2016/17, the DfE target has been reduced. Halton's take up in the monitoring period was 78% and the trend is increasing.  
 PED03 04: An increase in the take up of the entitlement resulting from the ongoing targeted promotional campaigns.  
 PED03 05: Although this aggregate figure is high, if only group-based providers are considered the figure increases to 93% which is above the England average.

Ref:	Milestones	Quarterly Progress
PED03a	Analyse the outcomes of children who have accessed funded two year old placements to ensure this provision is closing the gap between the most vulnerable children and their peers (January 2017).	
PED03b	Complete RAG categorisation process for all EYFS setting by October 2016 and identify actions, including levels of support and intervention required to improve inspection outcomes.	
PED03c	Through the annual conversation, ensure that the performance of all children's centres is in line with expectations. This will need to take into account any changes required as a result of revised Ofsted frameworks (March 2017).	
PED03d	Analyse, evaluate and report on the outcome of the Early Years Pupil Premium (March 2017).	
PED03e	Act on research findings from the Early Years Review undertaken by Ofsted and commissioned research (March 2017).	
<p>Supporting commentary:</p> <p>PED03a: Information available in quarter 3.</p> <p>PED03b: Information available in quarter 3.</p> <p>PED03c: The Ofsted framework has been further delayed as the government has not yet published the consultation on the roles of Childrens Centres and Ofsted have currently suspended inspections. The annual conversation is still in place for the business plans for all children's centres.</p> <p>PED03d: Information available in quarter 3.</p> <p>PED03e: A One Halton steering group has been established with a focus on improving Child Development in Halton. An improvement in performance has been seen in 2016 with good level of development increasing from 55% to 62%.</p>		

**Objective: Improve the offer for children and young people with SEND through effectively implementing the SEND Reforms (PED04)**

Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED04 01	Increase participation in the POET survey from parents/guardians/carers	33	35	Data available in Q4		
PED04 02	Increase the percentage of Education Health and Care Plans completed within 20 weeks	26.8%	50%	84%		
PED04 03	Increase the number of schools identified as Nurture champions	0	8	0	N/A	
PED04 04	Increase the percentage of Statements converted to Education Health Care Plans to meet published timescales	22.9%	80%	Refer to commentary		
PED04 05	Increase the number of people accessing the Local Offer (proxy measures of sessions measured annually in October)	3868	3950	4038		
<p>Supporting commentary:</p> <p>PED04 01: Available in quarter 4</p> <p>PED04 02: During the period September 2015 – June 2016, 84% of the plans were completed within the 20 week timescale, exceeding the target set.</p> <p>PED04 03: Work to take place in September to initiate the Nurture champion programme.</p> <p>PED04 04: During the year the following year groups have the following performance:  Y5: 4 completed, 18 ongoing  Y6: 100% completed  Y10: 15 completed, 23 ongoing  Y11: 53% completed 33% not moving school, 14% ongoing  Y14: 88% completed</p> <p>PED04 05: Whilst the measure is taken annually in October, provisional data for October 2015 to June 2016 are already in excess of the target.</p>						
Ref:	Milestones					Quarterly Progress
PED04a	Conduct the annual analysis of progress data for children and young people with additional SEND					

	funding through Enhanced provision or Education health care plans (March 2017).	
PED04b	Improve provision in Halton for young people with social, emotional and mental health challenged (March 2017).	
PED04c	Evaluate qualitative data through Personal Outcomes Evaluation Tool (POET) of family and individual views within the SEND reform process in Halton to increase satisfaction with their experience (March 2017).	





Supporting commentary:

PED04a: Available in quarter 4.

PED04b: There have been a number of local initiatives which have impacted on the service provision locally. Transformation of the provision will continue over the next three to five years. The re-procurement of local Tier 2 CAMHS and the emotional health and well-being service for children in care has improved access and the support available for young people in the Borough with emotional well-being or mental health issues.

PED04c: The 2015 POET survey was conducted with analysis of views from young people, parents, carers and professionals. Overall the experience of the assessment process and settings was good. Areas for development were feeling safe in the community and increased opportunities for leisure activities and community participation. The survey will be repeated next year for continued analysis of outcomes and will be reported in quarter 4.




### Objective: Improve participation and skills for young people to drive Halton's future (PED05)

Ref	Measure	15/16 Actual	16/17 Target	Current	Direction of Travel	Quarterly Progress
PED05 01	Reduce the percentage of 16-18 year olds not in education, employment or training	5.1%	5%	6%		
PED05 02	Reduce the percentage of 16-18 year olds whose activity is not known	3.7%	3.5%	2%		
PED05 03	Increase the percentage of 19 year olds achieving a Level 2 qualification	86.9%	87.5%	Data available in quarter 4		
PED05 04	Increase the percentage of 19 year olds achieving a Level 3 qualification	56.5%	57.5%			
PED05 05	Monitor the percentage of young people progressing to Higher Education	25%	25%			

Supporting commentary:

PED05 01: .This measure (historic performance for 2015/16) is an average of the 3 months of November, December and January and therefore the next comparison will be available in February 2017. Current performance for May 2016 is 6% and it is normal for this figure to be higher at this time of the year when academic courses are coming to an end.

PED05 02: As above, next comparison will be available in February 2017. Current performance for May 2016 is 2%

Ref:	Milestones	Quarterly Progress
PED05a	Develop the 14-19 Commissioning statement to reflect Local Enterprise Partnership priorities (March 2017).	
PED05b	Implement the European Social Fund coaching programme, integrated to Raising the Participation Age strategy (March 2017).	
PED05c	Develop a Post-16 monitoring framework to demonstrate how providers are supported and challenged in the borough (March 2017).	

Supporting commentary:

PED05a: Collation of data for the development of the document is in progress.

PED05b: A contract is in place with a company to deliver this programme from 1 July 2016.

PED05c: An area based review of Post 16 education is currently being undertaken across Greater Merseyside. The development of the Post 16 monitoring framework will be reviewed once this Area Based Review has been completed and reported on.

## 7.0 Financial Summary

## 7.1 Children and Families Services Department

## Revenue Budget as at 30 June 2016

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<i>Expenditure</i>				
Employees	8,637	2,266	2,300	(34)
Premises	276	94	90	4
Supplies & Services	887	300	317	(17)
Transport	6	1	14	(13)
Direct Payments/Individual Budgets	161	30	100	(70)
Commissioned Services	317	39	39	0
Out of Borough Residential Placements	3,387	929	1,183	(254)
Out of Borough Adoption	80	25	25	0
Out of Borough Fostering	414	76	290	(214)
In House Adoption	242	66	86	(20)
Special Guardianship	1,092	269	310	(41)
In House Foster Carer Payments	1,950	456	447	9
Care Leavers	140	46	24	22
Family Support	82	14	17	(3)
Agency Related Expenditure	89	0	0	0
Capital Financing	6	0	0	0
<b>Total Expenditure</b>	<b>17,766</b>	<b>4,611</b>	<b>5,242</b>	<b>(631)</b>
<i>Income</i>				
Adoption Placements	-44	0	0	0
Fees & Charges	-123	-16	-18	2
Dedicated School's Grant	-77	-25	-25	0
Reimbursements & Other Grant Income	-220	-210	-213	3
Government Grants	-62	-62	-62	0
Transfer from Reserves	-33	-33	-33	0
<b>Total Income</b>	<b>-559</b>	<b>-346</b>	<b>-351</b>	<b>5</b>
<b>Net Operational Expenditure</b>	<b>17,207</b>	<b>4,265</b>	<b>4,891</b>	<b>(626)</b>
<b>Recharges</b>				
Premises Support Costs	434	108	108	0
Transport Support Costs	42	13	13	0
Central Support Service Costs	2,178	539	539	0
<b>Net Total Recharges</b>	<b>2,654</b>	<b>660</b>	<b>660</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>19,861</b>	<b>4,925</b>	<b>5,551</b>	<b>(626)</b>

## Commentary:

Expenditure relating to Employee costs is above budget to date, which is expected to be the trend for the financial year. The use of Agency staff, particularly within the Child Protection and Children in Need Division has reduced considerably, although some Agency staff are still being utilised within the Children in Care Division. There is also an overspend relating to the Management costs within the Children's Safeguarding Unit.

Expenditure relating to Supplies and Services is above budget to date. All controllable budgets within the Department will be carefully monitored throughout the financial year to ensure that only essential goods and services are purchased.

Expenditure relating to Direct Payments/Individual Budgets is above budget to date. Over the medium term there has been increased demand around the Individual Budgets for Children with Disabilities, with less joint funding from the Halton Clinical Commissioning Group (CCG). The high cost packages will continue to be reviewed throughout the financial year to see if any costs can be reduced, but still making sure the needs of the individual child are being met. This continues to be a significant pressure area.

Expenditure relating to Out of Borough Residential Placements is above budget to date, which is expected to be the trend for the whole financial year. This unpredictable budget is influenced by a number of uncontrollable factors, such as emergency placements (long or short term), placements continuing for longer, or ending sooner than first anticipated. Depending on the needs of the individual child it is not always possible to utilise in house services, which means that Out of Borough Residential placements need to be sought at a much higher cost.

The number of children in residential placements currently totals 44, at an average annual cost per package of £88,202. Despite additional budget being allocated this financial year this continues to be a significant financial pressure

Expenditure relating to Out of Borough Fostering is above budget to date, which is expected to be the trend for the whole financial year. As with Residential placements, every effort is made to utilise Foster Carers from within the Borough, but this is not always possible. This results in Out of Borough Placements being sought at a much higher cost. This continues to be a significant pressure area.

Expenditure relating to In-House Adoption is above budget to date, which in the main relates to Residence and Special Guardianship Orders. Despite additional budget being given this financial year, expenditure relating to Special Guardianship Orders continues to be a significant pressure area.

Managers will continue to try and reduce the impact of budget pressure areas by monitoring expenditure closely, keeping controllable expenditure to a minimum and utilising in house services. Based on service use throughout Q1 it is anticipated that the net expenditure for the Department overall will be above annual budget by approximately £2.5m.

## 7.2 Education, Inclusion and Provision Services Department

## Revenue Budget as at 30 June 2016

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<i>Expenditure</i>				
Employees	6,355	1,461	1,416	45
Premises	442	17	13	4
Supplies & Services	2,996	563	539	24
Transport	5	2	2	0
School Transport	934	109	184	(75)
Commissioned Services	2,647	538	528	10
Agency Related Expenditure	1,474	464	462	2
Independent School Fees	2,463	824	824	0
Inter Authority Special Needs	175	0	0	0
Pupil Premium Grant	191	1	1	0
Nursery Education Payments	2,980	1,053	1,053	0
Schools Contingency	469	100	100	0
Special Education Needs Contingency	2,016	500	500	0
Capital Finance	3	0	0	0
Early Years Contingency	50	0	0	0
<b>Total Expenditure</b>	<b>23,200</b>	<b>5,632</b>	<b>5,622</b>	<b>10</b>
<i>Income</i>				
Fees & Charges	-351	-4	-5	1
Government Grant	-569	-545	-545	0
Reimbursements & Other Income	-1,112	-81	-78	(3)
Schools SLA Income	-252	-222	-233	11
Transfer to / from Reserves	-781	-506	-506	0
Dedicated Schools Grant	-12,938	-3,398	-3,398	0
Inter Authority Income	-578	-91	-91	0
Sales Income	-38	-2	0	(2)
Rent	-102	0	0	0
<b>Total Income</b>	<b>-16,721</b>	<b>-4,849</b>	<b>-4,856</b>	<b>7</b>
<b>Net Operational Expenditure</b>	<b>6,479</b>	<b>783</b>	<b>766</b>	<b>17</b>
<b>Recharges</b>				
Central Support Services Costs	1,982	455	455	0
Premises Support Costs	288	71	71	0
Transport Support Costs	253	1	1	0
HBC Support Costs Income	-79	0	0	0
<b>Net Total Recharges</b>	<b>2,444</b>	<b>527</b>	<b>527</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>8,923</b>	<b>1,310</b>	<b>1,293</b>	<b>17</b>

## Commentary:

There is an anticipated under spend on Employees in relation to the Inclusion and Education Divisions. This is due to a number of vacancies within the two areas that are not going to be filled until the new academic year is under way in September.

Further small underspends are projected within Policy Provision , Integrated Youth and COP Management Divisions due to vacancies, which are planned to be filled. Troubled Families Grant has also been used to offset a Commissioning Managers post.

Every effort is being made within all Divisions to keep expenditure to an absolute minimum. This means that there is an expected small under spend on supplies and services. It is difficult to predict the future needs of the children and therefore projections are based on current need, but this could change in year. These volatile budgets will be closely monitored within the year.

Commissioned Services is below budget to date within contracts expenditure, whilst this will be the case for the remainder of the year it is difficult to forecast the outturn position as not all services have yet been commissioned.

The School Transport budget is projected to be significantly over budget due to demand for Special Educational pupils transport provision, which is a statutory responsibility. Efforts are in place to identify how efficiencies in the provision of the service can be achieved.

There is some concern that the income targets within the Inclusion division will not be met as in previous years, and therefore the under spends achieved on employees and supplies and services could be offset by the under achievement of income.

All efforts are being made throughout the Department to ensure that expenditure is kept to a minimum as budgets are considerably tight. There is also a complete review of SEN processes currently being carried out, in the hope that this will bring down any further budget pressures.

#### Capital Projects as at 30 June 2016

Capital Expenditure	2016/17 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Asset Management (CADS)	7	1	1	0
Capital Repairs	735	75	75	0
Fire Compartmentation	37	25	25	0
Asbestos Management	20	1	1	0
Schools Access Initiative	80	2	2	0
Education Programme General	110	4	4	0
St Edwards – Basic Need	27	0	0	0
Basic Need Projects	848	0	0	0
Fairfield – Basic Need	1,194	189	189	0
Halebank	20	20	20	0
Weston Point Primary	45	0	0	0
School Modernisation Projects	506	21	21	0
Two year old capital	52	1	1	0
Universal Infant School Meals	2	0	0	0
Hale Primary	118	27	27	0
<b>Total Capital Expenditure</b>	<b>3,801</b>	<b>366</b>	<b>366</b>	<b>0</b>

Commentary:

Asset Management (CADS) works and the Education General Programme (General) will continue on an Ad Hoc basis or in line with any emergency Health and Safety issues. Asbestos programme is waiting on results of surveys.




Final accounts are due on Fire Compartmentation, Free School meals and 2 year old Capital programme.

St Edwards work has been tendered due to start in June 2016, and Hale is due to be completed at that time.

Fairfield Primary infant building works is due to be complete September 2016, and a model village to be installed in the summer whilst remodelling of the junior school takes place. This is due to be completed April 2017.




## 8.0 Appendix I

8.1 Symbols are used in the following manner:

Progress		Milestone	Measure
Green		Indicates that the milestone is on course to be achieved within the appropriate timeframe.	Indicates that the annual target is on course to be achieved.
Amber		Indicates that it is uncertain, or too early to say at this stage whether the milestone will be achieved within the appropriate timeframe.	Indicates that it is uncertain or too early to say at this stage whether the annual target is on course to be achieved.
Red		Indicates that it is unlikely or certain that the objective will not be achieved within the appropriate timeframe.	Indicates that the target will not be achieved unless there is an intervention or remedial action taken.

8.2 Direction of Travel indicator

Where possible measures will also identify a direction of travel using the following convention:

Green		Indicates that performance is better compared to the same period last year.
Amber		Indicates that performance is the same as compared to the same period last year.
Red		Indicates that performance is worse compared to the same period last year.
N/A		Indicates that the measure cannot be compared to the same period last year.

8.3 Key for responsible officers:

**AMc** Ann McIntyre, Operational Director, Education, Inclusion and Provision Service  
**TC** Tracey Coffey, Operational Director, Children and Families Service



## Directorate Performance Overview Report

**Directorate:** People Directorate – Adult Social Care

**Reporting Period:** Quarter 1 – Period 1<sup>st</sup> April – 30<sup>th</sup> March 2016

### 1.0 Introduction

1.1 This report provides an overview of issues and progress within the Directorate that have occurred during the first quarter 2016/17.

### 2.0 Key Developments

2.1 There have been a number of developments within the Directorate during the first quarter which include:

#### ADULT SOCIAL CARE

##### **Mental Health Services:**

##### **Review of the 5Boroughs Acute Care Pathway and Later Life and Memory Services:**

work continues across the mental health services in Halton to deliver the changes recommended by this review, which reported early in 2016. Two local workstreams are in place within the Borough; one is examining the pathways by which people can receive help and support at an early stage in the development of a mental health problem, whilst the other is developing clear pathways for people to “step down” from secondary care to primary care services. A third area of work is taking place across the whole of the 5Boroughs footprint, looking at developing a consistent approach to delivering care to people with personality disorders and complex and challenging lifestyles.

**Direct Payments in Mental Health:** people with mental health problems have for some time been one of the groups with the lowest uptake of direct payments, both within the borough and nationally. Following an internal review of this issue in Halton in 2015, Halton Disability Partnership has been commissioned to provide a small scale support service to people with mental health needs who might wish to take up the opportunity for a direct payment. Working with mental health services to raise awareness, and working with individuals with mental health needs to take up a direct payment, this has resulted in a small but significant increase of people using this service (from 23 to 31 people). Further work on redesign of the care pathways (see above) is expected to lead to a further increase in these figures.

##### **Homelessness**

Halton commissioned a supported hostel Brennan Lodge, which officially opened July 2015. The scheme offers 39 self-contained units for single vulnerable homelessness clients. The building is owned by Halton Housing Trust and the Salvation Army were commissioned to deliver the housing management support. Unfortunately, in November 2015 a number of management/safeguarding issues were identified, which, led to the

service being suspended. A number of quality inspections were completed, however, there was little improvement in the service delivery, and consequently, the decision to terminate the Salvation Army contract was approved.

The Salvation Army have been notified of the above decision and the contractual 3 month notice has been issued. Due to the demand for the supported housing scheme, the service will be re-procured. The procurement process is underway and it is anticipated that the new provider will take over the service by January 2017.

### **Peer Review**

As part of the Gold Standard the Merseyside Sub Regional Homeless group registered for the peer review. Halton was due to be reviewed by St Helens early September 2015, however, due to work commitments; the reviewing Authority was forced to cancel. Halton is keen to progress with the Peer Review and it has been agreed that the Review will take place November 2016; the reviewing Authority is due to be confirmed.

Upon completion of the Peer Review, the Authority will then pursue registering for the Gold Standard and undertake the necessary assessment.

### **Syrian Vulnerable Person Resettlement Programme**

Asylum seekers and refugees: in common with the other local authorities within the Liverpool City Region, Halton has made a commitment to participating in the asylum seeker and refugee dispersal programme, and to supporting a proportionate number of Syrian refugees through the Syrian Vulnerable Persons Resettlement scheme. The asylum seeker scheme is managed through a Home Office-appointed body, Serco. The Syrian refugee scheme is led by local authorities, working with its key strategic partners. A multi-agency forum is in place, to ensure a collective Halton response so that people new to this area receive a positive welcome and a smooth integration into local communities and services.

### **Learning Disability Nurses**

The team continue to work proactively with individuals, their family, carers and professionals such as GPs, allied Health professionals. Key developments include:

- The team are looking at implementing the Equalities Health Framework. This is a tool that is based on the determinants of health inequalities designed to help providers and people with Learning Disabilities understand the impact and effectiveness of services
- Meetings have been held with a number of GP practices across Halton to discuss Learning Disability Health Checks. Within the meetings, support from the Learning Disability nursing Team was discussed and how to attain greater attendance and completion of the Health Checks.
- A number of team members have recently attended training as part of transforming care. This training was to enable team members to take on the role of Clinical Advisor within CTR (Care and Treatment Review) meetings.
- A team member has been attending meetings regarding transforming care/risk register and to look at how the Nursing team will be part of this.
- Sexual health and Relationship work is a large part of the work that the team complete. The team are looking into attending a 4 or 5 day course run by the Family Planning Association in the near future to build on the knowledge within the team.

- Transition support has been offered as part of a multi professional approach to ensure the smooth transition to adult services for the young person and their family.
- Regular monitoring of patients discharged from the inpatient ward is undertaken by team members, in line with good practice, to ensure they settle in their new setting.
- Breast and testicular awareness sessions have been facilitated by the Nursing Team recently at the stadium in Widnes. The sessions proved to have a positive learning experience for the clients that attended.
- The team has recently been involved in a MDT meeting that has prevented the admission of a client to an in-patient unit.

There has been an admission to Byron unit and the team have attended CTR and MDT meetings for this client. The team continue to visit Byron on a regular basis and are part of an MDT approach to find the most suitable placement for this client.

### **Domiciliary Care**

Significant consultation work has taken place to find the views of people who use domiciliary care in the borough. This information will go towards supporting the design of a new delivery model and will also form the detail for applying for external funding towards the end of 2016

## **3.0 Emerging Issues**

3.1 A number of emerging issues have been identified during the fourth quarter that will impact upon the work of the Directorate including:

### **ADULT SOCIAL CARE**

#### **Mental Health Services:**

**Social Work for Better Mental Health:** Halton is an early implementer of this national programme, designed to make explicit the roles and tasks of social work within the mental health delivery system. The programme has been running for some months and a self-assessment has been completed. A report and action plan will shortly be produced, which will be used as a part of local service review and design.

## **4.0 Risk Control Measures**

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. During the development of the 2015/16 Business Plan, the service was required to undertake a risk assessment of all key service objectives with high risks included in the Directorate Risk Register.

As a result, monitoring of all relevant 'high' risks will be undertaken and progress reported against the application of the risk treatment measures in Quarters 2 and 4.

### **Progress against high priority equality actions**







There have been no high priority equality actions identified in the quarter.

## 6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Communities Directorate. The way in which the Red, Amber and Green, (RAG), symbols have been used to reflect progress to date is explained at the end of this report.

### Commissioning and Complex Care Services

#### Key Objectives / milestones

Ref	Milestones	Q1 Progress
CCC1	Continue to monitor effectiveness of changes arising from review of services and support to children and adults with Autistic Spectrum Disorder. <b>Mar 2016.</b> (AOF 4) <b>(KEY)</b>	
CCC1	Continue to implement the Local Dementia Strategy, to ensure effective services are in place. <b>Mar 2016.</b> (AOF 4) <b>(KEY)</b>	
CCC1	Continue to work with the 5Boroughs NHS Foundation Trust proposals to redesign pathways for people with Acute Mental Health problems and services for older people with Mental Health problems. <b>Mar 2016</b> (AOF 4) <b>(KEY)</b>	
CCC1	The Homelessness Strategy be kept under annual review to determine if any changes or updates are required. <b>Mar 2016.</b> (AOF 4, AOF 18) <b>(KEY)</b>	
CCC2	Ensure Healthwatch is established and consider working in partnership with other Councils to deliver this. <b>Mar 2016</b> (AOF 21)	
CCC3	Undertake on-going review and development of all commissioning strategies, aligning with Public Health and Clinical Commissioning Groups, to enhance service delivery and continue cost effectiveness, and ensure appropriate governance controls are in place. <b>Mar 2016.</b> (AOF 21 & 25)	

#### Supporting Commentary

##### **CCC1 - Children and adults with Autistic Spectrum Disorder:**

The current autism strategy is presently being reviewed to identify gaps in services.

There is now an agreed way forward across children and adult services to improve transition processes and hence outcomes for young people and their families.

##### **CCC 1 Dementia Strategy:**

During Q1 the Dementia Strategy Action Plan was almost completed. The outstanding actions

will be carried forward and the Dementia Strategy Action Plan is scheduled for refresh during Q2.

During Q 1 the Post Diagnosis Community Pathway redesign was completed with the contract for the Prime Provider (Alzheimer's Society) now in place.

Work is ongoing with the Later Life and Memory Service (LLAMS) Care Home Liaison team and primary care to undertake checks in residential homes for people who may have an undiagnosed dementia in order to maintain the local dementia diagnosis rate above 70%. During the quarter the Halton Dementia Action Alliance supported the Changing Minds campaign in Runcorn Shopping Centre, putting on a Dementia Week theme of events, stakeholder activity and information provision.

Work is ongoing by the Halton DAA to seek views of people living with dementia, and their carers and planning is underway for an Advanced Care Planning and end of life care event in Q 2. HBC are supporting the Liverpool Dementia Action Alliance with the development of the Department of Health 'Beyond the front door' research and report, by commissioners and other stakeholders contributing to the understanding of what the concept of 'home' means to people living with dementia, and how services can better support people at key transition points.

### **CCC 1 Mental Health:**

Following the review of the Acute Care Pathway and the Later Life and Memory Services, a number of workstreams have been set up, both across the 5 Boroughs and within the Halton area, to deliver the review's recommendations. The council is involved in each of these workstreams.

### **CCC 1 Homelessness Strategy:**

The homelessness strategy 2014 – 2018 is an active document that captures future change, trends, and demands. The annual homelessness forum/consultation event is due to be held September 2016 to review the action plan, which will involve both statutory and voluntary agencies to determine the level of achievement and key priorities for next 12 months.

The main priorities identified for 2016/17 were Health and Homelessness, and Complex needs. A number of initiatives have been developed to improve the level of agency integration and service area provision. The focus will be around the key priorities, with additional emphasis placed upon achieving the objectives outlined within the St Mungo's report, which will be incorporated within the reviewed strategic action plan. The purpose of the review is to ensure that the working document is current and reflects legislative and economical change.

A Youth Strategy is also being developed to identify key service areas for young people. A consultation event was held mid-2016 and the CLG consultant is working directly with Halton to identify key objectives and good practice.

### **CCC 2 HealthWatch:**







During Q1 Healthwatch engaged with over 300 people across 20 meetings and events. There has also been a 35% increase in use of the website when compared to q1 in 2015. Halton Healthwatch also completed and published 14 reports on areas such as Urgent Care, Care Homes and Enter and View visits. The review of 5 Boroughs in patient's services, carried out in conjunction with Warrington, Wigan, St Helens & Knowsley Healthwatch, was highly commended at the Healthwatch England Network Awards.

### **CCC 3 Review and development of commissioning strategies to align with Public Health and Clinical Commissioning Groups:**

Work has taken place over the past few months between HBC and NHS Halton CCG to develop a proposal and associated mechanisms of how the further alignment of systems and services across Health and Social Care Services will improve the quality and efficiency of services provided to Adults in Halton. The associated project brief has been approved by the respective

organisations and a Project Board, chaired by the Director of Adult Social Services, has been established to take the Project forward.

### **Key Performance Indicators**

Ref	Measure	15/16 Actual	16/17 Target	Q1 Actual	Q1 Progress	Direction of travel
CCC 3	Adults with mental health problems helped to live at home per 1,000 population	3.21	3.00	2.78		
CCC 4	The proportion of households who were accepted as statutorily homeless, who were accepted by the same LA within the last 2 years (Previously CCC 6).	0	0	0		
CCC 5	Number of households living in Temporary Accommodation (Previously NI 156, CCC 7).	15	17	5		

### **Supporting Commentary**

#### **CCC 3 Adults with mental health problems helped to live at home per 1,000 population:**

This continues to be a challenging target, because a reconfiguration within the 5Boroughs reduced the numbers of people who could be counted in this cohort. The work to develop new care pathways into and out of long term care should increase the numbers however.

#### **CCC 4 The proportion of households who were accepted as statutorily homeless, who were accepted by the same LA within the last 2 years:**

The Authority places strong emphasis upon homelessness prevention and achieving sustainable outcomes for clients.

The Authority will continue to strive to sustain a zero tolerance towards repeat homelessness within the district and facilitate reconnection with neighbouring authorities.

#### **CCC 5 Number of households living in Temporary Accommodation:**

Trends indicate a National and Local Increase in homelessness. This will have an impact upon future service provision, including temporary accommodation placements.

The changes in the TA process and amended accommodation provider contracts, including the







mainstay assessment , has had a positive impact upon the level of placements.

The Housing Solutions Team takes a proactive approach to preventing homelessness. There are established prevention measures in place and that the Housing Solutions team fully utilise, and continue to promote all service options available to clients.

The emphasis is focused on early intervention and empowerment to promote independent living and lifestyle change.

### **Prevention and Assessment Services**

#### **Key Objectives / milestones**

<b>Ref</b>	<b>Milestones</b>	<b>Q1 Progress</b>
PA 1	Monitor the effectiveness of the Better Care Fund pooled budget ensuring that budget comes out on target ( <b>AOF 21 &amp; 25</b> ) <b>March 2016 (KEY)</b>	
PA 1	<i>Integrate frontline services with community nursing (AOF 2, 4, &amp; 21) <b>March 2016</b></i>	
PA 1	<i>Develop and implement the Care Management Strategy to reflect the provision of integrated frontline services for adults (AOF 2,3 &amp; 4) <b>March 2016</b></i>	
PA 1	Implement the Care Act (AOF 2,4, 10, 21) <b>NEW March 2016 (KEY)</b>	
PA 1	Develop an integrated approach to the delivery of Health and Wellbeing across Halton (AOF 2, 4, 21) <b>March 2016</b>	
PA 2	Continue to establish effective arrangements across the whole of adult social care to deliver personalised quality services through self-directed support and personal budgets. <b>Mar 2016.</b> (AOF 2, AOF 3 & AOF 4)	

### **Supporting Commentary**

#### **PA 1 Better Care Fund:**

The final submission for the national Better Care Fund pooled budget was agreed without conditions. The revised 3 year agreement between HBC and NHS HCCG commenced in April 2016.

#### **PA 1 Integrated provision of frontline services:**

Work continues through the multi-disciplinary team forum on delivering integrated care. A joint care plan has been agreed and HBC are moving forward with IT connection with the system used by primary care EMIS, which community nursing are looking to adopt.

#### **PA 1 Develop a Care Management Strategy:**

**PA 1 Implement the Care Act:**

Quarterly review continues to monitor activity in respect of the Care Act duties and responsibilities.




**PA 1 Integrated approach to the delivery of Health and Wellbeing across Halton:**

Integrated approach is now in place

**PA 2 Personalisation/Self-directed Support:**

The 'Making it Real' action plan continues to be delivered. The use of personal budgets continues to increase.

**Key Performance Indicators**

Ref	Measure	15/16 Actual	16/17 Target	Q1 Actual	Q1 Progress	Direction of travel
PA 2	Percentage of VAA Assessments completed within 28 days	85% (estimated - further data quality work ongoing to confirm this)	85%	18%	?	
PA 6a	Percentage of items of equipment and adaptations delivered within 7 working days	97%	95%	83%		

**Supporting Commentary****PA 2 Percentage of VAA Assessments completed within 28 days:**

There continues to be ongoing issues with data loading and the dates used when loading forms; however we are confident that safeguarding investigations are being completed within the 28 day timescales. The Performance Team are working closely with operational teams to rectify these issues.

**PA 6a Percentage of items of equipment and adaptations delivered within 7 working days:**

The direction of travel is less than that as of the same time in 15/16, this is due to missing information and should be rectified for the next quarter.

**PA 11 Permanent Admissions to residential and nursing care homes per 100,000 population, aged 65+:**

Figures for admissions to permanent residential and nursing care are based on 25 admissions at the end of Q1. This is a decrease from Q1 2015/16 which is the direction of travel we are aiming for.

**PA 12 Delayed transfers of care (delayed days) from hospital per 100,000**



**population:**

Figures up to January 2016.

This is no longer reported as days per 100,000 population, the values reported here are total number of days only. The target was comfortably met in April with just 181 days reported, however May saw 238 days. There has been a change in the predominant reason for delay and the main reason for delay is awaiting care home placement.

Target of 236 per month. Q1 419 total to May 2016 v target of 472.

**PA 14 Total non-elective admissions in to hospital (general & acute), all age, per 100,000 population:**

The CCG has queried a large increase in the number of non-elective admissions witnessed at Warrington Hospital this year (+30%) this has not been seen in the number of A&E attendances and it believed that the new ambulatory care unit at Warrington hospital may be having an adverse impact on the number of non-elective admissions.

**PA 15 Hospital re-admissions (within 28 days) where original admission was due to a fall, aged 65+:**

Due to a change in the reporting of this we are not currently able to report re admissions on a quarterly basis. The next formal reporting will take place in April 2017. We are working to find a solution to this with CCG colleagues.

**PA 16 Proportion of Older People (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services:**




These figures are collected between 1st October and 31st December annually.

**PA 20 Do care and support services help to have a better quality of life?:**

We have exceeded the 15/16 target of 91%, in comparison to 14/15 figures, this indicator remains stable. Please note that this data has not yet been published. Published data will be available September 2016 and may be subject to change.




## APPENDIX: Explanation of Symbols

Symbols are used in the following manner:

Progress		<u>Objective</u>	<u>Performance Indicator</u>
Green		Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber		Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red		Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an intervention or remedial action taken.</i>

### Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green		Indicates that <b>performance is better</b> as compared to the same period last year.
Amber		Indicates that <b>performance is the same</b> as compared to the same period last year.
Red		Indicates that <b>performance is worse</b> as compared to the same period last year.
N/A		Indicates that the measure cannot be compared to the same period last year.

## Performance Overview Report – Enterprise, Community & Resources

Reporting Period: **Quarter 1 – 1<sup>st</sup> April 2016 – 30<sup>th</sup> June 2016**

### 1.0 Introduction

1.1 This report provides an overview of issues and progress within the directorate that have occurred during the period.

### 2.0 Key Developments

2.1 There have been a number of developments within the Directorate during the period which include:-

#### *Finance*

- a) Following closure of the 2015/16 year-end accounts, the draft Statement of Accounts was signed off as required by the Operational Director, Finance on Thursday 30 June 2016 and passed to Grant Thornton UK LLP for them to start the audit of the accounts. Findings of the audit will be reported to the Business Efficiency Board on 28 September 2016.
- b) Implementation of the Income Manager module of Agresso was undertaken on schedule from 1 March 2016. The system provides the Council with improved online payments functionality and will deliver revenue savings through lower support and maintenance costs. Additionally a Service Level Agreement (SLA) with the National Consortium for Examination Results (NCER) went live on 1 April 2016 and is operating well. Under the SLA the Council will process invoices, collect income and prepare the financial statements for NCER.
- c) The draft Annual Governance Statement for 2015/16 was approved by the Business Efficiency Board on 8 June 2016. The Statement provides a summary of the Council's governance arrangements, the governance issues facing the Council, and the action being taken to address those issues. The document will be signed by the Leader and Chief Executive and will be published alongside the Council's financial statements.
- d) From 27<sup>th</sup> July 2016, Universal Credit Full Service commences in Halton Jobcentre Plus offices, which means that access to new claims for Housing Benefit (as well as other DWP benefits) will be closed off for many working-age claimants. Universal Credit claims must be made on-line and the Council is providing on-line access and support for claimants within Halton Direct Link. New Housing Benefit claims from pensioners are still made to the Council, as are claims from working age people residing in supported accommodation, such as YMCA and Brennan Lodge.

#### *Policy, People, Performance and efficiency*

- e) The Division has successfully implemented a range of nationally negotiated pay awards across the workforce in quarter 1. These ensure that the legislative requirements of the National Living Wage are encapsulated within revised pay points, and the HR service was able to ensure compliance with the new legislation on 1<sup>st</sup> April 2016.
- f) Work has continued on the development of a Council wide Apprenticeship Policy, which will form the basis of a framework within which the Council can meet the obligations of the forthcoming

apprenticeship target (from April 2017), and draw some return from the Apprenticeship Levy (also April 2017).

- g) The Efficiency Programme Office implemented agreed organisational processes around the acquisition, use of and costs of agency workers. Since late April 2016 these processes have been introduced universally.

#### *ICT and Support Services*

- h) The establishment of the project to provide Agresso financial services management to Merseytravel is now underway with the workshop process expecting to start mid-August 2016. This long-term relationship will encompass financial systems for both Merseytravel and the Combined Authority and will result in a collaboration and income investment opportunity for a number of years.
- i) Work is still underway negotiating the terms of the NHS/North West Authority network connection into the authority and it is expected that these link's will be in fully operational within the next quarter.
- j) Negotiations with Microsoft have now been completed and the authority now has a fully compliant Enterprise Agreement for all desktop and server based software covering the next 5 years. This will complement the work carried out late last year to gain a 5 year license for all virtual services.

#### *Legal and Democratic Services*

- k) The Local and Police & Crime Commissioner Elections were successfully carried out in May, and the EU referendum was held seamlessly in June. The new Council Constitution was also approved by Council in May.
- l) Legal Services hosted and facilitated a very positive inspection of the Council's policies & procedures under the Regulation of Investigatory Powers Act 2000 in May.

#### *Community and Environment*

- m) Halton Registration Service submitted its Annual Performance report for 15/16 to the General Registry Office (GRO) and the GRO responded with some very positive comments about the service and in particular were keen to congratulate the team on the High Level of service achieved.
- n) The school meals services re-introduced the training programme for all Kitchen Assistants who were interested in becoming catering supervisors. In partnership with Riverside College we successfully trained 10 staff to NVQ Level 2 and 2 staff to NVQ Level 3. We have just started another course with 14 staff currently enrolled which will be completed in July 17.
- o) A comprehensive stadium redecoration programme has now commenced which will see all internal corridors and function rooms being repainted and rebranded. The installation of new floodlighting began in June and will result in a lighting capacity that is at the same level of most Premier Football League venues.
- p) Opportunities for informal learning in libraries continue to grow with the introduction of Code Clubs and following a successful pilot Late Night Lego is now part of the regular informal learning programme. In addition the Roald Dahl themed Summer Reading Challenge has started with over 500 attendees at the first 2 events and a Read to Relax Group has been started at Widnes Library in partnership with Halton Integrated Recovery Service. Ebooks are also now available and a promotional campaign is underway with drop in sessions being provided to assist customers with this new service.
- q) A significant amount of work has been undertaken to assist with the in-house transition of Leisure Centres back into Council operation and the new 'Active Halton' brand is now highly visible and the

existing IT infrastructure being upgraded to deliver a better customer experience and provide business intelligence that can be used to drive further efficiencies and improvements in service delivery.

- r) Data has been published for participation in sport at least once a week for at least 30 minutes at national, regional and local authority level for both 16 years and above and for 14 years and above. Halton indicators show no significant difference since previous results, however, all percentages have decreased to some degree. It is hoped that the new activities at Frank Myler Pavilion and the increase in Gym memberships will have a positive effect on this measure.
- s) A wide range of leisure and fitness opportunities continue to be provided through a considerable number of venues for all ages and include Group Workout Classes to suit all abilities, Aqua Babes which, in partnership with Sure Start, provides 30 minute supervised structures swimming sessions for parents and toddlers, and various other sessions including yoga, gymnastics, trampolining, netball and GP referral sessions.
- t) During quarter 1 a new Food Waste Collection pilot has been introduced to 1, 800 households across the Hale, Heath and Beechwood wards with containers being provided to allow unused and waste food to be processed into fertiliser for use by local farmers and also converted into biogas to be fed into the National Grid. As food waste forms a significant element of waste currently sent to landfill the pilot will run for 6 months to evaluate the potential benefits and cost savings that could be delivered through the extension of the scheme.
- u) The revised specification for landscape maintenance began during quarter 1 and the Council received a number of complaints with regards to grass cutting. As people have become accustomed to the new arrangements, and the reasons for the change on cutting height and frequency, the number of complaints has declined.

#### *Economy, Enterprise and Property*

- v) Works to complete the Monastery to Museum 900 at Norton Priory have progressed well since inception in August 2015 and are due to complete in July with the Museum opening to the public in August.
- w) A feasibility study has now been completed in respect of a proposed new build pavilion for Hough Green Park. An assessment of the study is currently taking place, it is anticipated that approval will be obtained to proceed with the project by August, following which tender documentation will be drawn up with the intention of proceeding with a procurement process.
- x) Following the discovery of additional asbestos on site the works to demolish the Police Station / Magistrates Court have been unavoidably delayed and the revised completion date is August 2016. Additionally the Fairfield Primary development is progressing well with Phase 2 commencing when school closes for summer break with completion planned by April 2017.
- y) It has now been confirmed that approximately 90 staff currently based in Runcorn Magistrates Court working for HM Courts & Tribunal Service (HMCTS) will be relocated within Rutland House following agreement by HMCTS to take on a lease of part of the building. This development fits well with our accommodation strategy of making Rutland House our income generation hub in terms of our current accommodation.
- z) The Education Maintenance programme of work for the financial year 2016/17 has been approved by full Council and there are 15 separate projects with an overall budget of £950k. Many of the projects will be commencing during the summer break, the majority of the projects are currently going through the procurement process with some contracts having already been awarded. All projects should be completed during the 2016 calendar year.
- aa) The Corporate Maintenance Programme has also been agreed and work has begun and new term maintenance contracts for electrical, mechanical and general building works commenced on 01<sup>st</sup> June.

The contracts are to run for 3 years with the option of a further 12 month extension based upon satisfactory performance.

- bb) The Castlefields Lakeside Development Phase 2 continues with the sales office expected to open in the second quarter with first occupations in August 16. It will deliver 79 two and three bedroom homes on the open market and so far approximately half of the homes are sold or reserved and it is likely that the development is likely to follow the previous phase as one of Keepmoat's top performing developments.
- cc) Halton Growth Hub Partnership, a consortium made up of Halton Borough Council and Halton Chamber of Commerce and Enterprise, have secured a further 2 years funding to the deliver the Department of Business Innovation & Skills (BIS) Growth Hub Programme locally until March 2018.
- dd) As part of the International Festival of Business initiative a number of tours were arranged to visit key Halton assets with, for example, 3 groups of around 40 international delegates visiting Sci Tech Daresbury and a further group visiting the 3MG (Multi Modal Gateway). The team also arranged a number of individual visits which included a visit to the Hartree Centre by a £200M Chinese IT company.
- ee) A hybrid planning application for the Crosville / Picow Farm road site has now been considered and approved and work is underway to discharge the planning pre-commencement conditions and water discharge and deed of release agreements. The Development Management Agreement with Peel Holdings has also been completed and in conjunction with this development the background studies for Picow Farm Road have been completed with the sale of the site financially supporting the Crosville site development.
- ff) A briefing for Council managers took place in Quarter 1 around Intermediate Labour Market (ILM) placements which are being offered free of charge and as part of the Ways to Work contract. Further work will need to take place with Human Resources to put relevant processes in place to allow the Council to access these resources if desirable.

#### *Policy, planning and Transportation*

- gg) Work to improve the A557 gyratory and the cycle links to the Heath / INEOS have been added as part of the programme under the Sustainable Transport Enhancement Packages and Integrated Transport Block. As part of these works newly installed electric vehicle charging points and improvement to cycle routes in Daresbury and between Ditton Road, Widnes and the Jaguar Landrover in Speke have been completed.

### **3.0 Emerging Issues**

- 3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

#### *Finance*

1. Work is underway in revising the Medium Term Financial Strategy and the Budget Working Group (BWG) will meet shortly to consider the process for identifying future savings and Directorates are presently being asked to determine saving proposals for consideration by the group.
2. Through contributions to both the Liverpool City Region (LCR) and Special Interest Group of Municipal Authorities (SIGOMA) submissions the Council will be responding to consultation and discussion papers recently released in respect of future 100% Business Rates Retention Scheme and a future needs assessment formula. In addition, focus over the next quarter will be on the design of the

business rate retention pilot programme to be operated by the Liverpool City Region councils from April 2017.

3. The Government have provided further information on the national roll out of Universal Credit (UC). The national UC rollout of working age claims is expected to be completed by September 2018. Migration of existing legacy benefits (including Housing Benefits) should begin in July 2019 and be completed in March 2022, which is a year later than previously planned. They have also announced that the incorporation of Housing Benefit for pensioners into Pension Credit will not begin until UC is fully rolled out. So local authorities can expect to be delivering Housing Benefit for pensioners into the next Parliament beyond 2020.
4. The number of calls to the Contact Centre has increased significantly during quarter 1, which in turn has increased telephone waiting times. To alleviate the situation, work has been on-going to increase the availability of information and functions via the Council's website.

#### *Policy, People, Performance and Efficiency*

5. The recent decision on exiting the European Union is likely to have an impact upon UK employment law to some degree. Whilst any legislative changes are unknown at the present time, once the UK government begins to negotiate an exit, careful monitoring of decisions will be required to ensure that any HR related changes are prepared for and implemented into policy and practice affectively. The HR service will work closely with our professional advisors and networks to keep up to date on any developments.

#### *Economy, Enterprise and Property*

6. A number of agile working hubs across the borough are in the process of being created to compliment the Councils agile working strategy. Additionally the funding available to The One Pubic Estate (OPE) initiative has increased to £31m in 2016/17 we are presently considering potential opportunities to submit bids which meet the criteria once the process opens later in the year.
7. As construction continues on the new Mersey Gateway, we are now looking forward to the next stage of the development, which is the Tolling Operation. The company managing this operation are keen to find suitable premises in Halton to establish the contact centre and will work with Halton Employment Partnership on the skills and recruitment aspects and a meeting is planned for Quarter 2.

#### *Policy Planning and Transportation*

8. The Housing and Planning Act received Royal Assent in May 2016 with the key provisions relating to Starter Homes and to 'Permission in Principle' the most notable of which are that.
  - There is a duty on local planning authorities to promote the supply of Starter Homes and planning permission can only be granted for major residential developments (10+ units) if the starter homes requirement is met. This requirement has yet to be published but is likely to require a minimum of 20% of properties to be available for qualifying first time buyers between the ages of 23 to 40 at a discount of at least 20% of market value.
  - Restrictions will apply on resales with a requirement to repay some of the discount or preventing the home being resold within a specified period other than to a first time buyer at a discount.
  - Permission in Principle is designed to separate decision-making on in principle issues, such as land use, location and the amount of residential development form matters of technical detail. The acceptability of the planning-in-principle issues cannot be re-opened at the technical details stage although once PIP has been granted full planning permission can

only be obtained and works commenced once an application for technical details consent has been approved.

9. Funding has now been received to add bus priority to the existing traffic controlled junctions along Leigh Avenue / Liverpool Road / Hale Road and the work will include refurbishment of the junctions at the Albion and at Chestnut Lodge.
10. Work at the Ditton Road roundabout are progressing and it is anticipated that traffic will be re-routed in September / October with new traffic signals at Moor Lane / Ashley way becoming operational in advance.

#### **4.0 Risk Control Measures**

Risk control forms an integral part of the Council's Business Planning and Performance Monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2015 – 16 Directorate Business Plans.

Progress concerning the implementation of all Directorate high-risk mitigation measures is included in the Appendices.

#### **5.0 High Priority Equality Actions**

Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

The Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:

<http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>




## 6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.

### Financial Management




#### Key Objectives / milestones

Ref	Milestones	Q1 Progress
FS 01a	Report Medium Term Financial Strategy to Executive Board - <b>November 2016.</b>	
FS 02a	Provide <b>monthly</b> financial reports to budget holders within 8 days of month end.	
FS 03b	Publish the Statement of Accounts by <b>30<sup>th</sup> September 2016.</b>	
FS 04a	Establish Treasury Management Policy and report to Council - <b>March 2016.</b>	
FS 05a	Establish and report prudential indicators to Council - <b>March 2016.</b>	

#### Supporting Commentary

All milestones are progressing as planned and the 2016-17 Statement of Accounts was certified as planned and this has been shared with the Councils external Auditor and the Audit of the Statement of Accounts has commenced.

#### Key Performance Indicators


Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
FS LI 04	Proportion of Council Tax that was due that was collected.	95.21%	94.75%+	28.46%		
FS LI 05	The percentage of Business Rates which should have been received during the year that were received.	96.89%	95.00%+	95.00%+	29.42%	

#### Supporting Commentary

The collection of Council Tax continues to be adversely affected by national reforms and a number of short-term occupations have impacted upon the collection of Business Rates although both remain above local collection rates. Although the processing of Benefit applications is showing a slightly downward trend as a result of new process demands it remains within targeted levels.

**Policy, People, Performance & Efficiency Service**









**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
PPE 01a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy <b>March 2017</b>	

**Supporting Commentary**

Several strands of activity linked to the objectives of the recently adopted Organisational Development Strategy are in progress, these include a review of absence management (linking to healthy workforce and resourcing objectives), and the adoption of an apprenticeship policy (linked to progressive development of staff over the long term).


**Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
PPPE LI 01	The number of working days / shifts lost due to sickness (Corporate)	9.5	9.5 days	2.28 days		
PPPE LI 04	The percentage of top 5% of earners that are <sup>1</sup>					
	▪ women	54.78%	50.00%	55.56%		
	▪ from BME communities.	2.06%	1.50%	2.08%		
	▪ with a disability	0.82%	8.00%	0.82%		

**Supporting Commentary**

A reduction in sickness has been secured in 2015/16, and the Q1 out-turn indicates that progress is being maintained.

**ICT and Administrative Support Services****Key Objectives / milestones**





Ref	Milestones	Q1 Progress
ICT 01a	Continued Enhancement of the virtualization platform to enhanced or new technologies - <b>March 2017</b> .	
ICT 02a	Continuing improvements, enhancements and potential commercial use of Cloud system - <b>March 2017</b> .	

**Supporting Commentary**

Work on the Virtualisation Platform, which will realise considerable benefits over the coming years, is now at a crucial stage with major components now in place and being tested.

The Cloud services platform continues in its development and will enhance remote access and security and enhancements to SharePoint have now been successfully deployed including those to records management interfaces.


**Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI 01	Average availability of the Council's operational servers (%).	99.00%	99.00%	99.00		
ICT LI 02	Average availability of the Council's WAN infrastructure (%).	99.00%	99.00%	99.00		

**Supporting Commentary**

The availability of servers and WAN infrastructure continues to remain almost at ceiling.





**Legal & Democracy****Key Objectives / milestones**

Ref	Milestones	Q1 Progress
LD 01	Review constitution - May 2016.	

**Supporting Commentary**

The Council's Constitution was reviewed and approved as planned.





**Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
LD LI 02	Average Time taken to issue prosecutions from receipt of full instructions (working days).	10	10	7		
LD LI 03	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1	3	1		

**Supporting Commentary**

Performance at this point in the financial year remains at expected levels

**Community & Environment****Key Objectives / milestones**

Ref	Milestones	Q1 Progress
CE 01b	Deliver a comprehensive programme of Sport and Physical Activity throughout Halton	
CE 04	Deliver a Library Services programme of extended informal learning opportunities including support for digital inclusion meeting identified local targets - <b>March 2017</b> .	
CE 06	Continue to deliver communications and awareness raising initiatives to ensure that participation with the Council's recycling services is maximised and that residents comply with the requirements of the Council's Household Waste Collection policy - <b>March 2017</b> .	
CE 07	Continue to review and assess the effectiveness of the Council's Environmental Enforcement Plans and Policies and maintain actions to ensure that the Council continues to effectively prevent and tackle a range of waste and environmental offences - <b>March 2017</b> .	

**Supporting Commentary**







During the period over 1400 children parents and carers attended story sessions that demonstrate the value of reading with children and the impact that this has on their speech and learning development and over 2000 children and teachers took part in library class visits.

356 adults also attended work clubs and IT clinics to learn digital skills to support job-seeking and over 750 adults and young people were helped to develop digital skill through 1 to 1 support with a further 200 attending events tailored to learning to develop computer codes for developing games and animations.

A community event was held during quarter 1 to raise awareness of recycling and waste prevention with a programme planned for the year to engage directly with households in low participation areas. Residents failing to adhere to waste collection procedures have been contacted directly.

A review of existing enforcement arrangements has also commenced during quarter 1 with plans being developed for projects to be delivered during the year.





**Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 07	% Take up of free school meals to those who are eligible - Primary Schools.	86.00%	87.00%	81.00%		
CE LI 08	% Take up of free school meals to those who are eligible - Secondary Schools.	77.80%	77.50%	73.87%		
CE LI 11	Residual household waste per household.	578 Kgs	593 Kgs	155kg (Estimated)		
CE LI 12	Household waste recycled and composted.	42%	42.00%	46% (Estimated)		

**Supporting Commentary**

In regards to waste measures are similar or slightly higher than the same period last year and annual targets are on track to be achieved.

**Economy, Enterprise & Property****Key Objectives / milestones**







Ref	Milestones	Q1 Progress
EEP 01a	Commence development of Bayer Site by - <b>March 2017</b> .	
EEP 01b	Complete Asset Review by – <b>June 2016</b> .	
EEP 03c	Develop a charging policy for business and funding support <b>by September 2016</b>	
EEP 03d	Completion of Tech Space Development (SciTech Daresbury) <b>by September 2016</b>	

**Supporting Commentary**

Work has now started on a Development Agreement for the Bayer site and the Council's Asset Review was completed as planned with levels of current occupancy having been identified. This work will inform the delivery of the Council's Agile Working policy.

A charging Policy is currently in development and work of Tech Space development is progressing as planned.

**Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO2E)	21,124 (actual 14/15)	19,675	19,874 (actual 15/16)		
EEP LI 07	Number of People supported into work	Not available	532	120		N / A
EEP LI 09	Number of Businesses Supported	Not available	40	39		N / A
EEP LI 14	Number of inward investment enquiries per annum.	174	250	93		

**Supporting Commentary**



The figures for emissions are only available annually one year in arrears and the emissions data is categorised by School Buildings, Corporate Buildings, Unmetered Supply, Fleet Transport and Business Mileage.

Between 14/15 and 15/16 there was a marked reduction across all areas with the exception of Fleet which saw a 15% increase with the largest annual reduction of 12% falling within Street Lighting.

Both Work Programme contracts are delivering good performance in assisting people into work. Further funding has been secured for the continued delivery of the business support project and in addition to this the Business Growth Hub is progressing well with 152 enquiries being received in Quarter 1.

The number of inward investment enquiries has also shown a positive trend during the Quarter.

**Policy, Planning & Transportation****Key Objectives / milestones**









Ref	Milestones	Q1 Progress
PPT 01	Review progress against LCR SJB maintenance strategy and deliver 2016/17 major bridge maintenance works programme, <b>March 2017</b> .	
PPT 03	To deliver the 2016/17 LTP Capital Programme <b>March 2017</b> .	

**Supporting Commentary**

Orders have been placed with Mott MacDonald for year 1 SJB work and activities have commenced with further dates and access arrangements being agreed for cable and above deck steelwork inspections. The contract with Balvac for repainting work and Top Hat re-strengthening has been finalised and works will commence in July.

A number of LTP Capital Integrated Transport schemes have already been completed including Clifton / Grangeway Cycleway and the new crossing at the Hive with the reconstruction of the Kingsway central reservation due to commence in Quarter 3.

**Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
PPT LI 02	Net additional homes provided	471	552	Figure reported annually at year-end		
PPT LI 03	Number of affordable homes delivered (gross)	146	138	Figure reported annually at year-end		
PPT LI 04	Processing of planning applications (%) as measured against targets for, a) 'Major' applications b) 'Minor' applications c) 'Other' applications		60.00% 80.00% 80.00%	100% 96% 97%	  	
PPT LI 14	% of network where structural maintenance should be considered: a) Principal Roads b) Non-Principal Roads	1% 2%	2 % 4 %	See below	N/A	N/A
PPT LI 17	Bus Service Punctuality a) % of buses starting route on time b) % of buses on time at intermediate timing routes	94.88 90.07	98.50 94.50	94.88 90.47	 	 

**Supporting Commentary**

Planning processing times have improved when compared to the same period last year and are presently significantly above targeted levels.




The surveys for structural maintenance are in the process of being undertaken for the current financial year.

Bus service punctuality is slightly down when compared to the same period last year. However it has to be appreciated that the significant number of roadworks associated with the new Mersey Gateway will have an inevitable impact upon vehicle movements and operators are continuing to monitor services and take action wherever possible.





## 7.0 Application of Symbols

Symbols are used in the following manner:

### Progress Symbols

<u>Symbol</u>	<u>Objective</u>	<u>Performance Indicator</u>
Green 	Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber 	Indicates that it is <u>uncertain or too early to say at this stage</u> whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved</i>
Red 	Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an intervention or remedial action taken.</i>

### Direction of Travel Indicator

Green 	Indicates that performance <b>is better</b> as compared to the same period last year.
Amber 	Indicates that performance <b>is the same</b> as compared to the same period last year.
Red 	Indicates that performance <b>is worse</b> as compared to the same period last year.
N / A 	Indicates that the measure cannot be compared to the same period last year.



**REPORT TO:** Executive Board

**DATE:** 20 October 2016

**REPORTING OFFICER:** Strategic Director – Enterprise, Community & Resources

**PORTFOLIO:** Resources

**SUBJECT:** Policy Changes relating to Taxi Licensing Conditions

**WARDS:** Boroughwide

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

- 1.1** To receive a report from the Regulatory Committee recommending that the Executive Board adopt policy changes which relate to both hackney carriage and private hire conditions.

### **2.0 RECOMMENDATION: That**

- 1) the policy changes amending existing conditions relating to hackney carriage and private hire licensing as recommended by the Regulatory Committee at its meeting held on 5 October 2016 be adopted as Council Policy;**
- 2) the adoption shall take effect on 24 October 2016; and**
- 3) to reflect the decision of the Council at its meeting held on 14 September 2016, (which related to the adoption and re-adoption of Part II Local Government (Miscellaneous Provisions) Act 1976), all existing policies of the Council relating to public and private hire (as amended by the changes made by recommendation 1 of this resolution) shall be adopted and re-adopted on 24th October 2016.**

### **3.0 SUPPORTING INFORMATION**

- 3.1** Appendix 1 to this report contains a resolution of the Regulatory Committee made at its meeting held on 5 October 2016 and Appendix 2 contains the agenda item which gave rise to the resolution.
- 3.2** The Regulatory Committee received an additional representation to be included within Appendix A of the report and made the following corrections to Appendix 2: (1) on page 14 line 1 delete “saloon, hatchback, estate or multi-purpose”; (2) on page 26 second paragraph under Vehicle Condition line 2 inset “sized” after “full”; (3) on page 29 column 7 paragraph 5 line 1 delete “will” and substitute “must”.

- 3.3 The Policy changes recommended by the Regulatory Committee were the culmination of a consultation exercise via the Taxi Consultative Group.
- 3.4 A number of the proposed policy changes are set out a column 7 in Appendix B of the Regulatory Committee report. These involve: use of run-flat tyres; carrying suitable tools for changing tyres; taximeters in private hire vehicles; matters relating to door signs; and a new definition of what constitutes a fully wheelchair accessible vehicle.
- 3.5 In addition Section 4 of the Regulatory Committee report sets out definition changes and issues relating to vehicle ages. The definition changes were approved by the Regulatory Committee. The debate on vehicle age policy reviewed a number of possible options the outcome of which is that the maximum age of Standard Vehicles (as newly defined) would increase from 8 years to 10 years. No other changes to the vehicle age policy were considered to be appropriate other than the consequential change brought about by the deletion of MPV style vehicles as a separate category of fully wheelchair compatible vehicle: these benefit from the same age conditions as the former category of "Purpose built hackney carriages" which is re-named to be included within "Fully wheelchair accessible" vehicles. This would benefit both hackney carriage and private hire MPVs.
- 3.6 The reference in recommendation 2.3 above to the decision of the Council at its meeting on 14 September 2016 is to item 4a of that meeting headed "Part II Local Government (Miscellaneous Provisions) Act 1976 (Minute COU76 refers)". The Council adopted and re-adopted Part II of the 1976 Act which deals with both hackney carriage and private hire matters. The Council and the Executive Boards have different roles to perform by virtue of the Local Government (Functions and Responsibilities) Regulations 2000. It is appropriate for the Executive Board to adopt and re-adopt policies to avoid challenges in the future.

#### **4.0 ISSUES FOR THE COUNCIL TO DETERMINE**

- 4.1 The issues to be considered are set out in Appendix 1 and Appendix 2.

#### **5.0 POLICY IMPLICATIONS**

- 5.1 The subject matter of this report is to adopt policy changes.

#### **6.0 OTHER IMPLICATIONS**

- 6.1 There are no other implications arising out of this report.

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

- 7.1 **Children and Young People in Halton**

There are no new implications arising out of this report.

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

There are no new implications arising out of this report.

**7.3 A Healthy Halton**

There are no new implications arising out of this report.

**7.4 A Safer Halton**

There are no new implications arising out of this report.

**7.5 Halton's Urban Renewal**

There are no new implications arising out of this report.

**8.0 RISK ANALYSIS**

Not applicable.

**9.0 EQUALITY AND DIVERSITY ISSUES**

Not applicable.

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Taxi Consultative Group File	4 <sup>th</sup> Floor Municipal Building	John Tully

**APPENDIX 1**

**REG Taxi Licensing Conditions**

The Committee considered a report on miscellaneous policy changes which had gone through a consultation process via the Taxi Consultative group. These involved changes in existing policy to both hackney carriage and private hire conditions. The proposed and potential policy changes were listed at Appendix B of the report and in the body of the report. The policy changes approved by the Committee require to be adopted by the Executive Board.

**RESOLVED:**

1. The Committee endorses all of the proposals set out in:
  - 1.1 Appendix B of the report (as amended at the meeting);
  - 1.2 The definition changes set out at paragraph 4.5 of the report (as amended at the meeting);
  - 1.3 The following changes to vehicle age conditions – for standard vehicles add two years to maximum age (and for the avoidance of doubt with the deletion of MPV style vehicles as a separate category they will be treated as fully wheelchair accessible vehicles for the purposes of age limits).
2. The Executive Board be recommended formally to adopt the above proposals and that the adoption take effect on 24th October 2016;
3. Having been advised of the decision of the Council on 14<sup>th</sup> September 2016 to adopt and readopt Part II Local Government (Miscellaneous Provisions) Act 1976 (which will come into effect on 24<sup>th</sup> October 2016) the Committee requests the Executive Board to adopt and readopt all existing policies of the Council relating to public and private hire (as amended by the changes set out in the report) to take effect on 24<sup>th</sup> October 2016; and
4. Pending the decision of the Executive Board the OD-LD be authorised to take decisions in respect of individual applications as if the policy changes recommended by the Committee were already in force.

**APPENDIX 2**

**Regulatory Committee 5 October 2016**

**Agenda Item 4**

<b>REPORT:</b>	Regulatory Committee
<b>DATE:</b>	5 October 2016
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise, Community and Resources
<b>PORTFOLIO:</b>	Resources
<b>SUBJECT:</b>	Taxi Licensing Conditions
<b>WARDS:</b>	Borough-wide

### **1. PURPOSE OF REPORT**

To consider additions / amendments to the Hackney Carriage and Private Hire Vehicle Conditions as set out below.

### **2. RECOMMENDED: That the Committee considers the proposals.**

### **3. INTRODUCTION AND BACKGROUND INFORMATION**

- 3.1 During meetings of the Taxi Consultative Group various changes and additions were tabled to the Hackney Carriage and Private Hire Vehicle conditions as set out below. The group was asked to consult with the taxi trade they represent regarding changes and the results of the consultation are shown at Appendix A and Appendix B of this report. The potential changes to existing policy are summarised at section 4 of this report.
- 3.2 The Committee is responsible for determining the Council's policies in connection with the grant, variation, suspension or revocation of licences relating to taxi and private hire (see Terms of Reference of the Regulatory Committee part 17B).
- 3.3 However, the Constitution must now be interpreted in accordance with the case of R (On the application of 007 Stratford Taxis Limited v Stratford on Avon District Council 2011). This Court of Appeal decision interpreted the meaning of the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 in respect of matters which must be dealt with by a Council's Executive or by a committee of its council. Essentially, the court held that: (1) it was clear that individual applications relating to taxi matters must be dealt with by the equivalent of this Council's Regulatory Committee and (2) matters calculated to facilitate, or be conducive or incidental to such applications must also be dealt with in the same way but (3) any "plan or strategy" associated with such a function would be an executive function and therefore have to be

determined by a council's executive. The Stratford case concerned the introduction of a wheelchair access policy. The decision was taken by the Council's cabinet rather than its Licensing Committee. The challenge from the taxi trade was that the Licensing Committee should have adopted the policy. This element of the challenge was rejected by the court.

- 3.4 Consequently, any decision of the Regulatory Committee on matters contained in this agenda will be by recommendation to the Executive Board.
- 3.5 In deciding whether or not to adopt or to recommend the adoption of a policy the following questions should be addressed:
  - 3.5.1 Has proper consultation been undertaken?
  - 3.5.2 Are the proposals necessary and proportionate?
  - 3.5.3 In considering 3.5.2 what is it about the existing policy which has proved deficient or has failed to deal adequately with changes in circumstance?

#### **4. POTENTIAL CHANGES**

##### **4.1 Consider the use of run-flat tyres for use as an alternative to the requirement of a licensed vehicle to carry a spare/space-saver wheel.**

- 4.1.1 Currently, all licensed vehicles are required by condition to carry a spare wheel or a suitable space-saver wheel in order to complete a hiring should a puncture occur.
- 4.1.2 In addition to carrying a spare wheel or space-saver, vehicles must also comply with a minimum useable luggage space policy. A number of modern vehicles have no separate storage area for a spare wheel or space-saver and the carriage of this item may preclude the vehicle from being deemed as suitable as a licensed vehicle by this Authority.
- 4.1.3 The use of run-flat tyres would also allow for a journey to be completed in the event of a puncture.
- 4.1.4 Run-flat tyres can only be used when fitted to vehicles that are equipped with a tyre pressure monitoring system.
- 4.1.5 Should the Committee allow run-flat tyres to be used a greater choice of vehicles would be made available to the local trade and subsequently, their customers.
- 4.2 **Consider amendment to the Spare Tyre / Space Saver Tyre condition to ensure suitable tools are also carried to enable them to be changed in the case of a puncture.**

4.2.1 Private hire vehicle condition 3.4 and hackney carriage vehicle condition 3.5 currently state the following:

*The vehicle must be equipped with a full spare tyre or a space saver tyre as a minimum requirement. Tyre sealants shall not be sufficient.*

4.2.2 The current condition was introduced to ensure passengers are not prevented from completing their journey in a licensed vehicle due to a puncture. There is an implied assumption upon the introduction of this condition that a licensed vehicle will always carry the appropriate tools to change a full size or space save tyre. However, by not carrying such tools the vehicle licence holder is still meeting the requirements of their licence.

#### **4.3 Consider amending the use of taximeters in private hire vehicles.**

4.3.1 Hackney carriage fares are set by the Licensing Authority unless the journey ends outside the Borough boundary when a fee can be agreed in advance between the customer and the driver/proprietor.

4.3.2 Private hire charges are set by the private operator who provides the pre-booked work.

4.3.3 Historically within the Halton area all the (non-executive type) private hire operators chose to charge their customers by the exact same tariff as that set by the Council for the Hackney Carriage trade. They also chose the same method of calculating the fare by the fitting of taximeters. This meant that as far as the public were concerned there was no difference between private hire and hackney carriages in Halton in respect of the cost.

4.3.4 There are now 2 separate private hire operators within the Halton area that have chosen to charge a different tariff and to use a 'datahead' system (a digital device that receives information from the computer booking system at the licensed premise as well as a satellite navigation signal).

4.3.5 The main basic difference between a taximeter and a datahead is as follows:

- A taximeter calculates the distance travelled by counting the number of revolutions of the wheel attached to the same vehicle. Waiting time in heavy traffic/lights etc. are also factored in to the fare as the wheels do not revolve but the meter is still switched on.
- A datahead calculates the distance via information from the satellite navigation system. It can also receive various other information from the main computer like variations relating to the time of day, pre-agreed price, account fees



and any other fee related details that the operator wishes to take into consideration.

4.3.6 The present condition allows for private hire vehicles to have a taximeter fitted even when a datahead is used by the operator but they must be set to the tariff as stated by the operator. This raises a number of issues.

1. This is confusing for the customer to see a taximeter and an operator issued datahead.
2. They cannot be used where a customer has been given a set price when contacting the operator.
3. The operator can vary their prices as often as they wish which would mean that the taximeter cannot be used until it has been altered by the taximeter company and then resealed and tested by Halton Borough Council. This is not practical to enforce.
4. A driver could receive a job from the datahead but switch the taximeter on if the meter is set to a different tariff than what the operator is charging.

4.3.7 It is proposed to amend private hire condition 5 to only allow taximeters to be fitted in private hire vehicles where the operator has chosen to charge the same tariff as set by the Council for hackney carriages.

#### **4.4 Consider a review of conditions for the use of operator door signs on licensed vehicles.**

4.4.1 For various reasons there appears to have been a visible increase in the number of vehicles driving in and around the Halton area that are licensed by other Authorities. These are more noticeable due to the fact that the name of the operator is very clearly advertised on the side doors of the vehicles. Requests have been received from the trade in Halton to consider if this type of advertising can be used by vehicles licensed in this Borough.

4.4.2 Hackney carriage condition 13 sets out the current rules on signs and advertising:

*“13.1 Purpose built Hackney Carriage Vehicles may be allowed to have “all-over” adverts subject to prior approval from the Council. (The reason for this is that their shape denotes them as taxis and adverts do not detract from this).*

*13.2 Non-purpose built Hackney Carriage Vehicles may be allowed to have adverts on side panels only subject to prior approval from the Council. (The reason for this is that, since vehicles must all be black, adverts must be restricted to spaces which do not detract from their overall appearance).*

13.3 *The following shall be allowed on any vehicle without the need for specific consent of the Council: a one line display on the rear windscreen (top or bottom so as not to interfere with rear visibility), provided that letters within the advertisement shall not exceed two inches in height and provided that the display shall only contain a telephone number and the identity of the system."*

4.4.3 With hackney carriages, operator door signs are permitted with prior approval from the Council. It is proposed that where a request is made for a sign to advertise the operator (private hire or otherwise) then conditions should:

- reflect a clear distinction of who the operator is
- differ from the operator door sign if private hire vehicles also work for the same operator
- provide clear instructions on where they can be stuck on the vehicle

4.4.4 Private hire condition 13 sets out the current rules on signs and advertising:

*"No signs or advertisements shall be displayed on any Private Hire Vehicle except that:*

- *a one line display on the rear windscreen (top or bottom so as not to interfere with rear visibility), provided that letters within the advertisement shall not exceed two inches in height and provided that the display shall only contain a telephone number and the identity of the system shall be permitted."*

4.4.5 With private hire vehicles, operator door signs are not currently permitted and consideration must also be taken in respect of the Council issued door signs that are currently required to be fitted to both front doors.

4.4.6 It is proposed to introduce a voluntary option for the private hire operator to decide if they wish to advertise their business on the side of their vehicles. In order to do this it is recommended that a new condition is issued to private hire operators requiring them to provide written confirmation of opting in and opting out of the voluntary agreement.

4.4.7 Should a private hire operator choose to opt in to the door sign code of practice then it is recommended the following private hire vehicle conditions are considered:

- reflect a clear distinction of who the operator is
- differ from the operator door sign if hackney carriage vehicles also work for the same operator

- require the wording “IF NOT PRE-BOOKED - NOT INSURED” clearly displayed on the sign
- provide clear instructions on where they can be stuck on the vehicle
- Only to require the fitting of operator door signs where the private hire operator wishes them to be fitted to all vehicles on their system

4.5 **Consider amending the definitions of the types of vehicles licensed as private hire and hackney carriage vehicles**

4.5.1 In order to try and address a perceived issue with the low number of fully accessible wheelchair vehicles available to hire within the Halton area, the trade have asked for a review of the age and definition of a fully wheelchair accessible vehicle to assist vehicle licence-holders when they consider purchasing a new vehicle.

4.5.2 The review of age restrictions is referred to separately in section 4.6.

4.5.3 In order to consider amending the definition of a fully wheelchair accessible vehicle it is first necessary to consider amending the names and definitions of the other types of vehicle to simplify the policy and conditions of hackney carriage and private hire licensing and to make it easier to review in the future. **This will not change the actual conditions only the wording.**

4.5.4 At present both hackney and private hire conditions use the following same definitions:

**“MPV” means** a multi-purpose vehicle (that is, a vehicle in which the seats may be removed or reconfigured and fully wheelchair compliant);

**“MSV” means** a multi-seat vehicle (that is, a vehicle which is fitted with a number of fixed position seats for in excess of 5 passengers and not exceeding 8 passengers).

**“Fully wheelchair accessible” means** capable of carrying a wheelchair in a folded and stored condition with the wheelchair passenger seated in a standard seat or at the election of the wheelchair passenger capable of carrying the passenger while sitting in the wheelchair provided that vehicles with rear access for wheelchair passengers shall not be deemed to be fully wheelchair compatible.

4.5.5 It is recommended to remove all reference to the term MSV and MPV throughout both the hackney carriage and private hire vehicle conditions and to replace them with the following definitions of qualifying vehicles:

**“Standard vehicle” means** any saloon, hatchback, estate or multi-purpose vehicle that is not fully wheelchair accessible and meets the criteria required by Halton Borough Council.

**“Fully wheelchair accessible” means** any vehicle capable of carrying a wheelchair in a folded and stored condition with the wheelchair passenger seated in a standard seat or at the election of the wheelchair passenger capable of carrying the passenger while sitting in the wheelchair and meets the criteria required by Halton Borough Council.

4.5.6 It is proposed to remove all reference to a “purpose built hackney carriage” as well as hackney carriage condition 2.1.1 which defines a purpose built hackney carriage as “type approved by the Public Carriage Office (currently known as Transport for London) as this is deemed to be too restrictive. Transport for London place high importance on the need for all hackney carriages to have a small turning circle. This rule does exclude a number of vehicles that have been professionally produced for the trade and are licensed across the rest of the UK that are more economical on fuel, produce lower emissions, provide more comfort and are more cost-effective to buy and run.

4.5.7 Consider replacing the condition referred to in both hackney carriage and private hire vehicle conditions that states “be fully wheelchair accessible” with conditions that specify what minimum requirements constitute a fully wheelchair accessible vehicle

4.5.8 The proposed new requirements for a fully wheelchair accessible vehicle can be found in Appendix B.

4.6 **Consider reviewing the current age policy for private hire and hackney carriage vehicles**

4.6.1 Halton Borough Council has a policy regarding the maximum age a vehicle can be when first licensing it as well as how long it can continue to be licensed for. This was introduced in agreeance with the trade some years ago to ensure a certain standard is portrayed to the public.

4.6.2 Following a change in legislation last October, vehicles licensed by other Authorities now work within the Halton area. The trade have requested a review of the age policy as there is a belief that they are subject to unfair competition due to vehicles being licensed by other areas having no age restrictions and can therefore be purchased at a significantly lower cost.

4.6.3 At present the following age conditions apply in Halton:

**Saloon, estate vehicles and MSVs** must be no more than 5 years old when first licensed and may not have their licence renewed after reaching 8 years old.

**MPV style vehicles** must be no more than 9 years old when first licensed and may not have their licence renewed after reaching 12 years old.

**Purpose built hackney carriages** must be no more than 13 years old when first licensed and may not have their licence renewed after reaching 16 years old.

4.6.4 Various submissions have been received during the consultation and are as follows:

- Leave the age rules as they currently are
- Leave the age for first licensing a vehicle but increase its ability to be licensed by 2 extra years
- Leave the minimum age for Saloons, estate vehicles and MSVs but extend the maximum age by 2 years. Leave the minimum age for MPV style vehicles but extend the maximum age to 15 years. Reduce the age for first licensing purpose built hackney carriages to 9 years and allow them to remain licensed until 20 years old.
- Increase the age of first licensing Saloons, estate vehicles, MSVs and MPV style vehicles by 1 year and increase their ability to be licensed also by an extra year.
- Increase the age of first licensing Saloons, estate vehicles, MSVs and MPV style vehicles by 2 years and increase their ability to be licensed by the same period.
- Increase the age all fully wheelchair accessible vehicles can be licensed to the age of 16

Members of this Committee are able to choose from any of the above suggestions or replace the current policy with one of their own. **If Members decided to agree the recommendation from 4.5.5 there will only be 2 types of vehicles to consider an age policy for.**

## 5. ISSUES ARISING

5.1 It is not envisaged that any current licence-holder would be disadvantaged by the implementation of any of the recommendations made in this report.

## 6. Regulators' Code 2014

6.1 The Regulators' Code 2014 requires regulators (such as the Council) to take into account a number of factors when introducing new policies.

6.2 For example, paragraph 1.2 of the Code states: "When designing and reviewing policies, operational procedures and practices, regulators should consider how they might support or enable economic growth for

compliant businesses and other regulated entities, for example, by considering how they can best:

- understand and minimise negative economic impacts of their regulatory activities;
- minimising the costs of compliance for those they regulate;
- improve confidence in compliance for those they regulate, by providing greater certainty; and
- encourage and promote compliance.”

6.3 The Code also states that regulators should base their regulatory activities on risk. In the present case the balancing exercise is to weigh any negative consequences on the taxi trade against the positive consequences on the public who use the services of the trade.

6.4 It is taken as read that unnecessary burdens should never be imposed and that all actions need to be proportionate.

## 7. OPTIONS

7.1 The options available to the committee are to **recommend**:

- Agreement to some or all of the potential changes or
- Amendment to some or all of the potential changes or
- Rejection of the potential changes.

7.2 Should the Committee recommend a course of action other than outright rejection of any potential changes existing conditions will need to be altered. The Committee will therefore be requested to include within the resolution a delegation of the task of preparing detailed wording and other consequential matters.

## 8. POLICY IMPLICATIONS

8.1 Any changes made would vary Conditions relating to applicants applying to hold Hackney Carriage & Private Hire Vehicles Licences issued by Halton Borough Council.

## 9. OTHER IMPLICATIONS

None.

## 10. IMPLICATIONS FOR THE COUNCILS PRIORITIES

10.1 Children and Young People in Halton

None

**10.2 Employment Learning and Skills in Halton**

There is some potential for this.

**10.3 A Healthy Halton**

N/A

**10.4 A Safer Halton**

There is some potential for this.

**10.5 Halton's Urban Renewal**

N/A

**11. RISK ANALYSIS**

N/A

**12. EQUALITY AND DIVERSITY ISSUES**

None envisaged.

**13. 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>
Taxi Consultative Group File	4 <sup>th</sup> Floor Municipal Building	Nick Wheeler/ Kay Cleary



# APPENDIX A

Nick Wheeler

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From: Legal Licensing  
 Sent: 05 August 2016 08:52  
 To: Nick Wheeler  
 Subject: FW: Hackney & Private Hire consultation

Categories: Consultation

From: [REDACTED] [mailto:[REDACTED]]  
 Sent: 05 August 2016 07:31  
 To: Legal Licensing  
 Subject: Hackney & Private Hire consultation

[REDACTED]  
 [REDACTED]  
 [REDACTED]

Firstly I'd like to thank legal and Nick Wheeler, for giving the drivers of Halton feedback and information from the meeting, at which I represented the Market/Morrisons Hackneys I don't think in the last 12 yrs of my holding a badge has this been done, wanting an opinion from ourselves! Extending the age limits on our vehicles can only be a positive move due to increased competition now from outside the borough, currently it's an uphill struggle for all the drivers in the borough with overheads soaring, and with the resilience and reliability of new vehicles at present it seems a totally unnecessary expense having to replace a perfectly good vehicle. Also with regards to wheelchair accessible vehicles, again it's vital the lifespan of these is taken away and left to the testing station as to their roadworthiness, as currently this borough is losing these vehicles at an unsustainable rate, due to drivers having spent vast amount buying them again maintaining these vehicles at a phenomenal cost, then, as their useful life in the borough comes to an end replacing them with a very much cheaper to run and maintain car!

From a personal point of view with regards to door signs I really don't see any harm as long as our yellow half moon badges are retained and certainly on the firm advertising sticker the words emboldened such like "NOT BOOKED, NOT INSURED"

Not being a fan of run flat tyres in this job I'm really not for this as it WILL encourage drivers to abuse the 50 mile limit advised on these

I DO hope the term "wheelchair accessible vehicle" can now replace the term "purpose built vehicle" as these current said "purpose built" vehicles are in a definite decline with few remaining being replaced with the new 7 seat vehicles already accepted in Liverpool.

Again thanking you all for your time to give us much needed feedback.

Yours faithfully

[REDACTED]



Nick Wheeler

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**From:** [REDACTED]  
**Sent:** 03 August 2016 20:56  
**To:** Legal Licensing  
**Cc:** Nick Wheeler  
**Subject:** Licensing Consultation  
  
**Categories:** Consultation

**Note 1**

I think that all private hire and hackney vehicles licensed by HBC should be required to have a taxi meter fitted, with rates set by HBC . This would avoid all confusion.

**Note 2**

The addition of run flat tyres would not present a problem.  
Regarding tools to change spare wheel, I don't think a rule is necessary, as you must be a complete idiot to go out on the road without them.

**Note 3**

Advertising on private hire vehicles licensed by HBC should not be allowed, as the public see them as taxis ,and are known to just get in these vehicles when they are parked around the town without prebooking. I also think that current system of HBC door signs and plates should be scrapped, leaving just the rear plate on the vehicle.

**Note 4**

I do not believe any changes in vehicle age would benefit the public of halton. The standard of vehicles licensed by HBC is of a very high standard, and it would be a backward step to increase the age limit.

Regards [REDACTED]

**Nick Wheeler**

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**From:** in fo <[REDACTED]>  
**Sent:** 03 August 2016 11:59  
**To:** Nick Wheeler  
**Subject:** Re: Taxi Licensing Policy  
**Categories:** Consultation

Hi Nick.

Thank you for sending over the email with the detail.

I have a few points I would like to comment on if that's ok.

1.

- Keeping the current minimum age for vehicles but increase the maximum age for saloon, estate vehicles or MSV's to 10 years with no maximum age for all other vehicles (wheel chair vehicles )

2. I think all taxis in this bough should have a taxi meter private hire and Hackney no split tariffs and stop these fair calculator data heads.

It's confusing for customers and it would stop taxi companies in Halton putting tariffs up and down which I think would make it hard on the trade.

As a taxi driver not a operator if the fuel goes up and the operator drops the price of the fair it's us that lose out I think to put a end to this we should just have what the council say then every one is on a level playing field.

3. My opinion is that every car/cab should have a spare tyre or space saver the foams a waste of time.

Sent from my iPhone

On 2 Aug 2016, at 14:42, Nick Wheeler <[Nick.Wheeler@halton.gov.uk](mailto:Nick.Wheeler@halton.gov.uk)> wrote:

Hi [REDACTED]

As promised, I have attached a copy of the Taxi Licensing policy consultation.

If you have any comments on any of the topics please let me know what you would like to keep or change with the reason for your comments.

The consultation period ends in 2 weeks time.

**Nick Wheeler**

**Taxi Enforcement Officer**

Halton Borough Council

Municipal Building, Kingsway, Widnes, Cheshire, WA8 7QF

T: 0151 5116475

E: [nick.wheeler@halton.gov.uk](mailto:nick.wheeler@halton.gov.uk)

**Nick Wheeler**

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**From:** [REDACTED]  
**Sent:** 01 August 2016 22:21  
**To:** Legal Licensing  
**Cc:** Nick Wheeler  
**Subject:** Vehicle Licencing Conditions

**Categories:** Consultation

Dear Sir/ Madam,

It is less than twelve months ( 4th September 2015 ) since the last Consultation into changes to the Hackney Carriage and Private Hire Conditions of Licensing. I find this on it's own most peculiar.

Following the meeting of the Taxi Consultative Group (taxi forum) held on 14th July 2016 it was decided to start a consultation period regarding certain policy/conditions for the licensing of both hackney carriages and private hire vehicles. All submissions on any of the topics raised in this consultation are to be considered by the Authority.

1. On the Maximum Age restrictions on vehicles..... I believe this should remain unchanged. The current Age of vehicles in the Licencing Conditions have ensured for many years now that the quality of the fleet within Halton is of the highest standards. Extending the life of vehicles will lower the standard of the fleet and the Public of Halton have come to expect the highest standards.
2. Private Hire Vehicle Conditions. (5) Taximeters should remain unchanged, this has protected all members of the Public for many years against unscrupulous drivers who may and would take advantage of certain unaware members of the Public by overcharging for any given distance travelled if Calendared Meters were not fitted.
3. Condition 3.5 Spare Wheels should remain, all manufacturers offer a spare wheel either as standard or as an option when purchasing the vehicle. Bottles of sealant or run flat tyres do not cover all puncture, blowout situations and may leave the vehicle either dangerous or unusable without a spare wheel.
4. Advertisements on Private Hire Vehicles would only lead to unauthorised and illegal, uninsured Public Hiring's instead of legal pre-bookings through an operator.
5. It has always been a demand of drivers from the Runcom side of the river for many years that we have a test centre, most Council areas have a choice of Test Centres for choice. cost, preference, availability, yet we have maintained a monopoly situation with only one Test Centre. We really do need an additional Testing Centre within Runcom.
6. 2 (1) The age of first licence should be no more than five years old when first licensed by Halton Borough Council. This should remain unchanged...

There are people within the Taxi Trade who would like to change many of the Licencing conditions without Good or Reasonable reasons. I am asking that the current Conditions remain unchanged as they have served us well, this is reflected by the high standard of the current fleet.

Yours Sincerely

[REDACTED]  
[REDACTED]  
[REDACTED]

**Nick Wheeler**

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 07 August 2016 21:33  
**To:** Legal Licensing; Nick Wheeler  
**Subject:** Consultation  
**Categories:** Consultation

**1:Taximeters In Private Hire Vehicles**

I think ALL Private hire in the Borough of Halton should have a Taximeter with the same Tarriff as Hackney as set by Halton Borough Council,  
So there will be no (Send me a Private Hire Vehicle, Because They're Cheaper).

**2:The Use of Run Flat Tyres as an alternative to a Spare Wheel/Space-Saver**

*I think you should only license a vehicle with a Spare Wheel or a Space-Saver, not Run Flat, Then the person buying the vehicle knows what he needs!*

**3: Operator Door Signs**

*I think the Private Hire Sign provided by the Council... Not Pre Booked - Not Insured is enough. No Advertising on Private Hire Please!*

**4:Vehicle Age Policy**

Saloon, Estate or MSV Keep Age coming on at no more than FIVE years. and Extend end date by TWO years. (so 10 years old)

MPV Cant be more than NINE yrs old when first licenced and licensed to FIFTEEN yrs

Purpose Built Hackney Cant be more than NINE yrs old when first licenced and licensed to TWENTY yrs old

*! Think the Investment made to BUY these vehicles ... The above Ages for vehicles... Drivers will be able to recoup the MASSIVE outlay!*

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



Please state what you would like to change (or keep) and provide your reason

I WOULD LIKE TO KEEP THE 12 MTH TEST AND STOP THE 6 MTH TESTS, REASON BEING WE KEEP ON TOP OF OUR CARS AND NEW PARTS WE PUT ON DONT FALL APART WITHIN 6 MTHS AND NEED TO BE LOOKED AT AGAIN. ALSO KEEP COSTS DOWN.

KEEP 5 YEAR BRING ON OF VEHICLES BUT CHANGE TO KEEP 10 YRS INSTEAD OF 8 REASON BEING CARS ARE BUILT TO LAST LONGER ENGINES ARE STILL FINE AFTER 300,000 MILES GO ROUND THE COUNCIL CAR PARK LOOK AT ALL THE CARS I DONT THINK YOU WILL SEE RUST ON ANY OF THEM. WHY CHANGE A CAR THAT STILL RUNS FINE AND PASSES MOT, IF THEY PASS MOTS THEY MUST BE SAFE AND FIT FOR PURPOSE AT 8 9 OR 10 YRS OLD

THE MOT IS SAYING IT IS FIT FOR PURPOSE

Please provide your licence number SSD

Full Name

HCV

DRIVERS LIST FOR EXTENSION TO AGE  
Limit

MIN 5YRS EXTENDED TO 7YRS  
MAX 8YRS EXTENDED TO 10YRS } CARS

E7 TYPE EXTENDED TO SAME AS LTI 16YRS  
Fully Wheelchair

[REDACTED LIST]

All the above Agree to the Extended Years Due  
to the competition coming from out of Area. So the  
Focusing of the new Age Limits would help in lowering  
Fuel Work and Pricing Structure as out of Area Vehicles  
HAVE MUCH LONGER LIFE SPAN THAN OURS.

## APPENDIX B

## Proposed Changes to Single Status Drivers Licences conditions and Hackney Carriage and Private Hire Vehicle conditions

Proposal	Mischief being addressed	Arguments in favour of change	Arguments against change	Proportionality	Grandfather rights issues	Proposed Wording of condition
Consider the use of run-flat tyres for use as an alternative to the requirement of a licensed vehicle to carry a spare/space-saver wheel	Current policy never considered the use of run-flat tyres as an alternative. The current policy has the possibility of restricting a number of popular vehicles from being licensed due to manufacturers removing the space in the boot area originally designed for spare wheels and space-savers	Allows for a greater choice of vehicles to be licensed where the boot space is not large enough to comply with current requirements AND carry a spare wheel/space saver	In the event of an immediate total loss of pressure (a blow-out) and where the tyre becomes detached from the wheel there is no way to continue a journey	The proposal places no additional burden on the licence-holder but provides a further option for being able to deal with a puncture. The proposal also provides further choice of vehicles being made available for licensing	Not applicable	<p><b>Vehicle Condition</b></p> <p>Insert the following text in to HCV condition 3.5 and PHV condition 3.4 as follows:</p> <p>(except where condition 3.5/3.6 are met)</p> <p>Add new HCV condition 3.6 and new PHV condition 3.5 as follows:</p> <p>There is no requirement for a full size spare tyre or a space saver to be carried where the vehicle is fitted with 4 approved run-flat tyres and is equipped with a tyre pressure monitoring system. In the case of a</p>

<p><b>Adding a requirement to the Spare Tyre / Space Saver Tyre condition to ensure suitable tools are also carried to enable them to be changed in the case of a puncture</b></p>	<p>The purpose of the spare wheel policy is to minimise the possibility of drivers not being able to complete a hiring due to a puncture. Currently, licensed vehicles can meet the policy requirements without meeting the policy objective by not purchasing a wheel jack and brace</p>	<p>This change would remove the assumption that the relevant tools would be carried</p>	<p>No arguments against have been submitted</p>	<p>There is no question of proportionality relating to this proposal as it relates to all vehicles</p>	<p>To apply to all vehicles on adoption of the policy</p>	<p>run-flat tyre getting a puncture, the tyre must be replaced (or repaired in accordance with the manufacturers guidelines) prior to carrying any further clients or before the maximum number of miles recommended by the manufacturer is travelled.</p> <p><b>Vehicle Condition</b> Amend HCV condition 3.5 and PHV condition 3.4 as follows:  The vehicle must be equipped with a full spare tyre or a space saver tyre with the necessary tools for their use as a minimum requirement.</p>
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<p><b>Consider removing the use of taximeters in private hire vehicles unless the operator wishes to charge the same tariff as set by the Council for hackney carriages</b></p>	<p>Drivers using a taximeter that has not been set and verified to the private hire operator's current tariff</p>	<p>The mischief could be minimised by removing all taximeters that are not part of the operators business model</p>	<p>4 separate submissions were made from the trade relating to the use of taximeters. All of these stated they would like all licensed vehicles in Halton to use taximeters charging the same tariff. No representations were made in respect of the proposed issue</p>	<p>Private hire vehicles must only use the method of charging as set out by their operator. As each private hire operator may use a different method then a driver may choose an operator based on their fare model</p>	<p>Not applicable</p>	<p><b>Private Hire Vehicle Condition</b></p> <p><b>Amend condition</b></p> <p>"A taximeter cannot be fitted in a private hire vehicle unless the private hire operator from where jobs are dispatched uses the hackney carriage tariff set by Halton Borough as its fare structure. When a taximeter is allowed to be fitted in a private hire vehicle then it must be tested and approved by the Council and shall be fitted in a position approved by the Council."</p>
<p><b>Consider reviewing the use of Operator door signs on hackney carriage vehicles</b></p>	<p>Drivers/vehicle licence-holders who remove or badly position the door signs on the vehicle (where required by any operator) could hinder identification</p>	<p>The proposed amendments give clear instruction of how and where the signs are to be fitted in the most prominent location on the vehicle to aid</p>	<p>No submission have been made in respect of operator signs on hackney carriage vehicles</p>	<p>There is no perceived question of proportionality relating to this proposal as it is merely clarification of the current policy</p>	<p>Not applicable</p>	<p><b>Hackney Carriage Vehicle Condition</b></p> <p><b>Insert paragraph</b></p> <p>Hackney carriage proprietors may attach a sign advertising the operator from who they receive bookings. If they</p>

	of vehicle/driver	identification.				<p>wish to do so, the following points must be adhered to:</p> <ol style="list-style-type: none"> <li>1. Only the design that has been submitted by the operator and approved as a hackney carriage vehicle door sign by the Council may be used</li> <li>2. The door sign must be attached to the vehicle by appropriate adhesive. The use of magnets is not allowed.</li> <li>3. The sign must be fitted to the upper half of both the nearside and offside front door panels only.</li> </ol>
<p><b>Consider introducing a door sign code of practice for private hire operators</b></p>	<p>Without a written agreement there could be anomalies whereby some private hire vehicles working for an operator would</p>	<p>If an operator opts in to have door signs then the Council is aware that all vehicles for that operator should have door signs. This will</p>	<p>Feedback has been received from the trade stating that the introduction of operator door signs on private hire vehicles makes</p>	<p>This change would be optional to the operator and not a requirement</p>	<p>Not applicable</p>	<p><b>Private Hire Operator Condition</b> <b>New condition</b> Should an operator wish to advertise their business on the side of private hire vehicles operated by them</p>

	<p>display the door signs and some wouldn't. Possibly to hinder identification if not following licensing regulations</p>	<p>also allow enforcement of the conditions on private hire vehicles owners where they do not comply</p>	<p>them look like hackney carriages and will lead to private hire vehicles picking up passengers without being pre-booked</p>		<p>they must complete the appropriate form agreeing to the following:                  All private hire vehicles operated by this company will only display the door sign approved by Halton Borough Council.                  The door signs must be fitted to the upper half of both the nearside and offside rear door panels only with appropriate adhesive and not magnetised.                  The design of each door sign must not be altered in any way from the approved version.                  The operator will insure all private hire vehicles display the approved door sign at all times.                  Reasonable assistance will be provided by the private hire operator to Officers of Halton Borough Council's Licensing Section to</p>
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<p><b>Consider reviewing the use of Operator door signs on private hire</b></p>	<p>There is a perceived discrimination that operators in Halton are not able to advertise to the</p>	<p>At present, private hire operators are disadvantaged by being unable to advertise their</p>	<p>Feedback has been received from the trade stating that the introduction of operator door signs</p>	<p>The choice to provide the services of the driver and vehicle to a specific</p>	<p>Not applicable</p>	<p>sign approved by Halton Borough Council</p> <p>Design of operator door signs where fitted to hackney carriage vehicles:                      The name of the operator and how the vehicle can be booked must be clear and legible.                      The design must differ in colour and or design from the approved private hire vehicle door sign (where applicable) in order to further differentiate between both types of vehicle                      The design will not make any reference to not being pre-booked then no insurance will apply                      Must not be too similar to any other operator door sign approved by Halton Borough Council</p>
<p><b>Private Hire Vehicle Condition</b></p> <p><b>Insert paragraph into condition 13</b></p>						

<p><b>vehicles</b></p>	<p>extent of their rivals who are licensed outside of the area but still work within Halton.</p>	<p>business on vehicles within (and outside) the Halton area even though companies licensed outside of Halton can. Operator door signs can provide clear identification within a busy collection area to the customer as well as to persons who feel it necessary to report the vehicle/driver for good or bad reasons.</p>	<p>on private hire vehicles makes them look like hackney carriages and will lead to private hire vehicles picking up passengers without being pre-booked</p>	<p>operator remain outside the control of the Council. Should the vehicle licence-holder not wish to attach door signs to the vehicle they may choose to work for a company that does not use door signs.</p>	<p>Where the private hire operator requires a door sign to be fitted to the upper section of the nearside and offside rear door panels which has been approved by the Licensing Section. The door signs must be attached by appropriate adhesive and not by magnet. Under these circumstances it becomes a condition of licence and failure to display the signs correctly may result in action being taken against the vehicle licence-holder and/or driver.</p>
<p><b>Consider new conditions specifying the minimum requirements for a fully wheelchair accessible vehicle</b></p>	<p>No current definition of what is a fully wheelchair accessible vehicle other than it can only be side-loading and not rear-loading.</p>	<p>Provide clear definition to licence-holders when considering purchasing a new vehicle. Provides clear and simple rules to aid enforcement where a ramp/wheelchair restraint is not carried in the vehicle.</p>	<p>Vehicles holding a European Community Small Series Type Approval or a National Small Series Type Approval will not be automatically licensed as at present, however should a request to licence a vehicle of</p>	<p>The types of vehicle referred to in this section are an expensive consideration for a licence-holder. The Authority wishes to assist with ensuring the vehicle is fit for purpose for both the licence-holder and the service user.</p>	<p>There is no evidence that any existing licence-holders will be affected by any proposed changes.</p>
<p><b>Vehicle condition</b> <b>New condition</b></p> <p>Must have European Community Whole Vehicle Type Approval. If a vehicle holds a European Community Small Series Type Approval or a National Small Series Type Approval then permission must be obtained before a</p>					

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### **Run-Flat Tyre Information Sheet**

Essentially a run-flat tyre is a self-supporting tyre with a very different construction to that of a conventional pneumatic tyre.

The sidewall is made of thicker rubber and has been reinforced to make it stiffer. It's this section that will maintain its shape and strength even in the event of a total loss of air pressure.

The treaded face of the tyre that contacts the road is the same as a normal tyre. Therefore, they will wear at a similar rate to standard tyres and should be checked in the same way for condition and tread wear regularly.

Once a run-flat tyre suffers a puncture it can only be driven at a reduced speed and only for a limited time i.e. 50mph for 50 miles (this differs slightly between different brands/design of run-flat tyres). This means that there is no requirement to attempt to change a wheel in dangerous locations, at any time of the day in any weather.

It is not always immediately noticeable that a puncture has occurred and the recommendation by all tyre manufacturers and fitters is they should only be fitted to vehicles that are equipped with a tyre pressure monitoring system. This will alert the driver to a loss in pressure so that they can drive within the limits of their tyre (since November 2014, all new passenger vehicles sold in the European Union must be equipped with a tyre pressure monitoring system).

One of the negative points with run-flat tyres is upon being punctured they should not be repaired therefore incurring the cost of a new tyre.

Tyre sealant is not acceptable for use by the licensed trade within Halton as it cannot be used for punctures over 4mm in size and cannot be used on any puncture to the sidewall of the tyre. Run-flat tyres do not have these issues regarding the size or location of the puncture.

All tyres sold within the European Union must comply with EU Directive 92/23/EEC which sets out the standards of tyres used on most road going vehicles (all vehicles licensed by Halton Borough Council fall within the stated category of vehicle).

Run-flat tyres can be identified from a number of markings on the sidewall like RSC (R-un flat S-systemC-omponent), or with one of the below (but not limited to):



Bridgestone= RTF (Run Flat Tyre)  
Dunlop= DSST (Dunlop Self-Supporting Technology)  
Firestone= RTF (Run Flat Tyre)  
Goodyear= EMT (Extended Mobility Technology)  
Kumho= XRP  
Michelin= ZP (Zero Pressure)  
Pirelli RFT= (Run Flat Technology)  
Yokohama= Run Flat

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	20 October 2016
<b>REPORTING OFFICER:</b>	Strategic Director Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Physical Environment
<b>SUBJECT:</b>	Liverpool City Region: Statement of Cooperation on Local Planning
<b>WARDS:</b>	Borough-wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To adopt the Liverpool City Region (LCR) Statement of Co-operation (SoC) on town planning matters (see Appendix 1 for the SoC document).
- 1.2 The SoC is a process document that underpins the planning and housing elements of the LCR Devolution Agreement, specifically the requirement to produce an LCR Single Spatial Framework.

## **2.0 RECOMMENDATION: That the Liverpool City Region Statement of Co-operation provided at Appendix 1 be adopted.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 The Duty to Cooperate is a legal duty placed upon Local Planning Authorities (LPA) under the Localism Act 2011. Compliance with the duty requires an LPA to engage constructively, actively, and on an on-going basis to maximise the effectiveness of Local Plan preparation regarding strategic cross-boundary land-use planning matters with all relevant stakeholders.
- 3.2 The Statement of Co-operation (SoC) (Appendix One) provides the evidence that this statutory co-operation has been undertaken. The SoC has been drafted by all six City Region Districts plus West Lancashire. It has been approved by the Combined Authority's Housing and Spatial Planning Board. The Combined Authority (CA) recommended that each City Region District adopts the SoC to ensure that all Districts are aligned and there is uniformity in the approach to strategic planning across the LCR. West Lancashire DC has already adopted the SoC, and all Districts are now in the process of adoption.
- 3.3 The Statement of Co-operation (SoC) identifies key land use planning policy issues and evidence base development work requiring inter-district cooperation between each District and other stakeholders. It is required to progress the Liverpool City Region Single Spatial Framework, and is also required for each District in preparing its own Local Plan. The Statement will be reviewed and updated on at least an annual basis to ensure it remains relevant.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The LCR Devolution Agreement requires the production of a Single Spatial Framework for the City Region relating to strategic land use planning for town planning purposes. A key step to the delivery of that Framework is the production and agreement of a Statement of Co-operation on planning matters between the LCR authorities. The SoC will help to shape the key matters and topics that will be addressed in the LCR Single Spatial Framework.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The costs of producing the SoC have been met from within existing resources.
- 5.2 The SoC will help identify areas where joint/shared planning studies can be commissioned, which can help reduce costs through economies of scale

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

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

No direct implications

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

No direct implications

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

No direct implications

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

No direct implications

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

The SoC underpins the town planning framework that sets out how a Borough will grow and develop over a 15-20 year timeframe. The SoC is a key regulatory requirement for the adoption of both a local plan and the proposed LCR-wide Single Spatial Framework. Therefore, in isolation, the SoC has no immediate direct implications for the Council's priorities, however indirectly it is an essential process requirement of having an up-to-date Local Plan, and the Local Plan impacts upon all the Council's priorities, particularly urban renewal.

#### **7.0 RISK ANALYSIS**

- 7.1 Failure to adopt the SoC could jeopardise the full implementation of the Devolution Agreement, and the failure to update and act on the SoC could put the soundness of a future Single Spatial Framework and Halton's Delivery and

Allocations Local Plan (DALP) at risk due to failure to adhere to statutory requirements.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 Equalities – A Community Impact Assessment incorporating an Equality Impact Assessment has been undertaken by St Helen’s Council as part of the LCR drafting process. There are no negative impacts for staff or service users in terms of Race (Ethnicity), Disability and Carers, Gender, Gender Reassignment, Age, Sexual Orientation, Marriage and Civil Partnership, Pregnancy and Maternity or Religion.
- 8.2 Health – A Community Impact Assessment that considers Health impacts has been undertaken by St Helen’s Council as part of the LCR drafting process. There are no negative impacts for Health.

## **9.0 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>
CA Devolution Agreement	Municipal Building	Tim Gibbs
Planning Acts and Local Plan Regulations	Municipal Building	Tim Gibbs



# **Liverpool City Region Statement of Cooperation on Local Planning**

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## Executive Summary

- 0.1 This document has been prepared by the Liverpool City Region District Planning Officers and Planning Policy Managers Groups on behalf of the Liverpool City Region Combined Authority Housing and Spatial Planning Board<sup>1</sup> with aims of helping to fulfil the Duty to Cooperate by:
- a. Providing an agreed position of how strategic planning is currently being undertaken;
  - b. Providing a description of those strategic thematic topics affecting the city region;
  - c. Providing an approved mechanism for future and ongoing strategic planning; and
  - d. Identifying those areas of joint working that will be required in the period 2016 to 2021
- 0.2 Chapter 1, the introduction, provides a discussion about the background to the Liverpool City Region<sup>2</sup>, the legal and policy requirements regarding joint working and an overview of how the Liverpool City Region currently operates. Chapter 2 provides a position statement of statutory development plan status for each participating authority when this document was prepared.
- 0.3 Chapters 3 through to 9 provide a discussion on the key topics and themes that have been screened as having strategic cross boundary issues. For each of these chapters, the current position in the Liverpool City Region is described and the key cross boundary strategic issues identified. Each chapter also identifies future approaches to working and provides a closing summary of key actions (including their timescales and who is undertaking them) and who the key prescribed and other bodies for the topic area would be. Chapter 10 provides a brief summary of the existing key documents which are shaping the Liverpool City Region.
- 0.4 The Liverpool City Region planning authorities view this Statement of Cooperation on Local Planning as an important element of strategic planning which will assist future joint working and act as a useful tool for all the individual authorities to shape their approaches to working with benefits for not only individual plan making but also the future place shaping of the Liverpool City Region.

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<sup>1</sup> The LCR H&SPB comprises Councillors representing the six LCR Combined Authority members of Halton, Knowsley, Liverpool, Sefton, St.Helens and Wirral, with West Lancashire Borough Council attending by request as an Associate Member of the Combined Authority. It is supported by an Officer Coordination Group.

<sup>2</sup> For the purposes of this Statement of Cooperation, the Liverpool City Region (LCR) is taken to be the area of the six LCR Combined Authority member Councils plus West Lancashire Borough Council

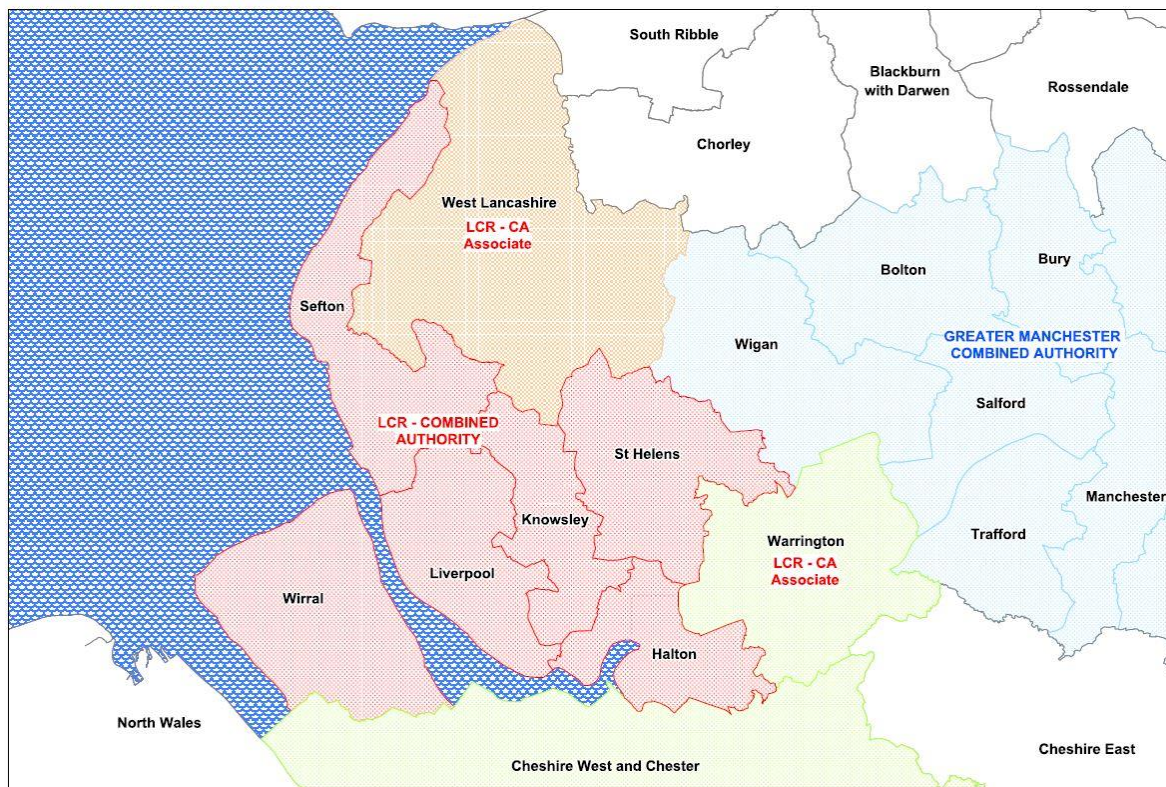
## 1. Introduction

- 1.1. The Duty to Cooperate became a statutory requirement on the 15th November 2011. It is a legal duty on Local Planning Authorities and certain public bodies to engage constructively, actively and on an on-going basis to maximise the effectiveness of Local Plan preparation relating to strategic cross boundary matters.

### *The Liverpool City Region*

- 1.2. The Liverpool City Region (LCR) Combined Authority comprises the local authorities of Halton, Knowsley, Liverpool, Sefton, St. Helens, and Wirral. Warrington and West Lancashire are also associate members of the LCR Combined Authority. For spatial planning matters West Lancashire are seen as part of the LCR whilst Warrington position themselves with the former Cheshire authorities, Greater Manchester and the LCR.

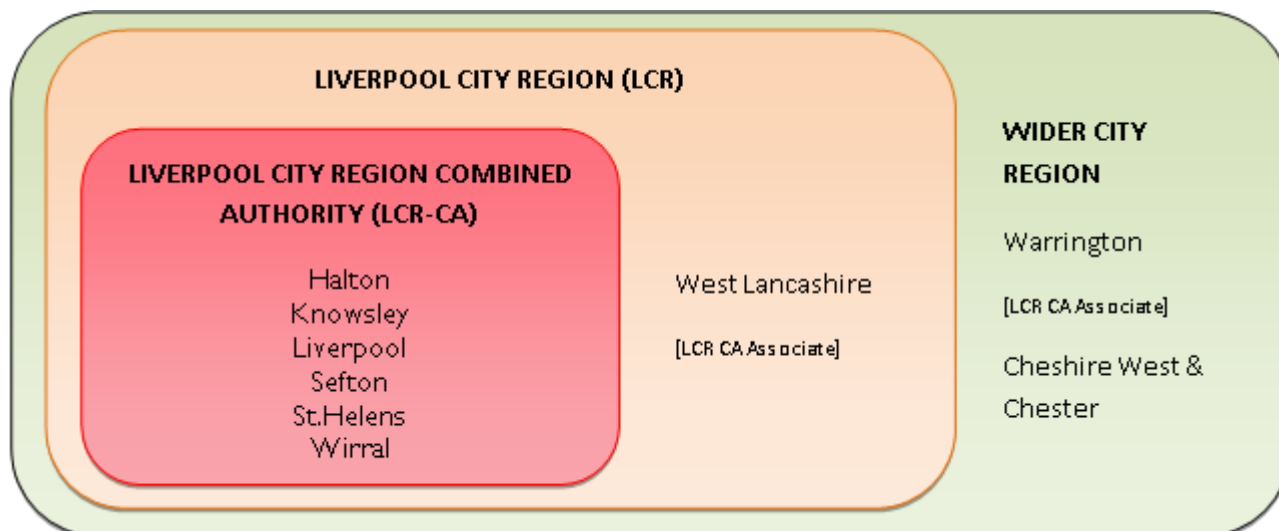
*Figure 1 – The Liverpool City Region Context and Setting*



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Figure 2 – Authorities comprising the Liverpool City Region Combined Authority and those associated with it.



- 1.3. The Liverpool City Region local authorities have a long history of collaboration on spatial planning and economic issues and have well-established partnership arrangements. Examples of past joint planning work include joint research and policy development for the Regional Spatial Strategy for the North West (RSS) through the Merseyside Policy Unit and the Merseyside Partnership, and currently through the Combined Authority<sup>3</sup> Housing and Spatial Planning Board (H&SPB), the H&SPB Officer Coordinating Group, Planning Officer level groups (District Planning Officers, Planning Policy Managers and Development Management Officers) and through the Liverpool City Region Local Enterprise Partnership (LCR LEP)<sup>4</sup>.

#### *Statement of Cooperation*

- 1.4. This Statement of Cooperation has been produced, and will be kept up to date by the Planning Policy Managers Group, with approval by the District Planning Officers Group. It has been prepared to help to outline the practical steps that are being taken to meet the Duty to Cooperate.
- 1.5. The aim of this document is as follows:
- To document how co-ordination on strategic planning matters is currently being undertaken;
  - To provide a description of the strategic thematic topics affecting the Liverpool City Region;

<sup>3</sup> West Lancashire Borough Council (WLBC) is an Associate member of the LCR Combined Authority

<sup>4</sup> WLBC is a corporate member of the LCR LEP

- c. To provide an approved mechanism for future and ongoing strategic planning; and
  - d. To identify those areas of joint working that will be required in the period 2016 to 2021.
- 1.6. This document forms part of the evidence base and support for each authority's requirement to meet the statutory Duty to Co-operate established through the Localism Act 2011 and required through the National Planning Policy Framework (NPPF).

#### *Overview of Duty to Cooperate requirements*

- 1.7. The Localism Act (2011) and the National Planning Policy Framework require local planning authorities specifically to cooperate with other planning authorities, public bodies and stakeholders on strategic planning matters affecting two or more planning areas.

#### *The Localism Act 2011*

- 1.8. The key legislation governing the Duty to Cooperate is the Planning and Compulsory Purchase Act 2004 (PCPA 2004), as amended by the Localism Act 2011. Section 33A of the PCPA 2004 (as amended) requires local planning authorities to “.....*engage constructively, actively and on an on-going basis.....*” with other local planning authorities, County Councils and other prescribed public bodies when preparing development plan documents and other local development documents. The Duty to Cooperate also includes supporting activities, such as the preparation of the evidence base, and the consideration of preparing agreements on joint approaches to strategic planning.
- 1.9. The Duty to Cooperate should be applied to any ‘strategic matter’ related to the preparation of the document. A strategic matter is defined as “*sustainable development or use of land that has or would have a significant impact on at least two2 planning areas including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas*” ( PCPA 2004 section 33A (4) (a)). The aim of such cooperation is to maximise the effectiveness of the documents. It is worth noting that whilst Combined Authorities are not specified as organisations to which the duty applies, the LCR authorities consider that they fall within the definition of ‘other bodies’ carrying out the activities in s33A (PCPA 2004) relating to ‘strategic matters’.

### *National Planning Policy Framework*

1.10. Paragraphs 178-181 of the National Planning Policy Framework (NPPF) provide guidance on planning strategically across local boundaries. Paragraph 181 states that:

*“Local planning authorities will be expected to demonstrate evidence of having effectively cooperated to plan for issues with cross-boundary impacts when their Local Plans are submitted for examination. This could be by way of plans or policies prepared as part of a joint committee, a memorandum of understanding or a jointly prepared strategy which is presented as evidence of an agreed position. Cooperation should be a continuous process of engagement from initial thinking through to implementation, resulting in a final position where plans are in place to provide the land and infrastructure necessary to support current and projected future levels of development”.*

1.11. Paragraph 178 of the NPPF also states that *“public bodies have a duty to cooperate on planning issues that cross administrative boundaries, particularly those which relate to the strategic priorities ...”* The NPPF (paragraph 156) states that such priorities should include strategic priorities to deliver:

- a. the homes and jobs needed in the area;*
- b. the provision of retail, leisure and other commercial development;*
- c. the provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);*
- d. the provision of health, security, community and cultural infrastructure and other local facilities; and*
- e. climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.*

1.12. The NPPF, however, makes it clear this list is not exhaustive.

### *The Liverpool City Region in Context*

1.13. Wirral and Halton share a boundary with Cheshire West & Chester, to the south of the LCR. St Helens and West Lancashire share a boundary with Wigan, to the east of the LCR. Additionally West Lancashire shares a boundary with Chorley and South Ribble, who along with Preston form the Central Lancashire spatial planning area. The boundary between Wirral and Wales (Flintshire) is formed by the River Dee. These adjacent authorities will, therefore, be engaged closely on strategic, cross boundary issues for the LCR under the Duty to Co-

operate, especially given the significant economic links these authorities have with the LCR.

- 1.14. The borough of Warrington, whilst outside the Liverpool City Region, forms part of the Mid-Mersey Strategic Housing Market Area with Halton and St.Helens and therefore has strong links to the City Region authorities.
- 1.15. Looking wider, the LCR represents one of two major metropolitan areas in the North West of England, and so engagement and co-operation with the Greater Manchester authorities will be an important cross-boundary issue, especially in light of the move towards a 'Northern Powerhouse' and the 'One North' agenda for transport infrastructure. The LCR also has significant linkages to North East Wales, with Wirral and Cheshire West and Cheshire forming part of the Mersey Dee Alliance, which addresses shared economic, social and environmental issues.

### *Governance Structures*

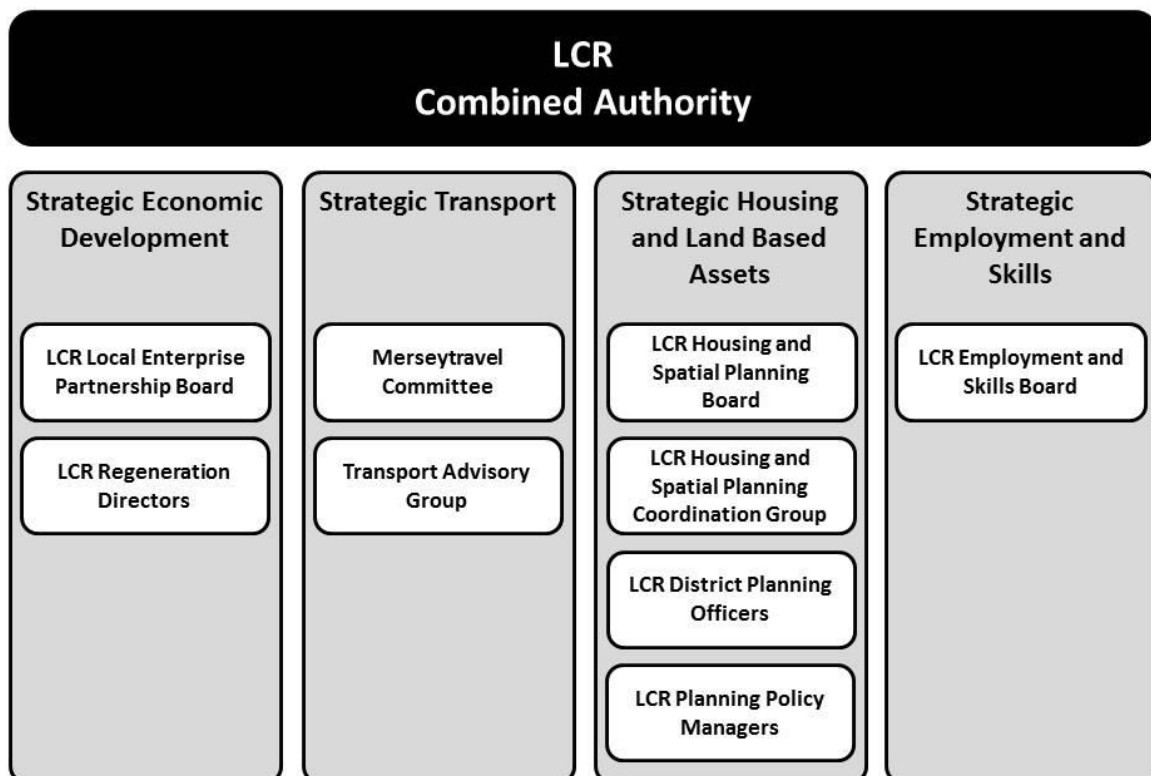
- 1.16. The LCR Combined Authority was established on 1<sup>st</sup> April 2014 covering the authorities of Halton, Knowsley, Liverpool, Sefton, St.Helens and Wirral. In late 2014 West Lancashire became an associate member of the Combined Authority and in mid-2015, Warrington also became an associate member. The remit of the LCR Combined Authority are the strategic economic development, regeneration, transport, strategic housing and employment and skills functions that can be better delivered collaboratively across the Liverpool City Region.
- 1.17. A Liverpool City Region Devolution Agreement was signed on 17<sup>th</sup> November 2015 between Halton, Knowsley, Liverpool, Sefton, St.Helens, Wirral and the Government, under which a new, directly elected Liverpool City Region Mayor will act as Chair to the Liverpool City Region Combined Authority. The Mayor will exercise the following powers and functions devolved from central government:
- Responsibility for a devolved and consolidated local transport budget, with a multi-year settlement to be agreed at the Spending Review.
  - Responsibility for franchised bus services.
  - Powers over strategic planning, including the responsibility to create a Single Statutory City Region Framework, a Mayoral Development Corporation and to develop with government a Land Commission and a Joint Assets Board for economic assets.
- 1.18. The Liverpool City Region Mayor will be required to consult Combined Authority Members on his/her strategies and spending plans, which the Combined Authority may reject if two-thirds of the constituent council members agree to

do so. A further Devolution Deal was announced on 16 March 2016 with further (non-planning) powers being devolved.

1.19. The development of a Single Statutory City Region Framework is intended to support the delivery of strategic employment and housing sites throughout the City Region. It will be focussed on high priority sites and schemes across the LCR CA area and the policies that are necessary to deliver these. Districts will still have their own plans to deal with detailed policies and allocations. The agreement states that the Framework would require approval by a unanimous vote of members appointed to the Combined Authority by the constituent councils, and that the LCR SSF approach must not delay the development of local plans. The Local Authorities within the LCR CA committed to delivering local plans by early 2017, pooling resources across the city region as necessary to do so, and these will support development of the single City Region Framework. The Statement of Cooperation will aid the process of preparing the SSF by identifying where joint work is required and will be updated when necessary to reflect emerging actions identified for the delivery of the SSF.

1.20. The Combined Authority discharges the thematic functions through the following arrangements:

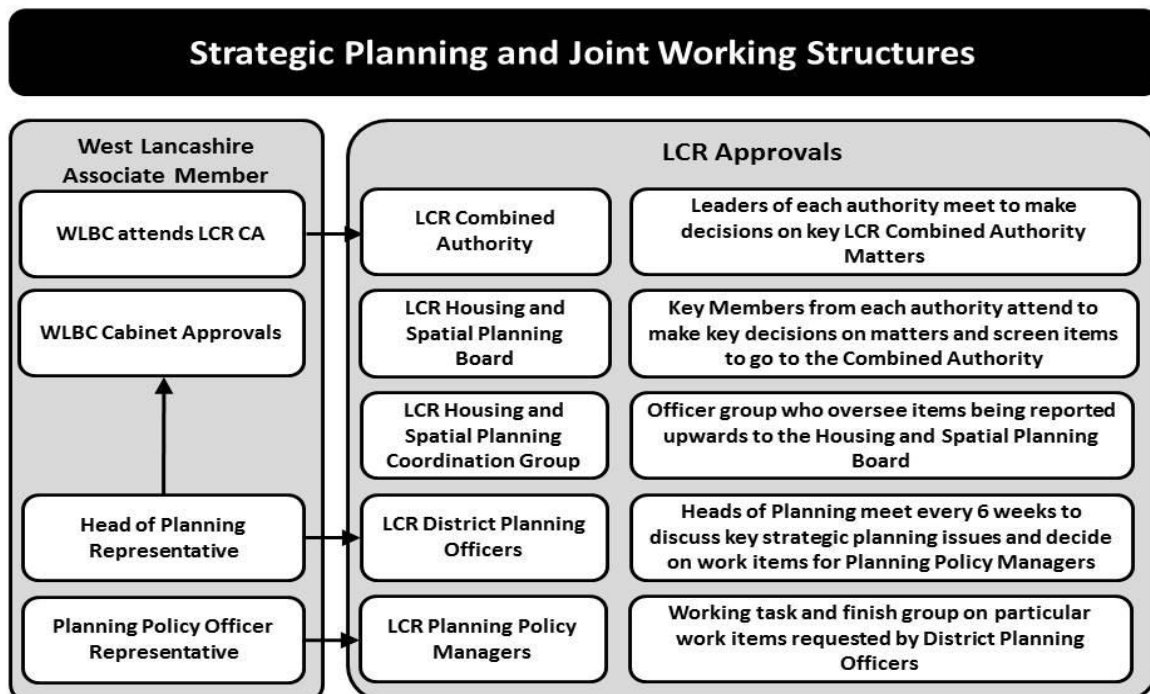
Figure 3 – LCR Themes and Governance



1.21. Of particular relevance to joint strategic planning is the role of the Housing and Spatial Planning Board. This Board has been in operation since 2008 with a focus on looking at joint housing and planning matters. On the strategic planning side the work of the Housing and Spatial Planning Board is supported by LCR District Planning Officers (DPO) which itself is supported by the LCR Planning Policy Managers (PPM) group. Whilst both DPO and PPM primarily consist of representatives from the LCR authorities, papers are circulated to partners in the wider area who also have an open invite to attend meetings as and when particular issues arise.

1.22. Both LCR DPO and PPM Groups have been meeting for in excess of 10 years prior to the establishment of the Combined Authority. LCR DPOs comprises each authority’s Head of Planning (or equivalent) with the Chair also attending the Housing and Spatial Planning Board as a key link officer. The DPOs provide a strategic level of discussion with additional attendees from Merseytravel<sup>5</sup>, Merseyside Environmental Advisory Service (MEAS)<sup>6</sup> and the LCR Local Enterprise Partnership (LEP). DPOs delegate items to the PPMs group who operate as a working level group on particular tasks. Additionally groups of Development Control Officers and Conservation Officers also meet regularly.

Figure 4 – Joint Working Structures



<sup>5</sup> Merseytravel – the Integrated Transport Authority for the LCR

<sup>6</sup> MEAS – provide environmental, ecological, waste and minerals advice to the LCR

*Agreeing a List of Relevant Strategic Cross Boundary Issues*

1.23. The LCR authorities have been undertaking a focused piece of work on how best to work together and fulfil the Duty to Cooperate. This work commenced more formally in June 2014 where the LCR authorities (and others) participated in a workshop facilitated by the Planning Advisory Service. This workshop provided an initial methodology for identifying cross boundary issues. Since then the work has continued and has been refined through the LCR PPMs group which has culminated in the production of this Statement.

1.24. The key strategic issues requiring co-operation at the City Region level which are covered in the following sections include:

- Housing
- Economic Development (including Superport)
- Transport
- Infrastructure (Utilities and Community)
- Environment
- Retail, Leisure and Tourism

1.25. Other cross-boundary issues may exist between individual City Region authorities or between City Region authorities and neighbours or partners elsewhere that will be addressed individually between these authorities without the need for City Region wide agreement or working.

## 2. Local Planning

2.1. The current local planning position will be kept up to date on an annual basis. As of 1<sup>st</sup> March 2016, four of the authorities within the LCR have an adopted 'post 2004' development plan. Halton, Knowsley and St. Helens have each adopted a Core Strategy and West Lancashire a new style Local Plan. Additionally a Joint Waste Local Plan covering the LCR Combined Authority<sup>7</sup> was adopted in 2013. These Plans completed their examinations and were adopted post introduction of the NPPF and the Duty to Cooperate. In that respect they are considered up to date. The table below summarises the position of adopted Development Plans as of March 2016.

*Table 1 – Summary of Adopted Development Plans at March 2016*

<b>Local Planning Authority</b>	<b>Pre 2004 Development Plans Part Saved</b>	<b>Post 2004 Adopted Development Plan</b>
<b>Halton</b>	Unitary Development Plan 2005	Core Strategy 2013
<b>Knowsley</b>	Unitary Development Plan 2006	Core Strategy 2016
<b>Liverpool</b>	Unitary Development Plan 2002	-
<b>Sefton</b>	Unitary Development Plan 2006	-
<b>St. Helens</b>	Unitary Development Plan 1998	Core Strategy 2012
<b>Wirral</b>	Unitary Development Plan 2000	-
<b>West Lancashire</b>	Replacement Local Plan 2006	Local Plan 2014
<b>LCR Combined Authority</b>	-	Joint Halton & Merseyside Waste Local Plan 2013

2.2. All of the authorities are working on new Development Plans either whole new Local Plans or separate documents to support the delivery of adopted Core Strategies.

- a. Halton is working on a Delivery and Allocations Local Plan to supplement its Core Strategy and has undertaken a Regulation 18 consultation.
- b. Knowsley adopted their Core Strategy in 2016 and are updating their evidence base;
- c. Liverpool is preparing a Local Plan and has undertaken a Regulation 18 consultation.
- d. Sefton is preparing a Local Plan, this was submitted to the Secretary of State in August 2015, and has been subject to Examination. The Council are now preparing Modifications to the Plan;

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<sup>7</sup> West Lancashire is covered by the Lancashire Minerals and Waste Local Plans



- e. St Helens is preparing a Local Plan and has undertaken a Regulation 18 consultation.
- f. Wirral is preparing a Core Strategy Local Plan and has undertaken consultation on a proposed Submission Draft, however a further consultation is expected on a revised proposed Submission Draft later in 2016.

2.3. The LCR authorities will continue to ensure that any studies or other research being produced for the LCR area for planning, housing, economic development and transport (and others) will be publicised to relevant LCR authorities and groups so they can have input and ensuring the resulting evidence can inform multiple work streams and ensure consistency. The H&SPB Coordinating Group, Regeneration Directors Group, DPOs and PPMs groups will notify each other of any such opportunities. An example of this in practice is the Economic Forecasts being produced in 2016 by the LEP and Merseytravel for the LCR area. These forecasts will inform the LEPs' Single Growth Strategy, Merseytravel's strategies and the LCR SHELMA and potentially other work, ensuring a consistency of approach.

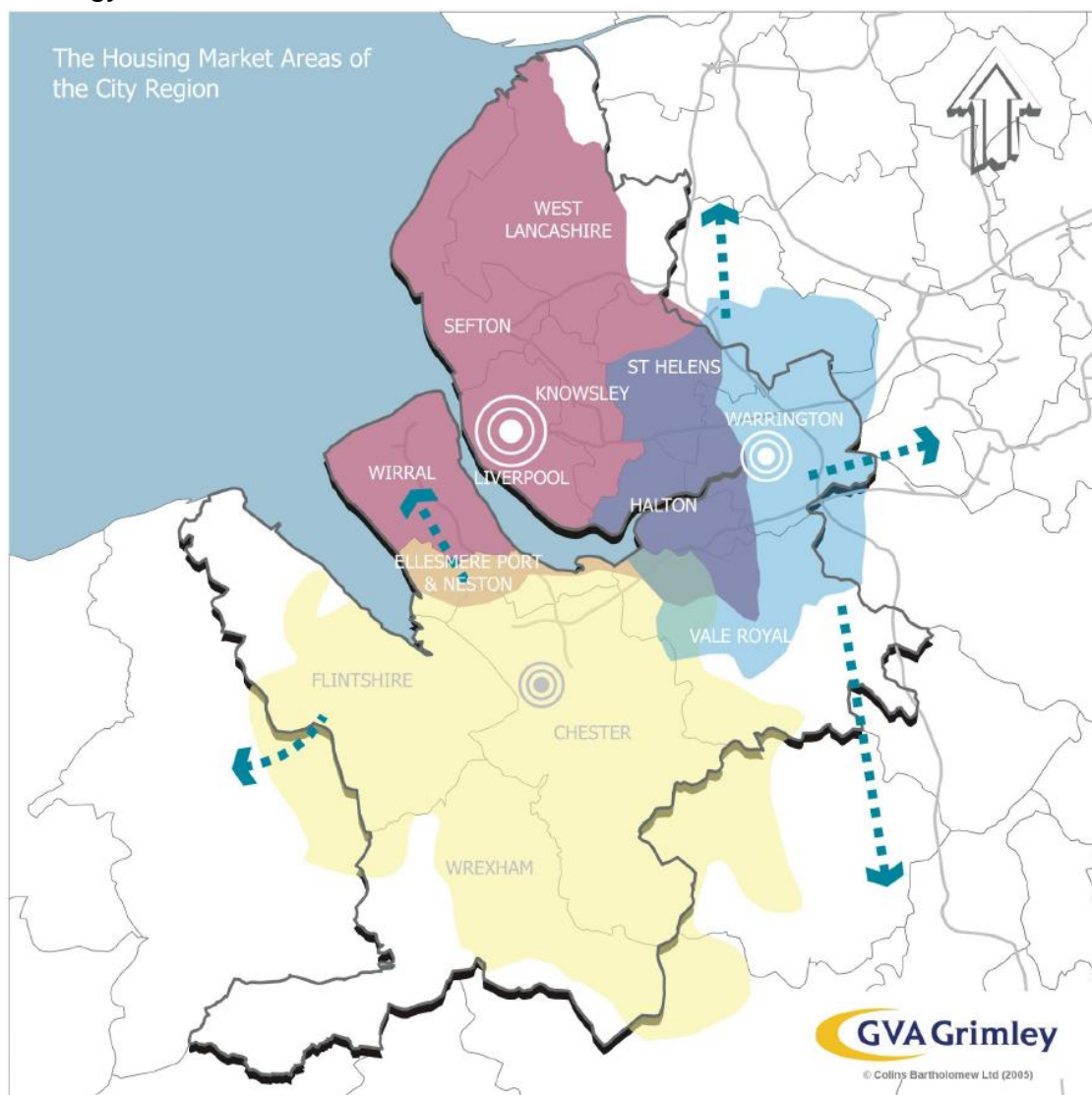
## 3. Housing

### *Current Position*

#### *Housing Market Areas*

3.1. The Liverpool City Region Housing Strategy of 2007 identified two key Housing Market Areas (HMAs). Firstly, a Northern Liverpool Housing Market Area – incorporating Knowsley, Liverpool, Sefton, West Lancashire and Wirral. Secondly, an Eastern Liverpool Housing Market Area – incorporating Halton, St Helens and Warrington, and also known as the Mid-Mersey HMA. Such HMAs do not adhere neatly to local authority boundaries and there was significant overlap between the two HMAs and those outside the LCR. These are illustrated in the plan below from the 2007 Strategy.

*Figure 5 – LCR Housing Market Areas from Liverpool City Region Housing Strategy 2007*



- 3.2. Data from the 2011 Census indicates that the Mid-Mersey area still represents a logical Housing Market Area (with 75% of local moves being within or between the three authorities). Whilst initial analysis of migration data supports the fact that Liverpool, Sefton and Wirral could each be considered a self-contained housing market area given that each show a greater than 70% self-containment in terms of migration<sup>8</sup>. However, neither Knowsley nor West Lancashire can show such high levels of self-containment, and so a future Strategic Housing Market Assessment (SHMA) will need to define the most appropriate housing market area(s) so that the housing market area(s) identified can show greater than 70% self-containment.
- 3.3. It should also be noted that some LCR authorities also have housing market links with surrounding HMAs outside the LCR, including HMAs covering Wigan (West Lancashire, St Helens and Warrington) and Cheshire West & Chester and Wales (Wirral, Halton and Warrington).
- 3.4. Within any HMA there are localised housing markets as well, with some authorities having a stronger level of self-containment in housing market terms as a result (for example Wirral) and others having particularly close housing market ties between parts of their authorities (for example between North Sefton and western West Lancashire). These factors will be taken account of when agreeing the appropriate geographies of housing markets in the LCR going forward.

#### *Household Projections*

- 3.5. National Planning Practice Guidance (PPG) emphasises the use of official population and household projections as a starting point for assessing housing need, as these are based on nationally consistent assumptions and methodology. The 2012-based Household Projections for the Liverpool City Region are set out in Table 3.

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<sup>8</sup> National Planning Practice Guidance, Reference ID: 2a-011-20140306

*Table 2 - Household Projections*

<b>Local Authority</b>	<b>2012-based Household Projections (average annual housing projection) (2012~37)</b>
<b>Knowsley</b>	233
<b>Liverpool</b>	1,238
<b>Sefton</b>	533
<b>West Lancashire</b>	140
<b>Wirral</b>	610
<b>“Northern HMA” Total</b>	2,754
<b>Halton</b>	235
<b>St Helens</b>	450
<b>Warrington</b>	826
<b>“Eastern HMA” Total</b>	1,511
<b>LCR TOTAL</b>	4,265

*Objectively Assessed Need*

- 3.6. The Mid-Mersey SHMA (January 2016) identifies an Objectively Assessed Housing Need (OAN) for Halton, St Helens and Warrington of 1,756 homes per year. Knowsley’s Local Plan found an Objectively Assessed Need (OAN) of 450 homes per year and the Sefton Local Plan Inspector’s Initial Findings (February 2016) supported an OAN of 640 homes per year.

*Provision for Travellers and Travelling Show People*

- 3.7. In relation to provision for Travellers, the authorities of Knowsley, Liverpool, Sefton, St Helens, West Lancashire and Wirral recently completed a Merseyside and West Lancashire Gypsy & Traveller Accommodation Assessment (GTAA) that identified the specific need for Gypsy, Traveller and Travelling Showpeople provision within each authority to 2033. It is agreed between the six authorities that this is the need for each authority, to be taken forward in each authority’s Local Plan. The Assessment identified the need for 42 permanent pitches for Gypsy and Travellers and 1 plot for Travelling Showpeople, as well as 22 transit pitches across the study area.
- 3.8. Halton has previously worked with the former Cheshire authorities on gypsy and traveller matters, and it was deemed appropriate (cost, methodology, timing) to continue to work on this basis for the latest Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (GTTSA) covering the period 2012 to 2028. This quantified the needs of the Gypsy, Traveller and

Travelling Showpeople community arising in Cheshire, the study area, as an additional 175 pitches for Gypsy and Travellers and 44 plots for Travelling Showpeople.

#### *Emerging Evidence Base*

3.9. The seven Liverpool City Region authorities are preparing a Strategic Housing and Employment Land Market Assessment (SHELMA). This will consider what Housing Market Area(s) and Functional Economic Market Area(s) exist in the Liverpool City Region and set out the Objectively Assessed Need within the area of the seven City Region authorities in terms of housing numbers and employment land. It will take account of economic forecasts for the Liverpool City Region being prepared by the LCR LEP and other economic factors, such as the impact of SuperPort and other significant economic impacts. The SHELMA will inform the emerging LCR Housing Strategy, LCR Single Spatial Framework and Local Plans in the LCR area. Work has commenced in early 2016 and it is due to complete in Autumn 2016.

#### *Strategic Cross Boundary Issues*

3.10. While the previous section demonstrates that the LCR authorities have co-operated on the strategic, cross-boundary issue of housing delivery in the preparation of the current iteration of Local Plans, it is recognised that even closer co-operation will be required to prepare future iterations of Local Plans across the LCR in order to ensure the delivery of sufficient new housing to meet the needs and growth aspirations of the LCR overall.

3.11. Several Liverpool City Region authorities have reviewed and amended, or are currently reviewing, their Green Belt boundaries in order to address their housing (and in some cases employment) requirements. Even where authorities have not had to do this, it is likely that the supply of land suitable for housing that is not within the Green Belt will be limited and may not be sufficient to meet housing requirements (collectively) across the LCR in the next iteration of Local Plans. For this reason, the LCR authorities recognise the need to continue their commitment to co-operate on this key issue in line with Policies in the National Planning Framework (NPPF).

3.12. Where strategic Green Belt release is necessary now or in the future, the LCR authorities are committed to considering the review and amendment of Green Belt boundaries in a consistent manner in accordance with NPPF and with regard to the impact on the wider Merseyside Green Belt as a whole.

3.13. With regard to provision for Travellers, all authorities involved have accepted the findings of the Merseyside and West Lancashire GTAA and will seek to

address their need for Traveller provision within their boundaries subject to the Local Plan preparation process and appropriate evidence gathering. This is with the exception of West Lancashire, who, though they accept the findings of the GTAA, are unable to identify sufficient sites to meet their full need at this time.

- 3.14. Halton have accepted the findings of the Cheshire, Halton and Warrington GTTSA and will seek to address their need for Gypsy and Traveller provision within the borough.

*Future Co-operation, Joint Work and Monitoring*

- 3.15. The LCR authorities are committed to working together on the LCR SHELMA. The SHELMA will inform the emerging LCR Housing Strategy, LCR Single Spatial Framework and Local Plans in the LCR area.

## Housing Summary

Action	Timescale	Who
Prepare a LCR SHELMA to determine HMA(s) and identify OAN within the LCR area	Ongoing, due to complete September 2016	All LCR authorities (Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral and West Lancashire)
<b>Relevant Prescribed Bodies to consult</b> (as appropriate)		<b>Other key stakeholders to consult</b> (as appropriate)
Neighbouring Authorities (especially Wigan, Flintshire, Warrington and Cheshire West & Chester); Lancashire County Council; Homes and Communities Agency; LCR LEP; Lancashire LEP; and Cheshire and Warrington LEP.		Housing Developers Registered Providers

## 4. Economic Development

### *Current Position*

#### *Functional Economic Market Area*

- 4.1 A Functional Economic Market Areas (FEMA) relates to the actual area that an economy operates within rather than simply looking at areas in terms of their administrative boundaries. Defining FEMAs is important to ensure that decisions and interventions on the economy are undertaken at the right spatial level. There is no universally agreed approach to defining FEMAs and no definitive map of FEMAs. They vary in size and boundary, depending on the issue under consideration (e.g. retail catchments, travel to work areas) and the criteria used to define them.
- 4.2 In 2004 the Northern Way defined the LCR (comprising of Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral) as was one of eight city regions within the North of England, based on an analysis of FEMAs. The defined extent of the LCR FEMA was informed by an analysis of travel-to-work data to major employment nodes (Liverpool)<sup>9</sup>. Liverpool was found to be the main driver and employment centre in a typical polycentric city region structure. This methodology was adopted as the best indicator available for an economically based definition, i.e. the flow of labour. It was accepted that the boundaries of city regions are 'fuzzy' and that the analysis of different geographical relationships, such as for example travel-to-shop, travel-to leisure or housing markets, gave rise to different geographies, but an economically based approach was considered most suited to a strategy aimed at enhancing economic performance.
- 4.3 A 2007 Local Government Association Study called 'Thriving Local Communities – Mapping Sub Regions' sought to map sub-regional economies. It considered travel-to-work data and sensitivity to different criteria, such as self-containment and minimum size (100,000 jobs), and took account of migration flows from the 2001 Census and markets for Goods and Services using the Annual Business Inquiry. This produced many different possibilities, split by catchment size, catchment self-containment, professional class, markets and migration. The preferred sub-regional economies showed were a Merseyside and Chester sub-regional economy, which included the authorities of Halton, Knowsley, Liverpool, Sefton, St. Helens, West Lancashire and Wirral, and also parts of the former

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<sup>9</sup> Moving Forward: The Northern Way First Growth Strategy Report (2004)

Chester, Ellesmere Port and Neston Council and Vale Royal local authority areas (now within Cheshire West and Chester), alongside some of Warrington and Wigan local authority areas.

- 4.4 The North West Regional Spatial Strategy (RSS) (2008) did not define a FEMA for the LCR, but did define the LCR for "the purposes of articulating RSS policy" as covering six local authorities<sup>10</sup> and also stated that the LCR "extends as far as Chester, Ellesmere Port and Neston, Vale Royal and West Lancashire." Similarly a 2011 report, 'Liverpool City Region - Building on its Strengths', stated that the LCR has a population of around 1.5 million, but when catchment areas of "Liverpool city centre shops, and of specialist health and education facilities... the spread of the Merseytravel train network, travel to work flows, the spread of housing markets, and the areas served by sports, entertainment and cultural facilities" are considered, an urban region centred on Liverpool that spreads from Wrexham and Flintshire to Chester, Warrington, West Lancashire and across to Southport with a population of 2.3 million can be identified.

#### *Joint Working*

- 4.5 Liverpool City Region Development Programme was agreed in 2005 by The Mersey Partnership and its private, public and third sector partners, including the Merseyside local authorities. The LCR CA authorities collaborated on the production of a Regional Economic Strategy (2006) through the North West Regional Assembly and this informed various successful European Union funding bids.
- 4.6 The LCR local authorities have previously worked together to produce joint Local Plan evidence based studies in relation to economic development including the Merseyside Employment Land Study (2004), Merseyside Green Belt Study (2004), 2010 Joint Employment Land and Premises Study (Halton, Knowsley, Sefton and West Lancashire Councils) and the 2011 Housing and Economic Development Evidence Base Overview Study (all LCR authorities). .

#### *Travel to Work*

- 4.7 Travel-to-work data from the 2011 Census was released in 2014 and will be used to inform future work to define FEMA(s) within or covering the LCR area as part of the SHELMA.

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<sup>10</sup> Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral



*Liverpool City Region Local Enterprise Partnership (LEP)*

4.8 The LCR LEP has responsibility for strategic economic development in the LCR CA and is the principal structure for economic development cooperation in the LCR CA area. West Lancashire is part of the Lancashire LEP but also a Corporate member of the LCR LEP.

4.9 The EU Structural and Investment Funds Strategy 2014-2020 (SIF Strategy) forms a key part of the LEP's Strategic Economic Plan. Development of the SIF Strategy included the integration of wider City Region strategies including the Liverpool City Region Employment and Skills Strategy (2010). With an EU funding allocation of £190m, City Region partners have prepared a programme to maximise investment opportunities and tackle barriers to growth.

*Emerging Evidence Base*

4.10 The Liverpool City Region is preparing a Strategic Housing and Employment Land Market Assessment (SHELMA). This will set out the Objectively Assessed Need for the City Region in terms of housing and employment land requirements, including the anticipated economic growth generated through the Superport proposals (where appropriate). The SHELMA will review the FEMA geography for the LCR using the latest Travel to Work data from the 2011 census, which was released in 2014. Initial analysis by LCR planning officers indicates that past linkages remain broadly the same. More detailed analysis of this data is required to confirm the FEMA. The SHELMA will also take account of new economic forecasts being prepared by the LCR LEP.

4.11 Pending the outcome of the SHELMA, the LCR area will continue to be recognised as the FEMA within which the LCR local authorities sit for planning purposes, however it is recognised that commuting patterns and business catchment areas do not stop at the LCR FEMA boundary and that there are important economic linkages to parts of Cheshire, North Wales and Warrington. Equally it is also recognised that the LCR is not an island economy and has significant economic linkages with other city regions in the North West, including Greater Manchester and Central Lancashire.

*Strategic Cross Boundary Issues*

4.12 The LCR LEP Strategic Economic Plan (2014) has identified an £8.2bn output gap between the LCR and the national average, with average GVA per head in the City Region at 75% of the national average. To tackle this gap, the Strategic Economic Plan indicates that the LCR needs:

- 18,500 businesses to match the UK average business density
- An additional 35,000 individuals to be economically active to match the national average
- An additional 46,200 individuals in employment
- Respond to the shortfall of 90,000 jobs in our economy
- Increase household income– the deficit is equivalent to £1,700 per head

4.13 The Liverpool City Region Spatial Investment Plan Liverpool City 2014-2017 (2013) found there to be a rapidly diminishing supply of available and good quality land for industrial and distribution type uses across the LCR. The Investment Plan indicated that this land shortfall should be recognised as an urgent economic development priority for the City Region.

4.14 The Liverpool City Region Partners Housing and Economic Development Evidence Base Overview Study (2011) also found there to be a long term employment land undersupply of 386 hectares to 2031 across the LCR. This undersupply was based on employment land requirements identified at the local authority level, which were identified using both take-up based and labour demand based calculations, with the preferred models identified based on local justification and relevance.

### *SuperPort*

4.15 SuperPort is the name given to the cluster of projects, investment and activity across and beyond the Liverpool City Region to develop a multimodal freight hub. The vision of SuperPort is to bring together and integrate the strengths of the ports, airports and freight community to create a SuperPort for freight and passenger operations within the Liverpool City Region. Superport is one of the LEP's four "transformational priorities" and a major part of the Growth Deal with Government and is recognised as a key opportunity to stimulate growth in the region. Superport, the Port of Liverpool and transport infrastructure implications are discussed in more detail in chapter 5, and the potential implications for employment land demand are discussed here.

4.16 The growth of the Port of Liverpool, which spans areas in Sefton, Liverpool and Wirral, will be greatly enhanced by the construction of the Seaforth River Terminal (Liverpool 2), a deepwater container terminal in Sefton. It is due to open in Summer 2016 and will enable the Port to accommodate container ships more than three times the size of those which can currently use the Port (13,500

TEU<sup>11</sup> as opposed to 3,500 TEU). Port expansion will create significant job opportunities for communities across the Liverpool City Region, both directly at the Port and through a wide range of other businesses which depend on goods brought in and out of the Port, and it will impact on the demand for employment land.

- 4.17 In March 2014 the LCR LEP published a study on SuperPort<sup>12</sup>, which assessed the overall demand and supply of land for logistics and manufacturing up to 2034. Demand from three sources was assessed: that derived from economic activity; additional demand from changes to the Port of Liverpool; and secondary demand generated through multiplier effects. The projected long term demand for logistics and manufacturing facilities was estimated at 634 hectares (net) up to 2034. This implies that annual average take up of logistics space will almost double over a twenty year period. The study indicates a shortfall of suitable available land, and does not indicate where the land should be provided. Also, the employment land targets for each LCR authority have not yet taken account of the additional demand created by the SuperPort. The LCR Authorities consider that the SHELMA should consider the implications of the Superport for employment land requirements in the LCR, and so the SHELMA will review the impact of the Superport on the demand for employment land.

#### *Future Cooperation, Joint Working and Monitoring*

- 4.18 The LCR authorities are committed to working together on the LCR SHELMA, which will take account of employment land needs, including the implications of Superport. The SHELMA will inform the emerging LCR Single Spatial Framework and Local Plans in the LCR area.

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<sup>11</sup> TEU stands for a "Twenty-foot Equivalent Unit", the standard 20 feet long, 8 foot tall shipping container.

<sup>12</sup> LCR LEP and Superport partners: Superport: Global Freight & Logistics Hub, May 2014

<sup>12</sup> Liverpool City Region, SuperPort. An Analysis of the Supply Of, And Demand For, Distribution Space within the Liverpool City Region (NAI Haywards, March 2014)

Action	Timescale	Who
Prepare a LCR SHELMA to review FEMA for the LCR and determine employment land requirements for the LCR area	Ongoing, due to complete September 2016	Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral and West Lancashire
<p><b>Relevant Prescribed Bodies to consult</b> (as appropriate)</p> <p>Neighbouring Local Authorities ((including Lancashire County Council, Warrington, Wigan, Flintshire and Cheshire West &amp; Chester)</p> <p>Liverpool LEP</p> <p>Cheshire and Warrington LEP</p> <p>Lancashire LEP</p> <p>Homes and Communities Agency</p>	<p><b>Other key stakeholders to consult</b> (as appropriate)</p> <p>Port of Liverpool and ABP and associated shipping lines, logistics companies, hauliers, warehousing and distribution centre operators</p> <p>Liverpool John Lennon Airport</p> <p>Land agents</p> <p>Key LCR employers</p> <p>Business community</p> <p>Universities and colleges</p> <p>Utility providers</p> <p>Chambers of Commerce</p> <p>The Mersey Dee Alliance</p>	

## 5. Transport

5.1. Transport infrastructure and networks are key enablers of economic growth and prosperity and are essential to the quality of life of the city region. The transport network supports the economic growth of the City Region by providing the necessary transport conditions for inward investment and business relocation, through improved connectivity to local and national destinations. Crucially the transport network supports the movement of goods and people, enabling them to access work, training, shopping and leisure opportunities.

### *Current Position*

5.2. The Merseyside Local Transport Plan 3 provides a long-term strategy and delivery programme of transport investment and service improvements. It aims to give Merseyside a safer, sustainable, efficient and integrated transport network, accessible to all. The Plan is operational from 2011 until 2024 and covers Knowsley, Liverpool, Sefton, St Helens and the Wirral. The Local Transport Plan 3 for Halton (2011 to 2025) provides the long term strategy for transport in Halton and provides the detail of how the strategy will be delivered in the shorter term. The LCR CA now has statutory responsibility for LTPs, and as such has adopted the Merseyside and Halton LTPs as the policy position. The Local Transport Plan 3 for Lancashire (2011-2021) provides a similar role for West Lancashire, with a West Lancashire Highways & Transport Masterplan (2015) providing more detail on how Lancashire County Council and West Lancashire Borough Council see transport infrastructure evolving in West Lancashire in the future.

5.3. The Liverpool City Region Combined Authority document 'A Transport Plan for Growth' (March 2015) aims to improve the social, environmental and economic wellbeing of the city region, by delivering a world-class transport network. Recognising the policy position set by the LTPs, the Transport Plan for Growth guides a single strategic investment framework and delivery plan to support the long term LTPs. The Transport Plan for Growth has been developed to provide a clear vision for a successful transport provision in the city region, and act as an investment plan to promote and support economic growth. The LCR CA authorities and Merseytravel will continue to work together to deliver the LTPs and the Transport Plan for Growth, monitoring progress on an annual basis and producing updates to the TPfG when necessary.

5.4. Historical partnerships with Lancashire, Cheshire, Wales and Warrington still exist, covering areas such as road safety, policing and long term maintenance contracts, those wider partnerships are understood to be likely to continue into the foreseeable future.

- 5.5. Under the Localism Act, 2011 the Liverpool City Region Combined Authority assumed the role of the Integrated Transport Authority. The Transport Authority will continue with and develop the various relationships required to deliver the vision for transport in the Liverpool City Region Combined Authority area which cover the following areas:
- a. Freight and logistics
  - b. Housing and land-use planning
  - c. Economic development and regeneration
  - d. Employment and skills
  - e. Health and wellbeing
  - f. Carbon reduction and air quality
  - g. Connecting Communities
  - h. Visitor Economy
- 5.6. Work conducted on behalf of the Combined Authority with regard to Transport matters include:
- a. Long Term Freight Strategy;
  - b. Rail North Strategy
  - c. Electric Vehicle Strategy

#### *Emerging Evidence Base*

- 5.7. Each local authority, as part of the preparation of its Local Plan, has produced an Infrastructure Delivery Plan (IDP), within which the key issues relating to transport infrastructure within the relevant district are highlighted, alongside the presentation of on-going and forthcoming infrastructure developments. The LCR authorities have engaged with key stakeholders, with each other and with other adjoining authorities outside the LCR, in preparing their IDPs.

#### Strategic Cross Boundary Issues

- 5.8. Transport networks do not generally finish at the edge of the Liverpool City Region and the wider links across the country will need consideration. The key issues for the City Region are set out below:

#### *Mersey Gateway*

- 5.9. The Mersey Gateway will provide a new crossing of the Mersey between Widnes and Runcorn (both in Halton) and could have significant impacts on the traffic movements within the sub-region. It will provide a second road crossing of the Mersey and will continue to provide, alongside the Silver Jubilee Bridge, an important alternative to the M6. The bridge is currently under construction, and is expected to be completed in 2017.

*Sea ports and SuperPort*

- 5.10. Superport is the name given to the cluster of projects, investment and activity across and beyond the Liverpool City Region to develop a multimodal freight hub. The vision of Superport is to bring together and integrate the strengths of the ports, airports and freight community to create a SuperPort for freight and passenger operations within the Liverpool City Region.
- 5.11. The expansion of the Port of Liverpool is one of the key elements of the Liverpool City Region Local Enterprise Partnership (LEP)'s vision for a Superport, a global freight and logistics hub across the City Region.
- 5.12. The Port of Liverpool spans areas in Wirral, Liverpool and Sefton. It is one of the busiest and most diverse ports in the UK, handling over 30million tonnes of cargo every year and serving more than 100 destinations around the world. Associated British Ports (ABP) operates the Port of Garston at Garston in South Liverpool, which handles around 500,000 tonnes of cargo each year.
- 5.13. The growth of the Port of Liverpool and its integration with the Manchester Ship Canal (to Salford) should bring major economic benefits for the Liverpool City Region and the wider national economy by increasing opportunities for trade with the rest of the world, including key markets in the Far East and the Americas. Taking advantage of its central location in the UK, and being situated in the largest economic region in the UK outside of London, the Port of Liverpool is ideally located to move people and freight both at the lowest possible cost and with fewest carbon emissions.
- 5.14. The growth of the Port of Liverpool will be facilitated by the construction of the Seaforth River Terminal (Liverpool 2), which is currently underway and is due to be completed in Summer 2016. This will deliver a deepwater container terminal with the ability to accommodate some of the world's largest container ships (13,500 TEU as opposed to the maximum 3,500 TEU the Port can currently accommodate).
- 5.15. The City Region is working with the Government and Highways England to identify appropriate solutions to increase highway capacity to and from the Port, and wish to see the project included within national infrastructure planning. Improving access to the Port involves the delivery of packages of measures to improve access to the Port across all modes. Different modes impact on different authorities. For example, inland shipping, along the Manchester Ship Canal has specific implications for Warrington (where road swing-bridges are required to 'open' to allow ships to pass, causing traffic congestion). Strategic rail aspects may impact more on Liverpool or Sefton, while improved road access is likely to have the greatest impact on Sefton and Knowsley.

5.16. The following table provides a summary of the port and port-related infrastructure located within each authority in the City Region.

*Table 3 – Ports and port-related infrastructure in the LCR*

<b>Local Authority</b>	<b>Sea Ports (Ports of Liverpool and Garston)</b>	<b>SuperPort</b>
Knowsley		<ul style="list-style-type: none"> <li>• Potter Logistics Rail Freight Terminal</li> <li>• M57 Motorway</li> <li>• M62 Motorway</li> </ul>
Liverpool	<ul style="list-style-type: none"> <li>• Princes Dock</li> <li>• Port of Garston (ABP)</li> </ul>	<ul style="list-style-type: none"> <li>• Garston Freightliner Terminal</li> <li>• Liverpool John Lennon Airport</li> </ul>
Sefton	<ul style="list-style-type: none"> <li>• Seaforth Dock</li> </ul>	<ul style="list-style-type: none"> <li>• The Seaforth Rail Freight Terminal</li> </ul>
West Lancashire		<ul style="list-style-type: none"> <li>• M58 Motorway</li> </ul>
Wirral	<ul style="list-style-type: none"> <li>• Birkenhead Dock Estate – including Mersey Waters Enterprise Zone and International Trade Centre</li> <li>• Twelve Quays Ro-Ro</li> <li>• Cammell Laird</li> <li>• Tranmere Oil Terminal</li> <li>• Bromborough Wharf</li> </ul>	<ul style="list-style-type: none"> <li>• Manchester Ship Canal</li> <li>• Twelve Quays</li> <li>• M53 motorway</li> </ul>
Halton		<ul style="list-style-type: none"> <li>• Mersey Gateway</li> <li>• The Mersey Multimodal Gateway (3M)</li> </ul>
St Helens		<ul style="list-style-type: none"> <li>• M62 Motorway</li> <li>• M6 motorway</li> </ul>
Warrington		<ul style="list-style-type: none"> <li>• M62 motorway</li> <li>• M6 motorway</li> </ul>

### *Links into High Speed Rail*

5.17. There is a need for co-operation within the Liverpool City Region and wider to ensure that the area can capitalise on Government investment in High Speed 2 (HS2). HS2 should provide fast rail links between the North West, the Midlands and the south east and London. HS2 provides the opportunity to improve the business and tourism connectivity of the region and increase freight capacity by freeing capacity on the West Coast Main Line for freight services. Across the City Region, that will mean planning development to make the most of potential links to HS2 and to potential for increased levels of freight.



5.18. There may also be a need for co-operation in relation to High Speed 3 (HS3), to support any additional proposed improvements to the rail network incorporate links to the Liverpool City Region, and to ensure that they are well planned for. HS3 is a proposal to link the northern cities of England together with fast rail connections.

#### *Liverpool John Lennon Airport*

5.19. Liverpool John Lennon Airport has the potential to be a key driver in the local economy. Providing jobs, attracting businesses and delivering visitors to the area. The operational area of the airport is within Liverpool but is also in close proximity to Halton and Knowsley.

5.20. National Aviation Policy published in March 2013 makes it clear that land outside existing airports which may be required for airport development in the future needs to be protected against development which would be incompatible with the potential development of future runways.

5.21. The Liverpool John Lennon Airport Masterplan (November 2007) looks to provide further airport infrastructure improvements including a runway extension, the development of enhanced freight facilities and a new eastern access road. The Airport Surface Access Strategy (2011) looks to strengthen services between key interchanges and improve access to passenger transport facilities.

5.22. Liverpool John Lennon Airport Masterplan considers the potential to provide a new Eastern Access Road to serve the airport. Although this is mostly located within Halton, it is considered that it is likely to be necessary to co-operate with the wider City Region to ensure that the appropriate route is identified and any impacts are mitigated appropriately. The Masterplan is due to be updated in 2016.

#### *Connectivity*

5.23. It is expected that there will be a need for the Liverpool City Region to co-operate internally and externally in relation to other strategic elements of transport infrastructure, which will help to improve local, regional and national connectivity of the City Region. This will encompass projects and schemes such as the Borderlands Line enhancement, Halton Curve, Skelmersdale Rail Link, Burscough Curves, Rail Electrification, motorway junction improvements on the M56 and M58 and improved walking and cycling routes as part of Green Infrastructure across the region and beyond.

*Future Co-operation, Joint Work and Monitoring*

- 5.24. The LCR authorities will continue to liaise and cooperate on cross boundary transport issues through planning policy officers sharing information at DPOs and PPMs meetings, which Merseytravel attend. The LCR CA authorities and Merseytravel will continue to work together to deliver the LTPs and the Transport Plan for Growth, monitoring progress on an annual basis and producing updates to the TPfG when necessary.
- 5.25. On-going review of transport infrastructure provision will be undertaken on a local authority basis, through the preparation and review of Local Plans and supporting IDPs.

Action	Timescale	Who
Take account of Superport in LCR SHELMA study	SHELMA due to complete in September 2016	All LCR Authorities
Deliver the LTPs and the Transport Plan for Growth, monitoring progress on an annual basis and producing updates to the TPfG when necessary	Ongoing	All LCR CA Authorities

**Relevant Prescribed Bodies to consult**

(as appropriate)

Merseytravel

Neighbouring Highways Authorities (especially Warrington, Wigan and Cheshire West & Chester)

Neighbouring Local Authorities (especially Warrington, Wigan and Cheshire West & Chester)

Civil Aviation Authority

Office of Rail and Road (ORR)

Network Rail

Highways England

Department for Transport

Marine Management Organisation

Liverpool City Region LEP

Cheshire and Warrington LEP

Lancashire LEP

Lancashire County Council

Welsh Government (Transport)

**Other key stakeholders to consult**

(as appropriate)

Port of Liverpool and associated shipping lines, logistics companies, hauliers, warehousing and distribution centre operators

Liverpool John Lennon Airport

Rail North

Canal and River Trust

Atlantic Gateway

Land agents

Key employers

The Mersey Dee Alliance

## 6. Utilities Infrastructure

6.1. In order to deliver successful new development, it is essential to ensure adequate provision of utilities infrastructure. This includes: water; waste water; electricity; gas; renewables; decentralised energy; waste collection, recycling and disposal; and, telecommunications infrastructure. Waste is also discussed in the Environment chapter. The need to ensure the alignment of the City Region's investment and growth plans with the plans of utility providers is highlighted within the Liverpool City Region Growth Plan.

### *Current Position*

- 6.2. Utilities infrastructure can operate at a range of different geographies:
- a. Water and waste water infrastructure operates across the North West region and Wales. Water supply for the Liverpool City Region comes from a range of local and more distant sources, including most significantly sources in Cumbria and North Wales.
  - b. Waste water infrastructure has a drainage function, which should be considered alongside the geography of flood catchment areas, flood plains and river drainage channels, as well as the physical location of waste water treatment works. The main river catchments affecting the Liverpool City Region include the Mersey Basin catchment and the River Alt catchment, with the River Douglas catchment also affecting a large part of West Lancashire and the River Dee catchment affecting parts of Wirral. The Sankey Brook covers most of St. Helens and north west Warrington, draining into the River Mersey.
  - c. The high voltage electricity transmission networks are operated nationally by National Grid and provide grid connection points at Prenton (Wirral) and Lister Drive (Liverpool). The electricity is distributed locally in the Liverpool City Region by two Distribution Network Operators (DNO) at 132kV and below. Scottish Power Energy Networks covers the core of the City Region, specifically Halton, Knowsley, Liverpool, Sefton and Wirral and parts of St. Helens, Warrington and West Lancashire. Electricity North West is the DNO that covers the periphery of the City Region, specifically most of West Lancashire and parts of St. Helens and Warrington.
  - d. National Grid owns and operates the national transmission system for gas throughout most of the UK, and also operates the low and medium pressure local gas distribution network across the whole of the Liverpool City Region.
  - e. Telecommunications have a fluid geography, dependent on technology, particularly given the prevalence of broadband facilities in the City Region and increased reliance on wireless technologies.

- f. Decentralised energy production by definition is located close to the load it serves, rather than being part of the centralised transmission network. This can include renewable energy or other small scale energy generation.
- g. District heating is a system for distributing heat generated in a centralised location for residential and commercial heating requirements within a particular defined area. The heat generation can be from local scale fossil fuel burning or renewable technologies.
- h. The location of renewable energy technology is dependent on the type of technology employed. Wind farms can only successfully be located in on or off shore areas prone to high levels of wind, similarly, solar panels are best deployed on south facing slopes and roofs. Tidal technologies can clearly only be located in coastal areas, and geothermal technologies can only be deployed in areas of suitable geology. There is scope for a variety of these technologies within the Liverpool City Region. Electricity generation from these technologies are either used on or near to sites, but can also be related back to distribution networks.
- i. Waste collection is dealt with by individual authorities with disposal and recycling coordinated by the Merseyside Recycling and Waste Disposal Authority (MRWA). There is an existing network of waste management facilities, both publicly and privately owned, all of which are required to manage the identified waste management needs for Merseyside and Halton. The Merseyside and Halton Joint Waste Local Plan identifies the need for additional waste management facilities up to 2027.

### *Emerging Evidence Base*

- 6.3. Each local authority, as part of the preparation of its Local Plan, has produced an Infrastructure Delivery Plan (IDP), within which the key issues relating to utilities infrastructure within the relevant district are highlighted, alongside the presentation of on-going and forthcoming infrastructure developments. The LCR authorities have engaged with key utilities infrastructure partners, with each other and with other adjoining authorities outside the LCR, in preparing their IDPs.
- 6.4. These partners have primarily been engaged through meetings with local authorities to discuss investment plans. Utilities partners have also directly approached local authorities in relation to specific projects, e.g. by United Utilities in relation to its Water Resources Management Plan.
- 6.5. The co-operation between local authorities and utilities infrastructure providers has been positive. Examples of evidence or joint projects completed include:

- a. **Infrastructure Delivery Plans:** All Local Authorities have produced an IDP to support Local Plans which has been prepared in consultation with utilities providers.
- b. **Water Cycle Studies:** Wirral Council and Liverpool City Council commissioned a joint Water Cycle Study to identify capacity and constraints to growth that may be imposed by the water cycle and how these can be resolved. The study demonstrated that while there are some potential local limitations to achieving growth, no show-stoppers have been identified. Cross boundary issues were identified for the Sandon dock waste water treatment works and associated sewer network, as the catchment also includes parts of neighbouring Sefton Council and Halton Borough Council. A Mid-Mersey Water Cycle Study was prepared in 2011 for the Halton, St.Helens and Warrington Council areas. The Study concluded that there are no major constraints to growth within the Mid-Mersey area, however issues related to wastewater infrastructure capacity and water quality issues will need to be addressed.
- c. **Water Infrastructure:** Water Treatment & Water Supply Local Authority Sub-regional Working (Duty to Cooperate) meeting held on 30th January 2014.
- d. **Electricity Infrastructure:** A meeting was held between Electricity North West and Scottish Power and representatives of the LCR LPAs on 15th August 2013 to assist in the preparation of Local Plans and also to influence the provision of infrastructure improvements by electricity distributors
- e. **West Lancashire Statement of Common Ground with United Utilities:** A statement was jointly drafted in advance of the Local Plan Examination hearings setting out the up to date position in respect of water utilities infrastructure capacity and how this can accommodate planned growth.
- f. **Liverpool City Region Renewable Energy Capacity Study:** This joint commission provided the technical evidence base to support local planning authorities in setting out a policy framework for low and zero carbon development. It identified priority zones and projects for different types of renewable energy infrastructure to be included in Local Plans.
- g. **Merseyside Connected:** aims to bring Superfast Broadband and improved broadband speeds to businesses and communities across Merseyside. The project is a collaboration between Knowsley, Liverpool, Sefton, St Helens and Wirral Councils, with a total budget of £5.46 million in phase 1 and £700,000 in phase 2, funded by Broadband Delivery UK (BDUK).
- h. **Waste:** Merseyside and Halton Waste Local Plan 2013 (see chapter 8 for more detail) and the Joint Recycling & Waste Management Strategy (2011-2041), produced by the Merseyside Recycling & Waste authority (MWRA).

*Strategic Cross Boundary Issues*

- 6.6. The effective operation of utilities infrastructure which serves the Liverpool City Region's communities must be an on-going strategic priority for all local authorities. All authorities must recognise and respond to the additional pressure placed on utilities infrastructure facilities as a result of new development.
- 6.7. Key issues affecting all local authorities include:
- a. Waste water management capacity:** United Utilities have informed local authorities about capacity of selected waste water treatment works, and the need to ensure that surface water drainage from new development is minimised through the use of Sustainable Drainage Systems.
  - b. Potable water supply:** The North West is classed as water neutral in that as much water is used as is received. Consequently the City Region does not currently suffer from water stress in terms of supply. However, this could change as a result of climate change, the Habitats Directive effects and the demand of local development which are predicted to diminish the yield of drinking water resources in the region.
  - c. Utilities provision for large development sites:** Major development sites, particularly those at the edge of the existing urban area, need to be supported by suitable utilities infrastructure, including District heating Schemes (where feasible).
  - d. Coordinating with utilities companies asset management plans:** All areas must continue to maximise opportunities to align Local Plan preparation with the preparation of (typically) 5-year asset management and infrastructure investment programmes of utilities providers.
  - e. Digital infrastructure:** Digital infrastructure is key to the success of growth sectors across the City Region.
  - f. Waste:** implementing, monitoring and reviewing the Joint Waste Local Plan
- 6.8. Key issues affecting selected local authorities include:
- a. Renewable energy take up:** Opportunities for the take up of renewable technology will need to be considered as part of the preparation and implementation of Local Plans. Strategic infrastructure such as wind farms, solar farms and tidal schemes will only be feasible in certain parts of the City Region.
  - b. Electricity distribution capacity:** Scottish Power Energy Networks Manweb is responsible for the distribution of electricity across much of the Liverpool City Region. Whilst capacity of the network is, in the main, good, there are a couple of areas where capacity is less than 2 MVA and deemed to be under pressure. These areas include the Sefton Coast, Ainsdale to

Southport along the West Lancashire boundary and Kirkby and Simonswood in Knowsley and West Lancashire and parts of Bromborough in Wirral.

- c. **Implementation of district heating schemes:** There may be significantly greater opportunities for district heating schemes in areas where there is a sufficient market for heat and power, e.g. industrial parks or major new mixed use schemes, such as Wirral Waters.
- d. **Waste water management capacity:** This issue needs to be considered on a cross-boundary basis, as waste water treatment works catchments do not align with local authority boundaries. Given links to flood risk, drainage and river courses, this can affect different combinations of authorities, requiring careful joint working.
- e. **Major new development:** Where a local authority is planning a major development within its Local Plan, or there is a major development proposal, whether this is a regeneration scheme, urban extension or infrastructure project, there will be a need to consider impacts on utilities provision in that district, but also potentially in neighbouring districts where the development is close to a local authority boundary, e.g. electricity and gas network capacity.

#### *Future Co-operation, Joint Work and Monitoring*

- 6.9. On-going review of utilities infrastructure provision will be undertaken on a local authority basis, through the preparation and review of Local Plans and supporting IDPs. Regular review of the type, location and geographical catchments of utilities infrastructure across the city region can be a key part of this work.
- 6.10. It is expected that as existing evidence begins to age, e.g. Water Cycle studies or Renewable energy feasibility evidence, this will be reviewed on a sub-regional or joint authority basis, where appropriate.



## Utilities Infrastructure Summary

Action	Timescale	Who
Review of utilities infrastructure provision: liaison with infrastructure providers and neighbour LPAs when there are cross-boundary issues, preferably on a service catchment basis	On-going annual review	All LCR Authorities
Review of existing evidence base studies: Liaison with appropriate partners when there are cross-boundary issues	On-going annual review	All LCR Authorities
Individual Infrastructure Delivery Plans: Liaison with appropriate partners when there are cross-boundary issues	On-going annual review	All LCR Authorities
<b>Relevant Prescribed Bodies to consult</b> (as appropriate)	<b>Other key stakeholders to consult</b> (as appropriate)	
Neighbouring Authorities (especially Wigan, Flintshire and Cheshire West & Chester) Lancashire County Council Environment Agency Natural England Marine Management Organisation Nature Connected (the Local Nature Partnership for Merseyside)	Merseyside Recycling & Waste Authority Natural Resources Wales Mersey Dee Alliance Utility Providers <i>Strategic utilities infrastructure partners include the following:</i> United Utilities – water and waste water Dwr Cymru Welsh Water – waste water National Grid – Gas transmission and distribution, electricity transmission Scottish Power – Electricity distribution Electricity North West – Electricity distribution Environment Agency Mobile Operators Association BT - telecommunications Virgin – telecommunications Strategic pipeline operators	

## 7. Community Infrastructure

7.1. Community infrastructure is at the heart of successful places. It ensures provision of critical services including healthcare and education. Its importance is reflected in the Liverpool City Region Growth Plan, which emphasises the role of different elements of community infrastructure in facilitating economic growth. Institutions such as universities, colleges and hospitals are identified as strategic assets in supporting key growth sectors.

### *Current Position*

- 7.2. Community infrastructure can operate at a range of different geographies:
- a. The geography of school education infrastructure is defined at the strategic level by the formal Local Education Authority (LEA) boundaries (i.e. unitary or county council boundaries), and more locally, by school catchment areas.
  - b. Similarly, the geography of primary care infrastructure is formally defined, for example by NHS England, Clinical Commissioning Groups (CCGs) and NHS Foundation Trusts. CCG boundaries generally follow those of Local Authorities, whereas NHS Foundation Trusts have varied geographies, including across Local Authority boundaries. These organisations are complemented by local health centres, GP surgeries, dentists and pharmacists.
  - c. Emergency services infrastructure was traditionally aligned to the previous County boundaries, for example the Fire and Rescue and Police Services which operate across Merseyside, Cheshire and Lancashire, with localised community stations located across the geographical area. The Ambulance Service has been re-organised and now operates across the North West of England region.
  - d. Prison and probation services may be located in a particular area, but do not necessarily serve that geographical catchment, due to the way prison and probation spaces are allocated. It is therefore helpful to consider this infrastructure within the national operation of the Prison Service.
  - e. Social care geography is defined by the geography of the relevant local authorities, which hold statutory responsibility for care. Many additional types of local community infrastructure are operated by local authorities, including libraries, community centres, community safety services, parks, leisure and sports facilities, cemeteries and crematoria.
  - f. The geography of cultural infrastructure is more loosely defined, and may operate at a local community level, such as a church or community centre, or a more strategic level across the City Region, for example, the large museums, galleries and other visitor attractions within Liverpool city centre and other locations.

- g. Higher education institutions, including the several major Universities in the City Region serve national and international communities of students and researchers. There are other major cultural and leisure attractions, such as football stadia, which also attract a wider international audience.
- h. Private sector providers of community infrastructure, for example private hospitals and schools, may have greater freedom to define their own catchment areas in comparison to public services. This issue also relates to newly privatised services such as the Royal Mail.

#### *Emerging Evidence Base*

- 7.3. Each local authority, as part of the preparation of its Local Plan, has produced an Infrastructure Delivery Plan, within which the key issues relating to community infrastructure within the relevant district are highlighted, alongside the presentation of on-going and forthcoming infrastructure developments. The LCR authorities have engaged with key community infrastructure partners, with each other and with other adjoining authorities outside the LCR, in preparing their IDPs.

#### *Strategic Cross Boundary Issues*

- 7.4. The effective operation of community infrastructure which serves and supports the Liverpool City Region's communities must be an on-going strategic priority for all local authorities. All authorities must recognise and respond to the additional pressure placed on community infrastructure facilities as a result of new development.
- 7.5. Community infrastructure which operates on a geographical basis greater than an individual local authority area, which operates across authority boundaries or utilises built infrastructure located on or near to local authority boundaries can present strategic cross boundary issues. Key issues affecting all local authorities, that affect the whole City Region or that have cross-boundary implications include:
  - a. **Education:** ensuring successful delivery of pre-school, primary and secondary schooling services, working with private sector and academy partners where appropriate.
  - b. **Higher Education:** working with colleges and Universities to deliver higher education facilities which service a local, national and international audience. (affects universities / campuses in Liverpool, Halton and West Lancashire).
  - c. **Strategic cultural infrastructure:** maintaining and developing major museums, galleries and other tourist attractions and working with private sector providers e.g. football clubs operating stadia.

- d. **Local authority services:** ensuring successful delivery of key statutory and optional community infrastructure services run by local authorities, accounting for the financial issues associated with continued funding of these.
  - e. **Health services:** working with NHS and CCG partners to ensure successful delivery of primary care and other health services for communities within the City Region and working with NHS foundation trusts to ensure that specialist services associated with particular hospitals are delivered for the benefit of communities across the City Region (e.g. affects all authorities with specialist hospitals and those where hospital services are provided across a number of authorities).
  - f. **Emergency services:** working with police, fire and rescue and ambulance service providers to ensure successful delivery of emergency services across the City Region.
- 7.6. Two of the four key priority areas identified in the LCR's Growth Deal relate directly to community infrastructure, and must therefore be considered as strategic cross-boundary issues, as follows:
- a. **Skills and Education:** the provision of skills to enable economic growth including education and apprenticeships, not just at the higher education level but at further education level and through specialist colleges in the SuperPORT/logistics, Advanced Manufacturing, Visitor Economy and Low Carbon, Financial and Professional Services and Life Sciences sectors.
  - b. **Visitor Economy:** Building on the revival of Liverpool city centre as a world class business and leisure destination – i.e. Visitor attractions, museums, galleries, cultural offers, leisure facilities and other aspects of the visitor economy, such as hotels and restaurants, must be considered as an offer across the sub-region, as any visit to the sub-region may call on facilities in a number of different local authority areas.

*Future co-operation, joint work and monitoring*

- 7.7. On-going review of community infrastructure provision will be undertaken on a local authority basis, through the preparation and review of Local Plans and supporting IDPs, including liaison with appropriate partners when there are cross-boundary issues. Regular review of the type, location and geographical catchments of cultural infrastructure across the city region can be a key part of this work.

## Community Infrastructure Summary

Action	Timescale	Who
Review of community infrastructure provision: Liaison with appropriate partners when there are cross-boundary issues	On-going annual review	All LCR Authorities
Review potential to expand the scope of existing meetings to consider community infrastructure issues	Complete by end of May 2016	All LCR Authorities via DPOs/PPMs
<b>Relevant Prescribed Bodies to consult</b>		<b>Other key stakeholders to consult</b>
Neighbouring Education Authorities (including Lancashire, Wigan and Cheshire West & Chester)		Education Authorities
Neighbouring Authorities (especially Wigan and Cheshire West & Chester)		Higher Education Institutions
Lancashire County Council		Health Services (Including NHS England and relevant CCGs and NHS Trusts)
Primary Care Trusts(now replaced by NHS England and Clinical Commissioning Groups (CCGs))		Emergency Services
LCR LEP		National Museums Liverpool
Lancashire LEP		Religious organisations
		Tourism Boards (including Visit Liverpool)
		Prison Service (as part of Ministry of Justice)
		Visitor Attractions

## 8. Environment

8.1. The local planning authorities of the City Region have a history of working together to identify and jointly address strategic environmental issues. One of the principle means available to them in this regard is the jointly-funded Merseyside Environmental Advisory Service (MEAS) which provides local planning authority-specific services and collaboration across administrative administration boundaries for plans and projects. MEAS plays a role in joint commissioning and joint evidence base work for biodiversity and nature conservation, waste, minerals, contaminated land, renewable energy and the historic environment.

### *Current Position*

8.2. The Liverpool City Region has a rich and varied Natural Environment, including important natural habitats and a range of urban parks, designed landscapes and other features important for amenity purposes. Green Infrastructure and its natural environment benefits are both a local and strategic issue for the City Region and links to a number of key agendas including health and well-being, biodiversity, visitor economy and historic environment.

8.3. The Liverpool City Region also has a coastline and contains a number of rivers, canals and water bodies. By their nature, watercourses do not respect administrative boundaries and the current national approach is to manage them on a catchment basis under the leadership of the Environment Agency. The City Region contains four coastal or estuarine authorities (Halton, Liverpool, Sefton and Wirral) associated with the Rivers Mersey and Alt and West Lancashire has the Ribble estuary as one of its boundaries. Wirral is also bounded by the River Dee estuary.

8.4. A particular area for co-operation has been the management of flood risk, particularly given the naturally trans-boundary nature of river basins and the additional responsibilities recently given to Councils by the Flood and Water Management Act. With the exception of West Lancashire (who come under Lancashire County Council's authority on this matter), all the LCR authorities are now Lead Local Flood Authorities for their areas. The City Region is potentially vulnerable to flooding events from tidal sources, watercourses and groundwater sources, as well as from blocked, damaged and overloaded drainage infrastructure and failure of canal and reservoir structures.

8.5. The proximity of strategic urban redevelopment areas to European Natura 2000 nature conservation sites and their supporting habitat has rendered the Habitats Regulations of particular importance for the City Region. Following the

Habitats Regulations amendment, which explicitly identified the requirement for assessment of Local Plans, an approach across the LCR was explored and implemented from 2006. The number and importance of internationally designated sites in the city region relates directly to the need for a consistent approach across authority boundaries. The LCR CA authorities (except St.Helens) have contracted specialist consultants through MEAS to look at HRA matters in the area.

- 8.6. The local authorities of Knowsley, Liverpool, Sefton, St. Helens and Wirral jointly support the Merseyside Historic Environment Record (HER), which came under the management of MEAS in April 2014. Halton and West Lancashire are part of the Cheshire HER and Lancashire HER respectively. The HER is a key information source for the historic environment evidence base, covering both built and archaeological heritage, and provides a co-operation mechanism with other historic environment services in Cheshire, Greater Manchester and Lancashire through participation in the regular regional HER Working Group and Association of Local Government Archaeology Officers meetings.
- 8.7. Information provided by the HER informs both Local Plan and development management processes, though there are a limited range of strategic matters requiring action through the Duty to Co-operate, as most issues are site and District specific matters.
- 8.8. Halton, Knowsley, Liverpool, Sefton, St. Helens, Warrington and Wirral are Minerals Planning Authorities. West Lancashire is a two-tier authority area, where Lancashire County Council is the Mineral Planning Authority. As a heavily developed urban area, Merseyside is a significant consumer of aggregate minerals. The area is not a significant producer of land-won minerals but its port facilities are important for the landing and transhipment of minerals from marine and other sources and the area is a significant market for recycled and secondary aggregates. This includes participation in the Managed Aggregate Supply System (MASS) by monitoring activity in the LCR area and by participating in the work of the local Aggregate Working Party (AWP). In addition, the NPPF requires MPAs to produce an annual Local Aggregate Assessment for their area. The Liverpool City Region Authorities (excluding West Lancashire) are grouped together with Warrington and the 10 Greater Manchester authorities for the purposes of the MASS aggregate apportionment set out by Government, and have chosen to work jointly to produce a Local Aggregate Assessment for the whole of the apportionment area, which covers 17 local authorities. LAAs, which are subject to robust consultation through the AWP, have been completed on this basis in 2013 and 2014. This work is led on behalf of the LCR authorities by MEAS.

- 8.9. Each of the unitary authorities of the City Region is a Waste Planning Authority. As a two-tier authority area, Lancashire County Council is the Waste Planning Authority covering West Lancashire. Waste matters have strategic implications beyond individual authority boundaries and need to be considered accordingly, particularly as the Merseyside Recycling and Waste Authority (MRWA) exists to implement waste management across the City Region (excluding West Lancashire). The Joint Merseyside and Halton Waste Local Plan, which was adopted in 2013, provides a common policy and evidence base for the management of waste developments to 2027. The principal forum for co-operation is the District Planning Officers Group but additional requirements for co-operation with MRWA and authorities outside the city region will be needed from time-to-time.

#### *Joint Working*

- 8.10. There are a number of areas of existing and emerging joint working in relation to environmental matters in the City Region. Examples include:
- a. Support for Merseyside Biobank and Cheshire rECOrd (the local record centres).
  - b. Contributing to the development of the North Merseyside Biodiversity Action Plan and an emerging Ecological Framework for the City Region.
  - c. A series of joint training events for LCR planners in Local Plans and Development Management on the Habitats Regulations and implications for future timescales, outputs and integration of Habitats Regulations Assessment into decision-taking across the LCR. MEAS also facilitate two joint contracts for provision of Habitats Regulations advice to Local Plan teams, providing a shared approach with reduced costs and enabling a consistent approach to be taken.
  - d. The Regional Flood and Coastal Committee (RFCC), which is a committee established by the Environment Agency under the Flood and Water Management Act 2010 that brings together members appointed by Lead Local Flood Authorities (LLFAs) and independent members with relevant experience.
  - e. Engagement with the statutory undertaker, United Utilities, through existing mechanisms such as the Environment Agency's River Basin Management Plans, to develop Local Flood Risk Management Strategies and to discharge the duties of Sustainable Drainage (SUDS) Approval Bodies and a consenting role for works to Ordinary Watercourses.
  - f. The establishment of the Merseyside Strategic Flood and Coastal Risk Management Partnership, which comprises representatives of the local authorities of Knowsley, Liverpool, Sefton, St Helens and Wirral.
  - g. The Merseyside Flood Risk Co-ordinator, which is a multi-disciplinary role that, in addition to supporting the Merseyside Flood & Coastal Risk Management (FCRM) Partnership, also supports the Strategic and



- Tactical groups of elected members and officers in the management of Flood and Coastal Erosion Risks on Merseyside.
- h. Engagement with the North West England and North Wales Coastal Group, which was set up to bring together experts from a number of organisations across the region with coastal defence responsibilities.
  - i. Joint working with Natural England, partly through the LCR Deal with Government and the Local Nature Partnership (Nature Connected), which has enabled progress to be made on the identification of future evidence and research related to functionally-linked habitats that support the internationally designated sites.
  - j. Continued participation in the Managed Aggregate Supply System (MASS) by monitoring activity in the LCR area and by participating in the work of the local Aggregate Working Party (AWP).
  - k. A Merseyside and Halton Joint Waste Local Plan - the Liverpool City Region authorities (excluding West Lancashire) have worked together to develop and adopt a joint Waste Local Plan and are continuing to work together on its implementation, monitoring and review arrangements.
  - l. Engagement with the Cheshire and Merseyside Contaminated Land Officers Group (CLOG), which includes representatives from the LCR authorities (excluding West Lancashire), the Cheshire authorities, the Environment Agency and Public Health England.

#### *Emerging Evidence Base*

8.11. The LCR CA authorities are currently working together on an Ecological Framework.

#### *Strategic Cross Boundary Issues*

8.12. The environment presents a number of planning issues for all of the City Region, particularly given the proximity of and ease of travel from strategic urban redevelopment areas to European Natura 2000 nature conservation sites and their supporting habitat, the presence of protected species in the City Region, and broader aspirations to improve environmental quality for both ecological and social benefit. Although many issues can be managed locally by individual authorities, issues affecting key sites and their connectivity often require trans-boundary approaches.

8.13. The main strategic cross-boundary issues are:

- a. Increasing recreational pressure on HRA sites from residents visiting from all LCR authorities and areas further afield;
- b. In combination harm to designated sites through water abstraction and/or water discharge;

- c. Implementation of the relevant River Basin Management Plans and Shoreline Management Plan – both of which are currently managed and operated under different regimes; and
- d. The management of flood risk and flooding, including:
  - the development of Local Flood Risk Management Strategies for each authority),
  - discharging the duties of the SuDS Approval Bodies, and
  - management of coastal protection (including the implementation of the SMP) for the coastal authorities.
- e. Ongoing co-operation both within LCR and beyond (e.g. North West Waste Network) on management of strategic cross border waste movements and monitoring and review of the Joint Waste Local Plan;
- f. Continued ongoing co-operation on production of Local Aggregates Assessment both within LCR and with Warrington and Greater Manchester.

*Future Co-operation, Joint Work and Monitoring*

8.14. Given the strategic cross-boundary issues relating to the environment, there are several areas of potential future co-operation and joint working for the LCR authorities. These could include:

- a. Development of a joint LCR SuDS SPD
- b. Development of a Coastal Strategy for each individual coastal authority which implements the Shoreline Management Plan
- c. Continuing co-operation on flooding and flood risk issues
- d. Cooperating with neighbouring (and more distant) authorities to safeguard important minerals and aggregates
- e. Safeguarding of wharfrage and other facilities for the transport and processing of minerals and aggregates
- f. Monitoring of site requirements for built waste and recycling facilities within each authority area in line with the agreed Local Plan, which reflect other assumptions about how each waste stream will be managed in the future, including improvements in recycling and re-use
- g. Assessment and annual monitoring of joint Waste Local Plan
- h. Complete preparation of LCR Ecological Network as part of Local Plans evidence base.

8.15. In addition, the LCR authorities, MEAS, Natural England and Natural Resources Wales will need to work together to identify and deliver mitigation measures to protect HRA sites, potentially including enhanced access and habitat management, the provision of alternative recreational space away from the sensitive European sites and consideration of any potential water-related HRA issues.

## Environment Summary

Action	Timescale	Who
Continuing co-operation on flooding and flood risk issues across catchment areas (where appropriate)	On-going	All LCR authorities
Cooperating with neighbouring (and more distant) authorities to safeguard important minerals and aggregates resources and associated port, transport and processing infrastructure	On-going	All LCR authorities (Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS)
Working with neighbouring (and more distant) authorities to monitor the sales and movement of aggregates and to produce a joint Local Aggregate Assessment	Ongoing	All LCR authorities (Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS)
Monitoring of site requirements for built waste and recycling facilities	On-going	All LCR authorities (Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS)
Assessment and annual monitoring of joint Waste Local Plan	On-going	Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS
Complete LCR Ecological Network as Local Plan evidence base	March 2016	Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS
<b>Relevant Prescribed Bodies to consult</b> (as appropriate)		<b>Other key stakeholders to consult</b> (as appropriate)
Natural England		Lancashire Wildlife Trust
Historic England		Wirral Wildlife
Nature Connected (the Local Nature Partnership for Merseyside)		Natural Resources Wales
Natural Resources Wales		United Utilities
Neighbouring Authorities including Flintshire, Chester & Cheshire West and Warrington		Dwr Cymru Welsh Water
The Environment Agency		Merseyside Strategic Flood and Coastal Risk Management Partnership
Marine Management Organisation		The Mersey Dee Alliance
Merseyside Recycling and Waste Authority		North West England and North Wales Coastal Group
Forestry Commission		Cheshire Local Nature Partnership
		Cheshire Wildlife Trust
		Aggregates Working party
		North West Waste Network

## 9. Retail, Leisure and Tourism

### *Current Position*

- 9.1. Retail catchment areas within the sub-region are dependent upon the type and nature of the retail offer. Comparison goods shopping generates a wider catchment area as shoppers are prepared to travel further afield, whereas convenience shopping is more localised in nature. Retail is a continuously changing area as markets develop and approaches to retail change such as the rise of internet shopping.
- 9.2. Liverpool City Centre is the Regional Centre and is fundamental to the economic growth of the City Region. It forms a strategic hub with significant comparison retail floorspace, leisure, cultural and tourist facilities. It is the primary retail centre within the sub-region and is therefore the highest level of centre both within the City and sub-region hierarchy of centres. The City Centre is one of 4 key priorities in the LEP Strategic Economic Plan.
- 9.3. Birkenhead (Wirral), Southport (Sefton) and St Helens form the second tier of sub-regional centres across the City Region, which sit below and complement Liverpool City Centre as the Regional Centre. Below these centres, each borough has a range of other centres including town, district and local centres which meet localised needs within the area.
- 9.4. As retail catchment areas do not adhere to local authority boundaries it is recognised that there are overlapping catchment areas within the region with regard to these centres, with a number meeting some of the needs of communities in adjoining boroughs. This includes the following:
- Liverpool City Centre – meets some of the comparison shopping and leisure needs of the whole LCR
  - Southport – serves North Sefton and much of West Lancashire
  - St Helens – catchment area extends into Halton, Knowsley and Wigan
  - Bootle – serves the needs of residents in North Liverpool as well as South Sefton
- 9.5. Centres outside the Liverpool City Region will also meet some of the shopping and leisure needs of LCR residents, in particular including Manchester City Centre, the Trafford Centre, Warrington, Cheshire Oaks, Chester and Wigan.

*Leisure, Tourism and the Visitor Economy*

- 9.6. The Liverpool City Region has a strong leisure and tourism (visitor economy) sector, with 58.7million day and staying visitors in 2015 to the LCR CA area in 2014. Significant visitor attractions include:
- built heritage and architecture (including the UNESCO World Heritage site Liverpool Waterfront),
  - museums and heritage assets such as National Museums Liverpool, Beatles related tourism and industrial heritage e.g. Catalyst Widnes
  - theatres, art galleries and music venues
  - conference facilities including ACC Liverpool and Southport Classic Resort
  - sports stadia such as Everton FC, Liverpool FC, St.Helens RLFC, Tranmere FC and Widnes Vikings RLFC,
  - race courses at Aintree and Haydock
  - the extensive coastlines of Sefton and Wirral,
  - golf tourism (especially the Golf Coast in Sefton and the Wirral),
  - country parks and countryside recreation (e.g. Knowsley Safari Park, Bold Forest Park and Dream, St.Helens, Spike Island, Halton)
  - Liverpool One retail and leisure
- 9.7. The visitor economy is recognised in the LCR Growth Plan as one of the key growth sectors for the LCR. It is worth around £3.8bn to the economy and supporting around 49,000 jobs directly and indirectly in the accommodation, food and drink, recreation, shopping and transport sectors<sup>13</sup>. There were 192 hotels with 11,902 rooms in the LCR-CA area, with 68 and 7,847 in Liverpool alone, by the end of 2015. The LEP acts as the official Tourist Board or Destination Management Organisation (DMO) for Liverpool City Region. The LCR-CA and the LEP intend to strengthen and expand the Visitor Economy, and the LEP produced a Visitor Economy Strategy and Destination Management Plan in November 2014 for the period 2015-2020. This aims to increase visits to attractions, overnight stays, visitor rankings, value of tourism, and jobs supported.
- 9.8. The visitor economy is recognised in the LCR Growth Plan as one of the key growth sectors for the LCR. It is worth around £3.8bn to the economy and supporting around 49,000 jobs directly and indirectly in the accommodation, food and drink, recreation, shopping and transport sectors . There were 192 hotels with 11,902 rooms in the LCR-CA area, with 68 and 7,847 in Liverpool alone, by the end of 2015. The LEP acts as the official Tourist Board or Destination Management Organisation (DMO) for Liverpool City Region. The LCR-CA and the LEP intend to strengthen and expand the Visitor Economy, and the LEP produced a Visitor Economy Strategy and Destination

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<sup>13</sup> LCR LEP Tourism Data Summary, February 2016, based on 2014 STEAM data

Management Plan in November 2014 for the period 2015-2020. This aims to increase visits to attractions, overnight stays, visitor rankings, value of tourism, and jobs supported.

- 9.9. Strategic planning helps deliver many of the drivers of the visitor economy, such as safeguarding and enhancing the built heritage and natural environment, built attractions, hotels and infrastructure. Existing cultural infrastructure (also covered in chapter 7, Community Infrastructure) plays an important role in the visitor economy. The implications of the visitor economy for cross boundary planning has not been significant in the past, but the implications of future developments and the need to cooperate in planning for future visitor economy development will be kept under review and liaison promoted.

#### *Emerging Evidence Base*

- 9.10. With regard to objectively assessed need for retail, each local authority has conducted its own studies as set out in the table below, many of which also consider the need for commercial leisure.

*Table 4 – Retail Evidence*

<b>Local Authority</b>	<b>Retail Evidence Studies</b>
<b>Liverpool</b>	<ul style="list-style-type: none"> <li>• District and Local Centre Study (2009)</li> <li>• Quantitative Retail and Commercial Leisure Study (2011)</li> <li>• Liverpool Retail and Leisure Study Update 2015 (in preparation)</li> </ul>
<b>Wirral</b>	<ul style="list-style-type: none"> <li>• Wirral Town Centre Retail and Leisure Study (2009)</li> <li>• Integrated Retail Study for Birkenhead and Wirral Waters (2010)</li> <li>• Wirral Town, District and Local Centre Study and Delivery Framework (2011)</li> <li>• Retail Study Update (2012)</li> <li>• Retail and Leisure Study Update 2016</li> </ul>
<b>Sefton</b>	<ul style="list-style-type: none"> <li>• Retail Strategy Review (2012)</li> <li>• Sefton District Centres, Local Centres and Shopping Parades Study</li> <li>• Bootle and Southport Health Checks (2012)</li> </ul>
<b>Knowsley</b>	<ul style="list-style-type: none"> <li>• Knowsley Town Centres and Shopping Study - Stage 1 (2009)</li> <li>• Knowsley Town Centres and Shopping Study - Stage 2 (2010)</li> </ul>
<b>St Helens</b>	<ul style="list-style-type: none"> <li>• St Helens and Earlestown Retail and Town Centre Uses Study (2012)</li> <li>• St Helens District &amp; Local Centres Study (2006)</li> </ul>
<b>West Lancashire</b>	<ul style="list-style-type: none"> <li>• Retail and Leisure Study (2011)</li> </ul>
<b>Halton</b>	<ul style="list-style-type: none"> <li>• Halton Retail and Leisure Study (2009)</li> <li>• Halton and Local Centres Review (2015)</li> <li>• Halton Retail Study (2016)</li> </ul>

*Strategic Cross Boundary Issues*

9.11. Retail habits tend to be personal with shoppers rarely considering whether they remaining within one local authority or shopping across multiple boundaries. Other factors more likely to contribute to shop locational choice such as goods to be purchased, access to parking or transport hubs, social activities, range and variety of goods available and the weather on the day.

9.12. Key issues for the City Region are likely to be:

- a. Ensuring a **vibrant Liverpool City Centre**, given its importance to the sub-region as the primary economic driver and its role in meeting a proportion of comparison and leisure needs across the City Region.
- b. The **vitality and viability of other centres** across the sub-region and their ability to meet more localised shopping needs.
- c. Considering the implications of **large scale retail and leisure developments**.
- d. Considering the implications of **development that is located close to authority boundaries**.

*Future co-operation, joint work and monitoring*

9.13. On-going review of retail and leisure provision will be undertaken on a local authority basis, through the preparation and review of Local Plans. Regular review of the type, location and geographical catchments of retail centres across the city region can be a key part of this work.

Action	Timescale	Who
Review of retail and leisure provision studies by individual LPAs, liaising with neighbouring LPAs when catchments overlap	On-going annual review	All LCR Authorities
Cross-boundary implications of the visitor economy to be kept under review	On-going	All LCR Authorities
<b>Relevant Prescribed Bodies to consult</b> (as appropriate)		<b>Other key stakeholders to consult</b> (as appropriate)
Neighbouring Authorities (especially Warrington, Wigan and Cheshire West & Chester)		Tourism Boards (including LEP / Visit Liverpool)
LCR LEP (as the Tourist Board)		Visitor Attractions
Lancashire LEP		

## 10. Implementation

### *Strategic Planning Within the LCR*

10.1. In the process of developing individual Local Plans the authorities will ensure engagement with their neighbours on two levels. Firstly, through PPMs and DPOs broad strategies for Local Plan development will be tabled so that all in the LCR are appraised on what each other is doing and the need for any joint evidence base work identified and commissioned. Secondly, the individual authorities will engage with their neighbours through focused one-to-one meetings and discussions on cross boundary strategic issues.

10.2. Where agreement cannot be reached through the focused meetings and there are outstanding matters then the concerns will be escalated referred to DPOs level for the Heads of Planning for discussion. If there are still outstanding matters of disagreement then the authorities will agree to undertake to prepare a joint statement identifying the outstanding issues which can be tabled to a Planning Inspector at any relevant Local Plan Examination.

### *Strategic Planning Outside of the LCR*

10.3. The LCR is not a standalone area and it interacts with other areas beyond on many issues. To the north it interacts with Central Lancashire, to the East with



the Greater Manchester area and Warrington, to the south and west with two Cheshire authorities and Wales. The nature of the relationship varies dependent on the topic. The LCR outer authorities relate particularly to their neighbouring areas, for example, St.Helens has close links with Wigan and Warrington.

- 10.4. On most topics the individual authorities concerned will liaise with their neighbours on particular cross boundary strategic issues. Where this occurs, they will keep the rest of the LCR authorities apprised of discussions through the PPMs group. Any more serious issues will be fed up through DPOs and above where necessary. MEAS also provide joint responses to neighbouring authority consultations where appropriate on strategic environmental matters including waste, minerals and ecology.

## Appendix 1 – Action Plan for Continued Joint and Strategic Working

Item and Description	Timescale and Status	Who
<b>Housing</b>		
Prepare a LCR SHELMA to determine HMA(s) and identify OAN within the LCR area	Ongoing, due to complete September 2016	All LCR authorities (Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral and West Lancashire)
<b>Economic Development</b>		
Prepare a LCR SHELMA to review FEMA for the LCR and determine employment land requirements for the LCR area	Ongoing, due to complete September 2016	Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral and West Lancashire
<b>Transport</b>		
Take account of Superport in LCR SHELMA study	SHELMA due to complete in September 2016	All LCR Authorities
Deliver the LTPs and the Transport Plan for Growth, monitoring progress on an annual basis and producing updates to the TPfG when necessary	Ongoing	All LCR CA Authorities
<b>Utilities Infrastructure</b>		
Review of utilities infrastructure provision: liaison with infrastructure providers and neighbour LPAs when there are cross-boundary issues, preferably on a service catchment basis	On-going annual review	All LCR Authorities
Review of existing evidence base studies: Liaison with appropriate partners when there are cross-boundary issues	On-going annual review	All LCR Authorities
Individual Infrastructure Delivery Plans: Liaison with appropriate partners when there are cross-boundary issues	On-going annual review	All LCR Authorities
<b>Community Infrastructure</b>		
Review of community infrastructure provision: Liaison with appropriate partners when there are cross-boundary issues	On-going review	All LCR Authorities
Review potential to expand the scope of existing meetings to consider community infrastructure issues	Complete by end of May 2016	All LCR Authorities via DPOs/PPMs
<b>Environment</b>		
Continuing co-operation on flooding and flood risk issues across catchment areas	On-going	All LCR authorities

(where appropriate)		
Cooperating with neighbouring (and more distant) authorities to safeguard important minerals and aggregates resources and associated port, transport and processing infrastructure	On-going	All LCR authorities (Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS)
Working with neighbouring (and more distant) authorities to monitor the sales and movement of aggregates and to produce a joint Local Aggregate Assessment	On-going	All LCR authorities (Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS)
Monitoring of site requirements for built waste and recycling facilities	On-going	Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS
Assessment and annual monitoring of joint Waste Local Plan	On-going	Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS
Complete LCR Ecological Network as Local Plan evidence base	March 2016	Halton, Knowsley, Liverpool, Sefton, St Helens, Wirral through MEAS
<b>Retail, Leisure and Tourism</b>		
Review of retail and leisure provision studies by individual LPAs, liaising with neighbouring LPAs when catchments overlap	On-going annual review	All LCR Authorities
Cross-boundary implications of the visitor economy to be kept under review	On-going	All LCR Authorities
<b>Other Items</b>		
Annual review of Statement of Cooperation on Local Plans	Annual	District Planning Officers and Planning Policy Managers
Maintain updated list of evidence base studies produced by LCR Local Planning Authorities	Ongoing	Planning Policy Managers

## Appendix 2 – Prescribed Bodies Involvement

Prescribed Body In Act and Regulations <sup>14</sup>	Relevant Body within LCR	Relevant Body Outside of LCR	Relevant Issues
Neighbouring authorities (as appropriate)	All LCR LPAs	As appropriate: Cheshire West and Chester Chorley Flintshire Lancashire CC South Ribble Warrington Wigan	Various (as appropriate): Housing Economic Development Transport
Environment Agency	Environment Agency	Environment Agency	Utilities Infrastructure Environment
Historic Buildings and Monuments Commission for England (Historic England)	Historic England (North West)	Historic England (North West)	Environment
Natural England	Natural England (North West)	Natural England (North West)	Environment
The Mayor for London	N/a	N/a	
Civil Aviation Authority	Civil Aviation Authority	Civil Aviation Authority	Transport
Homes and Communities Agency	Homes and Communities Agency	Homes and Communities Agency	Housing Economic Development
Clinical Commissioning Group (replacing CCGs)	All CCGs operating in LCR	All CCGs operating adjacent to LCR	Community Infrastructure
NHS England (replacing CCGs)	NHS England	NHS England	Community Infrastructure
Office of Rail and Road	Office of Rail and Road	Office of Rail and Road	Transport
Transport for London	N/a	N/a	
Integrated Transport Authority	Merseytravel	Transport for Greater Manchester Lancashire ITA Cheshire ITA	Transport
Highway Authority	Each LCR authority Highways England Department for Transport	Neighbouring Authorities (including Lancashire CC) Highways England	Transport
Marine Management Organisation	Marine Management Organisation	Marine Management Organisation	Transport
Local Enterprise Partnerships (LEP)	Liverpool City Region LEP	Cheshire & Warrington LEP Lancashire LEP	Housing Economic Development Tourism
Local Nature Partnership (LNP)	Nature Connected (Merseyside's LNP) Cheshire LNP (Halton)	Cheshire Local Nature Partnership Lancashire Local Nature Partnership	Utilities Infrastructure Environment

<sup>14</sup> Town and Country Planning (Local Planning) Regulations (2012)

## Appendix 3 – Other key stakeholders to be involved as appropriate

<b>Relevant Issue</b>	<b>Relevant Body to LCR</b>
Housing	Housing Developers Registered Providers
Economic Development & Superport	Port of Liverpool and ABP and associated shipping lines, logistics companies, hauliers, warehousing and distribution centre operators Liverpool John Lennon Airport Land agents Key LCR employers Business community Universities and colleges Utility providers Chambers of Commerce The Mersey Dee Alliance
Transport	Department for Transport Network Rail Welsh Government (Transport) Port of Liverpool and associated shipping lines, logistics companies, hauliers, warehousing and distribution centre operators Liverpool John Lennon Airport Rail North Canal and River Trust Atlantic Gateway Land agents Key employers The Mersey Dee Alliance
Utilities Infrastructure	Merseyside Recycling & Waste Authority Natural Resources Wales Mersey Dee Alliance Utility Providers, including: United Utilities – water and waste water Dwr Cymru Welsh Water – waste water National Grid – Gas transmission and distribution, electricity transmission Scottish Power – Electricity distribution Electricity North West – Electricity distribution Mobile Operators Association BT - telecommunications Virgin – telecommunications Strategic pipeline operators
Communities Infrastructure	Education Authorities Higher Education Institutions Health Services (Including NHS England and relevant CCGs and NHS Trusts) Emergency Services National Museums Liverpool Religious organisations Tourism Boards (including Visit Liverpool) Prison Service (as part of Ministry of Justice) Visitor Attractions

Environment	<p>Natural Resources Wales  Merseyside Recycling and Waste Authority  Forestry Commission  Lancashire Wildlife Trust  Wirral Wildlife  Natural Resources Wales  United Utilities  Dwr Cymru Welsh Water  Merseyside Strategic Flood and Coastal Risk Management Partnership  The Mersey Dee Alliance  North West England and North Wales Coastal Group  Cheshire Local Nature Partnership  Cheshire Wildlife Trust  Aggregates Working party  North West Waste Network</p>
Retail, leisure & tourism	<p>Tourism Boards (including LCR LEP / Visit Liverpool)  Visitor Attractions</p>

## Appendix 4 – Key Sub Regional Policy Documents

Given the historic and ongoing working relationships there are already a suite of documents pertaining to the Liverpool City Region. Most of these have a relevance to joint Strategic Planning Matters. These documents are summarised below but this list is by no means exhaustive and will continue to change over the next five years.

### LCR Devolution Agreement

See chapter 1 for details of the LCR Devolution Agreements.

[LCR Devolution Agreement](#)

### LCR Growth Deal

The LCR Growth Deal was awarded to the LCR LEP on 7<sup>th</sup> July 2014 allocating over £232 million of funding to the LCR CA sub-region. A further £31.6 million was given in January 2015. The Growth Deal focuses on four priority areas:

- Creating a **freight and logistics hub** which will put the city region in the best place to respond to changes in the UK and international logistics market
- Building on the revival of **Liverpool city centre** as a world class business and leisure destination
- Driving the transfer of the city region's energy supply to **low carbon** and renewable sources as part of the LCR2Energy initiative
- Skills and business support to enable growth

The Growth Deal award is supported by the Liverpool City Region Growth Plan and Strategic Economic Plan (SEP) which, provide the strategic framework for interventions to drive new job creation and growth in the City Region. The Growth Plan and SEP articulate the ambitions of the City Region in terms of stimulating job creation as well as providing the rationale for intervention with a particular emphasis placed on enabling private sector investment and growth.

Liverpool City Region's Growth Plan takes a twin-track approach. First, where the City Region has genuine comparative strengths and competitive advantages investment will be prioritised and targeted to drive economic growth. Second, and across all aspects of the economy and in all sectors, the City Region will ensure that it creates an environment that supports growth and that will see all people and places benefit in a sustainable way.

[LCR Growth Deal](#)

**LCR Spatial Investment Plan**

LCR Spatial Investment Plan was prepared in November 2013 with the aim of:

- Spatially mapping and categorise different types of employment sites
- Providing a market summary that assesses the prospects for different types of commercial investment
- Spatially mapping all the current housing sites under construction in the City-Region
- Identifying the short and medium term housing supply
- Identifying the potential constraints that could limit the speed and scale of private sector investment in new housing stock
- Making some initial policy recommendations based on the assessment of demand constraints and site availability
- Making some initial recommendations to help shape a future delivery strategy

The report was intended to contribute both to the investment planning of the LEP and the emerging strategic role of the Combined Authority.

[LCR Spatial Investment Plan](#)

**LCR Local Investment Plan**

The LCR Local Investment Plan 2 (LIP2) was completed and approved by the City Region Cabinet in November 2011 with three primary aims:

- A prospectus for housing and regeneration investment in the LCR
- To clarify LCR's priorities to support economic growth while maintaining the momentum of regeneration
- Inform Homes and Community Agency's (HCA) business plan by setting clear priorities for future investment in the LCR

[LCR Local Investment Plan 2](#)

**Local Transport Plans / Plan for Growth**

Prior to the establishment of the Liverpool City Region Combined Authority in April 2014, Halton was a separate Integrated Transport Authority (ITA) from MerseyTravel who act as the ITA for the Merseyside authorities, with each preparing its own separate (though closely aligned) Local Transport Plans (LTPs). Lancashire County Council is the ITA for their area including West Lancashire.



- The Merseyside Local Transport Plan 3 provides a long-term strategy and delivery programme of transport investment and service improvements. It aims to give Merseyside a safer, sustainable, efficient and integrated transport network, accessible to all. The Plan is operational from 2011 until 2024 and covers Knowsley, Liverpool, Sefton, St Helens and the Wirral.
- The Local Transport Plan 3 for Halton (2011 to 2025) provides the long term strategy for transport in Halton and provides the detail of how the strategy will be delivered in the shorter term.
- The Local Transport Plan 3 for Lancashire (2011-2021) provides a similar role for West Lancashire, with a West Lancashire Highways & Transport Masterplan (2015) providing more detail on how Lancashire County Council and West Lancashire Borough Council see transport infrastructure evolving in West Lancashire in the future.

The Liverpool City Region Combined Authority document 'A Transport Plan for Growth' aims to improve the social, environmental and economic wellbeing of the city region, by delivering a world-class transport network. The Transport Plan for Growth has been developed to provide a clear vision for a successful transport provision in the city region, and act as an investment plan to promote and support economic growth.

[Merseyside LTP3](#)

[Halton LTP3](#)

[Lancashire LTP3](#)

[A Transport Plan for Growth](#)

In West Lancashire transport infrastructure is governed through Lancashire County Council. The West Lancashire Highways and Transport Masterplan was issued in October 2014 and outlines the ambitious and wide-ranging vision to transform the transport network in West Lancashire over the coming decades.

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

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