

Minutes

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

**Wednesday,
18 October 2017**

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COUNCIL

At a meeting of the Council on Wednesday, 12 July 2017 in the Council Chamber, Runcorn Town Hall

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

Apologies for Absence: Councillors E. Cargill, Edge, Howard, MacManus, Nolan, Osborne, C. Plumpton Walsh, Joe Roberts, Rowe and Wright

Absence declared on Council business: None

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

Also in attendance: Four members of the public

Action

COU14 COUNCIL MINUTES

The minutes of the meeting of Council held on 19 May 2017, having been circulated, were taken as read and signed as a correct record.

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

COU15 THE MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:-

- A new display board had been installed in the Council Chamber, which contained the names of the Leaders of Halton Borough Council since 1974; and
- He had attended an exhibition at Lunts Heath Primary School based on the storybook 'The Night Garden' and had been presented with a ceramic wall hanging, made by the children.

COU16 LEADER'S REPORT

The Leader made the following announcements:-

- He had attended the opening ceremony of the new Alstom facility which was a centre for train modernisation and manufacture, and which had created 200 jobs for local people. A new skills training academy on the site was due to open in September 2017;
- He reported that the Budget Working Group had met to consider and identify savings of £10m which needed to be achieved for 2018/19. He assured everyone that every effort would be made to minimise the impact on essential services which the Council provides in the Borough.

COU17 MINUTES OF THE EXECUTIVE BOARD

The Council considered the minutes of the meetings of executive Board on 16 March 2017, 20 April 2017 and 15 June 2017.

RESOLVED: That the minutes be received.

COU18 MINUTES OF THE HEALTH AND WELLBEING BOARD

The Council considered the minutes of the Health and Wellbeing Board meeting held on 29 March 2017.

RESOLVED: That the minutes be received.

COU19 QUESTIONS ASKED UNDER STANDING ORDER 8

It was noted that no questions had been submitted under Standing Order No.8.

COU20 EXTENSION OF BRINDLEY CAFE (MINUTE EXB 14 REFERS)

The Council considered a report of the Strategic Director, Enterprise, Community and Resources, on a proposed extension of the Brindley Theatre Café to provide improved facilities for customers and to provide opportunities to generate additional income.

RESOLVED: That Council approve the inclusion of £80,000 within the Capital Programme for the scheme, to be funded as outlined in paragraph 5.1 of the report.

Strategic Director
Enterprise,
Community and
Resources

COU21 ANNUAL REPORTS OF THE POLICY AND PERFORMANCE BOARDS

The Council considered the report of the Scrutiny Co-ordinator, outlining the Annual Reports for each of the Policy and Performance Boards (PPBs) for 2016/17, which had been submitted and which outlined their work and made recommendations for future work programmes.

RESOLVED: That the 2016/17 Annual Reports, submitted from the Policy and Performance Boards, be received.

COU22 ANNUAL REPORT OF THE STANDARDS COMMITTEE (MINUTE STC 2 REFERS)

Standards Committee had considered the attached report of the Operational Director, Legal and Democratic Services/Monitoring Officer, which summarised the work of the Standards Committee in its Annual Report.

RESOLVED: That the report be noted.

(N.B. Councillor Joan Lowe and Councillor Alan Lowe declared a Disclosable Other Interest in Minute HEA 10 on the Health Policy and Performance Board minutes as their son's partner worked for a domiciliary care provider in Halton)

COU23 MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE BUSINESS EFFICIENCY BOARD

The Council considered the reports of the following Boards in the period since the meeting of Council on 8 March 2017:-

- Children, Young People and Families;
- Employment, Learning and Skills and Community;
- Health;
- Safer;
- Corporate; and
- Business Efficiency Board.

In moving each set of minutes, the respective Chair's made the following comments:-

- The Healthy Child Programme had contributed to a number of child health improvements such as a decrease in infant mortality rates and an increase in immunisations;
- The progress made towards Halton achieving the

White Ribbon Award and the potential for Cheshire to become the first county to have all local authorities and police service receive corporate status;

- The Corporate Policy and Performance Board had received a verbal report on security of the Council's ICT systems, following the global cyber attack in May 2017. Members and Staff were reminded of the need to remain vigilant when using Council IT equipment.

COU24 COMMITTEE MINUTES

The Council considered the reports of the following Committees in the period since the meeting of Council on 8 March 2017:-

- Development Control;
- Regulatory; and
- Appeals Panel.

COU25 NOTICE OF MOTION - SUPPORT OF THE VOTES AT 16 CAMPAIGN

Support of The Votes at 16 Campaign

Council considered a Notice of Motion submitted in accordance with Standing Order Number 6.

The following motion was proposed by Councillor Stef Nelson and seconded by Councillor Ron Hignett:-

"The Council notes that currently 1.5 million 16 and 17 year olds are denied the vote in public elections in the UK and that the campaign to lower the voting age is supported by thousands of young people across the UK. Furthermore, we note that following a nationwide consultation, the UK Youth Parliament supported lowering voting to 16 years of age as their national campaign.

This Council believes that:

1] 16 and 17 year olds are knowledgeable and passionate about the world in which they live and are as capable of engaging in the democratic system as any other citizen.

2] Lowering the voting age to 16, combined with strong citizenship education, would empower young people to better engage in society and influence decisions that will

define their future;

3] People who can consent to medical treatment, work full-time, pay taxes, get married or enter a civil partnership and join the armed forces should also have the same voting rights as people aged over 18.

This Council resolves to:

Write to the Secretary of State for Communities and Local Government, asking that given their actions in lowering voting for the Scottish Referendum, Government agree to now also extend the right to vote from 16 years of age for all other elections.

Continue to work with all Halton Schools and Colleges to enhance citizenship as part of the educational curriculum and to promote interest of young people in both local and parliamentary democracy”.

RESOLVED: That the Motion be agreed.

Chief Executive

COU26 NOTICE OF MOTION - THE SUN NEWSPAPER

The Sun Newspaper

Council considered a Notice of Motion submitted in accordance with Standing Order Number 6.

The following motion was proposed by Councillor Kevan Wainwright and seconded by Councillor Dave Cargill:-

“This Council expresses its support for the families of the Hillsborough disaster that tragically occurred at Sheffield on the 15th April 1989.

This disaster directly affected families at Halton and we commend the continuing efforts of relatives and friends of the victims of the disaster in their search for justice. It is this Council’s hope that in due course the conclusions reached by the Hillsborough inquest will come to finally result in justice for the victims of this tragedy.

Further, we understand the continuing feelings being expressed by people throughout the Liverpool City Region at the inaccurate and hurtful reporting of the disaster by The Sun newspaper and support the efforts to raise awareness

of this by the campaign 'Total Eclipse of the Sun' “.

RESOLVED: That the Motion be agreed.

Chief Executive

COU27 NOTICE OF MOTION - DYING TO WORK

Dying to Work

Council considered a Notice of Motion submitted in accordance with Standing Order Number 6.

The following motion was proposed by Councillor Mike Wharton and seconded by Councillor Chris Loftus:-

“This Council notes the suggestion by the TUC in its Dying to Work document that terminally ill employees are not currently protected under national disability legislation and can therefore be dismissed if they are no longer able to conduct their role with reasonable adjustments. This could mean that terminally ill people can be subjected to stressful assessments, subsequent dismissal and the loss of death in-service benefits - all following the diagnosis of a terminal illness.

This Council believes in the dignity of work, and that those receiving a terminal diagnosis should not be forced out of work.

This Council believes that there should be additional Government protection for terminally ill employees, from the point of diagnosis.

This Council resolves to continue to treat staff members who receive a terminal diagnosis with dignity, and to make adjustments to ensure that they are able to stay in work as long as they wish.

Council therefore agrees to support the TUC's 'Dying to Work Campaign' currently being developed, and that the Chief Executive writes to Derek Twigg MP, Mike Amesbury MP and the Work and Pensions Minister, to request that they support new legislation currently being drawn up which:

- seeks to ensure that terminally ill workers are covered by Protective Rights at Work in line with those workers covered by pregnancy/maternity rights;
- seeks to protect death in service benefits; and
- seeks to allow workers with terminal illness to die

with dignity “.

RESOLVED: That the Motion be agreed.

Chief Executive

(N.B. Councillor Charlotte Gerrard declared a Disclosable Other Interest in the following item of business as she was a member of UNISON and employed as a Social Worker with Lancashire County Council)

COU28 NOTICE OF MOTION - DIGNITY IN SOCIAL CARE - IMPROVING SOCIAL CARE SERVICES AND JOBS

Dignity in Social Care – Improving Social Care Services and Jobs

Council considered a Notice of Motion submitted in accordance with Standing Order Number 6.

The following motion was proposed by Councillor Bill Woolfall and seconded by Councillor Pauline Sinnott:-

“This Council notes with alarm the continuing crisis of social care underfunding that makes it hard for local authorities and provider organisations to ensure decent jobs and quality services.

This Council supports in principle the provisions of UNISON’s Ethical and Residential care charters. The Council intends to implement the charters at the earliest practicable opportunity, recognising that some aspects of the charters may require additional funding.

This Council welcomes the additional short term funding that the Government pledged for social care in the 2017 budget but notes that this does not go far enough and does not represent a sustainable solution.

This Council welcomes UNISON’s *Care Workers for Change* campaign initiative which aims to expand union membership within the sector to give care workers the support and confidence to lead the public-facing campaign to increase central Government funding and improve employee relations within the sector.

This Council undertakes to encourage care providers we currently commission or purchase provision from and require care providers we commission or purchase provision from in future to:-

- 1) Respect the right of care staff to organise a union in

their workplace and do nothing to undermine the reasonable efforts of staff to organise a union.

- 2) Allow access to accredited union representatives and officials for membership recruitment activity. Provider organisations should engage positively with union requests for access to staff and, where necessary, agree arrangements that do not disrupt service delivery.
- 3) Pursue a partnership approach to employment relations. We would expect the provider to engage constructively with the union including a recognition and facilities agreement to underpin collective working.
- 4) Work with the providers and unions to pursue our shared objective of achieving the provisions of the UNISON ethical care charters.

The Council would write to all current providers of Council-commissioned care services at the earliest opportunity to advise them of our expectation that they support the above points (1-4)”

RESOLVED: That the Motion be agreed.

Chief Executive

Meeting ended at 7.17 p.m.

EXECUTIVE BOARD

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

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

Apologies for Absence: Councillor Wright

Absence declared on Council business: None

Officers present: A. Scott, D. Parr, I. Leivesley, M. Reaney, E. Dawson, S. Wallace-Bonner, L. Smith, J. Rosser and M. Allen

Also in attendance: None

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

Action

EXB17 MINUTES

The Minutes of the meeting held on 15 June 2017 were taken as read and signed as a correct record.

CHILDREN YOUNG PEOPLE AND FAMILIES

EXB18 CONVERSION OF THE GRANGE SCHOOL TO WADE DEACON TRUST - KEY DECISION

The Board considered a report of the Strategic Director, People, which provided a summary of the arrangements for the conversion of The Grange School to Wade Deacon Trust, and also sought authority to undertake any actions necessary to effect the transfer.

The Board was advised that The Grange School was an All-through school catering for pupils from age 3 to 16. It was funded through a Private Finance Initiative (PFI) with service commencement from April 2013.

It was reported that the Local Authority had received an Academy Order from the Secretary of State for Schools in October 2016, which approved the conversion of The Grange School to Academy Status, as part of the Wade Deacon Trust. Due to the complexity of the conversion, a

request was made to the Department for Education to provide financial assistance to secure specialist legal support.

The Board noted that in May 2017, the law firm Freeths were commissioned to work alongside Halton's Legal Services to represent the Council's interests during the academy conversion. Given the delay in commencing negotiations, the original conversion date had been delayed. However, a number of key documents would require amendment and agreement, as set out in the report, but which included the School's Agreement, the Principal Agreement, the Long Term Lease, Service Level Agreements and the Deed of Variation to the PFI contract.

Reason(s) For Decision

To seek delegated approval to facilitate the conversion of The Grange School to Wade Deacon Trust.

Alternative Options Considered and Rejected

All key documents considered and agreed by Executive Board. This option was rejected due to the number of changes required, the number of partners involved and the impact this would have on the timescale for conversion.

Implementation Date

Delegated powers to take effect from July 2017.

RESOLVED: That

- 1) The appointment of the law firm Freeths to act for the Authority in the conversion of The Grange PFI School be noted;
- 2) Authority be delegated to the Operational Director, Education, Inclusion and Provision, in consultation with the Portfolio holder for Children, Young People and Families, to agree to the following:-
 - i) Schools Agreement;
 - ii) Principal Agreement;
 - iii) Deed of Variation;

Strategic Director
- People

- iv) Lease;
- v) Service Level Agreement for Resource Base Provision;
- vi) Shared Use Agreement; and
- vii) Commercial Transfer Agreement.

- 3) Authority is delegated to the Operational Director, Education, Inclusion and Provision, in conjunction with the Portfolio holder for Children, Young People and Families, to undertake any actions necessary to effect the conversion.

EXB19 REQUEST FOR HALTON BOROUGH COUNCIL TO LEAD THE PROCUREMENT OF AN IAG SERVICE FOR HALTON, LIVERPOOL, WIRRAL AND KNOWSLEY AUTHORITIES

The Board considered a report of the Strategic Director, People, which sought approval for Halton Borough Council to lead the procurement of Independent Advice and Guidance (IAG) services on behalf of Halton, Liverpool, Wirral and Knowsley Councils.

The Board was advised that the Education and Skills Act 2008 placed certain duties on local authorities to encourage, enable and assist young people to participate in education or training. A revised approach, known as the Halton Participation Strategy, was approved by the Board on 17 October 2013. An element within the Participation Strategy was the commissioning of a service to provide information, advice and guidance. It was noted that this service was carried out on behalf of the Liverpool City Region (LCR) authorities, with the procurement process led by Halton Borough Council. Greater Merseyside Connexions Partnership were awarded the contract for a two year period on 1 April 2014, with an option to extend this to 31 March 2018.

The Board noted that Halton and the LCR authorities of Knowsley, Liverpool and Wirral wished to maintain a similar service from 1 April 2018, and a joint procurement process, led by Halton, would seek to procure four, twelve month periods; this would allow for consistency of service, but with an option to reduce or terminate annually, should financial or other circumstances change.

RESOLVED: That

- 1) the report be noted; and
- 2) the Board approves Halton Borough Council acting as lead in the joint procurement process with Liverpool, Knowsley and Wirral local authorities.

Strategic Director
- People

EXB20 DEVELOPMENT OF VOCATIONAL ALTERNATIVE PROVISION - KEY DECISION

The Board considered a report of the Strategic Director, People, on a proposal to extend the range of vocational education offered by The Bridge School.

The Board was advised that there was insufficient provision in the Borough and neighbouring local authorities to meet the need for good quality skills based vocational alternative provision. Limitations of the current Bridge School site meant that it was not possible to increase or expand provision.

It was reported that a unit had become available at Astmoor, previously used by Riverside College. A feasibility study undertaken to assess suitability of the site and its associated costs, confirmed that with appropriate works, the site could be adapted to provide a skills base as part of the provision offered by The Bridge School.

Details of the proposal with associated costs required for refurbishment and additional specialist teaching resources, were set out in the report. It was noted that the provision would be under the management of The Bridge School and would fall under the Ofsted framework of evaluation. Secondary schools in the Borough had indicated their support for the proposed provision and the revenue costs would be met from schools through buy-back.

Reason(s) For Decision

To agree capital funding for the development of a vocational skills base at Astmoor.

Alternative Options Considered and Rejected

Expand The Bridge School on its current site. This was not possible due to the limitation of the current site.

Implementation Date

July 2017.

RESOLVED: That

- 1) the capital project to develop a skills base at Astmoor be approved;
- 2) this approval is subject to the agreement of the terms of the lease and support from Halton secondary schools; and
- 3) the Operational Director, Economy, Enterprise and Property, and the Operational Director, Legal and Democratic Services, be given the authority to agree the terms of the lease.

Strategic Director
- People

HEALTH AND WELLBEING PORTFOLIO

EXB21 HALTON WOMEN'S CENTRE

The Board considered a report of the Strategic Director, People, which sought retrospective approval to bring the management of Halton Women's Centre into the structure of Halton Borough Council.

The Board was advised that the Relationship Centre, based in Runcorn, had to give notice of its intention to withdraw from running the Halton Women's Centre effective from the end of June 2017. It was reported that the Women's Centre was well regarded and the Council and Halton Clinical Commissioning Group (CCG) had worked closely to determine how to maintain the service provided.

The proposal was to bring the management of the Women's Centre into the remit of the Borough Council for a period of six months, to allow time for a detailed review of the service and its delivery and "fit" with local commissioning intentions. The Board was advised that, because of the very tight timescales involved, an interim decision had to be taken by the Director of Adult Services in consultation with the Portfolio holder for Health and Wellbeing. This report was presented for Executive Board to consider and approve this course of action.

RESOLVED: That

- 1) the contents of the report be noted; and

Strategic Director
- People

- 2) retrospective approval be given to the proposal to draw the management of Halton Women's Centre into the structures of the Borough Council, as described in paragraphs 3.3.2 and 3.3.3 of the report.

EXB22 MADELINE MCKENNA RESIDENTIAL HOME

The Board considered a report of the Strategic Director, People, which sought approval to incorporate the management and staffing of the Madeline McKenna Residential Home into Halton Borough Council structures.

The Board was reminded, that in June 2016, it had approved the purchase of Madeline McKenna Court and entering into a partnership with an alternative provider to manage and deliver the service.

It was reported that the preferred provider had indicated that they were no longer in a position to deliver the service in partnership with the Council. Therefore, approval was sought to absorb the 23 staff at Madeline McKenna into the Council's existing structure, to be completed by 1 September 2017. The Board was advised that this action would ensure that services were delivered representing value for money, maintaining quality of provision and with remodelling of the service where required.

RESOLVED: That

- 1) the contents of the report be noted; and
- 2) approval be given for the transfer of the Madeline McKenna staff to Halton Borough Council on their existing terms and conditions.

Strategic Director
- People

EXB23 BREDON SHORT STAY RESIDENTIAL RESPITE SERVICE

The Board considered a report of the Strategic Director, People, which provided an update on the wider Bredon service provision and the current contractual position for the Bredon Short Stay Residential Respite Service.

The Board was advised that currently, services were delivered as separate services by different providers. Refurbishment works to provide three flats for crisis or shorter stays was completed at the end of June 2017. It was reported that a waiver was required in order to retender for

service provision beyond 30 June 2017.

RESOLVED: That

- 1) the contents of the report be noted; and
- 2) retrospective approval be given to agree a waiver to extend the contract for up to twelve months whilst a tendering exercise is undertaken.

Strategic Director
- People

EXB24 PUBLIC HEALTH HEALTH VISITING DIRECT AWARD

The Board considered a report of the Director of Public Health, on the delivery of a Health Visiting and Family Nurse Partnership Service (the Service).

The Board was advised that Halton had developed a specification for the delivery of public health services for children, young people and families. It was reported that Bridgewater Community NHS Foundation Trust currently held separate contracts with the Council for the delivery of different elements of what would become the 0-19 (24) Service.

The Board had previously approved the commencement of a procurement programme for the wider 0-19 (24) service at its meeting in March 2017. However, it was noted that the delay in the development of the specification had enabled a greater range of stakeholders to influence its development, with a resultant impact on the original timescale.

It was now proposed that the current provider of the Service be given a direct award of a contract for seven months from 1 September 2017 to 31 March 2018, to bring the contract into line with the School Nursing contract, minimise the impact on families and prevent disruption to various other NHS England services, as detailed in the report.

RESOLVED: That

- 1) the contents of the report be noted; and
- 2) the recommendation to grant a Direct Award for seven months to Bridgewater Community NHS Foundation Trust for the delivery of Health Visiting and Family Nurse Partnership Services from 1 September 2017 to 31 March 2018, be supported.

Director of Public
Health

EXB25 DOMICILIARY CARE CONTRACT TENDER

The Board considered a report of the Strategic Director, People, on the outcome of the tender for Domiciliary Care Contracts in Halton.

At its meeting on 16 March 2017, the Board had noted the intention to award the tender for Domiciliary Care to a single provider. Subsequently, a legal challenge to that course of action was lodged and the Board agreed to halt the process to allow a re-tendering exercise to be undertaken.

The report set out the details of the re-tendering exercise and the outcome of the evaluation process for Members' consideration.

RESOLVED: That the award of a Domiciliary Care Contract for a period of five years with an option to extend for a further two years (i.e. up to seven years in total), to Provider A, be approved.

Strategic Director
- People

TRANSPORTATION PORTFOLIO

EXB26 AUTHORITY TO PROCEED WITH CARRIAGEWAY RECONFIGURATION WORKS ON THE SILVER JUBILEE BRIDGE USING THE SCAPE FRAMEWORK

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, for the use of the SCAPE framework on the Silver Jubilee Bridge (SJB), to meet future requirements in connection with the Mersey Gateway.

The Board was advised that the Council had an Access Agreement to the SCAPE framework, which was a public sector owned built environment specialist. In June 2016, the Chief Executive had reported to the Board the entering into of a contract with Balvac through the SCAPE framework, for the procurement of the SJB Complex Major Maintenance Programme.

It was noted that major works including re-painting of the SJB arch superstructure and new highway layout had been planned as part of the Mersey Gateway Scheme. A planned closure would take place when the new bridge opened, with the period of works taking twelve months for completion.

Approval was now sought to formalise the contract

development process with Balvac.

RESOLVED: That the use of the SCAPE framework for development of the carriageway reconfiguration scheme for the SJB to Project Order stage, be approved.

Strategic Director
- Enterprise,
Community &
Resources

EXB27 WARRINGTON WESTERN LINK

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the consultation process regarding the Warrington Western Link project.

The Board was advised that Warrington Borough Council (WBC) had been awarded funding by the Department for Transport (DfT) to develop an outline business case for the Warrington Western Link proposal. A number of public consultation events were being held until 28 July 2017. Following this, a preferred route option would be included in the business case and submitted to the DfT for consideration.

It was reported that, subject to funding and the necessary planning consent, construction of the new road could commence in the early 2020's. It was expected that during the consultation period, further details would become available regarding the different route options and once this information was available, the Council would be able to give a thorough response to the consultation.

RESOLVED: That the Board notes the correspondence from Warrington Borough Council (WBC) and delegated authority be granted to the Strategic Director, Enterprise, Community and Resources, in consultation with the Leader of the Council and the Portfolio holder for Transportation, to respond to the WBC Scheme consultation on behalf of the Council.

EXB28 PRELIMINARY FLOOD RISK ASSESSMENT UPDATE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the Preliminary Flood Risk Assessment Update.

The Board was advised that, as part of its new duties as a Lead Local Flood Authority (LLFA), the Council must undertake a Preliminary Flood Risk Assessment (PFRA). This was a high level screening exercise, to determine whether there was a local flood risk within the LLFA boundary, based on historic and potential future flood risk

data.

The PFRA was previously agreed by the Board in 2011 and must be reviewed every six years. An updated Preliminary Assessment Report (PAR), along with a Review Self-Assessment Form had been produced and submitted to the Environment Agency (EA). The updated PAR set out how the assessment had been undertaken and provided a robust evidence base to help support the full update of the Flood Risk Assessment Strategy.

The outcome of the first two stages of the flood risk assessment review was that no Flood Risk Area (FRA) was proposed for Halton. As a result, the production of Flood Risk Maps and preparation of a Flood Risk Management Plan for FRA were not triggered.

The Board was asked to approve the findings prior to publication by the EA by 22 December 2017.

RESOLVED: That the findings of the Preliminary Flood Risk Assessment Review be noted and approved.

Strategic Director
- Enterprise,
Community &
Resources

PHYSICAL ENVIRONMENT PORTFOLIO

EXB29 SYRIAN REFUGEE CRISIS

The Board considered a report of the Chief Executive, which provided an update on the Syrian Resettlement Programme within Halton.

In February 2016, the Board agreed to support the Government's request to engage with the Dispersal Programme for Asylum Seekers and the Syrian Resettlement Programme for refugees.

As part of the Liverpool City Region commitment, Halton had agreed to accept 100 individuals, providing support over a five year period. It was reported that Refugee Action (RA) had been commissioned to deliver dedicated support which was a requirement of the Home Office funding arrangements. The Board was advised that, whilst RA staff had a wealth of experience with this client group, Officers felt that an alternative approach may offer greater support to those refugees located in Halton.

The report set out a proposal to terminate the existing contract with RA, giving the required period of notice, and to then extend the existing Supporting People contract with Plus Dane Shap to support the existing families within the Borough.

RESOLVED: That

Chief Executive

- 1) the contents of the report be noted;
- 2) the Board supports the Chief Executive's use of Delegated Powers for an early termination of the support contract currently delivered by Refugee Action within the Liverpool City Council service specification; and
- 3) the Board supports the use of a waiver of Procurement Standing Orders to allow the Council to extend/amend the existing Supporting People contract with Plus Dane Shap to provide ongoing support to Syrian Refugees in accordance with Home Office funding requirements.

EXB30 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 items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- 2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of

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

LEADER'S PORTFOLIO

EXB31 HALTON BOROUGH TRANSPORT LIMITED

The Board was advised that this item had been withdrawn from the agenda.

EXB32 WIDNES VIKINGS

The Board considered a report of the Chief Executive on the partnership with the Widnes Vikings, the Council and local community support.

The report set out details of the significant contribution Widnes Vikings Club made through a community programme, supporting a range of activities and working closely with Halton Clinical Commissioning Group, Riverside College, Schools and the local business community.

Proposals for a revised financial package of support were set out in Appendix 1 for Members' consideration.

RESOLVED: That

- 1) the Chief Executive exercise delegated powers, in consultation with the Leader of the Council, to negotiate a new lease and revised financial arrangements with Widnes Vikings for the use of the Stadium and other Council facilities, on the terms set out in the report; and to take such reasonable steps as may be necessary to achieve this; and
- 2) the Council continue to support Widnes Vikings, help them to continue to develop their on-field and off-field community-based activities and retain a strong professional rugby league presence in the Borough.

Chief Executive

**CHILDREN YOUNG PEOPLE AND FAMILIES
PORTFOLIO**

EXB33 WAIVER REQUEST IN COMPLIANCE WITH STANDING
ORDER 1.14.3 FOR COGNISOFT LTD.

The Board considered a report of the Strategic Director, People, which sought a waiver of Procurement Standing Orders for an extension of the contract period with Cognisoft Limited.

The Board was advised that an extension to the current provider of the Client Caseload Information System would allow the continuation of the service without disturbance. It was noted that a key element of the request were the financial efficiencies obtained as there would be no additional costs associated with the transfer of data or staff training.

RESOLVED: That

- 1) the report be noted; and
- 2) the proposed waiver of Procurement Standing Orders be approved.

Strategic Director
- People

MINUTES ISSUED: Tuesday 25 July 2017

CALL-IN: 1 August 2017

Any matter decided by the Executive Board may be called in no later than 5.00pm on Tuesday 1 August 2017

Meeting ended at 2.15 p.m.

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EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 21 September 2017 in The Boardroom, Municipal Building

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

Apologies for Absence: Councillor Wharton

Absence declared on Council business: None

Officers present: A. Scott, D. Parr, M. Vasic, M. Reaney, E. Dawson, S. Wallace-Bonner, E. O'Meara and M. Allen

Also in attendance: None

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

Action

EXB34 MINUTES

The Minutes of the meeting held on 20 July 2017 were taken as read and signed as a correct record.

HEALTH AND WELLBEING PORTFOLIO

EXB35 PROCUREMENT OF HALTON HEALTHWATCH AND ADVOCACY HUB SERVICE - KEY DECISION

The Board considered a report of the Director of Adult Social Services, on the procurement of Halton Healthwatch and Halton Advisory Hub.

The Board was advised that, currently, Halton had contracts with four agencies for the delivery of a number of statutory functions with regards to Healthwatch and advocacy. It was reported that all of these contracts were due to expire in March 2018. Work had been undertaken with neighbouring authorities to identify opportunities for a collaborative approach to the re-procurement and delivery of these functions.

Members noted that it was the intention to combine Healthwatch and the advocacy service into one contract,

and the report outlined the benefits of such an approach. It was expected that commissioning these services in this way would reduce the overall cost to the local authority.

Reason(s) For Decision

As the value of the proposed contract would exceed the EU threshold for services of this type, Executive Board approval was sought.

Alternative Options Considered and Rejected

An option to commission Healthwatch across a wider geographical footprint was considered (see paragraph 3.3).

Implementation Date

1 April 2018.

RESOLVED: That the commissioning of Halton Healthwatch and Halton Advocacy Hub through an open tender process, be approved.

Director of Adult Social Services

EXB36 AFFORDABLE WARMTH - PUBLICATION OF STATEMENT OF INTENT TO UTILISE ENERGY COMPANY OBLIGATION FLEXIBILITY CRITERIA (ECO2FLEX)

The Board considered a report of the Director of Public Health, on Affordable Warmth.

The Board was advised that ECO2Flex was part of the Government licence requirements for those companies that supplied gas and electricity to the public. It was reported that it was an optional extension of the existing ECO scheme to help reduce carbon emissions and tackle fuel poverty through energy efficiency measures.

It was noted that following consultation, the Government had determined that local authorities would be able to define eligible homes under the new flexible eligibility mechanism. This eligibility would target two main categories of private tenure households which may otherwise be excluded under Affordable Warmth. To ensure accountability, the Government would require the authority to publish a Statement of Intent (SoI), amongst other requirements, as set out in the report. Therefore, Halton would need to publish a SoI before funds could be allocated, and develop a partnership with an energy company or one of their agents.

The Board was advised that the Liverpool City Region (LCR) authorities had produced an LCR-wide scheme and Sol to ensure a consistent approach to the delivery and benefits of the scheme.

RESOLVED: That

- 1) the Joint Statement of Intent is approved;
- 2) Halton participates in a Combined Authority or similar City Region or devolution process to access the flexibility component of the Energy Obligation Scheme; and
- 3) authority to deliver the flexible component of ECO 2 is delegated to the Director of Public Health, in consultation with the Portfolio holder for Environmental Services.

Director of Public Health

TRANSPORTATION PORTFOLIO

EXB37 PROPOSED INSTALLATION OF BUS SHELTERS AT BUS STOPS LOCATED ON CLIFTON ROAD WITH THE JUNCTION OF MALPAS ROAD

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the proposed installation of bus stops on Clifton Road, Runcorn.

The Board was advised that a request for the installation of a bus shelter had been received in May 2016. A period of consultation undertaken with residential properties resulted in two residents in support and two against. Following this, a further period of consultation was undertaken in respect of an additional bus stop across the road (as identified in Appendix 1). The report detailed the outcome of this further consultation.

It was noted that the Environment and Urban Renewal Policy and Performance Board had considered and supported the proposals, at its meeting held on 28 June 2017. However, since that meeting, the Council had received a complaint from those that objected to the initial installation, and as two of the complainants were Members of the Council, it was felt that the matter should be presented to the Executive Board for their further consideration.

RESOLVED: That the installation of bus shelters on Clifton Road, Runcorn, as identified in Appendix 1, be approved.

Strategic Director
Enterprise,
Community &
Resources

EXB38 STREET LIGHTING HIGHWAY ELECTRICAL TERM MAINTENANCE CONTRACT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to extend the current term maintenance contract for Street Lighting.

The Board was advised that the current contractor, Tarmac, commenced a term maintenance contract in November 2010 to maintain all highway electrical equipment within the Borough. Members were advised that extending the contract represented value for money and would save the Council the cost of re-tendering the work.

It was reported that normal expenditure covered by this contract had been around £0.5m each year. However, capital funding had been secured through this contract for the installation of LED lanterns, which would increase the work carried out through this contract. Therefore, the Board was advised that expenditure was anticipated to exceed £1.0m for the next extension period. In the longer term, with the installation of LED lanterns, street lighting maintenance costs would reduce.

RESOLVED: That

- 1) the extension of the Street Lighting Term Maintenance Contract under Procurement Standing Order 1.15 for a period of one year from 1 November 2017 to 31 October 2018 be agreed; and
- 2) it be recorded that the expenditure is anticipated to be in excess of £1.0m per annum.

Strategic Director
- Enterprise,
Community &
Resources

ENVIRONMENTAL SERVICES PORTFOLIO

EXB39 HALTON RESIDENTS' FUNERAL - KEY DECISION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the proposal to set up a Halton Residents' Funeral package.

The Board was advised that the average cost of a funeral had almost doubled since 2005, with costs expected

to continue to rise in future years. Following the death of a loved one, families had to make decisions about funeral arrangements and to make choices which increasingly plunged them into serious and long term debt.

The report set out details of a proposed Halton Residents' funeral package to provide a reasonably priced dignified funeral service, which would be indistinguishable from any other funeral service. The report set out in more detail what a fixed price Residents' Funeral package would include.

Reason(s) for Decision

To help to alleviate funeral poverty within the Borough.

Alternative Options Considered and Rejected

The Council could simply do nothing and leave the delivery of this type of service to the market. If that option was taken, prices for funerals would continue to rise, putting more residents into debt.

Implementation Date

January 2018.

RESOLVED: That the setting up of a Halton Residents' Funeral offer, as set out in Section 4 of the report, be approved.

Strategic Director
- Enterprise,
Community &
Resources

RESOURCES PORTFOLIO

EXB40 2017/18 QUARTER 1 SPENDING

The Board considered a report of the Operational Director, Finance, which summarised the overall revenue and capital spending position as at 30 June 2017.

In overall terms, revenue expenditure was £0.808m above the budget profile. It was reported that based on current spend patterns, projections showed that the Council would have a year-end outturn overspend position ranging between £3m and £3.5m, if no corrective action were taken. The main budget pressure facing the Council continued to be within the Children and Families Department, in particular out of borough residential placements and fostering.

The Capital Programme had been revised to reflect the number of changes in spending profiles and funding as

schemes had developed; a list of those schemes that had been revised were set out in the report. Capital spending at 30 June 2017 totalled £39.4m which was 99% of planned spending at this stage. This represented 33.8% of the total Capital Programme of £116.4m.

The Council's balance sheet was monitored regularly in accordance with the Reserves and Balances Strategy which formed part of the Medium Term Financial Strategy. The key reserves and balances had been reviewed and were considered prudent and appropriate at this stage in the financial year and within the current financial climate.

RESOLVED: That

- 1) all spending continues to be limited to the absolutely essential;
- 2) Strategic Directors take appropriate action to contain overall spending within their total operational budget by year-end; and
- 3) Council be asked to approve the revised Capital Programme as set out in Appendix 3, attached to the report.

Operational
Director - Finance

EXB41 COUNCIL TAX SECTION 13A DISCOUNT POLICY STATEMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on a proposed amendment to the Council Tax Section 13A Discount Policy Statement.

The Board was advised that a recent Children's Society campaign called upon local authorities to do more to support families struggling with council tax debt, particularly care leavers. At its meeting on 5 September 2017, the Corporate Policy and Performance Board considered a report on the matter, recommending changes to the Council Tax Section 13A Discount Policy, so that care leavers were exempt from paying council tax until they reached their 25th birthday.

It was reported that, under Section 13A of the Local Government Finance Act 1992, the Council had a general discretionary power to reduce the liability for council tax in relation to individual cases or classes of case that it may determine, where national discounts and exemptions could not be applied. It was proposed that Care Leavers relief

would be available from the start of the 2018/19 financial year, with an estimated cost of £6,000 per annum.

RESOLVED: That the amendment to the Council Tax Section 13A Discount Policy Statement, to reduce to nil the amount of council tax payable by young people leaving care from the age of 18 to 25, be approved.

Strategic Director
- Enterprise,
Community &
Resources

EXB42 LOCAL DISCRETIONARY BUSINESS RATE RELIEF SCHEME

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval to establish a Local Discretionary Business Rate Relief Scheme.

The Board was advised that, on 8 March 2017, the Chancellor announced that the Government would make available a discretionary fund of £300m nationally, to support those businesses which faced the steepest increase in business rates. It was reported that, following revaluation, those businesses facing an increase were already being supported through transitional arrangements. Additional help was also in place to support those businesses that had lost some or all of their small business rate relief and to public houses.

It was noted that, although the General Election had delayed the detailed implementation of the announcement, the necessary guidance and funding was now in place which enabled Councils to establish and implement their schemes. Section 31 grant funding would be administered through billing authorities' existing legal powers. It was reported that Halton had been allocated £285,000 over four years, to be spent as set out in the report.

Appendix 1 set out the proposed Local Discretionary Business Rates Relief Scheme, detailing eligibility criteria to be applied and the application process. There was a requirement for the Council to consult with Cheshire Fire and Rescue Service and the Liverpool City Region Combined Authority on the design of the Local Scheme.

It was further reported that the Government had also announced a scheme of business rates relief for public houses, which would be fully funded under Section 31 grant funding, as well as a further scheme known as Support to Small Business Relief, which was intended to help those ratepayers that would lose some or all of their Small Business Rates Relief following revaluation.

RESOLVED: That

- 1) the Local Discretionary Business Rates Relief Scheme set out in the report and appendix, be approved, subject to consultation with Cheshire Fire and Rescue Service and Liverpool City Region Combined Authority;
- 2) delegated authority be granted to the Operational Director, Finance, in liaison with the Resources Portfolio holder, to finalise and implement the Scheme following appropriate consultation;
- 3) the scheme of business rates relief for public houses outlined in the report, be approved; and
- 4) the scheme of business rates relief support for small businesses outlined in the report, be approved.

Strategic Director
- Enterprise,
Community &
Resources

EXB43 DISCRETIONARY NON DOMESTIC RATE RELIEF

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

The Board was advised that, under Section 47 of the Local Government Finance Act 1988, the Council was able to grant discretionary rate relief to any business rate payer. Since 1 April 2017, the Council had been responsible for meeting the full cost of all mandatory and discretionary rate relief granted, as part of the Liverpool City Region 100% Business Rates Retention Pilot Scheme.

The report detailed an application from Bamboo Bear Childcare Limited, which operated from premises in Runcorn, providing childcare facilities for children aged 0-5 years old. It was reported that the organisation was not a registered charity and therefore was not eligible to receive mandatory rate relief. The request was for 100% discretionary rate relief for 2017/18, backdated to 1 November 2016. It was noted that the organisation had submitted an appeal to the Valuation Office Agency for a further reduction in the property's rateable value with the outcome of this request awaited.

The Board was reminded that the Council did not currently provide discretionary rate relief to any other private

childcare providers within the Borough. It was also noted that the organisation was already well established within the Borough, with ambitious development plans and there was no indication that these plans would be influenced by the award of rate relief.

RESOLVED: That the request for 100% discretionary rate relief from Bamboo Bear Childcare Limited for the period from 1 November 2016 to 31 March 2018, be refused on the grounds set out in paragraph 3.8 of the report.

Strategic Director
- Enterprise,
Community &
Resources

PHYSICAL ENVIRONMENT PORTFOLIO

EXB44 MURDISHAW REGENERATION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on an amendment to the Capital Programme to allow for funding for the improvement of the Murdishaw area of Runcorn.

The Board was advised that, since the closure and subsequent demolition of the former Jolly Brewer Public House, the Council had been working closely with local partners to reinvigorate Murdishaw local centre. It was noted that the Council had sold the former Jolly Brewer site to Liverpool Housing Trust (LHT), who had agreed to deliver 18 new homes and a new re-located car park to the front of the local centre retail units. The car park element would be completed by November 2017.

It was reported that in October 2016, Mott Macdonald were appointed as an independent consultant to drive forward the visioning process for the wider regeneration of the Murdishaw area. Two pieces of work had been completed – the Visioning Framework and a housing market analysis - and in conjunction with this, it was proposed that a series of small scale projects be delivered which targeted areas of most need. A Steering Group would oversee the development of the options, and lead on resident engagement as proposals emerged.

RESOLVED: That Council be recommended to amend the Capital Programme to include £46,000 for the Murdishaw Estate Regeneration Programme to provide the Council's contribution to the actions and activities outlined in the report, to be funded from the Capital Receipt received for the Jolly Brewer Pub.

Strategic Director
- Enterprise,
Community &
Resources

EXB45 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 items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- 2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

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

RESOURCES PORTFOLIO

EXB46 ACQUISITION OF BROSELEY HOUSE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the acquisition of Broseley House, Widnes.

The Board was advised that there was an opportunity to acquire the freehold and leasehold interests in the property. Details of the financial implications were set out in the report for Members' consideration.

RESOLVED: That

- 1) the acquisition of the Freehold interest in Broseley House for the sum referred to in the report, be approved;
- 2) the acquisition of the Long Leasehold interest in Broseley House for the sum referred to in the report, be approved;
- 3) an allocation of a sum referred to in the report for demolition costs be approved; and
- 4) Council be recommended to approve a variation to the Capital Programme as referred to in the report, to cover the costs outlined in section 2.1, 2.2 and 2.3 of the report.

Strategic Director
- Enterprise,
Community &
Resources

PHYSICAL ENVIRONMENT PORTFOLIO

(N.B. Councillor Hignett declared a Disclosable Pecuniary Interest in the following item of business as one of the parcels of land referred to in the report, was located close to his own property. He left the room during consideration of the item and took no part in the discussion)

EXB47 STARTER HOMES AND ACCELERATED CONSTRUCTION OPPORTUNITY - KEY DECISION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the development of a detailed project to identify suitable sites for Starter Homes.

The Board was advised that, as part of the Housing White Paper, the Government was consulting on widening the definition of 'affordable housing', to include Starter Homes. In February 2017, the Homes and Communities Agency invited local authorities to submit Expressions of Interest for their Accelerated Construction Programme (AC). It was reported that AC was the Government's new approach to land disposal which increased overall delivery in the sector, at a faster rate than the housing market.

Since the publication of the agenda, and following consultation with the respective Ward Councillors, one of the sites had been removed from the list for proposed development. A revised report was circulated. The remaining sites had a strategic fit with the Healthy New Town's Project, had been identified as suitable for potential development and fitted well within the current HBC

development strategy for housing growth, regeneration of brownfield sites and generation of new homes bonus.

Reason(s) For Decision

To accelerate housing development in the Borough and to establish a good working relationship with the Homes and Communities Agency to promote future joint working.

Alternative Options Considered and Rejected

The other options were:

- a) Do nothing. However, this would not lead to any additional housing units being created.
- b) The Council to invest resources in bringing these sites forward. The Council did not have available resources to invest in this type of activity.
- c) Seek alternative funding sources. There were no other resources available.

Implementation Date

1 October 2017.

RESOLVED: That

- 1) the proposal to ascertain the feasibility of developing the proposed sites, as outlined in the report, be supported;
- 2) the sites identified at paragraph 4.3 are declared surplus assets;
- 3) the Strategic Director, Enterprise, Community and Resources, in consultation with the relevant Portfolio Holder, be authorised to take all appropriate steps to develop these proposals; and
- 4) Members agree that a report will be presented to the Executive Board for final decision, once the outcome of the feasibility work and consultation with relevant stakeholders, including further consultation with Ward Councillors, is available.

Strategic Director
- Enterprise,
Community &
Resources

EXB48 RUNCORN VISION AND REGENERATION

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the progress on the regeneration of Runcorn Town Centre.

The Board was advised that Runcorn Town Centre was one of eight key impact areas within the Council's Mersey Gateway Regeneration Plus Plan, which was approved by the Board on 16 March 2017. The document, circulated at the meeting, set out the Council's aspirations for the regeneration of Runcorn, the details of which were provided in the report for Members' consideration.

RESOLVED: That

- 1) the attached Vision Document for Runcorn be approved;
- 2) the continuation of discussions between Langtree and the Council to progress the development of a Master Plan for Runcorn Station Quarter be agreed;
- 3) a future update on these discussions will be provided; and
- 4) Members note the next steps and actions outlined in Section 3 of the report.

Strategic Director
- Enterprise,
Community &
Resources

EXB49 EGERTON STREET DEVELOPMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which updated Members on the progress on the agreement with Bryan Developments to develop a site at Egerton Street, Runcorn.

This proposal was previously reported to the Board in June 2017, where the item was deferred so that further options for the site could be investigated. Details of the current offer from the developer were set out in the report for Members' information.

RESOLVED: That

- 1) Members noted the action taken by the Chief Executive under his delegated powers, and in consultation with the Leader, to progress the Egerton Street Development in Runcorn; and
- 2) the Board notes the authority given to the Operational Director, Economy, Enterprise and Property, to arrange for all required documentation to be completed to the satisfaction

Strategic Director
- Enterprise,
Community &
Resources

of the Operational Director, Legal and Democratic Services, on the basis of the revised terms received.

MINUTES ISSUED: Tuesday 26 September 2017

CALL-IN: 3 October 2017

Any matter decided by the Executive Board may be called in no later than 5.00pm on Tuesday 3 October 2017

Meeting ended at 2.15 p.m.

HEALTH AND WELLBEING BOARD

At a meeting of the Health and Wellbeing Board on Wednesday, 5 July 2017 at The Halton Suite - Select Security Stadium, Widnes

Present: Councillors Polhill (Chair), T. McInerney, Woolfall and Wright and N. Atkin, P. Cooke, D. Cooper, A. Fairclough, G. Ferguson, S. Johnson Griffiths, P. McLaren, A. McIntyre, E. O'Meara, D. Nolan, D. Parr, H. Patel, M. Roberts, J. Rosser, S. Semoff, R. Strachan and P. Woods

Apologies for Absence: S. Ellis, Sally Yeoman, Tracey Hill and M. Larkin

Absence declared on Council business: None

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

	<i>Action</i>
<p>HWB1 MINUTES OF LAST MEETING</p> <p>The Minutes of the meeting held on 29th March 2017 having been circulated were signed as a correct record.</p>	
<p>HWB2 HALTON RAPID CLINICAL ASSESSMENT TEAM - PRESENTATION</p> <p>The Board considered a presentation on the development of Halton's Rapid Clinical Assessment Team (RCAT). The development of the RCAT service arose from an approach by a Care of the Elderly Consultant, Professor Bhowmick, to the medical team at Warrington and Halton Hospitals NHS Foundation Trust. Professor Bhowmick had developed, in two locations in Wales, a rapid assessment model for older people in the community who otherwise would be admitted to hospital for consultant assessment, diagnostics and review of non-life threatening illness.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • from August 2015 to April 2016, a model was developed drawing on nursing resources in the Rapid Access and Rehabilitation Service (RARS) and Community Matrons; 	

- the RCAT service commenced on 4th April 2016;
- GP led Primary Care Teams had the opportunity to refer to RCAT for an enhanced Rapid Clinical Assessment; and
- the service accepted referrals Monday to Friday 9am to 4pm and the aim was for the service to undertake an initial assessment within two hours.

The referral criteria was as follows:-

- Age 75+. However the team were flexible and if a GP felt that a patient would benefit from an intervention irrespective of age, then they could contact the team to discuss this; and
- Not critically ill (e.g. Myocardial Infraction, stroke or severe sepsis etc.).

It was reported that from the 4th April 2016 – 31st March 2017, 194 referrals had been made to the Service. Of those referrals made a total of 165 admissions were avoided during 2016/17. For NHS Halton Clinical Commissioning Group, the average cost of an emergency attendance and admission via ambulance in 2015/16 was £2,786 (age 75+). Based on this figure, a total saving of £459,690 was made in hospital avoidance. If this saving was then offset against the annual cost of the RCAT service, which was approximately £350,000, then in 2016/17 a total saving of £109,690 was made.

RESOLVED: That the presentation be noted.

HWB3 JOINT WORKING ON MATERNAL AND INFANT MENTAL HEALTH - PRESENTATION

The Board considered a presentation which provided Members with an overview of the integrated work taking place in Halton to improve infant and maternal mental health and wellbeing. Halton had received the 'Locality award for mental health inclusion' at the PIPUK (Parent Infant Partnership) infant mental health awards. The award was for the collaborative work that had taken place through the Halton Health in the Early Years group, on perinatal mental health, preparation for parenthood, and bonding and attachment. It was in recognition of the close working between the Bridgewater midwives, family nurses and health visitors, and children's centre staff, health improvement team, public health and the CCG.

The Board considered a presentation which outlined

the work that was taking place to 'give every child the best start in life', by supporting mums mental health and building the relationship with the child.

RESOLVED: That the contents of the presentation be noted.

HWB4 JOINT LOCAL AREA INSPECTION OF SPECIAL EDUCATIONAL NEEDS AND DISABILITY FOR HALTON

The Board considered a report which provided an update on the outcome of the Joint Local Area Inspection of Special Educational Needs and Disability (SEND) for Halton. Between the 27th March and 31st March 2017, Ofsted and the Care Quality Commission conducted a joint inspection in Halton. As part of the inspection they:

- spoke to children and young people with special educational needs and/or disabilities, parents and carers, Local Authority and National Health Service (NHS) officers;
- visited a range of health and education providers including schools, Children's Centres, Early Years settings and Riverside College;
- considered a range of information about the performance of the local area including the local area's self-evaluation;
- met with the leads for health, social care and education in Halton; and
- reviewed performance data and evidence including the local offer and joint commissioning.

It was reported that the inspection focused on the following three areas:-

- The effectiveness of the local area in identifying children and young people's special educational needs and/or disabilities;
- The effectiveness of the local area in meeting the needs of children and young people who have special educational needs/or disabilities; and
- The effectiveness of the local area in improving outcomes for children and young people who have special educational needs and or/disabilities.

Members were advised that Ofsted had published the outcome of the inspection in a final letter on the 16th June and a copy had been previously circulated to Members of

the Board. The letter set out both the strengths of the local area and a number of areas for further development.

The report acknowledged what was working well, what needed to improve and emphasised the need for increased joint planning. Therefore, in order to respond to the areas for development and to further improve the outcomes for children and young people, NHS Halton Clinical Commissioning Group, the Local Authority, Impart (parent and carer organisation) and other partners were committed to working together to develop a local area joint Action Plan. Once developed the Action Plan would be monitored and reviewed by the SEN Strategic Partnership Board and a progress report would be provided to the Health and Wellbeing Board every six months.

RESOLVED: That

1. the outcome of the Joint Local Area SEND inspection be noted;
2. approval be given to the development of a Joint Action Plan to address the areas of development identified by the inspection; and
2. a report on progress be submitted to the Board in six months.

HWB5 REDUCING CHILD POVERTY AND IMPROVING LIFE CHANCES IN HALTON

The Board considered a report on the work of the Child and Family Poverty Strategic Group and how this fed into the Liverpool City Region (LCR) co-ordinated approach to addressing child and family poverty.

In 2010 Halton, alongside other LCR leaders, agreed to adopt a City Region wide approach to tackling issues relating to child and family poverty that would build on strong local and City Region partnerships. Subsequently, in 2011, the first Child Poverty and Life Chances Strategy for the LCR was launched.

It was noted that whilst Halton was happy to adopt a joint strategic approach as part of the LCR, it had agreed to develop its own Action Plan to underpin it. As a result, Halton's Child and Family Poverty Strategic Group had hosted a workshop on the 26th January to consider what should be included within Halton's Child Poverty Action Plan and the outcomes from the workshop were detailed in the

report.

It was proposed that the outcomes of the strategy and the Action Plan would be reported annually to the Children and Young People's Policy and Performance Board and the Liverpool City Region Child Poverty and Life Chances Commission.

RESOLVED: That the report be noted.

HWB6 FALLS UPDATE

The Board considered a report which provided an update on the Falls Service in Halton and the work undertaken to date in the line with the Halton Falls Strategy 2013 – 2018.

The Falls Strategy had been underpinned by a robust action plan which was agreed by all partners to drive the implementation of key objectives and to deliver evidence based, efficient, high quality services.

It was noted that to date many key actions identified in the plan had been fully implemented and although performance was still below the national average in a number of areas, there had been a significant decrease in the gap. The report highlighted progress against the Falls Strategy Action Plan within the following areas:

- Falls Pathways – Treatment/Prevention;
- Workforce training and awareness raising;
- Development of an awareness raising campaign with both the public and professionals;
- Improved partnership working and governance; and
- Impact on performance.

Members were advised that progress had been made in a number of areas in line with the following key priorities:

- to reduce emergency hospital admissions for injuries due to a fall (65+); and
- emergency hospital admissions due to fracture of neck or femur (65+).

However, it was reported that work needed to continue to close the gap and to reduce the numbers of people who fell in Halton. Therefore, a number of key recommendations which would support work in this area were outlined in the report.

RESOLVED: That the report be noted.

HWB7 PUBLIC HEALTH PROTECTION ANNUAL REPORT

The Board considered a copy of the Public Health Protection Annual Report 2016/17. The report provided an overview of the current health protection situation within Halton highlighting any on-going challenges or issues. The document enabled the Director of Public Health to provide assurance to the Health and Wellbeing Board that the health of the residents of Halton was being protected in a proactive and effective way.

A copy of the Public Health Protection Annual Report 2016/17 had been previously circulated to the Board.

RESOLVED: That the report be noted.

HWB8 PUBLIC HEALTH ANNUAL REPORT 2016/17

The Board considered a report of the Director of Public Health, on the development of the Public Health Annual Report 2016/17. For the 2016/17 report the focus would be on the health of women and girls in Halton. The topic had been chosen to highlight key topics specific to female health and those issues local women and girls believed to be the most significant areas for their health.

The final version of the report would be presented to the Board in September 2017.

RESOLVED: That the Board

1. note the theme and areas of focus; and
2. raise awareness of the forthcoming report with their staff and elected Members.

HWB9 ADULT AND SOCIAL CARE ADDITIONAL FUNDING

The Board considered a report of the Director of Adult Social Services, which outlined the allocation of additional funding for Adult Social Care which was announced by the Chancellor in the Spring Budget. The additional funding was to be spent on adult social care and used for the purposes of meeting adult social care needs, reducing the pressures on the NHS; including supporting more people to be discharged from hospital when they are ready and stabilising the social care provider market.

The report set out a number of recommendations on areas where this additional funding should be allocated, including cost and predicted outcomes.

RESOLVED: That the report be noted.

Meeting ended at 3.22 p.m.

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

At a meeting of the Children Young People and Families Policy and Performance Board on Monday, 11 September 2017 in the Civic Suite, Town Hall, Runcorn

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

Apologies for Absence: Councillor Rowe

Absence declared on Council business: None

Officers present: A. McIntyre, A. Jones, J. Farrell and T. Coffey

Also in attendance: Councillor T. McLnerney (In accordance with Standing Order 33), M. Parkinson (Strategic Professional Partner) CWAC and Mrs C. Alonso

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

Action

CYP10 MINUTES

The Minutes of the meeting held on 12 June 2017 were taken as read and signed as a correct record.

CYP11 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

CYP12 EXECUTIVE BOARD MINUTES

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

RESOLVED: That the minutes are noted.

CYP13 SSP MINUTES

The minutes of the Halton Children's Trust meeting held on 15 June 2017 were submitted to the Board for information.

RESOLVED: That the minutes be noted.

CYP14 SUMMARY OF 2017 PROVISIONAL UN-VALIDATED ATTAINMENT OUTCOMES

The Board received a presentation and summary on the provisional outcomes for Halton's Children and Young People and their performance in comparison to unvalidated national data and North West regional data.

It was noted that the outcomes for children and young people were only comparable to 2016 results for Key Stage One and Key Stage Two, and that these were to be treated with some caution as the new assessment processes experienced some unreliability in the first couple of years.

In summary the provisional outcomes showed:

- The Early Years Foundation Stage results – the Halton Gap to National had increased;
- Phonics results Year One – the Halton Gap to National had reduced;
- Key Stage One Reading, Writing and Maths – the Halton Gap to National at expected level;
- Key Stage Two Reading, Writing and Maths – the Halton Gap to National reduced across the board;
- GCSE Results – could not be compared to previous year due to new system;
- Post 16 Results A Level & BTEC – in line with national A*- E pass rate of 98% and increase of 6% on distinction grades from 2016 respectively.

Members were advised that progress data would be released in December and any schools that were below the floor standard and those meeting the coasting school criteria would be identified. These schools would be eligible for formal action by the Regional Schools Commissioner (RSC) and may be identified for an intervention plan that could lead to a sponsored Academy solution for the school.

The following queries/comments were made following the presentation:

The Good Learning Development (GLD) range was huge at 27% - 80%, what are we doing to improve this?

The School Improvement Team (SIT) would be challenging schools with poor results and making frequent visits to these schools to look at a range of data to understand what the reasons for this could be. Consistency across PVI and

Local Authority (LA) schools would continue to be encouraged through information sharing and working together. A restructure of the LA teams was planned and a data tracking system would be implemented for the LA schools.

Key Stage 1 (KS1) is always a problem for Halton – what are we doing to address this?

Some schools indicated that part of the reason pupils did not perform well at KS1 was due to their low starting point but the SIT were looking into this and challenging schools. It was anticipated that through better data information sharing and sharing of good practice that results would improve.

Key Stage 4 Maths was disappointing do we know why?

We are asking schools to share data and information so that more detailed analysis can be undertaken. The results of the analysis would be brought to the November PPB.

Austerity cuts have affected staff levels – do we have the resources to deal with these issues?

An explanation was provided over the loss of the ESG and other funding reductions. It was explained that the LA now had to bid together with other local authorities for Strategic School Improvement funding. This was a complex and time consuming process and the LA and its sub regional neighbours had not been successful in securing funds to date.

What was the Early Years intake?

Three year old admissions to nursery schools had increased to above target to 96%. This was in line with the North West region.

Comments around barriers against learning were made

A discussion on child development took place. The ECAT (Every Child a Talker) project was explained and the importance of parents involvement with this.

Phonics and Early Years results – was there any information about the settings involved?

No analysis was available at this point but we hope to provide this at the November meeting.

Do you approach Elected Members who are also school governors of failing schools?

Yes and the school categorisation letter would be shared with the Chair of Governors of each school. It was suggested that may be helpful if there was a prescribed set of questions that Governors could ask their schools in relation to performance. Members agreed this would be helpful in their Governor roles.

RESOLVED: That the presentation and comments made be received.

CYP15 REDUCING CHILD POVERTY AND IMPROVING LIFE CHANCES

The Policy and Performance Board received an update on the work of Halton's Child and Family Poverty Strategic Group and how this fed into the Liverpool City Region co-ordinated approach to addressing child and family poverty.

It was reported that growing up in poverty could affect every area of a child's development and future life chances. The most disadvantaged children were less likely to achieve their academic potential, secure employment and gain a sense of future financial security. They were also more likely to suffer from poor health, live in poor quality housing and unsafe environments. It was noted that in 2010 Halton, alongside the other Liverpool City Region (LCR) leaders, agreed to adopt a City Region wide approach to tackling issues related to child and family poverty that would build on strong local and City Region partnerships. The Child Poverty and Life Chances Strategy for the LCR was launched in 2011 and subsequently in 2015, which represented a long term approach up to 2020; the national deadline to eradicate child poverty.

The report discussed Halton's Child and Family Poverty Strategic Group and the agreed priorities for the LCR which were used to compile Halton's Child Poverty Action Plan. The key issues around each priority area were discussed and presented in paragraph 4.4 of the report.

Following the presentation of the item, Members queried/discussed:

Strategic routes for school leavers getting into jobs – the Chair reminded Members that this was the subject of this year's topic group *'Further Developing Links between*

Halton's Businesses and Schools' as presented on the PPB agenda in January. A progress report would be brought to the next meeting of the Board. In the meantime those Members who had not yet attended one of the topic groups were invited to do so.

Entitlement to Free School Meals (FSM) – a discussion took place around the numbers of parents who did not claim these, despite being entitled to them, and the impact of this on schools.

Chair – a comparison with child poverty now and 7 years ago when the strategy was first introduced was suggested.

The Chair requested that if a presenting officer was unable to attend a meeting, then this should be delegated to one of their colleagues.

Further to Halton's Child and Family Poverty Strategic Group, the Board noted that the Action Plan would be regularly monitored and evaluated for outcomes. The outcomes would also be fed back to this Board on an annual basis, as well as the LCR Child Poverty and Life Chances Commission.

RESOLVED: That Members note the report.

CYP16 JOINT LOCAL AREA INSPECTION OF SPECIAL EDUCATIONAL NEEDS AND DISABILITY FOR HALTON

The Board received the outcome of the Joint Local Area Inspection of Special Educational Needs and Disability (SEND) for Halton.

Further to the Ofsted and Care Quality Commission's joint inspections on the effectiveness of local areas in implementing the SEND reforms, Halton was inspected between 27 and 31 March 2017. The report outlined the areas of focus of the inspection and its main findings.

It was noted that in order to respond to the areas identified for development, a local area joint action plan had been set. Members were advised that this would be monitored and reviewed by the SEN Strategic Partnership Board and a progress report would be provided to this Board in 6 months' time.

Members queried the following in relation to the inspection:

Appendix A referred to an increase in the number of children and young people with social, emotional and mental health issues, was there an improvement on the waiting list time to see a therapist?

It was advised that there was a review of services for children with social, emotional and mental health issues. In addition a pilot had been undertaken with a number of schools to identify children at risk of absence from school due to social, emotional and mental health issues.

Although there had been staff shortages in the Bridgewater Centre, the vacancies for Occupational Therapists were being filled so it was hoped that these would bring down the waiting list time.

Exclusions seemed to be mostly SEND pupils – was there a tendency for non-LA schools to exclude SEND pupils more often?

The new exclusion framework states the tariffs in place for excluding pupils and provides schools with incentives to keep the children. The LA is asking for schools to evidence the steps taken up to the point of exclusion and asking them to advise the LA of the of the problems being experienced, so that officers can visit the school and child in question and perhaps intervene before the exclusion occurs.

Do we have the capacity to deliver the Action Plan discussed, given the amount of cuts to the budgets?

The cost of specialist education in Halton was 2.4m which would reduce considerably following the Government's cap on the funding that could be transferred from the schools budget to the high needs budget. Additional funding would have to be requested from the Halton Schools Forum and Secretary of State for Education. A response from the LCR as a whole to the Secretary of State for Education was suggested.

RESOLVED: That the Board

- 1) Note the outcome of the Joint Local Area SEND inspection;
- 2) Approve the development of a Joint Action Plan to address the areas of development identified by the inspection; and
- 3) Request that a report on progress in 6 months' time

be presented to the Board,

CYP17 PERFORMANCE MANAGEMENT REPORTS FOR
QUARTER 1 - 2017-18

The Board received the Performance Management reports for quarter 1 of 2017-18 and were requested to consider and raise any questions or points of clarification in respect of these.

It was noted that the key priorities for development or improvement in 2017-18 were agreed by Members and included in the Directorate Plans, for the various functional areas reported to the Board as detailed below:

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

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

Members raised concerns with the overspend at the end of quarter one in the Children's and Families Department; particularly with the out of Borough foster placements and out of Borough residential placements. It was reported that a budget working group was actively looking at ways to balance this year's budget.

RESOLVED: That the first quarter performance management reports be received.

Meeting ended at 8.55 p.m.

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

At a meeting of the Employment, Learning and Skills, and Community Policy and Performance Board on Monday, 25 September 2017 in the Civic Suite, Town Hall, Runcorn

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

Apologies for Absence: Councillors Edge and J. Gerrard

Absence declared on Council business: None

Officers present: W. Rourke, A. Jones, L. Carr and D. Unsworth

Also in attendance: None

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

Action

ELS10 MINUTES

The Minutes from the meeting held on 26 June 2017 were taken as read and signed as a correct record.

ELS11 PUBLIC QUESTION TIME

The Board was advised that no public questions had been received.

ELS12 NATIONAL & REGIONAL POLICY OVERVIEW

The Board received the recent national policy announcements relevant to the Employment, Learning and Skills Policy and Performance Board.

It was reported that a number of policy, legislation, consultation and guidance documents were issued by Government departments and agencies that had varying degrees of relevance to issues on the employment, learning and skills agenda and related topics. The information provided was not intended to be in-depth but provided a brief summary of key announcements along with observations of local reliance, where appropriate.

It was suggested that the report should be considered alongside the 'key development' and 'emerging issues' that were set out in the Quarterly Performance Reports and that the documents / projects referred to may provide ideas topics for future agendas.

Members discussed the *Manufacturer Live 2018 Conference* being held in Liverpool for the next three years and how Halton Council was working closely with Sci-Tech Daresbury and other companies to bring delegates out from the Conference to the Borough, for dedicated themed tours.

It was commented that it was important to upskill Halton residents to be able to compete with not only local jobs but also jobs within the Liverpool City Region (LCR).

RESOLVED: That the report be noted.

ELS13 BUSINESS GROWTH PROGRAMME IN HALTON

The Board received an update on the current performance of the Halton Business Growth Programme.

Members were reminded that the Business Growth Programme within Halton was part of a City Region initiative designed to assist Small to Medium Enterprises to grow and create employment. The Business Growth Programme started in January 2016 and was scheduled to finish December 2018. It provided assistance by commissioning external suppliers to undertake a two stage intervention, as described in the report, with eligible Halton businesses.

The report provided data on targets for company assists and jobs created from the start of the Programme in January 2016 to July 2017 and examples of successes were provided.

In response to Members queries it was noted that the Programme's suppliers were local businesses as well as from places such as Northwich and Liverpool. From the list of disciplines mentioned in stage two, Members welcomed the addition of 'HR Practices and Procedures', which was a crucial element to businesses that were expanding.

RESOLVED: That Members note the activities and performance of the Business Growth Programme and the support available to Small and Medium Enterprises within Halton.

ELS14 ADULT LEARNING UPDATE

The Board received an update on the activity taking place in Adult Learning.

It was reported that funding for Adult Learning was provided by the Education and Skills Funding Agency via the Adult Education Budget. Officers advised that funding levels for 2017-18 were of a similar level to 2016-17 and this funding was used to offer a range of accredited and non-accredited learning in a variety of subjects including maths, English, sector specific and general employability skills, ICT, childcare and a small number of leisure type courses such as art, garment making and calligraphy. The courses were currently being delivered from Kingsway Learning Centre in Widnes; Acorn Learning Centre in Runcorn and Halton Lea Library.

The report provided information on the staff who delivered the service; Ofsted inspection comments regarding recruiting learners; the profiles of adults attending learning programmes in 2016-17; and details of adult learning in relation to the Council's priorities.

Following the presentation Members discussed the following:

- With regards to Children and Young People, one of the Council's priorities, one Member queried the correlation between the figures in the Ward breakdown of adults attending learning programmes (3.6) and the Troubled Families initiative; it was agreed that closer links to the Troubled Families was needed and this was discussed;
- It was suggested that courses around assertiveness, confidence building, and self-esteem should be taken by learners prior to academic courses, not after; and
- Adult learning services were advertised through the Council's website; flyers in public places and word of mouth. It was noted that how learners had found out about courses was a question as part of the induction process.

RESOLVED: The Board welcomes the progress made to date in managing an effective adult learning service.

ELS15 ANNUAL REPORT ON THE WORK PROGRAMME

The Board received an overview of the Department for Work and Pensions (DWP) Work Programme contract, currently being delivered by Halton People into Jobs (HPIJ).

It was noted that in June 2011 Halton Borough Council entered into a subcontracting arrangement with two Prime Contractors (Ingeus Deloitte and A4E – now PeoplePlus) who were tasked with delivering the DWP Work Programme over the next 7 years.

Although the Programme was mandatory some voluntary referrals could be made by certain ‘customer’ groups from Job Centre Plus (JCP) of which there were 10, as explained in paragraph 3.1.2. It was noted that performance was measured against the following Priority Group (PG) customers – PG1, PG2, PG6a and PG6b and that the Programme offered payment by results, which was received on achievement of sustained job outcomes.

The report went on to discuss the Programme’s performance and achievements to date, income and expenditure and the new basket of performance measures for all prime contractors and sub-contractors. It also explained the DWP Performance Stretch Targets for 2016-17 and discussed some key successes around these.

Following debate Members were pleased to note:

- the overall performance, quality and compliance standards had continued to improve year on year;
- that the Information Security audit had received a substantial rating;
- that financially, income was 26% over expenditure;
- some customers did have mental health issues and staff were working with them by encouraging them to engage in the Programme and helping with their readiness for work; and
- although all referrals to the Programme ceased in 31 March 2017, those customers on the Programme would be supported up to 31 March 2019.

RESOLVED: That the report be noted.

ELS16 LOCAL ECONOMIC ASSESSMENT

The Policy and Performance Board received a report presenting Halton’s current economic profile and were updated on proposals to develop a more in–depth economic

assessment in line with future trends and economic forecast models.

The Board was referred to the current economic profile at Appendix 1 and were advised that the intention was to produce a more in-depth assessment to provide an evidence base for 'Halton Tomorrow'.

Halton Tomorrow would be a vision for how Halton's economy would look in the future and would set out future challenges and say how the Borough might respond to these challenges. The assessment would be based on information specific to Halton and it was proposed to include new data that had not been analysed previously. Members were advised that the following categories would be included in the assessment and the report provided further details on these:

- The economic overview;
- Enterprise and jobs;
- The resident population;
- Skills;
- Land, infrastructure and transport; and
- Future prospects, Halton tomorrow.

It was noted that the document would be finalised in time for implementation during 2018.

Members made the following comments following the officer's presentation of the item:

- The number of people in employment was forecast to increase as the pension age rose. This would result in fewer jobs and to add to this, many retirees find they have to continue working past pension age for financial reasons;
- High paid jobs seemed to go to people outside of the Borough;
- Lower level NVQ's were not being encouraged and some Members had received complaints that sciences were not being taught in some Halton schools; and
- It would be interesting to know what happens to the bridge employees once the project is finished.

RESOLVED: That the Board receives the update.

Meeting ended at 8.10 p.m.

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HEALTH POLICY AND PERFORMANCE BOARD

At a meeting of the Health Policy and Performance Board held on Tuesday, 19 September 2017 at Council Chamber, Runcorn Town Hall

Present: Councillors J. Lowe (Chair), Osborne (Vice-Chair), S. Baker, M. Bradshaw, E. Cargill, Dennett, M. Lloyd Jones, Parker, Sinnott and Mr T. Baker (Co-optee)

Apologies for Absence: Councillor Horabin

Absence declared on Council business: None

Officers present: S. Wallace-Bonner, A. Jones, D. Nolan, L Wilson and M. Lynch

Also in attendance: S. Constable – Warrington & Halton Hospitals NHS Foundation Trust (WHHFT); Dr. D. Lyon – Chair of NHS Halton CCG; D. Sweeney, M. Creed & M. Stanley – NHS Halton CCG; E. Day – Northwest Coast Strategic Clinical Network; K. O’Loughlin & Z. Mason – Care Homes Medicine Management, NHS Halton CCG; J. Melia, J. Callaghan. A. Bowness, A. Goodrich – Student Physician Associates and R. O’Dwyer – Medical Education Administrator, WHHFT.

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

	<i>Action</i>
HEA14 MINUTES	
The Minutes of the meeting held on 20 June 2017 having been circulated were signed as a correct record.	
HEA15 PUBLIC QUESTION TIME	
It was confirmed that no public questions had been received.	
HEA16 HEALTH AND WELLBEING MINUTES	
The draft minutes of the Health and Wellbeing Board from its meeting on 5 July 2017 were presented to the Board for information.	
RESOLVED: That the Minutes be noted.	

HEA17 PHYSICIAN ASSOCIATES

The Policy and Performance Board received a presentation from Simon Constable, Medical Director, Warrington and Halton Hospitals NHS Foundation Trust, on the background to the development and use of Physician Associates within the Health Service. He was accompanied by 4 Student Physician Associates and one Medical Education Administrator from Warrington and Halton Hospitals Foundation Trust (WHHFT).

It was explained that Physician Associates (PAs) were typically life science graduates (with a pre-clinical degree) who moved on and did a two year postgraduate diploma (clinical) course and took a national examination. It was noted that due to a changing health service (eg numbers of doctors, skill mix, working hours and 7 day service provision) there had been a national increase in the number of universities offering PA courses and most recently this included Manchester and Liverpool.

The report discussed the role of the Faculty of Physicians Associates (FPA) and the Royal College of Physicians (RCP) in the development of the PA workforce.

Following the presentation and Members' queries, the following additional information was provided:

- PAs were not taking the place of doctors; they were working alongside them adding to a mix of professionals within the service;
- As well as specialists the National Health Service needed generalists who were qualified to do a variety of things;
- Members' concerns regarding the shortage of doctors was understood; however it was important to note that these professionals were trained with the same rigour as other health professionals;
- When on duty, PA's worked under the direct supervision of doctors;
- Runcorn had one of the highest populations of over 65's in the Country and this was expanding;
- Older people benefitted from the type of care offered by generalists as often, depending on the medical complaint, they did not need to see a doctor.

RESOLVED: That the Board notes the report and receive the presentation.

HEA18 REVIEWING LOCAL HEALTH POLICIES – PROCEDURES OF LOWER CLINICAL PRIORITY

The Board received a presentation in relation to the policy review and engagement exercise for the policies relating to Procedures of Lower Clinical Priority. The item was presented by Dr David Lyon – Chair NHS Halton CCG and Dave Sweeney – Interim Chief Officer, NHS Halton CCG.

Members were advised that Clinical Commissioning Groups (CCGs) in parts of Cheshire and Merseyside had been working together to develop a core set of Procedures of Lower Clinical Priority (PLCP) which were more consistent across the region. GPs and commissioning managers from the CCGs and colleagues from local authorities and public health, were working together to review more than 100 policies to ensure they were making the best use of NHS resources, as well as aligning with the latest robust clinical evidence about the effectiveness of different treatments and national guidance. From this there was now a consistent set of policies which could apply to patients living in the seven CCG areas.

The report discussed the review and stated that feedback from a 12 week public survey, which was now closed, would be provided to the Board in the last week of November 2017. As the public engagement exercises were being done in batches due to the number of policies involved, Members would be advised when the next survey was available.

The Chair wished to remind NHS Halton CCG that this review amounted to a substantial variation and should be subject to formal consultation as part of the Board's scrutiny role. Also as the changes were over another 6 areas the Board were keen to understand whether the information had been shared with colleagues from the other area's Overview and Scrutiny Committees and what their views were and whether joint scrutiny should be considered.

RESOLVED: That the Board

- 1) receives the report; and
- 2) other Local Authority areas be contacted for their views on the proposed changes.

Director of Adult
Social Services

HEA19 STROKE UPDATE

Members received an update on Stroke Reconfiguration in Med-Mersey. The Board welcomed Elaine Day – Stroke Programme Lead, Northwest Coast Strategic Clinical Network, who presented the item.

It was noted that nationally there were 40% consultants posts vacant and recruitment was an issue, especially in the North region. Also local, regional and national recruitment drives had not been successful.

Members were advised of one of the latest treatments available for stroke patients was 'Mechanical Thrombectomy'. This was only used when the clot busting drug had failed to remove the clot. Presently all stroke patients requiring this treatment (a very small number 3 – 5 %) were being transferred to St Helens and Knowsley Trust (SHKT). It was reported that in order to ensure that SHKT stroke service was able to carry on its gold standard stroke service, a number of considerations needed addressing, as stated in paragraph 3.5 of the report.

The report continued to provide information on:

- the numbers of patients and type of stroke suffered;
- the patient and public engagement sessions;
- the stroke survey feedback from the engagement sessions;
- Early Supported Discharge (ESD) deficiencies; and
- Phase 2 of the reconfiguration.

Further to Members' queries an explanation of the administration of the clot busting drug was provided and further detail given about the procedure if it did not work. Members discussed the standard and facilities available at Broadgreen and Whiston Hospitals in this field of work. The advantages of a telemedicine service were also discussed and it was hoped that this would be used across England in time.

The Chair queried the public engagement exercise as opposed to a formal consultation including the surrounding local authorities. In response the Board was advised that other local authorities had been asked to comment but did not respond. The Chair advised colleagues that as this constituted a substantial variation then the change should be subject to formal consultation as part of the Board's scrutiny function. However, it was highlighted that in circumstances where the relevant NHS body or health service

commissioner believed that a decision had to be taken without allowing time for consultation because of a risk to safety or welfare of patients or staff, then formal consultation did not need to take place. In this instance the relevant NHS body or health service commissioner must formally notify the local authority that consultation would not take place and the reason for this.

NHS Halton CCG was requested to inform the Authority if this was the case, as per the national guidance.

RESOLVED: That the report be noted.

Director of Adult
Social Services

HEA20 MEDICATION POLICY

The Board received the new overarching Medication Policy which applied to Halton Borough Council Adult Social Care Services, with responsibility for administering medication. The item was presented by Katherine O'Loughlin – Care Home Medicines Management Technician and Zoe Mason – Care Home Medicines Management Pharmacist, NHS Halton CCG.

It was reported that Halton's current overarching Medication Policy (2014-17) and associated service specific procedures ran until August 2017. It was therefore necessary to develop a new collection of documents. The Medicines Management Team within the CCG had led this work due to the technical knowledge required to appropriately advise services of safe and effective practice.

Details of the development of the new policy were provided in the report and the draft Medication Policy was attached at appendix A.

The Board discussed certain elements of medication such as blister packaging; wastage; the numbers of tablets given to patients with each prescription and dispensing anomalies when medication was increased. Overall the Board welcomed the report and new Medication Policy.

RESOLVED: That the Board note the contents of the report and associated appendices and comments made in relation to this.

HEA21 BLUE BADGE POLICY, PROCEDURE & PRACTICE

The Board received the revised Blue Badge Policy, Procedure and Practice, following a comprehensive review.

In summary the Blue Badge Scheme helped disabled people with severe mobility problems to access goods and services by allowing them to park close to their destination, whether they were a driver or a passenger. The Scheme was introduced in 1971 under Section 21 of the Chronically Sick and Disabled Person's Act 1970. This was amended by the Disabled Person's Parking Badges Act 2013 and the Scheme as it currently stood was governed by the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 (plus amendments).

It was noted that the Department for Transport (DfT) was the legislator that set out the framework for the Scheme; details of this were included in the report.

Members were advised of the two key issues that had arisen during the review process:

- Enforcing correct use and tackling potential abuse of the scheme; and
- The eligibility requirements for organisational badges.

The report went on to discuss the changes that had been made to the Policy following the review which addressed the above issues. The Board welcomed the revised Policy.

RESOLVED: That the Board notes the contents of the report and associated appendices and comments made in relation to this.

HEA22 PERFORMANCE MANAGEMENT REPORT: QUARTER 1 2017/18

The Board received the Performance Management Reports for Quarter 1 of 2017-18. The Health Policy and Performance Board played a key role in monitoring and scrutinising the performance of the Council in delivering outcomes against its key health priorities.

Members were advised that the report introduced, through the submission of a structured thematic performance report, the progress of key performance indicators, milestones and targets relating to health in quarter 1, which included a description of factors which were affecting the service.

The Board was requested to consider the progress and performance information and raise any questions or points for clarification and highlight any areas of interest or

concern for reporting at future meetings of the Board. Members received and noted the Performance Management reports for quarter 1 of 2017-18.

RESOLVED: That the Quarter 1 priority based reports be received.

Meeting ended at 8.10 p.m.

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SAFER POLICY AND PERFORMANCE BOARD

At a meeting of the Safer Policy and Performance Board on Tuesday, 12 September 2017 at the Council Chamber, Runcorn Town Hall

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

Apologies for Absence: Councillor Zygadllo

Absence declared on Council business: None

Officers present: M. Andrews, C. Patino, S. Ashcroft, S. Bell and D. Perchard

Also in attendance: Councillor D. Cargill in accordance with Standing Order 33.

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

	<i>Action</i>
SAF8 CHAIR'S ANNOUNCEMENTS	
<p>The Chair announced that Peter Astley has been appointed as the new Chief of Staff for the Office of the Cheshire Police and Crime Commissioner.</p>	
SAF9 MINUTES	
<p>The Minutes of the meeting held on 13th June 2017 were taken as read and signed as a correct record.</p> <p>Arising from the minutes, it was noted that following the recent incident at Grenfell in London, Cheshire Fire and Rescue had met with various agencies to discuss high rise buildings across Cheshire. It was requested that the Decks buildings in Runcorn should be included in any future discussions that take place.</p>	
SAF10 PUBLIC QUESTION TIME	
<p>It was reported that no public questions had been received.</p>	

SAF11 DOMESTIC ABUSE AND SEXUAL VIOLENCE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the activities being supported across the Borough in response to domestic abuse and sexual violence. The report detailed the number of domestic incidents across Cheshire from Sept 2015 to February 2017 and the number of domestic violence prevention orders during January to February 2017.

Members noted a summary of the key achievements across Cheshire during the last quarter which included information on:

- Operation Enhance;
- Domestic Abuse Matters – First Responder (Cheshire Police Officer) training;
- a successful Domestic Abuse Funding Bid to DCLG;
- development of a Pan-Cheshire Communication Strategy; and
- the publication of the Rape and Sexual Abuse Support Centre (Cheshire and Merseyside) RASASC Annual Report.

The Board enquired about the following:

- could a referral form be made available for Councillors to refer members of the public to domestic violence support;
- raising awareness of support services for victims of domestic violence over the Christmas period; and
- clarification on the statistics provided on page 16 of the agenda with regard to Improved Health and Wellbeing.

RESOLVED: The report be noted.

SAF12 ALCOHOL AND SUBSTANCE MISUSE IN HALTON

The Board received an update report and a presentation on the work carried out across the partnership in the Borough to tackle alcohol and substance misuse. The report included information on the:

- Trading Standards North West Young Persons' Alcohol Survey which was carried out every two years and had taken place in January to April 2017;
- Action plan developed to address Halton's opiate successful completion rate, which was performing

below the Change Grow Live (CGL) (Drug and Alcohol service) and Public Health England national averages;

- The number of those clients who had received the flu vaccination;
- Mental Health: Following publication in November 2016 of Nice Guidance 'Coexisting severe mental illness and substance misuse: community health and social care services', there had been an agreement to increase interagency work between mental health and substance misuse services in Halton with an emphasis being placed on all teams being flexible and problem solving together;
- The success of The Work Company: During this year the Work Company had supported 73 individuals affected by substance misuse to address their education, training and employment needs. Since April 2016, The Work Company had supported individuals in gaining 114 qualifications. During the same period, 3 individuals commenced voluntary work, with 29 individuals gaining employment within various sectors;
- Progress against related targets to reduce the harm from alcohol and substance misuse; and
- School and College based alcohol education programmes.

In addition, the Board noted work involving the establishment of the Cheshire and Merseyside Five Year Forward View Alcohol Board and the Drink Less Enjoy More Campaign across Cheshire and Merseyside.

RESOLVED: That the report be noted.

SAF13 COMMUNITY SAFETY TEAM - YOUTH ENGAGEMENT OFFICER, SAFER SCHOOLS PARTNERSHIP

This item was deferred.

SAF14 CONSUMER ADVICE

The Board received a report which provided information on the work of the Trading Standard's consumer advice service, explained how it worked with the national Citizen's Advice Consumer Helpline and outlined case studies from the last financial year.

The report also provided details on the performance of Halton Trading Standards Consumer Advice Service which had been assessed by issuing a satisfaction survey of

service users. It showed that 98% of users were either very satisfied or satisfied with the service they had received. In addition, it was noted that in the last financial year the consumer advice service obtained at least £39,476 redress for Halton consumers. Only a relatively small percentage of consumers responded on the outcome of their complaint, so it was expected that the figure was likely to be higher.

RESOLVED: That the report be noted.

Meeting ended at 8.05 p.m.

ENVIRONMENT AND URBAN RENEWAL POLICY AND PERFORMANCE BOARD

At a meeting of the Environment and Urban Renewal Policy and Performance Board on Wednesday, 28 June 2017 at the Council Chamber, Runcorn Town Hall

Present: Councillors Woolfall (Chair), Fry (Vice-Chair), Howard, Morley, Joe Roberts, Sinnott, J. Stockton and Wall

Apologies for Absence: Councillor V. Hill, Nolan and Zygadlo

Absence declared on Council business: None

Officers present: G. Ferguson, I. Boyd, A. Cross, J. Farmer, T. Gibbs, S. Johnson Griffiths and W. Rourke

Also in attendance: Councillor G Stockton.

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

	<i>Action</i>
<p>EUR1 MINUTES</p> <p>The Minutes of the meeting held on 8th February 2017 having been circulated were signed as a correct record.</p>	
<p>EUR2 PUBLIC QUESTION TIME</p> <p>It was confirmed that no public questions had been received.</p>	
<p>EUR3 EXECUTIVE BOARD MINUTES</p> <p>The Board considered the Minutes of the meetings of the Executive Board relevant to the Environment and Urban Renewal Policy and Performance Board.</p> <p>Under Executive Board Minutes, EXB102 and EXB130, Councillor Howard queried why Members were not given access to this information.</p> <p>Councillor Howard was advised that Members' rights of access to documents was outlined in the Council's Constitution and whilst a Councillor had no right of access to documents of a Committee/Board of which he is not a</p>	

Member, to gain access he has to establish that the information sought was needed to enable him to carry out his duties. Councillor Howard requested that a response be provided from Legal Services as to if the information contained in the Constitution was a legal requirement over which the Members/officers had no discretion or was it a legal requirement over which Members/officers had discretion.

RESOLVED: That the Minutes be received.

EUR4 PERFORMANCE MANAGEMENT REPORTS - QUARTER 3 AND 4 2016-17

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

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period:

- Development and Investment Services;
- Highways and Transportation, Logistics and Development Services;
- Waste and Environmental Improvement and Open Space Services; and
- Housing Strategy.

Arising from the discussion the following matters were raised by Members:

- Could details be provided on the procurement issues as to the delay in the refurbishment of Widnes Market. In response Members were advised that due to the nature of the work it was planned around avoiding the Christmas period. However the successful contractor had since advised that the work could be completed without significant disruption to the Market.
- Page 38 - EEP LI 19. Why have only 44% of funding bids been successful? In response it was noted that a number of high quality bids had been rejected with high competition for funds sited as the reason. Measures were currently being looked at to mitigate this.

- Could further information be provided on the downward trend in waste recycling.
- Which areas in the Borough took part in the Environmental Patrol trial?
- Further information would be circulated to all Members on the Council investment at the Croft Public House site detailed in the Capital Project update on page 43 of the agenda
- There appeared to be a high number of agency staff employed within the Housing Solutions department, had job vacancies now been filled. Further information would be provided to Members'.

It was agreed that a response would be provided to Members of the Board to those matters raised.

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

EUR5 PROPOSED INSTALLATION OF BUS SHELTERS AT BUS STOPS LOCATED ON CLIFTON ROAD WITH THE JUNCTION OF MALPAS ROAD

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the request from the public for the installation of bus stops on Clifton Road with the junction of Malpas Road. As a result of the request a period of consultation was undertaken and a subsequent request was submitted for an additional bus shelter. Following the additional request, a further period of consultation was undertaken the results of which were outlined in the report. As a result of a letter sent to 75 properties, 10 responses were received with 4 households objecting to the proposal and 6 in favour.

It was noted that the majority of the objections were due to the fear of the bus shelters attracting anti-social behaviour. Previously bus shelters were in place at this location and it was understood that they were removed due to anti-social behaviour. However, recent evidence gained from Safer Halton Partnership showed that no incidents of anti-social behaviour had been recorded in the immediate vicinity or periphery of the bus stop location. Although one of the objectors had recently called to report anti-social behaviour in the vicinity of the bus stops.

On behalf of local residents and other Ward Members, Councillor G Stockton addressed the Board in support of the proposal.

RESOLVED: That the Executive Board be advised that the Board supports the installation of the bus stops on Clifton Road with the junction of Malpas Road.

EUR6 DELIVERY AND ALLOCATIONS LOCAL PLAN (INCORPORATING REVISED CORE STRATEGY POLICIES)

The Board considered a report of the Strategic Director, Enterprise, Community and Resources which provided an overview of the next key document to be produced in Halton's Local Plan. It also provided an opportunity to view the proposed draft policies to be included within the Revised Core Strategy policies and Delivery and Allocations Local Plan.

The Revised Core Strategy policies and Delivery and Allocations Local Plan would replace and update certain policies in the current Core Strategy and replace the remainder of the saved Unitary Development Plan (UDP) policies. This would help to ensure that the policies could carry full weight in the decision making process for planning applications and appeals.

It was suggested that consideration be given to presenting this information to all Members at a seminar.

RESOLVED: That

1. the content of the report be noted; and
2. any comments or issues identified by the Board in relation to the proposed draft policies to be included within the Revised Core Strategy policies and Delivery and Allocations Local Plan are provided to the Planning and Transport Strategy Team.

EUR7 PRELIMINARY FLOOD RISK ASSESSMENT UPDATE

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which advised that as part of its new duties as a Lead Local Flood Authority (LLFA), the Council must undertake a Preliminary Flood Risk Assessment (PFRA). This was a high level screening exercise, to determine whether there was a local flood risk within the LLFA boundary based on historic and

potential future flood risk data.

The PFRA was previously agreed by the Board in 2011 and must be reviewed every six years. An updated Preliminary Assessment Report (PAR), along with a Review Self-Assessment Form had been produced and submitted to the Environment Agency (EA). The updated PAR set out how the assessment had been undertaken and provided a robust evidence base to help support the full update of the Flood Risk Assessment Strategy.

The outcome of the first two stages of flood risk assessment review was that no Flood Risk Area (FRA's) was proposed for Halton. As a result the next two stages, the production of Flood Risk Maps and preparation of a Flood Risk Management Plan for FRA's were not triggered.

A Member queried that in the report Halton Brow was mentioned as having been subject to significant flooding, but was not mentioned further. Therefore was work planned to eliminate this regular flooding and would the new road configuration as it passes over Halton Brow leading to the Mersey Gateway Bridge, make this flooding worse, better or have no effect? Also would the work carried out by the Mersey Gateway programme eliminate the risk of flooding at Halton Brow. It was agreed that a written response would be provided.

It was proposed that the Board endorse the report and recommend it to the Executive Board for approval prior to publication by the EA by 22 December 2017.

RESOLVED: That the findings of the Preliminary Flood Risk Assessment Review be recommended to Executive Board for approval.

Strategic Director
Enterprise,
Community and
Resources

EUR8 UPDATE ON AIR QUALITY FORUM AND AIR QUALITY ACTIVITY

The Board considered an update report on the progress of the Air Quality Forum since its first meeting in July 2016. It was noted that the Air Quality Forum membership and independent Chair had been appointed. In addition, terms of reference for the group which included a number of objectives had also been agreed.

With regard to other recommendations which were included in the air quality report, previously adopted by the Executive Board in 2015, it was noted that:

- A methodology for engagement and consultation had been explored and resources were being identified which would enable the engagement work to proceed;
- Whilst the forum would continue to work to identify opportunities for improvements across all sectors, the Council would also continue to develop initiatives across departments and with stakeholders that would contribute to improved air quality across the area; and
- A Joint Needs Assessment for air quality was scheduled in the work plan for the forthcoming year.

In addition, Members received updates on the Council response to the National Air Quality Plan and the work that had taken place around Air Quality Management Areas and the application to the Environment Fund Board for additional air quality monitoring across the Weston Point area.

Arising from the discussion, Members requested clarification on the number of charging points in the Borough for electric vehicles.

RESOLVED: That the report be noted.

Meeting ended at 7.40 p.m.

ENVIRONMENT AND URBAN RENEWAL POLICY AND PERFORMANCE BOARD

At a meeting of the Environment and Urban Renewal Policy and Performance Board on Wednesday, 20 September 2017 at the Council Chamber, Runcorn Town Hall

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

Apologies for Absence: None

Absence declared on Council business: None

Officers present: G. Ferguson, J. Gill, H. Roberts and W. Rourke

Also in attendance: Councillors R. Hignett, K. Loftus, P. Lloyd Jones, C. Plumpton Walsh and N. Plumpton Walsh.

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

	<i>Action</i>
EUR9 MINUTES	
The Minutes of the meeting held on 28 th June 2017, having been circulated were signed as a correct record.	
EUR10 PUBLIC QUESTION TIME	
It was confirmed that no public questions had been received.	
EUR11 EXECUTIVE BOARD MINUTES	
The Board considered the Minutes of the meetings of the Executive Board relevant to the Environment and Urban Renewal Policy and Performance Board.	
RESOLVED: That the Minutes be received.	
<i>(N.B. Councillors Zygadlo and Morley declared a disclosable other interest in the following item of business as both are a member of Halton Borough Transport)</i>	

EUR12 MERSEY GATEWAY PRESENTATION

The Board received a presentation from Wesley Rourke on the Mersey Gateway Regeneration Plan (Plus) document. The document identified a number of Key Impact Areas and Regeneration Opportunities which would arise following the completion of the Mersey Gateway. There were three distinct elements to the Plan:

- It provided the strategic context for growth and recognised the Mersey Gateway Project as a catalyst for change; and
- It sets out a cohesive package of development and investment opportunities, identified the key infrastructure and enabling projects that would be brought forward to complement and support economic growth; and
- It outlined the approach to implementation and delivery.

It was reported that the Plan would facilitate the development of a steady pipeline of regeneration and development opportunities over a 10-15 year period, and that it would be the first in a suite of documents that would form Halton's Economic Growth Strategy.

Arising from the discussion it was agreed that:

- I. a working party to develop the Mersey Gateway Regeneration Plan be established with the following Membership: Councillors Morley, Nolan, Sinnott, Wall, Woolfall and Zygadlo.
- II. The working party terms of reference be circulated to all Members of the Board.
- III. An update report on the progress of the working party be submitted to a future Board meeting.

Members also noted that a meeting had been set up with Arriva, the Executive Board Member for Transportation and Council Officers to discuss future bus routes in and around the Runcorn Old Town area when the new bridge opens.

RESOLVED: That

1. the Board welcome the positive progress being made to promote regeneration in the Borough following completion of the Mersey Gateway Bridge;
2. a working party to develop the Mersey Gateway

Regeneration Plan be established with the following Membership: Councillors Morley, Nolan, Sinnott, Wall, Woolfall and Zygadlo;

3. the working party terms of reference be circulated to all Members of the Board; and
4. an update report on the progress of the working party be submitted to a future Board meeting.

EUR13 SCI TECH DARESBUY - PRESENTATION

The Board received a presentation from Helen Roberts, Lead Regeneration Officer for Sci-Tech Daresbury, regarding existing and proposed developments at Sci-Tech Daresbury, including an overview of the Sci-Tech Daresbury Enterprise Zone, achievements to date and details of an emerging Master Plan for the area.

The presentation highlighted the progress made in the first five years of Sci-Tech Daresbury Enterprise Zone Status which included:

- Over 100 companies on campus, 20 new business, 250 new jobs and 12 apprentices;
- Occupancy rate of 75% for commercial property;
- £25m investment in the Techspace One and Two Buildings, a power upgrade for the site and the wider east Runcorn area and £300m Government investment; and
- A new and improved gateway to the campus.

Members were also advised on the 25 year masterplan for expanding the campus; the immediate proposals for the next 4 years which would focus on the delivery on the corner plot of the A56 and Daresbury Expressway; and an outline of the proposal for a 'Skills Factory'.

RESOLVED: That the Board notes the presentation and acknowledges the wider role Sci-Tech Daresbury plays in giving Halton a competitive edge when attracting and retaining businesses in the borough.

EUR14 REVIEW OF PRIMARY GRITTING ROUTES FOR MARGINAL NIGHTS

The Board considered a report of the Strategic Director, Enterprise, Communities and Resources, which sought support for the proposed introduction of a Cold Route

to the winter gritting routes for the marginal nights and the rationalisation of the existing primary gritting routes as a result of the updating of Halton's thermal map for highways.

At present gritting operations were undertaken on all routes on marginal nights. Using data obtained from the thermal mapping exercise, this could be reduced from treating 303km to 117km of road infrastructure, thereby reducing the number of gritting vehicles from 5 to 2. This equated to revenue saving of approximately £8,500 per year. Records from previous years had indicated that on average, there had been 10 occasions when the Cold Route could have been utilised instead of the complete primary route.

In addition to the Cold Route for marginal nights, it was proposed to treat the following roads on Secondary Route in accordance with the Winter Service Plan during periods of severe prolonged weather:

- (Widnes) Foundary Lane – Broughton Way – Pickerings Road – Mersey View Road; and
- (Runcorn) Keckwick Lane – Arkwright Road – Brindley Road – Goddard Road – Edison Road – Hardwick Road.

RESOLVED: That the Board supports the proposed introduction of a Cold Route to the winter gritting routes for marginal nights and the rationalisation of primary gritting route.

Meeting ended at 8.05 p.m.

CORPORATE POLICY AND PERFORMANCE BOARD

At a meeting of the Corporate Policy and Performance Board on Tuesday, 5 September 2017 in the Civic Suite, Town Hall, Runcorn

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

Apologies for Absence: None

Absence declared on Council business: Councillor Philbin

Officers present: M. Reaney, I. Leivesley, E. Dawson, G. Ferguson, J. Patten, K. Wilson and M. Foy

Also in attendance: None

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

	<i>Action</i>
CS10 MINUTES	
<p>The Minutes from the meeting held on 6th June 2017 were taken as read and signed as a correct record.</p>	
CS11 PUBLIC QUESTION TIME	
<p>The Board was advised that no public questions had been received.</p>	
CS12 EXECUTIVE BOARD MINUTES	
<p>The Board was presented with the Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board since the last meeting of the Board.</p> <p>RESOLVED: That the minutes be noted.</p>	
CS13 MEMBER DEVELOPMENT GROUP NOTES	
<p>The Board considered the minutes of the Member Development Group meeting held on 16 March 2017.</p> <p>RESOLVED: That the Board note the minutes.</p>	

CS14 EXTERNAL FUNDING UPDATE

The Board considered an update report on the work of the Regeneration Non Town Centres (RNTC) Team in securing external funding resources into Halton. The report outlined:

- an update on the team's priorities/key activities;
- emerging issues in external funding;
- funding statistics for 2012 to end March 2017;
- an update on the implications of Brexit on the ESIF programme; and
- a summary of a recent IDOX report on the External Funding function in local authorities.

Members noted the following key headlines which included details on:

- the demonstrable increase in competition for external funding streams, underlined by the success rate of bids submitted having reduced in 2016/17;
- evidence that local authorities with an external funding function/team were more successful in accessing funding;
- an increase in availability of funding for visitor economy and cultural activity, including heritage and the arts;
- the development of a Training Programme by the External Funding Team for Council staff and partners; and
- evidence that the level of demand for funding support was increasing.

Arising from the discussion the Board requested a further report which provided information on the expenditure of £9m European Funding previously awarded to the Council towards regeneration.

RESOLVED: That

1. the report be noted; and
2. the continued approach to securing external funds be endorsed.

CS15 CORPORATE COMPLAINTS 2016-17

The Board considered a report of the Strategic Director Enterprise, Community and Resources, which

provided an analysis of Corporate Complaints received during the 2016/17 financial year.

The report outlined the 2 stage procedure to deal with corporate complaints, a corporate complaints trend analysis from 2012 to 2017, nature of those complaints received and outcomes. In addition, the report detailed how the Council used the information from complaints received to improve the services provided or commissioned. Further information was also provided including a summary of compliments the Council had received for 2016/17.

The Board requested the following further information:

- Would the cameras placed on refuse collection vehicles allow the Council to determine if bins had been inadvertently tipped into the back of vehicles; and
- Was the pattern of an upturn in the number of corporate complaints received in 2015-16 also repeated in the number of complaints against the Council to the Local Government Ombudsman.

RESOLVED: That the report be noted.

CS16 COUNCIL TAX SECTION 13A DISCOUNT POLICY STATEMENT

The Board considered a report of the Strategic Director Enterprise, Community and Resources to amend the Council Tax Section 13A Discount Policy Statement to reduce to nil the amount of council tax payable by young people leaving care from ages 18 to 25. The proposal was in response to a recent Children's Society campaign that identified a range of disadvantages that care leavers typically experienced. The campaign called on local authorities to do more to support families who were struggling with council tax debt, in particular care leavers. The campaign was supported by the Children's Commissioner for England, who had written to each Council asking them to consider granting council tax relief for care leavers.

It was proposed that as the Council had a parenting role, that in some circumstances lasted until a care leaver was 24, the care leavers relief would apply to every care leaver until their 25th birthday. Full details of the Council Tax Section 13A Discount Policy Statement were outlined in the report.

RESOLVED: That Executive Board be recommended to approve the amendment to the Council Tax Section 13A Discount Policy Statement, to reduce to nil the amount of council tax payable by young people leaving care from the ages of 18 to 25.

CS17 DISCRETIONARY SUPPORT SCHEME TOPIC GROUP – UPDATE

The Board considered a report which provided an update on the work of the Discretionary Support Scheme Topic Group following their meeting on 19th July 2017. The Group had met to review the progress of the Discretionary Support Scheme and received an update regarding Discretionary Housing Payments and implementation of Universal Credit. A copy of the report considered by the Topic Group had been previously circulated to Members.

The Topic Group had further noted that work had been undertaken to establish the cost of implementing the Board's previous proposal, to limit the number of liability orders which would be taken out in respect of the same council taxpayers. It was reported that the potential cost was estimated to be around £150,000 and therefore it was agreed not to implement the change at this time.

RESOLVED: That the Topic Group's review of progress with the Discretionary Support Scheme, Discretionary Housing Payment Scheme and Universal Credit, as set out in the report be noted.

CS18 COUNCIL TAX REDUCTION SCHEME

The Board considered a report of the Strategic Director Enterprise, Community and Resources, which outlined proposed changes to the Council Tax Reduction Scheme for 2018/19, for which public consultation would be required. It was noted the Local Council Tax Reduction Scheme was introduced in April 2013 replacing Council Tax Benefit and was based on the national Housing Benefit scheme. Since April 2013 the Housing Benefit Scheme had been amended by Government regulations whilst the Local Council Tax Reduction Scheme had not.

It was further noted that the national Housing Benefit scheme had been adjusted to take account of changes to other national welfare benefits such as Tax Credits. It was therefore appropriate at this stage to consider aligning the Council Tax Reduction Scheme with the Housing Benefit

scheme to achieve a measure of consistency that previously existed in April 2013. The proposed changes would only affect new claimants from 1st April 2018 and would be subject to public consultation.

Arising from the discussion, the Board did not support the proposed changes to the Local Council Tax Reduction Scheme, due to the potential impact for new claimants. It was therefore agreed that the potential changes should not be recommended to Executive Board. Further information was requested for a future Board meeting regarding the potential impact of such changes for individual claimants and the current position of neighbouring local authorities.

RESOLVED: That the proposed changes to the Council Tax Reduction Scheme as outlined in the report, are not supported.

CS19 PERFORMANCE MANAGEMENT REPORTS - QUARTER 1 - 2017/18

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 1 of 2017/18.

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones and performance targets, and provided information relating to key developments and emerging issues that had arisen during the period:

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

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

Meeting ended at 8.07 p.m.

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BUSINESS EFFICIENCY BOARD

At a meeting of the Business Efficiency Board held on Wednesday, 27 September 2017 at the Civic Suite, Town Hall, Runcorn

Present: Councillors M. Lloyd Jones (Chair), Joe Roberts (Vice-Chair), C. Loftus, MacManus, McDermott, Philbin, N. Plumpton Walsh and Wall

Apologies for Absence: Councillors J. Bradshaw and Cole

Absence declared on Council business: Councillor J. Stockton

Officers present: E. Dawson, I. Leivesley, M. Murphy, A. Scott, M. Guest and S. Baker

Also in attendance: Mark Heap and Georgia Jones, Grant Thornton (External Auditors) for all except Minute BEB 16

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

BEB12 MINUTES

The Minutes of the meeting held on 7 June 2017 were taken as read and signed as a correct record.

BEB13 DRAFT ANNUAL GOVERNANCE STATEMENT 2016/17

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

The Board was reminded that at its meeting on 7 June 2017, it had considered the draft AGS and resolved that it accurately reflected the Council's governance arrangements. In addition, the Board also resolved to include an additional significant governance issue related to the maintenance of a robust IT governance framework.

It was noted that the AGS, attached at Appendix 1, had been updated to include the additional governance issue requested by the Board, and that no other amendments had been made to the version presented in June.

Action

RESOLVED: That the revised version of the Annual Governance Statement for 2016/17 be approved.

Strategic Director
Enterprise,
Community and
Resources

(N.B. The following item of business (BEB 14) was considered by the Board prior to the business in item BEB13).

BEB14 2016/17 STATEMENT OF ACCOUNTS, AUDIT FINDINGS REPORT AND LETTER OF REPRESENTATION

The Board considered a report of the Operational Director, Finance, which sought approval for the Council's 2016/17 Statement of Accounts (the latest version of which was enclosed with the Agenda), and the report of the Audit Findings of the External Auditor (Grant Thornton) on the 2016/17 financial statements. The report also sought approval of the Council's Letter of Representation.

It was reported that the Statement of Accounts set out the Council's financial performance for the year in terms of revenue and capital spending and also presented the year-end financial position as reflected in the balance sheet. The key elements were detailed in the report.

It was noted that in overall net terms the Council reported an overspend of £0.559m on the 2016/17 revenue budget. Capital expenditure was £84.8m compared with planned expenditure of £122.0m.

The External Auditor presented the Audit Findings report which summarised the findings from 2016/17 external audit. Section 3 of the report also presented the External Auditor's findings on the Value for Money (VFM) conclusion. It was noted that the overall conclusion was that the Council had proper arrangements in all significant respects to ensure it delivered value for money in its use of resources.

The Board wished to place on record their thanks to the Operational Director, Finance and the Finance Team for their work in the preparation of the accounts and to Grant Thornton for their work on the audit.

RESOLVED: That

- 1) the draft Letter of Representation in Appendix 1 be approved and any subsequent additions or amendments by the Operational Director, Finance, in liaison with the Chair of the Business Efficiency Board;

Operational
Director - Finance

- 2) the External Auditor's draft 2016/17 Audit Findings report in Appendix 2 be received and any subsequent additions or amendments be approved by the Operational Director, Finance, in liaison with the Chair of the Business Efficiency Board; and
- 3) the Council's draft 2016/17 Statement of Accounts in Appendix 3 be approved and any subsequent additions or amendments be approved by the Operational Director, Finance, in liaison with the Chair of the Business Efficiency Board.

BEB15 PROCUREMENT - UPDATE REPORT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided Members with an update on delivery of the Council's Procurement Strategy 2016/19 (the Strategy).

The report set out details of recent developments in the Council's procurement function and associated activities, since the last update report in November 2016. It was reported that the Strategy followed the format commended by the Local Government Association's "National Procurement Strategy for Local Government in England" document, and was based around four key themes:-

- Making savings
- Supporting Local Economies;
- Leadership; and
- Modernising Procurement.

The Board was advised that significant progress had been made in improving the Council's procurement practice since the Strategy had been developed, with many elements implemented fully integrated as part of standard procurement processes. However, there were some immediate priorities for the procurement function, such as the continuation of support to client departments, collaborative work with Liverpool City Region partners and working with colleagues in Purchase to Pay to promote and develop the Supplier Incentive Programme.

The Board noted that delivery of the Strategy

continued to benefit the local economy and provided opportunities for a wider range of potential suppliers such as local companies and small to medium enterprises.

RESOLVED: That progress achieved in delivering the Council's Procurement Strategy 2016/19 be noted.

(N.B. Mark Heap and Georgia Jones (External Auditors) left the room during consideration of the following item of business)

BEB16 APPOINTMENT OF THE EXTERNAL AUDITOR

The Board considered a report of the Operational Director, Finance, which outlined the results of the procurement process with regard to the appointment of the Council's external auditors.

It was reported that transitional arrangements for the Council's external audit would expire at the end of the 2017/18 accounts audit. The Council had decided to opt-in to a sector-led procurement of external auditors, which was undertaken by the independent Public Sector Audit Appointments Limited (PSAA). It was noted that following the procurement exercise, the PSAA proposed to award the Council's current external auditor, Grant Thornton, the contract for the Council's external audit, commencing on 1 April 2018 for five years. The award of the contract would be confirmed by the PSAA Board on 14 December 2017.

RESOLVED: That the proposed appointment of Grant Thornton (UK) LLP as the Council's external auditors for five years commencing 1 April 2018, be noted.

Operational
Director - Finance

BEB17 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

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

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

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

(N.B. Councillor Joe Roberts declared a Disclosable Other Interest in the following item of business as he was a Governor of Ditton Primary School)

BEB18 INTERNAL AUDIT PROGRESS REPORT

The Board considered a report of the Operational Director, Finance, which provided Members with a summary of internal audit work completed since the last progress report in June 2017. The report also provided details of progress against the 2016/17 Internal Audit Plan.

It was noted that a total of thirteen Internal Audit reports had been finalised since the last progress report. An overall assurance opinion was provided for each audit engagement. It was reported that there had been two unplanned pieces of audit work so far, although this had not had a significant impact on planned work and the audit team remained on course to substantially complete the programme of planned audits by year-end.

It was reported that the Council's internal audit arrangements were subject to a five-yearly external review to assess compliance against the Public Sector Internal Audit Standards. A peer review had been undertaken on site during September 2017, and the results would be reported to the next available meeting of the Board.

RESOLVED: That the update on progress against the 2017/18 Internal Audit Plan be received.

Meeting ended at 7.30 p.m.

DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 7 August 2017 at The Board Room - Municipal Building, Widnes

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

Apologies for Absence: Councillor Gilligan

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, A. Plant, G. Henry, R. Bradshaw and P. Peak

Also in attendance: None

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

	<i>Action</i>
DEV5 MINUTES	
<p>The Minutes of the meeting held on 5 June 2017 having been circulated, were taken as read and signed as a correct record.</p>	
DEV6 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE	
<p>The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.</p>	
DEV7 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 URGENT BUSINESS	
<p>The Committee was advised that a matter had arisen which required immediate attention by the Committee (Minute 10 refers), therefore, pursuant to Section 100 B (4) and 100 E and due to the need to allow the maximum time for a considered response by Members as early as possible in the consultation process, the Chairman ruled that the item be considered as a matter of urgency.</p>	

DEV8 - 17/00291/FUL - PROPOSED PARTIAL DEMOLITION AND DEVELOPMENT OF A TWO STOREY THEATRE BUILDING WITH EXTENSION TO EXISTING BRASSERIE IN THE REAR ELEVATION AT WIDNES SIXTH FORM COLLEGE, CRONTON LANE, WIDNES

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

Officers presented the item to Members who agreed that the application could be approved subject to the relative conditions.

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

1. Time limit;
2. Drawing numbers (BE1 and BE2);
3. Site levels (BE1);
4. Surface water drainage details required (BE1 and PR16);
5. Phase 2 Ground Contamination Report required (PR14 and CS23);
6. Breeding birds' protection (GE21);
7. Hours of construction (BE1);
8. Construction Management Plan (Highways) (BE1);
9. Reasonable avoidance measures – bats (GE21);
10. Site Waste Management Plan (WN8); and
11. Electric vehicle charging points (CS19)

DEV9 - 17/00194/FUL - FULL PLANNING PERMISSION FOR 9200 SQ METRE INDUSTRIAL UNIT FOR B1, B2 AND B8 USE INCLUDING NEW ACCESS OF A533 ON LAND BETWEEN ASTON FIELDS ROAD AND NORTHWICH ROAD, RUNCORN

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

Following the Officer's presentation, the following updates were noted:

- a full impact assessment had now been received regarding associated ecological implications and the numbers of trees that would be lost;
- the Council's Open Spaces Officer had confirmed that he raised no objection subject to adequate mitigation for the loss of trees as outlined in the update;

- the applicant would submit a bat survey prior to the felling of any trees which would be secured by condition; and
- a further condition was recommended requiring the development to be carried out in accordance with the Arboricultural Impact Assessment and tree protection measures within it.

Clarity was also provided to Members over queries relating to the impact of the development on the proposed Junction 11a and HGV access to the site from the nearest roundabout on the A533. It was confirmed that Highways England had been consulted on the proposal and raised no objections.

RESOLVED: That the application be approved subject to the additional conditions discussed above and conditions relating to the following:

1. Standard 3 year timescale for commencement of development;
2. Specifying approved and amended plans;
3. Requiring submission and agreement of a Construction Environmental Management Plan;
4. Materials condition(s) requiring the submission and approval of the materials to be used with the exception of external cladding and brick which shall be carried out as approved (BE2);
5. Landscaping condition, requiring submission and approval both hard and soft landscaping (BE1/2);
6. Submission and agreement of boundary treatment including retaining walls (BE2);
7. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
8. Vehicle access, parking, servicing etc to be constructed prior to occupation of properties / commencement of use (BE1);
9. Grampian style planning condition relating to off-site tree management to include selective felling/pruning and replanting (BE1);
10. Requiring submission and agreement of cycle parking details (TP6);
11. Requiring submission and agreement of electric vehicle parking and charging point(s) details (NPPF);
12. Requiring retention of the approved overflow car park for the life of the use (TP12);
13. Conditions relating to further detailed site investigation / mitigation / verification (PR14/15);
14. Conditions relating to / requiring submission and agreement of detailed foul surface water / highway

- drainage scheme including attenuation (BE1 / PR5);
15. Requiring submission and agreement of a green travel plan (TP16);
 16. Requiring submission and agreement of site and finished floor levels with finished floor levels to be a minimum of 300 mm above estimated flood levels (BE1);
 17. Submission and agreement of Site Waste Management Plan (WM8);
 18. Submission and agreement of a sustainable waste Management plan (WM9);
 19. Requiring submission and agreement of a car park management plan (Tp12);
 20. Requiring submission and agreement of entrance feature detail (BE2);
 21. Submission of a bat survey prior to the felling of any trees; and
 22. A condition requiring the development to be carried out in accordance with the Arboricultural Impact Assessment and tree protection measures within it.

In order to avoid any allegation of bias, Councillor Thompson did not take part in discussions or vote on the following item due to his involvement in challenging matters concerned with business rates to the premises.

DEV10 - 17/00375/P3JPA - PROPOSED CHANGE OF USE FROM OFFICE BUILDING TO 248 NO. RESIDENTIAL UNITS AT CASTLE VIEW HOUSE, EAST LANE, RUNCORN, CHESHIRE

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

The Committee was reminded that two similar prior approval applications had been made for this site. 15/00520/P3JPA which proposed a change of use from office to 188 residential units; and more recently 17/00209/P3JPA which proposed a change of use from office to 241 residential units. This application, to convert the same building, proposed an increase of 7 units, making a total of 248 residential units.

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

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

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

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

Representations had been received from Cheshire Fire Authority recommending the use of sprinklers and an objection had been received from a resident expressing concern over the size of the units and squeezing people in. Councillor Woolfall raised concerns over the level of car parking to be provided.

RESOLVED: Delegated Authority be given to the Operational Director – Planning, Policy and Transportation to determine this prior approval for the change of use from Class B1 (a) offices to Class C3 (dwellinghouses) following the expiry of the publicity and the consideration of any representations received.

Meeting ended at 6.50 p.m.

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REGULATORY COMMITTEE

At a meeting of the Regulatory Committee on Wednesday, 5 July 2017 in the Council Chamber, Runcorn Town Hall

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

Apologies for Absence: Councillor Parker

Absence declared on Council business: None

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

Also in attendance: 2 members of the public.

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

	<i>Action</i>
REG1 MINUTES	
<p>The Minutes of the meeting held on 28th February 2017 having been circulated were signed as a correct record.</p>	
REG2 TAXI LICENSING MATTER	
<p>The Committee met to consider the proposed variation to the Council's Table of Fares to take into consideration the imposition of tolling on the Mersey Gateway and the Silver Jubilee Bridge.</p> <p>RESOLVED: That the variation to the Council's table of fares as set out at paragraph 4.3 of the report be advertised in the local press in accordance with section 65 Local Government (Miscellaneous Provisions) Act 1976 and the variation shall (subject to the provisions of that section) take effect on 5 August 2017.</p>	
REG3 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985	
<p>The Committee considered</p>	

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

RESOLVED: That as, in all the circumstances of the following items of the Committee Agenda, the public interest in maintaining the exemption outweighs 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 paragraphs 3 (Minute No 4 and 5) and 1, 2, 3 and 7 (Minute No 6) of Schedule 12A of the Local Government Act 1972.

REG4 TAXI LICENSING MATTER

RESOLVED: That the report be noted.

REG5 TAXI LICENSING MATTER

Case no. 698

RESOLVED: That the Committee found that the applicant was not a fit and proper person to hold a Single Status Drivers' licence and consequently the application was refused.

REG6 TAXI LICENSING MATTER

Case no. 699

RESOLVED: That

- (1) the Private Hire Operator licence be revoked;
- (2) should an application to renew the Private Hire Operator licence be received the application be refused; and
- (3) the decision to suspend the licence be endorsed.

Meeting ended at 7.20 p.m.

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REGULATORY COMMITTEE

At a meeting of the Regulatory Committee on Wednesday, 26 July 2017 in the Council Chamber, Runcorn Town Hall

Present: Councillors K. Loftus (Chair), Wallace (Vice-Chair), Fry, McDermott, Nelson, Parker, G. Stockton, Wainwright and Wall

Apologies for Absence: Councillors P. Hignett and A. McInerney

Absence declared on Council business: None

Officers present: K. Cleary, J. Tully, S. Burrows, S. Jackson and I. Mason

Also in attendance: 2 members of the public

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

REG7 APPLICATION FOR THE REVIEW OF PREMISES LICENCE RELATING TO POP PLANET 98 VICTORIA ROAD WIDNES

Action

The Committee considered an application for the review of Premises Licence relating to Pop Planet, 98 Victoria Road, Widnes. The Premises Licence Holder Michael Keegan attended the hearing and was accompanied by a business partner Paul Johnson. The applicant, Environmental Health, was represented by Isobel Mason Environmental Health Officer who was accompanied by Stephen Burrows Environmental Health Officer and Sean Jackson Environmental Health Technician.

Documents prepared on behalf of Environmental Health including the written witness statements provided by the local residents had been circulated to the Committee Members and all parties prior to the hearing. The Councils legal advisor, John Tully and Licensing Manager, Kay Cleary were also in attendance.

Following a discussion between the parties immediately before the start of the hearing the following was agreed by the parties:-

“The conditions on the premises licence shall be modified so as to be subject to the following special condition:-

1. No licensable activities involving playing of recorded music or entertainment similar to recorded music shall take place at the Premises after midnight on any day unless and until the following requirements have been complied with:

A) All speakers should be either floor mounted OR secured to the structure using specialist speaker mounts with resilient speaker clips.

B) A noise limiter shall be installed and set to the following limits:

(i) the overall noise limit (unweighted) must be 90dB and

(ii) it must be set to limit frequency bands 63 and 125 hertz to 85dB.

2. The above requirements shall not be deemed to have been complied with until the premises licence holder has been provided with a written certificate of compliance by the Council.

3. Should a certificate of compliance be issued by the Council activities involving playing of recorded music or entertainment similar to recorded music may be resumed at the premises during the hours and days permitted prior to 26th July 2017”.

All statutory requirements were complied with and the Council’s legal advisor outlined the history of the matter. The Council’s legal adviser then asked Isobel Mason on behalf of the applicant (Environmental Health) and Michael Keegan (Premises Licence Holder) if they agreed with the summary of the history and the proposed condition. They both agreed.

Having heard this agreement the Committee were asked to formally endorse the proposal.

RESOLVED: That having considered the application in accordance with section 4 Licensing Act 2003 and all other relevant provisions and considerations it was decided that it is appropriate to take the following steps for the promotion of the licensing objectives, namely modify the conditions of the premises licence as follows:-

“The conditions on the premises licence shall be modified so as to be subject to the following special condition:-

1. No licensable activities involving playing of recorded music or entertainment similar to recorded music shall take place at the Premises after midnight on any day unless and until the following requirements have been complied with:

A) All speakers should be either floor mounted OR secured to the structure using specialist speaker mounts with resilient speaker clips.

B) A noise limiter shall be installed and set to the following limits:

(i) the overall noise limit (unweighted) must be 90dB and

(ii) it must be set to limit frequency bands 63 and 125 hertz to 85dB.

2. The above requirements shall not be deemed to have been complied with until the premises licence holder has been provided with a written certificate of compliance by the Council.

3. Should a certificate of compliance be issued by the Council activities involving playing of recorded music or entertainment similar to recorded music may be resumed at the premises during the hours and days permitted prior to 26th July 2017”.

Reason for the determination

For the reasons stated above this determination is considered necessary for the promotion of the Licensing Objectives specifically the Prevention of Public Nuisance.

Time that the review decision shall take effect

This determination shall come into effect in accordance with section 52(11) Licensing Act 2003 at the end of the period given for appealing against the decision or if the decision is appealed against as soon as the appeal is disposed of.

Meeting ended at 6.50 p.m.

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APPEALS PANEL

*At a meeting of the Appeals Panel held on 5 July 2017 at
Halton Stadium, Lowerhouse Lane, Widnes.*

Present: Councillors Wainwright (Chair), A McInerney and Woolfall

Apologies for absence: None

Absence declared on Council business: None

Officers present: A Scott, K Mylchreest, S Riley and S McDonald

Others in attendance: None

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

Action

AP1 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972
AND LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT
1985

The Panel considered:

- 1) whether Members of the press and public should be excluded from the meeting of the Panel 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 paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972; and
- 2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of

the following item of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972.

AP2 TERMINATION OF EMPLOYMENT APPEAL HEARING

Having obtained legal advice prior to the commencement of the Hearing, the Panel determined that the appeal should proceed in the absence of the appellant.

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

RESOLVED: That the decision of the Local Authority to dismiss the appellant on the grounds of continuing ill health capability be upheld.

Meeting ended at 10.46 am

APPEALS PANEL

At a meeting of the Appeals Panel held on 5 September 2017 at Halton Stadium, Lowerhouse Lane, Widnes.

Present: Councillors Wainwright (Chair), A McInerney and K Loftus

Apologies for absence: None

Absence declared on Council business: None

Officers present: A Scott, K O'Hara and C Patino

Others in attendance: Appellant and TU Representative

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

Action

AP3 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Panel considered:

- 1) whether Members of the press and public should be excluded from the meeting of the Panel 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 paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972; and
- 2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of

the following item of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972.

AP4 GRIEVANCE APPEAL HEARING

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

RESOLVED: That the decision of the Local Authority dated 15 June 2017, be upheld.

Meeting ended at 12.20 pm

APPEALS PANEL

*At a meeting of the Appeals Panel held on 3 October 2017 at
Halton Stadium, Lowerhouse Lane, Widnes.*

Present: Councillors Wainwright (Chair), A McInerney and
Woolfall

Apologies for absence: None

Absence declared on Council business: None

Officers present: A Scott, D Forster, C Patino and R Palin

Others in attendance: Appellant

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

Action

AP5 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972
AND LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT
1985

The Panel considered:

- 1) whether Members of the press and public should be excluded from the meeting of the Panel 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 paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972; and
- 2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of

the following item of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972.

AP6 EMPLOYMENT APPEAL HEARING

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

RESOLVED: That the decision of the Local Authority dated 17 August 2017, be upheld.

Meeting ended at 12.09 pm

APPEALS PANEL

*At a meeting of the Appeals Panel held on 5 October 2017 at
Halton Stadium, Lowerhouse Lane, Widnes.*

Present: Councillors Wainwright (Chair), A McInerney and
K Loftus

Apologies for absence: None

Absence declared on Council business: None

Officers present: A Scott, K Mylchreest and C Patino

Others in attendance: Appellant and TU Representative

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

Action

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

The Panel considered:

- 1) whether Members of the press and public should be excluded from the meeting of the Panel 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 paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972; and
- 2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of

the following item of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972.

AP7 EMPLOYMENT APPEAL HEARING

The Panel considered information submitted in respect of the above appeal and heard representations from the appellant, his Trade Union representative and the presenting officer.

RESOLVED: That the decision of the Local Authority dated 17 August 2017 be dismissed, and the appeal be upheld.

Meeting ended at 15.35 pm