

EXECUTIVE BOARD

At a meeting of the Executive Board on Monday, 7 July 2014 in The Boardroom, Municipal Building

Present: Councillors Polhill (Chairman), D. Cargill, Harris, R. Hignett, Jones, T. McInerney, Philbin and Wharton

Apologies for Absence: Councillor Wright

Absence declared on Council business: Councillor Nelson

Officers present: M. Reaney, A.McIntyre, D. Parr, E. Dawson. E. O'Meara, C. Patino, S Riley, M. Allen and A. Scott

Also in attendance: None

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE BOARD

	<i>Action</i>
EXB21 MINUTES	
The Minutes of the meeting held on 26 June 2014 were taken as read and signed as a correct record.	
CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	
EXB22 INDEPENDENT LIVING	
The Board considered a report of the Strategic Director, Children and Enterprise, which sought permission to re-model an area of Inglefield to provide independent living skills for children with Autistic Spectrum Conditions (ASC).	
The Board was reminded that Ashley School had been re-designated as an 11-19 school for middle or high ability pupils with Social Communication Needs and Autism in September 2013. New post-16 provision would be available for students and staff from September 2014. It was reported that a key element of the curriculum for Post-16 students was to develop Independent Living Skills, to encourage students to gain functional and self-care skills. Teaching independent living skills such as budgeting,	

laundry, cooking, cleaning and independent travel, gave students the opportunity to learn in a real-life environment within the community in which they lived.

The report and appendices provided details of the initial estimates of adapting and equipping the area of residential accommodation at Inglefield to provide two bedrooms each for students and staff, a lounge, dining area and bathroom facilities.

RESOLVED: That

- 1) the capital project at Inglefield be approved; and
- 2) the estimated capital costs of £50,000 be met from the basic need capital allocation.

Strategic Director
- Children and
Enterprise

EXB23 SUSTAINABLE SCHOOL TRAVEL POLICY 2014 - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, on the determination of a Sustainable School Travel Policy.

The Board was advised that the local authority had a requirement to fulfil its statutory duty under the Education and Inspections Act 2006 to review and determine a Sustainable School Travel Policy (the Policy).

It was noted that there were four main elements to the duty, as set out in the report. The Policy for 2014 drew together these elements and supported the priorities of the Children and Young People's Plan, as well as promoting healthy lifestyles. It was noted that the Policy had been reviewed to reflect the content of the document "New Home to School Travel and Transport Guidance" issued by the Department for Education in March 2014. It was further noted that the proposed Policy was made available for consultation during May and June 2014, with no comments being received.

Members discussed the proposed eligibility criteria for assistance with transport and the revised appeals process, contained within the Policy, which was due for implementation from September 2014. It was noted that the Policy was based upon the Local Authority's statutory duties and Department for Education guidance. Whilst recognising that assistance with transport for pupils attending denominational schools was discretionary, with no statutory requirement to provide, Members wished to retain this

discretionary element, but requested this discretionary element be reviewed annually.

Reason(s) For Decision

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

Alternative Options Considered and Rejected

None.

Implementation Date

Academic year – September 2014 and reviewed annually.

RESOLVED: That the Sustainable School Travel Policy be approved with an additional discretionary criterion of assistance for denominational transport where the criteria is met.

Strategic Director
- Children and
Enterprise

HEALTH AND WELLBEING PORTFOLIO

EXB24 THE HALTON ALCOHOL INQUIRY

The Board considered a report of the Director of Public Health, which sought approval of the waiver of Procurement Standing Orders in respect of the award of a contract for the Our Life – Halton Alcohol Inquiry (the Inquiry).

The Board was advised that Our Life had successfully delivered six Citizen's Inquiries on alcohol in the North West over the previous four years. It was reported that the proposed project would initiate and encourage discussion and debate about alcohol, the problems it caused and help people to reach informed conclusions about how to tackle these at different levels.

The Inquiry would involve Halton residents and consist of nine, two and a half hour sessions split across four stages:

- Exploration;
- Deliberation;
- Recommendation; and
- Action.

It was noted that, following the Inquiry, a public meeting would be held with key decision makers, with the final stage of the project providing support for the participants to help take their actions forward.

The Board was informed that the cost of the project (£28,000), would be met from the Public Health budget.

RESOLVED: That

- 1) in accordance with Procurement Standing Orders 1.8.3 (e), Procurement Standing Orders 4.1 and 4.2 be waived in respect of the Our Life – Halton Alcohol Inquiry; and
- 2) the Director of Public Health be authorised to award a contract to Our Life to deliver the campaign.

Director of Public Health

EXB25 SHARED SERVICE FOR INFECTION PREVENTION AND CONTROL FOR ST. HELENS, WARRINGTON AND HALTON

The Board considered a report of the Director of Public Health, which sought approval to commission a shared service for infection control across Warrington, Halton and St Helen's.

The Board was advised that health protection was one of the statutory responsibilities of Public Health, which had transferred to local authorities in April 2013. Part of this responsibility was to commission Infection Prevention and Control services for the local health economy. It was reported that the Bridgewater Community NHS Trust had previously provided an infection prevention and control service covering Halton and St Helens. It was proposed to move to one contract to be procured and managed on behalf of Warrington, St Helens and Halton by St Helens Council.

It was reported that the commissioning of a joint, small shared service for infection control offered economies of scale which could not be achieved by commissioning on a single Borough basis. A copy of the service specification was attached at Appendix 1 for Members' information.

RESOLVED: That the Board approve the waiver as necessary of those parts of Procurement Standing Order 1.3.2 which refers to joint or partnering arrangements to allow the joint commissioning of the Infection Control Service to support public health and primary care. The

Director of Public Health

period covered would apply from April 2015 to March 2018, with the annual expected contract value for Halton being £83,242.

TRANSPORTATION PORTFOLIO

EXB26 PASSENGER TRANSPORT TENDERS

The Board considered a report of the Strategic Director, Policy and Resources, which informed them of the forthcoming publication of transport tenders via The Chest.

The Board was advised that the Transport Co-ordination Section were responsible for a complex range of passenger transport contracts. If these arrangements were not covered by the Council's in-house fleet of passenger transport vehicles or by volunteer drivers, then they were required to be contracted-out to external transport providers for a period of up to four years.

The arrangements for the advertising of such transport tenders on behalf of the Children and Enterprise and Communities Directorates respectively were set out in the report.

RESOLVED: That the Board note the advertising of transport tenders for services on behalf of the Children and Enterprise and Communities Directorates, required from September 2015, and support the process.

Strategic Director
- Policy &
Resources

COMMUNITY AND SPORT PORTFOLIO

EXB27 EFFICIENCY REVIEW OF HALTON LIBRARY SERVICE

The Board considered a report of the Strategic Director, Communities, which sought approval to commence a public consultation on proposals for the future delivery arrangements for Halton's Library Service.

The Board was advised that an Efficiency Review of the Library Service had previously been carried out which realised savings of £157,500. A fresh Library Service review, as part of the current Wave 5 of the Efficiency Programme had been conducted by the Efficiency Programme Board. Information had been gathered which had helped to construct two options which would be the subject of public consultation and which were detailed in the consultation document attached to the report.

It was reported that, in conducting the Efficiency

Review, Officers and the Programme Board had drawn on demographic and other data on local need, to ensure that the revised service would meet the needs of current and future users of the Library Services. However, it was noted that the focus of the review, and of the two proposed options, had been on opening hours. In addition, the consultation would seek the public's view on the viability of maintaining the universal Mobile Library Service and the need to address services to the elderly, given the ageing population profile of the Borough.

The Board was advised that, once analysed, the responses would be reported to Executive Board for decision on the future of the service.

RESOLVED: That the Board

- 1) notes the content of the report;
- 2) approves the documents attached to the report as the basis for public consultation on the future delivery of the Library Service; and
- 3) approves the consultation period outlined in the report.

Strategic Director
- Communities

PHYSICAL ENVIRONMENT PORTFOLIO

EXB28 PROCUREMENT OF HOMELESSNESS AND HOUSING AND SUPPORT GATEWAY IT SYSTEMS

The Board considered a report of the Strategic Director, Communities, on the proposals to develop and implement a Housing and Support Gateway IT System.

The Board was advised that the aim of the Housing Support Gateway (the Gateway) was to provide a single point of access for people with housing support needs into short term housing support services. It was reported that the Gateway system would be implemented on a sub-regional basis through the Liverpool City Region (LCR), with details of those arrangements and costs contained in the report.

The Board was reminded that on 12 July 2012, it considered a report which highlighted the requirement to replace the then existing Homelessness IT system, in line with audit recommendations. A replacement IT solution would be purchased from Capita, who would also provide the IT solution for the sub-regional housing and support Gateway. Therefore, permission was sought to waive

Procurement Standing Orders to enable the Council to purchase the Homelessness IT system. The Business Case contained in the report set out reasons for Members' consideration.

RESOLVED: That

- 1) Halton's participation in the development of a sub-regional Housing and Support Gateway be approved; and
- 2) Pursuant to Procurement Standing Order 1.8.4 (c), Procurement Standing Order 4.1 be waived to enable the procurement of the preferred Homelessness IT system.

Strategic Director
- Communities

EXB29 FIXED PENALTY NOTICES

The Board considered a report of the Strategic Director, Communities, on the pilot scheme for issuing Fixed Penalty Notices for litter and dog control offences.

The Board was reminded that, at its meeting on 13 October 2013, it had approved a six month pilot scheme delivered by 3GS (UK) Limited for the issuing of Fixed Penalty Notices (FPNs) for litter and dog control offences. This service commenced on 14 February 2014, and aimed to support the Council's efforts to reduce anti-social behaviour and improve the safety and attractiveness of the Borough. The report set out details of the enforcement patrols undertaken, the number of FPNs issued, arrangements for the non-payment of notices and the added value of additional and proportionate enforcement for environmental crime offences.

It was reported that the current scheme would end in August 2014. The report sought permission to extend the pilot scheme until the end of February 2015 during which time further consideration would be given to arrangements for the procurement of these services beyond 28 February 2015.

RESOLVED: That

- 1) the pilot scheme for the issuing of Fixed Penalty Notices for litter and dog control offences by 3GS (UK) Limited be extended until 28 February 2015; and

Strategic Director
- Communities

- 2) the Strategic Director, Communities, in consultation with the Executive Board Member for Physical Environment and the Operational Director, Legal and Democratic Services, be authorised to determine all matters relating to the procurement of services for the issuing of Fixed Penalty Notices for litter and dog control offences by a private enforcement company on behalf of the Council beyond 28 February 2015.

RESOURCES PORTFOLIO

EXB30 ICT & SUPPORT SERVICES CAPITAL PROGRAMME

The Board considered a report of the Strategic Director, Policy and Resources, on the ICT and Support Services Capital Programme.

The Board was advised that the continued and long-term investment made by the Council in its ICT infrastructure, had delivered greater efficiencies in service delivery and enabled the Council, amongst other things, to:-

- Reduce its estate;
- Introduce automated processes with easy access to information for the public;
- Facilitate greater use of agile working; and
- Receive income from service level agreements with third parties.

The report set out details of the key ICT programme areas for 2014/15. It was noted that this included renewal and upgrade of the current licensing model, improved server infrastructure to increase the Council's resilience and storage capacity, and a programme of device refresh and replacement. The proposed financial spend profile was also detailed. However, Members were advised that through smart procurement and changes to the way the authority accessed its desktop space, it was envisaged that all of the projects would be delivered within the current budgetary allowance.

RESOLVED: That the ICT and Support Services Capital Programme be noted and the financial spend profile for 2014/15 be supported.

Strategic Director
- Policy &
Resources

EXB31 DISCRETIONARY NON DOMESTIC RATE RELIEF

The Board considered a report of the Strategic Director, Policy and Resources, which detailed seven new applications for Discretionary Non-Domestic Rate Relief.

The Board was advised that, under the provisions of the Local Government Finance Act 1988, the Authority was allowed to grant discretionary rate relief to any business ratepayer, when it was considered appropriate. This relief had only been available to be awarded to organisations that were a charity, a not-for-profit organisation or a Community Amateur Sports Club.

It was reported that since April 2013, there had been significant changes in the funding of non-domestic rate reliefs and exemptions following the introduction of the Retention of Business Rates Scheme, the details of which were set out in the report. It was noted that the Council was now responsible for funding 49% of any award granted of mandatory or discretionary rate relief.

Appendix 1 provided details of the seven applications received, together with the associated financial costs to the Council for Members' consideration.

RESOLVED: That

- 1) Discretionary Rate Relief be granted to the following organisations at the percentage indicated, for the period 1 April 2012 (or the commencement of liability whichever is the later) to 31 March 2016:-

Halton Autistic Family Support Group 20%

St Johns Church T/A Widnes Foodbank 20%

The Mark Gorry Foundation 20%

Our Lady's Pre-school, Runcorn 20%

- 2) The following applications for Discretionary Rate Relief be refused, for the reasons set out in the report:-

Child Bereavement UK 20%

Chester & District Federation of the Blind 20%

Chester Diocesan Board of Finance 20%

Strategic Director
- Policy &
Resources

EXB32 ICT AND SUPPORT SERVICES - CENTRALISED
AGRESSO SERVICE DELIVERY CONTRACT BETWEEN
SEFTON MBC AND HALTON BC

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval in principle to complete and enter into a contracted service to deliver, manage and host the Agresso Financial Services Software Package for Sefton Metropolitan Borough Council (Sefton MBC).

The Board was advised that Finance Directors of Sefton MBC and Halton Borough Council had informally discussed the opportunities for a shared centralised financial services software package using Halton's technical platform known as Agresso. Having operated the system for over ten years, Halton staff had built up a considerable level of knowledge and technical expertise in the development of the system, comparable with most external third party suppliers.

It was reported that the initial proposal covered the provision of a fully managed network link between the two authorities which allowed for fast secure access. In addition, there was a requirement for dedicated resources to be made available to both authorities throughout the contractual period, with new roles in the Agresso Support team within ICT Services to be funded by Sefton MBC.

RESOLVED: That the proposal allowing the Strategic Director, Policy and Resources, in consultation with the Resources Portfolio holder, to complete contractual, financial and service delivery arrangements, be approved.

Strategic Director
- Policy &
Resources

EXB33 ICT AND SUPPORT SERVICES - WAIVE STANDING
ORDERS, AGRESSO LICENCE UPGRADE

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval to waive Procurement Standing Orders to allow the purchase of an additional licensing agreement for the Agresso Financial Services Software Package.

The Board had considered a previous report on this agenda, for shared centralised financial services software package between Sefton Metropolitan Borough Council (Sefton MBC) and Halton Borough Council, using Halton's technical platform known as Agresso (minute EXB 32 referred).

It was reported that the Council had been licensed for the use of the Agresso system for approximately ten years under a financially beneficial licensing agreement known as Perpetual Licence. This licence allowed the authority to own the use rights which were linked to an annual maintenance charge for the use of the software packages. It was now proposed to extend this licensing model to allow for Sefton MBC to operate under the same license agreement as part of the centralised Financial Software delivery proposal, previously referred to.

The report provided details of the possible lead in time for project connectivity. Approval was therefore sought for the Operational Director, IT and Support Services, in consultation with the Resources Portfolio holder, to conclude a deal in the most advantageous terms for the authority, subject to all costs being borne by Sefton MBC.

RESOLVED: That the Board approves both requests which allow the Operational Director, ICT and Support Services, in consultation with the Resources Portfolio holder, to complete contractual, financial and service delivery arrangements in relation to the software licensing requirements and connectivity project.

Strategic Director
- Policy &
Resources

EXB34 PENSIONS DISCRETION POLICY

The Board considered a report of the Strategic Director, Policy and Resources, on the Pensions Discretions Policy.

Then Board was advised that the Council was required to publish a written policy statement annually which confirmed its discretions allowed under the Local Government Pension Scheme (LGPS). It was reported that following the Hutton Review, the Government had decided that changes were required to public sector pension provision; the main recommendations were set out in the report.

It was reported that the new LGPS accommodated all of these requirements. Significant changes to the Scheme effective from 1 April 2014, required that the Discretions Statement was updated to reflect this. Appendix A outlined the Council's current and proposed position.

RESOLVED: That

1) the recommendations to exercise the discretions

Strategic Director
- Policy &
Resources

as outlined in Appendix A attached to the report, be approved; and

- 2) those discretions be exercised by the appropriate Strategic Director, in consultation with the Portfolio holder for Resources and the Operational Director, Finance. (In the case of applications from Strategic Directors/Chief Executive, replace appropriate Strategic Director with Chief Executive/Strategic Director, Policy and Resources respectively).

EXB35 TREASURY MANAGEMENT 2013/14 4TH QUARTER: JANUARY - MARCH

The Board considered a report of the Operational Director, Finance, which updated Members on the activities undertaken on the money market, as required by the Treasury Management Policy for the 2013/14 fourth quarter.

The report provided supporting information on the economic background, interest rate forecast, short term rates, longer term rates, temporary borrowing/investments and new borrowing. It was noted that no debt rescheduling had been undertaken during the quarter.

RESOLVED: That the report be noted.

EXB36 2014/15 TO 2016/17 CAPITAL PROGRAMME

The Board considered a report of the Operational Director, Finance, on the Council's Capital Programme for 2014/15 to 2016/17.

As part of the Medium Term Financial Strategy, Executive Board had approved the capital strategy on 21 November 2013. This covered the period 2014/15 to 2016/17. Council approved the overall capital programme for the same period at its meeting on 5 March 2014, which at that time were based on estimates of capital allocations.

The Council would continue to seek and secure further additional external resources to reduce on-going revenue implications and enhance the capital programme, through for example, Section 106 Agreements.

Estimates of capital receipts over the medium term were based on forecast land and building sales. Although it was reported that there was some optimism in the property market with an upturn in fortunes, a cautious approach

needed to be followed and as such, there were no funds available for new capital starts unless external funding was generated to finance the cost.

RESOLVED: That the Council's Capital Programme for 2014-17, including forecast spend and funding, be noted.

Operational
Director - Finance

(N.B. The Operational Director, Legal and Democratic Services, declared an interest in the following item of business and left the room during consideration of the item)

EXB37 PROVISION OF MONITORING OFFICER SERVICES TO CHESHIRE WEST AND CHESTER COUNCIL (CWAC)

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval to enter into a shared service arrangement with Cheshire West and Chester Council (CWAC) to provide Monitoring Officer services.

The Board was advised that the Chief Executive had been approached by CWAC regarding the provision of Monitoring Officer services to them during a period of maternity leave by the current CWAC postholder. It was reported that this would be for a period which covered July 2014 to May 2015. Halton's Monitoring Officer would be required to attend CWAC's offices one day a week, attend CWAC full Council meetings and pre-briefings and be available at other times for consultation by email or telephone.

The Board noted that this request for support was for a short term and that contractual arrangements would be concluded on a commercial basis.

RESOLVED: That

- 1) the Council enter into an agreement with Cheshire West and Chester Council to provide Monitoring Officer services to CWAC, for a period until the end of May 2015; and
- 2) the Strategic Director, Policy and Resources, be authorised to enter into all contractual arrangements to put this in place.

Strategic Director
- Policy &
Resources

EXB38 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- (1) whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following item of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- (2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

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

RESOURCES PORTFOLIO

EXB39 DISPOSAL OF LAND AT PAGE LANE WIDNES

The Board considered a report of the Strategic Director, Children and Enterprise, on the disposal of development land at Page Lane, Widnes.

The Board was advised that the land had been marketed by external agents. Details of offers received and considered were contained in the report and attached appendix. It was noted that the purchase of the land was conditional on the proposed developer obtaining the relevant planning consent.

RESOLVED: That

- 1) subject to Planning Consent and subject to contract, the Board approves the disposal of the site to the company and at the price referred to in the report; and
- 2) the Operational Director, Economy, Enterprise and Property, be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, legal and Democratic Services.

Strategic Director
- Children and
Enterprise

EXB40 SALE OF LAND FOR HOUSING AT LIVERPOOL ROAD
WIDNES

The Board considered a report of the Operational Director, Children and Enterprise, on the proposed disposal of land at Liverpool Road, Widnes.

The Board was reminded that at its meeting on 5 September 2013, it had approved the disposal of the site so as to enable development to support the funding of the new adjoining sports facility. The site had been marketed by external agents and an analysis of offers received and of the marketing report were detailed in the report and appendices.

It was noted that the purchase of the land was conditional upon the proposed developer obtaining planning consent.

RESOLVED: That

- 1) the Board approves the disposal of the site to the company and at the price referred to in the report, subject to Planning Permission and subject to contract; and
- 2) the Operational Director, Economy, Enterprise and Property, be authorised to arrange for all documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

Strategic Director
- Children and
Enterprise

CALL IN

MINUTES ISSUED: 11 July 2014

CALL-IN: 18 July 2014

Any matter decided by the Executive Board may be called in no later than 5.00pm on 18 July 2014

Meeting ended at 2.28pm