

Minutes

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

**Wednesday, 11 November
2020**

Minutes

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

Wednesday, 11 November 2020

<u>COMMITTEE/BOARD</u>	Page Ref
COUNCIL MINUTES	1 - 14
MINUTES OF THE EXECUTIVE BOARD	15 - 40
MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE BUSINESS EFFICIENCY BOARD	
Children, Young People and Families	41 - 50
Employment, Learning, Skills & Community	51 - 58
Health	59 - 72
Safer	73 - 80
Environment and Urban Renewal	81 - 84
Corporate Services	85 - 94
Business Efficiency Board	95 - 104
COMMITTEE MINUTES	
Development Control	105 - 128
Regulatory	129 - 134

COUNCIL

At a meeting of the Council on Wednesday, 4 March 2020 in the Council Chamber, Runcorn Town Hall

Present: Councillors Horabin, Abbott, Baker, J. Bradshaw, M. Bradshaw, D. Cargill, E. Cargill, Carlin, Cassidy, Dennett, Dourley, Fry, Gilligan, Harris, P. Hignett, R. Hignett, S. Hill, V. Hill, Howard, Jones, Leck, M. Lloyd Jones, P. Lloyd Jones, C. Loftus, K. Loftus, Logan, A. Lowe, J. Lowe, MacManus, A. McInerney, T. McInerney, Morley, Nelson, Philbin, Polhill, C. Plumpton Walsh, N. Plumpton Walsh, Ratcliffe, Joe Roberts, June Roberts, Rowe, Sinnott, G. Stockton, J. Stockton, Teeling, Thompson, Wainwright, Wall, Wallace, Wharton, Whitley, Woolfall, Wright and Zygodllo

Apologies for Absence: Councillors McDermott and Nolan

Absence declared on Council business: None

Officers present: D. Parr, M. Reaney, A. Scott and E. Dawson

Also in attendance: One member of the press

Action

COU59 COUNCIL MINUTES

The minutes of the meetings held on 18 December 2019 and 22 January 202, were taken as read and signed as a correct record.

COU60 LEADER'S REPORT

The Leader made the following announcements:-

- Changes to the Ward Boundaries, following the Boundary Commission Review, would be detailed in the next edition of 'Inside Halton';
- The Council budget continued to be challenging; Councillor Wharton would present the 2020/21 Budget report at this meeting of Council, but it was noted that approximately £53m had been cut from the budget since 2010;
- A number of Members would be retiring or standing down from the Council at the May 2020 elections. The Leader wished to place on record his thanks for their services to Halton and wished them all well in their future endeavours; and
- The Leader thanked the retiring Mayor, Councillor Margaret Horabin, for her dedication and

commitment during her Mayoral year, and as she was also retiring from the Council, wished her well for the future.

COU61 MINUTES OF THE EXECUTIVE BOARD

The Council considered the minutes of the Executive Board meetings on 12 December 2019 and 16 January 2020.

RESOLVED: That the minutes be received.

COU62 MINUTES OF THE HEALTH AND WELLBEING BOARD

The Council considered the minutes of the Health and Wellbeing Board meeting on 15 January 2020.

RESOLVED: That the minutes be received.

COU63 QUESTIONS ASKED UNDER STANDING ORDER 8

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

COU64 MAJOR SCHEMES AND FUNDING UPDATE (MINUTE EXB 71 REFERS)

The Council considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the major projects underway in the Borough and new relevant funding opportunities.

RESOLVED: That Council approve the amendment of the Capital Programme to £50m in respect of the SJB de-linking and Runcorn Station Quarter, to reflect the updated position with respect to opportunities for grant funding.

Strategic Director
- Enterprise,
Community and
Resources

COU65 BUDGET 2020/21 - KEY DECISION (MINUTE EXB 81 REFERS)

The Executive Board had considered a report setting out a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2020/21. Since then, Cheshire Fire Authority had set its budget and Council Tax precept and this had been included in the full report to Council.

The Executive Board had recommended that Council adopt the resolution set out in Appendix A of the report, which included setting the budget at £115.70m, the Council

Tax requirement of £52,179m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D Council Tax for Halton of £1,475.70.

Councillor Wharton, Resources Portfolio holder, thanked all Officers involved, for their support in producing this budget and wished to record his thanks to the Members of executive Board, the Budget Working Group and the Chairs of the Policy and performance Boards for their contribution. In addition, he thanked the Leader for his help and support in delivering this budget.

In accordance with Standing Order 16 (3), a recorded vote was taken.

The following Members voted FOR the motion:-

Councillors Horabin, Abbott, Baker, J. Bradshaw, M. Bradshaw, D. Cargill, E. Cargill, Carlin, Cassidy, Dennett, Dourley, Fry, Gilligan, Harris, P. Hignett, R. Hignett, S. Hill, V. Hill, Howard, Jones, Leck, M. Lloyd Jones, P. Lloyd Jones, C. Loftus, K. Loftus, Logan, A. Lowe, J. Lowe, MacManus, A. McInerney, T. McInerney, Morley, Nelson, Philbin, Polhill, C. Plumpton Walsh, N. Plumpton Walsh, Ratcliffe, Joe Roberts, June Roberts, Rowe, Sinnott, G. Stockton, J. Stockton, Teeling, Thompson, Wainwright, Wall, Wallace, Wharton, Whitley, Woolfall, Wright and Zygadlo

There were no votes against the motion.

There were no abstentions.

RESOLVED: That Council adopt the following resolution:-

- 1) The policies outlined in this paper be adopted, including the budget and Council Tax for 2020/21, the savings set out in Appendix B and the Capital Programme set out in Appendix F.
- 2) That it be noted that at the meeting on 18 December 2019 the Council agreed the following:
 - (a) The Council Tax Base 2020/21 for the whole Council area is 35,359 (item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended) (the Act); and

- (b) For dwellings in those parts of its area to which a Parish precept relates, be set out as follows:

Parish	Tax Base
Hale	663
Daresbury	179
Moore	327
Preston Brook	368
Halebank	523
Sandymoor	1,265

being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which special items relate.

- 3) Calculate that the Council Tax requirement for the Council's own purposes for 2020/21 (excluding Parish precepts) is £52,179,276.
- 4) In accordance with the relevant provisions of the Local Government Finance Act 1992 (Sections 31 to 36), the following amounts be now calculated by the Council for the year 2020/21 and agreed as follows:
- (a) £395,341,557 – being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the said Act, taking into account all precepts issued to it by Parish Councils.
- (b) £343,014,531– being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £52,327,026 – being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31A(4) of the Act).
- (d) £1,479.88 – being the amount at 3(c) above (item R), all divided by item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount

of its Council Tax for the year (including Parish precepts).

- (e) £147,704 – being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act, each individual Parish precept being:

	£
Hale	49,002
Daresbury	5,359
Moore	5,225
Preston Brook	12,084
Halebank	39,235
Sandymoor	36,799

- (f) £1,475.70 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by item T (2(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.

- (g) Part of the Council's Area

	£
Hale	73.91
Daresbury	29.94
Moore	15.98
Preston Brook	32.84
Halebank	75.02
Sandymoor	29.09

being the amounts given by adding to the amounts at 3(e) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings of its area to which one or more special items relate.

(h) Part of the Council's Area

Band	Hale	Daresbury	Moore	Preston Brook	Hale bank	Sandy moor	All other Parts of the Council's Area
	£	£	£	£	£	£	£
A	1,033.07	1,003.76	994.45	1,005.69	1,033.81	1,003.19	983.80
B	1,205.25	1,171.05	1,160.20	1,173.31	1,206.12	1,170.39	1,147.77
C	1,377.43	1,338.35	1,325.94	1,340.92	1,378.42	1,337.59	1,311.73
D	1,549.61	1,505.64	1,491.68	1,508.54	1,550.72	1,504.79	1,475.70
E	1,893.97	1,840.23	1,823.16	1,843.77	1,895.32	1,839.19	1,803.63
F	2,238.33	2,174.81	2,154.65	2,179.00	2,239.93	2,173.59	2,131.57
G	2,582.68	2,509.40	2,486.13	2,514.23	2,584.53	2,507.98	2,459.50
H	3,099.22	3,011.28	2,983.36	3,017.08	3,101.44	3,009.58	2,951.40

being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular band divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 5) It is further noted that for the year 2020/21 the Cheshire Police and Crime Commissioner has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

	£
A	140.29
B	163.68
C	187.06
D	210.44
E	257.20
F	303.97
G	350.73
H	420.88

- 6) It is further noted that for the year 2020/21 the Fire Authority have stated the following amounts in

precepts issued to the Council, in accordance with the Local Government Act 2003 for each of the categories of dwellings shown below:

	£
A	52.86
B	61.67
C	70.48
D	79.29
E	96.91
F	114.53
G	132.15
H	158.58

- 7) It is further noted that for the year 2020/21 the Liverpool City Region Combined Authority have stated the following amounts in precepts issued to the Council, in accordance with the Local Government Act 2003 for each of the categories of dwellings shown below:

	£
A	12.67
B	14.78
C	16.89
D	19.00
E	23.22
F	27.44
G	31.67
H	38.00

- 8) That, having calculated the aggregate in each case of the amounts at 4h, 5, 6 and 7 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2020/21 for each of the categories of dwellings shown below:

Band	Hale	Daresbury	Moore	Preston Brook	Hale bank	Sandy moor	All other Parts of the Council's Area
	£	£	£	£	£	£	£
A	1,238.89	1,209.58	1,200.27	1,211.51	1,239.63	1,209.01	1,189.62
B	1,445.38	1,411.18	1,400.32	1,413.43	1,446.24	1,410.52	1,387.89
C	1,651.87	1,612.78	1,600.37	1,615.36	1,652.85	1,612.03	1,586.17
D	1,858.34	1,814.37	1,800.41	1,817.27	1,859.45	1,813.52	1,784.43
E	2,271.	2,217.	2,200.50	2,221.11	2,272.66	2,216.52	2,180.97

	30	56					
F	2,684. 26	2,620. 75	2,600.58	2,624.94	2,685.86	2,619.52	2,577.50
G	3,097. 23	3,023. 95	3,000.68	3,028.78	3,099.08	3,022.53	2,974.05
H	3,716. 68	3,628. 74	3,600.82	3,634.54	3,718.90	3,627.04	3,568.86

being satisfied that:

- (a) The total amount yielded by its Council Taxes for the said financial year will be sufficient, so far as is practicable, to provide for items mentioned at 4(a) to (c) above; and, to the extent that they are not, to be provided for by any other means.
 - (b) Those amounts which relate to a part only of its area will secure, so far as is practicable, that the precept or portion of a precept relating to such part will be provided for only by the amount yielded by such of its Council Taxes as relate to that part.
- 9) The Operational Director, Finance, be authorised at any time during the financial year 2020/21 to borrow on behalf of the Council by way of gross bank overdraft such sums as he shall deem necessary for the purposes of this paragraph, but not such that in any event the said overdraft at any time exceeds £10m on an individual bank account (£0.5m net across all bank accounts) as the Council may temporarily require.

COU66 2019/20 REVISED CAPITAL PROGRAMME (MINUTE EXB 82 REFERS)

The Council considered a report of the Operational Director, Finance, which sought approval for a number of revisions to the Council's 2019/20 Capital Programme.

RESOLVED: That the revisions to the Council's 2019/20 Capital Programme, as set out in paragraph 3.2 of the report, be approved.

Operational
Director - Finance

COU67 CAPITAL STRATEGY 2020/21 (MINUTE EXB 83 REFERS)

The Council considered a report of the Operational Director, Finance, on the Council's Capital Strategy for 2020/21.

Members noted that the Capital Strategy should be

read in conjunction with the Treasury Management Statement, also considered at this meeting. The successful delivery of the Capital Strategy would assist the Council in planning and funding its capital expenditure over the next three years.

RESOLVED: That Council approve the 2020/21 Capital Strategy, as presented in the Appendix attached to the report.

Operational
Director - Finance

COU68 TREASURY MANAGEMENT STRATEGY STATEMENT 2020/21 (MINUTE EXB 84 REFERS)

The Council considered a report of the Operational Director, Finance, on the Treasury Management Statement, which incorporated the Annual Investment Strategy and the Minimum Revenue Provision Strategy for 2020/21.

RESOLVED: That Council adopt the policies, strategies, statements, prudential and treasury indicators, outlined in the report.

Operational
Director - Finance

COU69 CALENDAR OF MEETINGS 2020/21 (MINUTE EXB 86 REFERS)

The Council considered a report of the Strategic Director, Enterprise, Community and Resources, on a calendar of meetings for the 2020/21 Municipal Year.

RESOLVED: That the calendar of meetings for the 2020/21 Municipal Year, as appended to the report, be approved.

Strategic Director
- Enterprise,
Community and
Resources

COU70 PAY POLICY STATEMENT 2020/21

The Council considered a report of the Strategic Director, Enterprise, Community and Resources, on the Pay Policy Statement for 2020/21.

The Localism Act 2011 required every local authority to prepare a Pay Policy Statement each year, which detailed the Council's approach to a range of issues relating to the pay of its employees, principally its Chief Officers and the Authority's lowest paid employees.

The purpose of the Statement was to provide transparency with regards to the Council's approach to setting the pay of its employees by identifying the following:-

- The methods by which salaries of all employees

were determined;

- The details and level of remuneration of its most senior staff (i.e. its Chief Officers); and
- The Committee responsible for ensuring the provisions set out in the Statement were applied consistently throughout the Council and recommending any amendments to the Full Council.

The report also detailed the requirement from April 2018 for employers with more than 250 employees to report on the gender Pay Gap. The calculation was prescribed statutorily, based on a snapshot date of 31 March the previous year. Detailed information was published on the Council's web site.

The following information was included in the report:-

- Background to the Pay Structure;
- Senior Management Remuneration;
- Recruitment of Chief Officers;
- Additions to Salaries of Chief Officers;
- Pensions Contributions;
- Payments on Termination;
- Publication;
- Lowest Paid Employees; and
- Accountability and Decision Making.

RESOLVED: That the Pay Policy Statement for 2020/21 be adopted.

COU71 MINUTES OF THE POLICY AND PERFORMANCE BOARDS

The Council considered the reports of the following Boards in the period since the meeting of Council on 18 December 2019:-

- Children, Young People and Families;
- Employment, Learning and Skills and Community;
- Safer; and
- Corporate Services.

In moving the minutes of the Children, Young People and Families Policy and Performance Board, the Chair, Councillor Mark Dennett, wished to record his thanks to retiring Councillor Margaret Horabin for her many years of service as a member of the Board and he wished her well for the future.

Strategic Director
- Enterprise,
Community and
Resources

In moving the minutes of the Employment, Learning and Skills and Community Policy and Performance Board, retiring Chair, Councillor Andrew MacManus, wished to record his thanks to his Board colleagues for their support in carrying out the work of the PPB.

COU72 COMMITTEE MINUTES

The Council considered the reports of the following Committees in the period since the meeting of Council on 18 December 2019:-

- Development Control; and
- Standards.

COU73 NOTICE OF MOTION - FIREWORKS

FIREWORKS

Council considered a Notice of Motion submitted in accordance with Standing Order No. 6.

The following Motion was proposed by Councillor Ellen Cargill and seconded by Councillor June Roberts:-

'This Council expressed concern at harm that can result from the irresponsible use of fireworks. While safely displayed fireworks bring enjoyment to some people, the uncontrolled misuse of fireworks can result in distress, injury or anxiety to people, as well as death, injury or distress to animals. In advance of Bonfire Night there is increased likelihood of fireworks being a cause of nuisance in anti-social behaviour incidents.

Council endeavours to dissuade people from risks by holding a safety led annual fireworks display each November and to actively enforce the existing laws on the control of fireworks; this includes the licensing and inspection of firework retailers and investigation into unlicensed traders. However, Council considers the existing laws do not go far enough to protect the public and added actions are required.

Council resolves to support the RSPCA campaign aimed at strengthening actions to prevent distress, injury or anxiety to people, as well as death, injury or distress to animals.

This Council agrees:

- 1) To actively promote a public awareness campaign

about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks;

- 2) To write to the Government urging it to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays and to introduce a limit on the public use of fireworks on or close to specific dates and times; and
- 3) To encourage local suppliers of fireworks to stock 'quieter' fireworks for public display'

The motion was put and carried.

RESOLVED: That the motion be approved.

Chief Executive

COU74 NOTICE OF MOTION - VOTER IDENTIFICATION

VOTER IDENTIFICATION

Council considered a Notice of Motion submitted in accordance with Standing Order No. 6.

The following Motion was proposed by Councillor Mark Dennett and seconded by Councillor Kath Loftus:-

' This Council expresses grave concern at proposals within the Queen's Speech to prevent people from voting at elections unless they provide photographic ID at polling stations. Further, Council considers the proposal would suppress voters' rights and lead to many electors being unfairly prevented from voting.

Council notes specifically that:

- 1) Cases of electoral fraud involving people falsely claiming another person's identity are extremely low in the UK and no cases have ever been known in Halton;
- 2) An Electoral Commission study of trails has previously found that requiring voter identification many voters were turned away from polling stations for not having the correct form of ID – with some not returning later to vote; and
- 3) The Electoral Reform Society (ERS) have stated the plan risks 'raising the drawbridge to huge number of

marginalised voters', including the elderly and BAME voters. It said that out of millions of votes cast in the UK last year, there were just eight allegations of personation fraud – the type of fraud that voter ID is meant to prevent.

This Council agrees to write to the prime Minister calling upon Government to abandon plans to implement restrictive identification requirements that will make it harder for people to vote and to express Council's view that enforcing stricter voter identification measures are wholly unnecessary, more likely affect residents who do not have a passport or driving licence and will lead to people not exercising their right to vote'

A request for a recorded vote was made by Councillor Gareth Stockton. However, the requisite number of Members to request this was not obtained and so Council moved and seconded the Notice of Motion as set out in the Council summons.

The motion was put and carried.

RESOLVED: That the motion be approved.

Chief Executive

COU75 RECOMMENDATION FROM MAYORAL COMMITTEE

The Mayoral Committee had considered a Part II item which made recommendations for the appointment of Mayor and Deputy Mayor for the 2020/21 Municipal Year.

Formal confirmation would be sought at the Annual meeting of Council.

RESOLVED: That Council note that

- 1) Councillor Christopher Rowe be appointed as Mayor; and
- 2) Councillor Mark Dennett be appointed as Deputy Mayor.

Meeting ended at 7.14 p.m.

This page is intentionally left blank

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 30 July 2020 via remote access

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

Apologies for Absence: None

Absence declared on Council business: None

Officers present: G. Cook, D. Parr, I. Leivesley, M. Vasic, M. Reaney, E. Dawson, E. O'Meara and W. Rourke

Also in attendance: Councillor Whitley and one member of the press

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE BOARD

		<i>Action</i>
EXB1	MINUTES	
	<p>The Minutes of the meeting held on 27 February 2020 were taken as read and signed as a correct record.</p>	
	LEADER'S PORTFOLIO	
EXB2	URGENT DECISIONS	
	<p>The Executive Board received a report from the Chief Executive, which provided the urgent decisions taken since the last meeting of the Board and during the COVID-19 pandemic.</p> <p>It was noted that the Council's constitution gave authority to the Chief Executive to take urgent decisions, in consultation with the Leader of the Council and the Operational Director Finance and/or the Operational Director Legal and Democratic Services, where necessary. As Council meetings were suspended for some time during the Coronavirus outbreak, a number of urgent decisions had been necessary.</p> <p>A list of these decisions were provided to Members at Appendix 1 of the report and full details were published on the Council's website.</p>	

RESOLVED: That the urgent decisions taken since the last meeting of the Executive Board be noted.

CHILDREN, EDUCATION & SOCIAL CARE PORTFOLIO

EXB3 INSPECTION OF LOCAL AUTHORITY CHILDREN SERVICES

The Board received the findings of the recent Inspection of Local Authority Children Services (ILACS) in Halton and its recommendations.

It was reported that OFSTED conducted a standard inspection under the ILACS framework from 2 March to 13 March 2020. The ILACS inspection provided a Judgement across four areas and Halton was deemed to 'require improvement to be good' across all areas. Appended to the report was the Judgement document which provided explanations of the findings within each of these areas and their recommendations.

Further, as required by the ILACS framework and in response to the recommendations made, an Action Plan has been drafted and submitted to OFSTED. This was also attached to the report.

RESOLVED: That the Board notes the findings of the inspection and contents of the Action Plan.

HEALTH & WELLBEING PORTFOLIO

EXB4 OVERVIEW OF COVID-19 DATA IN HALTON

The Board received a briefing and presentation from the Director of Public Health, on Halton's data in respect of COVID-19.

RESOLVED: That the Board notes the contents of the presentation and data in respect of COVID-19 in Halton.

EXB5 TEST, TRACE, CONTAIN AND ENGAGE: OVERVIEW OF COVID-19 OUTBREAK PLANNING, GOVERNANCE, TESTING AND CONTAIN FRAMEWORK FOR HALTON.

The Board considered a report from the Director of Public Health, that provided a briefing of Halton's position on complex Outbreak Management and the associated governance, Halton's Testing Strategy and approach to the Contain Framework in Halton.

It was reported that on 22 May the Government requested individual Covid-19 Outbreak Plans for complex settings be developed by all councils with funding to be provided; the deadline for these was 30 June 2020. These were to be supported by a local Outbreak Office with mutual aid from Cheshire authorities which was stood up on 6 July 2020.

The definition of a complex setting was outlined in the report together with details of the Complex Outbreak Plans that had been developed. It was noted that these plans were also published on the Council's website.

The report provided details on the testing of the Outbreak Plans; Governance of Outbreaks; Halton's Outbreak Office; Mutual Aid for Outbreaks; and a testing update since the last Systems Assurance meeting held on 28 May.

RESOLVED: That the Board

- 1) notes Halton's position on Complex Outbreak Management and the associated governance, Halton's Testing Strategy and approach to the Contain Framework; and
- 2) notes that the Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020 ('the Regulations') have been made under the Public Health (Control of Disease) Act 1984 and as such delegated powers to Director – Public Health already exist to exercise the powers and duties of the Council under the Act. This would cover the Regulations.

For the avoidance of doubt, the Director of Public Health is hereby authorised in respect of the Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020 and any amendments thereto: (1) to give directions, (2) to act as Designated Officer and (3) is further authorised to appoint Authorised Officers.

The above delegated powers shall only be exercised in consultation with the Chief Executive and the Leader.

Director of Public Health

COMMUNITY SAFETY PORTFOLIO

EXB6 HBC (HALTON BOROUGH COUNCIL) LOCAL LOCKDOWN SHIELDED CONTINGENCY PLAN

The Board considered a report of the Strategic Director, Enterprise, Community and Economy, which presented the '*HBC Local Lockdown Shielded Contingency Plan*'.

It was reported that following the national lockdown of the Country, supporting shielded individuals within the Borough had been a key priority for the local authority. There were more than 6,000 shielded individuals residing in Halton and following the local lockdowns in areas such as Leicester, the authority needed to be prepared to experience and manage the risk of its own local lockdown.

The HBC Local Lockdown Shielded Contingency Plan (appended to the report) had been produced in response to a risk of a local lockdown, where there may be an impact on shielded individuals in the Borough.

RESOLVED: That the report is noted and the HBC Local Lockdown Shielded Contingency Plan be approved.

Strategic Director
- Enterprise,
Community and
Resources

ECONOMIC DEVELOPMENT PORTFOLIO

EXB7 LIVERPOOL CITY REGION AND HALTON BOROUGH ECONOMIC RESET PLANS

The Board was presented with Halton's draft Economic Reset Plan for consideration, together with the Liverpool City Region's Economic Recovery Plan, *Building Back Better*, provided for information.

It was noted that the main purpose of Halton's Economic Reset Plan document was to set out a framework for how the Council and its partners could support the Borough's economic recovery in the most effective, efficient and impactful way, following the Covid-19 pandemic. Further, it sought to identify and prioritise the key interventions required to achieve this. It was also highlighted that the document could also be used as a lobbying plan to outline a wide range of financial 'asks' of Government and/or the Combined Authority.

The Board discussed the principles of the Reset Plan as laid out in the report and its references to the Liverpool City Region's Economic Recovery Plan were noted.

RESOLVED: That Executive Board:

- 1) approved the general principles of the Halton Economic Resent Plan;
- 2) supports proposals to engage wider strategic partners in cross-referencing the document to other orgainsational resent plans; and
- 3) notes the contents of the Liverpool City Region's Economic Recovery Plan and acknowledges the contribution Halton had made to the development of the document.

Strategic Director
- Enterprise,
Community and
Resources

RESOURCES PORTFOLIO

EXB8 2019/20 FINANCIAL OUTTURN POSITION

The Board received a report from the Operational Director – Finance, which presented the Council's final overall revenue and capital spending position as at 31 March 2020.

Members were advised that the final accounts were nearing completion and the revenue spending for each Department was shown in Appendix 1.

It was reported that overall the final outturn position showed a net overspend of £5.296m against a revised budget of £108.621m. As highlighted to the Board throughout the year, the outturn position was representative of the continuing pressures evidenced on the Council's budget position over the last 4 years. The report provided details on the key budget variances within the following services:

- Children and Families Department;
- Community and Environment Department;
- Adult Social Care, Including Care Homes;
- Education, Inclusion and Provision;
- Complex Care Pool;
- Corporate and Democracy; and
- Finance.

RESOLVED: That

- 1) the report is noted; and
- 2) the information contained within the report be taken into account when reviewing the 2020/21 budget

Operational
Director - Finance

monitoring position, medium term forecast and saving proposals for future years.

EXB9 2020/21 REVENUE SPENDING AS AT 31 MAY 2020

The Board received a report from the Operational Director – Finance, which:

- a) reported the Council's overall revenue net spending position as at 31 May 2020, together with an initial forecast outturn position; and
- b) reported on the financial impact of Covid-19 and the Government funding made available to the Council to date.

A summary of spending against the operational revenue budget (excluding internal recharges) up to 31 May 2020 was presented in Appendix One. It was reported that the outturn forecast for the year estimated that total spending would be over budget by £6.616m; this was inclusive of additional costs and estimated income losses incurred as a result of Covid-19. It was noted that the spending position was made up of two elements as described in the report.

RESOLVED: That

- 1) all spending continues to be limited to only absolutely essential items;
- 2) Strategic Directors seek to implement those approved budget savings proposals which were currently proving difficult to action or seek alternative saving proposals; and
- 3) Strategic Directors take urgent action to identify areas where spending could be reduced or suspended for the remainder of the current financial year.

Operational
Director - Finance

MINUTES ISSUED: 5 August 2020

CALL-IN: 12 August 2020 at 5.00 pm

Any matter decided by the Executive Board may be called in no later than 5.00pm on 12 August 2020.

Meeting ended at 2.57 p.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 17 September 2020 via remote access

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

Apologies for Absence: None

Absence declared on Council business: None

Officers present: G. Cook, D. Parr, I. Leivesley, M. Vasic, M. Reaney, E. Dawson, A. Jones, S. McDonald and H. Moir

Also in attendance: One member of the press and 5 members of the public

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE BOARD

Action

EXB10 MINUTES

The Minutes of the meeting held on 30 July 2020 were taken as read and signed as a correct record.

EXB11 COVID-19 UPDATE

The Executive Board received an update and presentation on the most recent COVID-19 Coronavirus figures for Halton.

This included how the Halton outbreak support team were working within the contain framework to successfully identify and manage local outbreaks using information from NHS Test and Trace and how this worked with the Cheshire Hub. It also detailed the most recent information on Halton's testing approach in the community and for schools.

RESOLVED: That the presentation and update be noted.

LEADER'S PORTFOLIO

EXB12 URGENT DECISIONS

The Executive Board received a report from the Chief Executive, which provided the urgent decisions taken since

the last meeting of the Board and during the COVID-19 Pandemic.

It was noted that the Council's constitution gave authority to the Chief Executive to take urgent decisions, in consultation with the Leader of the Council and the Operational Director Finance and/or the Operational Director Legal and Democratic Services, where necessary. As Council meetings were suspended for some time during the Coronavirus outbreak, a number of urgent decisions had been necessary.

A list of these decisions were provided to Members in the report and full details were published on the Council's website.

RESOLVED: That the urgent decisions taken since the last meeting of the Executive Board be noted.

CHILDREN, EDUCATION AND SOCIAL CARE PORTFOLIO

EXB13 FINANCIAL SUPPORT TO CARE PROVIDERS DURING THE PANDEMIC

The Board was presented with an update from the Strategic Director – People, on the current financial support available to care providers to support additional cost pressures related to COVID-19.

It was agreed that COVID-19 had been one of the greatest challenges for care providers nationally; in relation to ensuring the health and wellbeing of their residents and service users, and the additional financial impact of the virus. It was noted that the levels of expenditure in this area were significant and essential to reduce the impact of the virus on vulnerable individuals, who relied on the providers to keep them safe and well.

As Members were aware, it was important to note that the care market was fragile prior to the impact of COVID-19 with ongoing challenges in relation to sustainability and quality of care.

The report discussed the emergency funding made available to local government and how this had been utilised locally to ensure financial support was available to all contracted care providers within Halton.

Members were presented with a number of options

for consideration in relation to the provision of ongoing financial support to the sector during the Pandemic, as outlined in paragraph 3.10 of the report. It was recommended that the Board agrees to Option 2 – *for the Local Authority to fund only additional PPE costs, once the infection control grant funding ceased* – for the reasons explained in the report.

RESOLVED: That the Executive Board

- 1) notes the contents of the report; and
- 2) agrees that Option 2 be carried in relation to the provision of ongoing financial support to the sector during the period of the Pandemic.

Director of Adult
Social Services

TRANSPORTATION PORTFOLIO

EXB14 LOCAL BUS CONTRACT TENDERS

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which notified them of the Local Bus Contract Framework coming to an end in March 2021.

Members were advised of a proposal to move from a framework type agreement to a Dynamic Purchasing System (DPS) to cover the period April 2021 to March 2023, with an option to extend the period by a further two years. It was reported that a DPS would allow for flexibility to allow suppliers to join at any time during the lifetime of the DPS once they had satisfied the relevant criteria.

RESOLVED: That the Executive Board

- 1) approves the use of a Dynamic Purchasing System (DPS) agreement for the procurement of supported local bus contracts; and
- 2) notes that under Procurement Standing Order Part 2.1, the accumulative value of the contracts was projected to be in excess of £1m over the period of the DPS agreement.

Strategic Director
- Enterprise,
Community and
Resources

EXB15 LOCAL TRANSPORT RESPONSES TO PANDEMIC

The Board considered a report from the Strategic Director – Enterprise, Community and Resources, which updated them on the works undertaken to support the local economy and protect public health during the Pandemic.

It was reported that the guidance issued by the Departments' for Transport and Education on the restart of the transport network formed the basis of the measures implemented. This highlighted the critical importance of walking and cycling, and the allocation of public space to allow people to travel and access services in a way that aided the ongoing need for social distancing.

The report provided information on the acceleration of local measures, to help support the safe and sustainable movement of people in the 'new normal'. For Members information Appendix 1 listed the tranche 1 schemes already in place and tranche 2 schemes still in development.

RESOLVED: That Executive Board

- 1) notes the interventions taken so far; and
- 2) receives future updates on developments in this area.

Strategic Director
- Enterprise,
Community and
Resources

Councillors Polhill and Wharton declared a Disclosable Pecuniary Interest in the following item as they are both Non-Executive Directors of the Mersey Gateway Crossings Board and left the meeting for the duration of the item.

EXB16 MERSEY GATEWAY

The Executive Board received a report from the Operational Director – Legal and Democratic Services, which sought approval to a process of consultation, so that the current *Road User Charging Scheme Order* (RUCSO), could be revoked and replaced with an updated Order.

It was reported that this was required due to the imminent reopening of the Silver Jubilee Bridge (SJB) and the changes to the road layout on the Runcorn approach to the SJB associated with the Runcorn Station Quarter regeneration. There was a requirement to update the existing Order to reflect the new road configuration. The draft updated Order was attached to the report in Appendix 1.

In requesting the Board's approval for the above, Members were also requested to consider:

- the approach roads to the SJB and their associated drawings – which need to be updated;
- further exemptions to be applied – following a representation received by the Mersey Gateway Crossings Board, suggesting anomalies in the toll

charging regime and subsequent proposal to add further exceptions to the list of vehicles exempt from toll charges; and

- charges payable – moving the two tables of *Charges Payable* from the actual Order to the Schedule attached to the Order, to enable revision by a variation order rather than the whole Order.

RESOLVED: That the Executive Board

- 1) consult on making an updated RUCSO in the form (or substantially the same form) as that in Appendix 1, on the basis prescribed in the report;
- 2) give full and proper consideration to any comments received, make the updated RUCSO in the form (or substantially the same form) as that in Appendix 1 and delegate to the Operational Director – Legal and Democratic Services, the authority to make any non-material or consequential amendments as are necessary to give it effect; and
- 3) authorises the Operational Director – Legal and Democratic Services, to take all necessary steps to bring the RUCSO into effect, provided that any material amendments or considerations shall be considered by the Executive Board before the RUCSO is brought into effect.

Operational
Director, Legal
and Democratic
Services

PHYSICAL ENVIRONMENT PORTFOLIO

EXB17 ASTMOOR REGENERATION PROGRAMME

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which presented the Astmoor 5-year Regeneration Masterplan and Delivery Strategy and recommended it for adoption.

It was noted that in March 2017, Executive Board approved the *Mersey Gateway Regeneration Plan Plus* (MGRPP), as a way of prioritising resources in respect of the Council's physical and economic regeneration activity. Focussed on eight Regeneration Impact Areas, the Plan set out a cohesive package of development opportunities and identified the key infrastructure and enabling projects needed to complement and support the Borough's economic growth. The Plan identified the former new town industrial estate of Astmoor as one of the eight Regeneration Impact Areas.

Following this an Astmoor Annual Delivery Plan (ADP) was produced to steer the development and implementation of a comprehensive regeneration programme for the area; this was approved by Executive Board in June 2018. Appended to the report was the Astmoor Funding Profile 2020.

The report provided Members with detailed information on:

- the consultation events in March 2019;
- the Discretionary Business Rates Scheme;
- the aims and objectives of the Masterplan and Delivery Strategy;
- progress to date and the next steps;
- the relocation of inappropriate uses on the estate;
- the greening of Astmoor; and
- the way forward.

RESOLVED: That Executive Board

- 1) adopts the Masterplan and Delivery Strategy for Astmoor;
- 2) recommends to full Council a variation to the capital programme of £1.5m to cover the costs as outlined in Section 6 of the report; and
- 3) approves the extension to the Discretionary Business Rates Scheme of one year to March 2025.

Strategic Director
- Enterprise,
Community and
Resources

ECONOMIC DEVELOPMENT PORTFOLIO

EXB18 BOROUGH OF CULTURE

The Board received an update on the preparations being made to deliver Halton's Borough of Culture year in 2021.

It was noted that although the report sets out a potentially exciting programme of activities, the ongoing uncertainty surrounding the COVID-19 Pandemic and its impact on the Visitor and Cultural Economy could not be underestimated.

It was reported that the Pandemic could have a bearing on the Council's ability to deliver the programme in its entirety. Additionally the breadth of the programme would be influenced by the drawdown of match-funding, the level of commitment from the Borough's partners, as well as

the level of human resources that could be made available to support this.

Members were referred to the appendices attached to the report and the Board was requested to approve in principle, the progression of the programme ideas outlined in these:

- The project overview of the proposed Borough of Culture programme to be used for funding applications;
- The timetable summary 2021; and
- The list of proposed events.

RESOLVED: That the Board

- 1) approves, in principle, the draft programme outlined in the report;
- 2) acknowledges that the programme may be subject to change; and
- 3) receives a further progress report in due course.

Strategic Director
- Enterprise,
Community and
Resources

RESOURCES PORTFOLIO

EXB19 BUSINESS RATES SECTION 44A DISCRETIONARY RATE RELIEF POLICY STATEMENT

The Board considered a report from the Strategic Director – Enterprise, Community and Resources, which sought approval of the Business Rates Section 44A Discretionary Rate Relief Policy Statement, to allow discretionary relief for short term periods for unoccupied or partly unoccupied business premises.

The Business Rates Section 44A Discretionary Rate Relief Policy Statement was presented to Members in Appendix A of the report.

RESOLVED: That the Business Rates Section 44A Discretionary Rate Relief Policy Statement, as presented in Appendix A, be approved.

Strategic Director
- Enterprise,
Community and
Resources

EXB20 DISCRETIONARY NON-DOMESTIC RATE RELIEF

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which presented an application for discretionary non-domestic rate relief, under Section 47 of the Local Government Finance

Act 1988, for consideration.

The report outlined details of the application from *Sports Traider*, a registered Charity and a letter detailing the Charity's aims and activities was attached at Appendix 2 of the report.

RESOLVED: That the Executive Board approves the application from *Sports Traider* for the award of 15% discretionary rate relief in respect of Unit 39, Orchard Way, Runcorn Shopping Centre, Runcorn.

Strategic Director
- Enterprise,
Community and
Resources

EXB21 2020/21 REVENUE SPENDING AS AT 30 JUNE 2020

The Board received a report from the Operational Director – Finance, which presented the Council's overall revenue net spending position as at 30 June 2020, together with a forecast outturn position. It also advised Members on the financial impact of Covid-19 and summarised Government funding made available to the Council to date.

The following appendices were attached:

- A summary of spending against the operational revenue budget up to 30 June 2020 – Appendix 1;
- Detailed figures for each individual department – Appendix 2; and
- Capital Programme spending – Appendix 3.

It was reported that as at 30 June 2020 total spending was £770,000 above budget and in overall terms the outturn forecast for the year showed that net spend would be over budget by £6.951m, unless corrective action was taken. It was noted that this was inclusive of additional costs and loss of income incurred as a result of Covid-19 as explained in paragraph 3.2.

RESOLVED: That

- 1) all spending continued to be limited to only absolutely essential items;
- 2) Departments seek to implement those approved budget savings proposals which currently remained to be actioned;
- 3) Strategic Directors take urgent action to identify areas where spending could be reduced or suspended for the remainder of the current financial year;

Strategic Director
- Enterprise,
Community and
Resources

- 4) the write off debts as set out in paragraph 3.19 be approved; and
- 5) Council be requested to approve the revisions to the Capital Programme as set out in paragraph 3.17.

EXB22 ORGANISATIONAL DEVELOPMENT STRATEGY 2020-2023

The Board received an overview of the new one page Organisational Development (OD) Strategy 2020-23, from the Strategic Director – Enterprise, Community and Resources.

It was noted that a contemporary approach had been adopted in the development of the Strategy and it was no longer appropriate to have lengthy and time consuming strategies that few employees had the time or inclination to read. The factors taken into account for the new design and content were explained in the report and the *Organisational Development Strategy – Unlocking our Potential 2020-23* was appended to the report.

RESOLVED: That the Executive Board note the Organisational Strategy 2020-23.

EXB23 CORPORATE SECURITY CONTRACT

The Board considered a report from the Strategic Director – Enterprise, Community and Resources, which notified Members of the intention to go out to tender with regards to procuring a new corporate security contract in line with the Council's procurement strategy.

Members noted that the existing contract was due to expire on 28 February 2021, so the new contact would commence on 1 March 2021 and be for a 3 year period with the option to extend it for a further 12 months, subject to satisfactory performance.

RESOLVED: That the Board notes the intention to go out to tender via the Chest, in respect of procuring a new corporate security contract.

Strategic Director
- Enterprise,
Community and
Resources

MINUTES ISSUED: 23 September 2020

CALL-IN: 30 September 2020 at 5.00 pm

Any matter decided by the Executive Board may be called in no later than 5.00pm on 30 September 2020.

Meeting ended at 3.20 p.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 15 October 2020 held remotely

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

Apologies for Absence: None

Absence declared on Council business: None

Officers present: G. Cook, D. Parr, I. Leivesley, M. Vasic, M. Reaney, E. Dawson, A. Jones, N. Goodwin and W. Rourke

Also in attendance: One member of the press

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

Action

EXB24 MINUTES

The Minutes of the meeting held on 17 September 2020 were taken as read and signed as a correct record.

LEADER'S PORTFOLIO

EXB25 URGENT DECISIONS

The Executive Board received a report from the Chief Executive, which provided the urgent decisions taken since the last meeting of the Board and during the COVID-19 Pandemic.

It was noted that the Council's constitution gave authority to the Chief Executive to take urgent decisions, in consultation with the Leader of the Council and the Operational Director Finance and/or the Operational Director Legal and Democratic Services, where necessary. As Council meetings were suspended for some time during the Coronavirus outbreak, a number of urgent decisions had been necessary.

A list of these decisions were provided to Members in the report and full details were published on the Council's website.

RESOLVED: That the urgent decisions taken since the last meeting of the Executive Board be noted.

EXB26 LOCAL TRUST COMMUNITY WEALTH ALLIANCE

The Board received a report from the Chief Executive informing of the Community Wealth Fund Alliance campaign being supported by Local Trust.

Local Trust was the body responsible for delivering the Lottery's *Big Local* programme which consisted of 150 Big Local areas in England, in Halton the Windmill Hill Estate was a Big Local area.

Members were advised of a report published in September 2019 on *Left Behind Areas* in England, a collaboration between Local Trust and Oxford consultants for Social Inclusion. This report identified eight Wards in Halton as 'left behind' areas – Appleton, Grange, Halton Brook, Halton castle, Halton Lea, Hough Green, Norton South and Mersey and made three key recommendations to Government, these were outlined in the report.

Following this Local Trust commenced the Community Wealth Alliance (CWA) to formalise the call for a Community Wealth Fund. Members were presented with details of the public and private sector organisations that had signed up so far to be part of the call to Government to release funds to 'left behind' areas. It was requested that Halton Borough Council also commits to being a Community Wealth Alliance member, which would add strength to the growing number of organisations in support of this. It was noted that in doing so there would be no resource or financial implications for the Council.

RESOLVED: That the Executive Board

Chief Executive

- 1) notes the report; and
- 2) approves the Council signing up to the Community Wealth Fund Alliance.

ECONOMIC DEVELOPMENT PORTFOLIO

EXB27 DWP KICKSTART PROGRAMME

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which provided information on the DWP *Kickstart* Programme.

It was reported that Government had recently launched its job creation scheme, *Kickstart*, for young people aged 16-24. It aimed to provide wage subsidies to employers that created new 6 month work experience placements. It was noted that the Employment, Learning and Skills (ELS) Division would act as intermediary for the Programme, which would see 100 six month placements being administered between November 2020 and December 2021. Further, an amount of £719,367 would be administered through the division for the placements with £80,000 being retained as income to staff the delivery of the Programme.

The report provided the Board with an introduction to *Kickstart*, the local approach being taken and explained how the resources would be used to deliver the Programme.

RESOLVED: That the Executive Board

- 1) note the report;
- 2) approve the ELS Division to act as a *Kickstart* Programme Intermediary; and
- 3) authorise delegated authority to the Strategic Director – Enterprise, Community and Resources, to enter into a contract with the Department for Work and Pensions (DWP) relating to the role of being an Intermediary.

Strategic Director
- Enterprise,
Community and
Resources

RESOURCES PORTFOLIO

EXB28 DETERMINATION OF COUNCIL TAX BASE 2021/22

The Board considered a report of the Operational Director – Finance, on the requirement for the Council to determine the Tax Base for its area and the Tax Base for each of the Parishes.

The Board was advised that the Tax Base was the measure used for calculating Council Tax and was used by both the billing authority (the Council) and the major precepting authorities (Cheshire Fire Authority, Cheshire Police and Crime Commissioner and the Liverpool City Region Combined Authority), in the calculation of their Council Tax requirements. It was arrived at in accordance with a prescribed formula which represented the estimated full year number of chargeable dwellings in the Borough expressed in terms of the equivalent Band 'D' dwellings.

Taking account of all the relevant information and applying a 96% collection rate, the calculation for 2021/22 gave a base figure of 35,154 for the Borough as a whole. The Council Tax Base figure for each of the Parishes was noted.

RESOLVED: That Council be recommended to:

Operational
Director - Finance

- 1) set the Council Tax Base at 35,154 for the Borough and that the Cheshire Fire Authority, the Cheshire Police and Crime Commissioner, Liverpool City Region Combined Authority and the Environment Agency be so notified; and
- 2) set the Council Tax Base for each of the Parishes as follows:

Parish	Tax Base
Hale	655
Halebank	520
Daresbury	179
Moore	323
Preston Brook	257
Sandymoor	1,316

EXB29 ADDITIONAL HACKNEY CARRIAGE STANDS NEAR RUNCORN STATION

The Executive Board received a report from the Strategic Director – Enterprise, Community and Resources, recommending that they approve the creation of two additional Hackney Carriage stands near Runcorn Station as part of the Runcorn Station Quarter Project.

Members were referred to Appendices one and two, which showed the location of the proposed northerly and southerly stands in Shaw Street, Runcorn. It was noted that these proposed stands would replace the current private rank at Runcorn Station; would be public ranks; and shall be open 24 hours per day. Further, the proposals were recommended by the Regulatory Committee at its meeting on 2 September 2020 and had been the subject of a consultation exercise with the Taxi consultative Group and with the Council’s Highways Section.

RESOLVED: That the Board

Strategic Director
- Enterprise,
Community and
Resources

- 1) approves the proposals relating to the creation of two additional Hackney Carriage stands near Runcorn Station;

- 2) authorises the Operational Director – Legal and Democratic Services, to fulfil all procedural requirements in accordance with Section 63 of the Local Government (Miscellaneous Provisions) Act 1976 and to make the taxi stands Order accordingly, unless there were any objections received; and
- 3) agrees that in the event of any objections being received, the matter be brought back to the Executive Board.

EXB30 POLICY CHANGES RELATING TO TAXI LICENCING CONDITIONS

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which made a recommendation from Regulatory Committee to adopt, as Council policy in respect of the Council's taxi and private hire jurisdiction, the *Assessment of Previous Convictions* provisions in the Statutory Taxi and Private Hire Vehicle Standards (July 2020); and to revoke all existing *Relevance of Convictions* policies.

It was reported that in February 2019 the Department for Transport issued a consultation draft version of a document entitled *Taxi and Private Hire Licensing: Protecting Users*. The final version of the document was issued in July 2020 and was entitled *Statutory Taxi and Private Hire Standards*.

It was noted that the 2020 Standards had been issued under Section 177 of the Policing and Crime Act 2017, so the Council was required to have regard to the document when exercising its taxi and private hire licensing functions. Members were referred to Appendix A – an annex within the document titled *Assessment of Previous Convictions*. They were advised that Regulatory Committee had been applying the *Assessment of Previous Convictions* on a case by case basis since February 2019 and it was now considered appropriate to formalise this and create a formal policy, which would then supersede the existing policy.

The Board noted that the new *Assessment of Previous Convictions* appeared to be clearer than the previous policy and placed passenger safety as a priority, whilst enabled past offenders to sufficiently evidence that they had been successfully rehabilitated so they might obtain or retain a licence.

RESOLVED: That

- 1) the *Assessment of Previous Convictions* provisions in the Statutory Taxi and Private Hire Vehicle Standards (July 2020) be adopted as Council policy in respect of Taxi and Private Hire jurisdiction; and
- 2) all existing *Relevance of Convictions* policies be revoked.

Strategic Director
- Enterprise,
Community and
Resources

EXB31 POLICY CHANGES RELATING TO THE RESTRICTION ON HACKNEY CARRIAGE VEHICLE NUMBERS IN THE BOROUGH

The Board received a report from the Strategic Director – Enterprise, Community and Resources, in which the Council’s Regulatory Committee recommended that Executive Board adopts a Council Policy on the limit of the number of Hackney Carriage Vehicles licenced within the Borough.

The Board heard that this Policy was considered by the Regulatory Committee at its meeting on 2 September 2020, following a refusal by the Committee to issue an individual with additional licences, which resulted in the individual appealing the decision at the Crown Court. The Court had ordered that an ‘unmet demand survey’ be carried out (attached at Appendix 1) and that the application be re-heard. It was noted that the survey demonstrated that the Committee was correct in concluding that there was no significant unmet demand in the Borough.

The Board was advised that following this, it was now appropriate for the Council’s Policy on limiting the number of Hackney Carriage Vehicles be re-considered, as recommended by the Regulatory Committee (minute number REG 13 refers), which recommends that the limit should remain at 267 vehicles.

RESOLVED: That the Policy change as recommended by Regulatory Committee (minute number REG 13 refers) that the Council maintains its current Policy of limiting the number of Hackney Carriage Vehicles licensed in the Borough to 267 be approved and adopted as Council Policy.

Strategic Director
- Enterprise,
Community and
Resources

EXB32 POLICY FOR MANAGING RENTAL ARREARS FOR COUNCIL OWNED PROPERTY

The Executive Board considered a report from the

Strategic Director – Enterprise, Community and Resources, which set out a policy and options for how the Council manages rent arrears on its property (land and buildings).

It was reported that Covid-19 had presented significant challenges for the Council as a Landlord, but the Council also acknowledged the impact that the Pandemic has had on its tenants. Upon lockdown the Council adopted a pragmatic approach to the management of rents and immediately introduced a 3 month rental holiday for the vast majority of its tenants, including market traders. This ended in June 2020 and Members were advised that the Council continued to face challenges in respect of the payment of rents – an estimated 73% of tenants were paying in full, 23% were in arrears. Further, despite the Council’s best efforts in assisting tenants as described, some had unfortunately gone out of business.

It was understood that the effects of Covid-19 would have a long lasting negative effect on the Borough’s economy affecting the income of most of the Council’s tenants and in turn, the income of the Council. The Board was asked to consider a number of options that were aimed at enabling the Council to formulate a longer term policy on how it manages its income generating property portfolio.

The five options were presented to the Board as outlined in paragraph 3.7 of the report and the preferred option agreed was number 5.

RESOLVED: That the Board approved option 5, as outlined in section 3.7 of the report.

Strategic Director
- Enterprise,
Community and
Resources

EXB33 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 Sub-Section 4 of Section 100A of the Local Government Act 1972, because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and

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

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following 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 paragraph 3 of Schedule 12A of the Local Government Act 1972.

**COMMUNITY & SPORT, HEALTH & WELLBEING,
PHYSICAL ENVIRONMENT AND RESOURCES
PORTFOLIOS**

EXB34 PROPOSED LEISURE CENTRE, MOOR LANE, WIDNES -
UPDATE REPORT

The Board considered a report from the Strategic Director – Enterprise, Economy and Resources which provided an update on work undertaken on the Pre-Construction Delivery Plan, for the new leisure centre on the Moor Lane site.

RESOLVED: That

- 1) the report is noted;
- 2) the Council pause the project until it had clarity on vacant possession of Moor Lane site;
- 3) once vacant possession was guaranteed, proceed to construction of the new leisure centre; and
- 4) the solar farm option be considered.

Strategic Director
- Enterprise,
Community and
Resources

MINUTES ISSUED: 20 October 2020

CALL-IN: 27 October 2020 at 5.00 pm

Any matter decided by the Executive Board may be called in no later than 5.00pm on 27 October 2020.

Meeting ended at 2.45 p.m.

This page is intentionally left blank

**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, 20 July 2020 via remote access

Present: Councillors Dennett (Chair), Logan (Vice-Chair), M. Bradshaw, Carlin, Cassidy, P. Hignett, Leck, P. Lloyd Jones, J. Stockton and Whitley

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Vasic, A. McIntyre, A. Jones and T. Coffey

Also in attendance: One member of the press

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

	<i>Action</i>
CYP1 MINUTES	
<p>The Minutes of the meeting held on 27 January 2020 were taken as read and signed as a correct record.</p>	
CYP2 PUBLIC QUESTION TIME	
<p>The Board was advised that no public questions had been received.</p>	
CYP3 EXECUTIVE BOARD MINUTES	
<p>The minutes relating to the Children, Education and Social Care Portfolio, that had been considered by the Executive Board since the last meeting of this Board, were attached at Appendix 1 for information.</p> <p>RESOLVED: That the minutes be noted.</p>	
CYP4 INSPECTION OF AUTHORITY CHILDREN SERVICES	
<p>The Board received the findings of the recent Inspection of Local Authority Children Services (ILACS) in Halton and its recommendations. The report was accompanied by a presentation delivered by the Operational Director for Children's Services.</p>	

It was reported that OFSTED conducted a standard inspection under the ILACS framework from 2 March to 13 March 2020. The ILACS inspection provided a Judgement across four areas and Halton was deemed to 'require improvement to be good' across all areas. Appended to the report was the Judgement document which provided explanations of the findings within each of these areas and their recommendations.

Further, as required by the ILACS framework and in response to the recommendations made, an Action Plan has been drafted and submitted to OFSTED. This was also attached to the report.

Following the detailed presentation Members raised the following queries:

Was there disappointment with the outcome from the inspection – yes but it was recognized that maintaining consistency across all aspects of social work would always be a challenge. Unfortunately we had lost some staff and new staff were just in post at the time of the inspection, which was picked up on.

Are salaries for Social Workers comparable with neighbouring authorities – due to being a smaller authority we do tend to be below what neighbouring authorities pay. However we have done well in terms of retaining staff recently and systemic training is now offered to them. Some staff have left in the past to progress their careers and move onto the next level with other authorities.

Does the authority work with third party organisations such as *Nightstop* and *PiP (Power in Partnership)* when looking for temporary accommodation for young people – yes the homelessness service for young people do work with both of these organisations who both offer a good service.

How did staff respond to the report – they had to move on very quickly as immediately after the inspection the Covid-19 Pandemic overtook everything.

Is the Authority likely to receive any additional funding to help with budgets – this was presently unknown but the Authority would certainly benefit from some investment to help with areas such as residential costs for children with complex needs, which continued to be a challenge.

RESOLVED: That the Board notes the report and comments made on the draft Action Plan.

CYP5 SUPPORT FOR CHILDREN AND FAMILIES DURING COVID 19

The Board was presented with a report from the Strategic Director – People, that gave an update on support provided to children and families during the COVID-19 pandemic. Appended to this was the *Team Around the Family – Our Service Response during COVID-19* report.

Members were advised that throughout the lockdown the iCART had been in operation and although most staff were working from home, there had been a rota of social work staff in the office ready to respond to any immediate safeguarding concerns. Similarly, early help staff had been operating from children's centres and providing day care when needed along with other forms of family support, either virtually or by visiting and observing social distancing guidance.

The report provided summaries for each of the service areas as follows:

- Early Help Services;
- Disabled Children's Services (DCS);
- Daycare at Warrington Road and Ditton;
- Safeguarding and children in care;
- Children in care and care leavers;
- Fostering Service;
- Inglefield;
- Placements Team;
- Educational outcomes and effective practice for children in care and care leavers;
- Personal Education Plans; and
- Safeguarding Unit.

Further to Members questions the following responses were provided:

Where you able to visit children at high risk – yes we were able to do this, at times working with the Police to gain access if needed. Social distancing measures were adhered to and no infection transmissions were reported.

How are we coping with mental health issues and do we have the resources to manage any increases in demand for the service – Public Health England had invested in online learning courses around mental health first aid for staff, to help them identify when mental health is a problem with an individual. The specialist CAMHS help was also still available. There was also extra work done in house, training

staff to support and guide parents; the Education Psychologist Service was also available and the Health Improvement Team had many resources accessible on the Council's website.

Are the Court hearings up and running again for adoptions - yes they are back and one was completed last week. There was still a small backlog to clear however the cases were being heard via hybrid court hearings across Cheshire and Merseyside, which enabled parents to attend whilst some officials dial in, so that social distancing can be observed in the courts.

RESOLVED: That the report and comments made be noted.

CYP6 EDUCATION, INCLUSION & PROVISION UPDATE

The Board considered a report from the Strategic Director – People, which provided a summary of the work of the Education, Inclusion and Provision Department, during the COVID-19 outbreak.

It was reported that although most staff had been working from home throughout the lockdown, the Officers in the Education, Inclusion and Provision Department had continued to provide key services. Members were provided with summaries of some of the key activities that had taken place since 23 March 2020, in the following areas:

- Early Years and School Improvement;
- School Improvement and Governance;
- Behaviour Support Service;
- Halton Virtual Schools;
- Placements;
- Policy, Provision and Performance;
- Inclusion (0-25); and
- Broader Council support.

Members questions following the presentation were as follows:

Concerns were raised over a second spike in Autumn/Winter, would schools be likely to close in a local lockdown scenario – a detailed lockdown plan had been set across Halton and Warrington and a number of different scenarios included. With regards to outbreaks in schools, a decision on whether to close a whole school or not would be made by the Outbreak Team, after making their assessments as to the level of threat. Public Health

England (PHE) had been asked to create guidance for parents and students.

Could governors have access to lockdown plans as well – yes this information could be shared with governors.

What support was in place for our A Level students – the 14-19 Team would go into schools and provide advice and guidance as to the opportunities available to them. Most schools were agreeable to physical appointments with officers. Schools would also invite students in to discuss their results.

Members noted that despite the difficulties Covid-19 had brought the Department, services had coped remarkably well and they passed on their thanks to all staff.

RESOLVED: That the report and comments made be noted.

Operational
Director -
Education,
Inclusion and
Provision

Meeting ended at 8.23 p.m.

This page is intentionally left blank

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, 14 September 2020 via remote access

Present: Councillors Dennett (Chair), Logan (Vice-Chair), M. Bradshaw, Carlin, P. Hignett, Leck, P. Lloyd Jones, J. Stockton, Teeling and Whitley

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Vasic, A. McIntyre, A. Jones, L. Davenport, T. Coffey and J. Farrell

Also in attendance: One member of the press

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

Action

CYP7 MINUTES

The Minutes of the meeting held on 20 July 2020 were taken as read and signed as a correct record.

CYP8 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

CYP9 EXECUTIVE BOARD MINUTES

The minutes relating to the Children, Education and Social Care Portfolio, that had been considered by the Executive Board since the last meeting of this Board, were attached at Appendix 1 for information.

RESOLVED: That the minutes be noted.

CYP10 EDUCATIONAL PERFORMANCE, ATTAINMENT SUMMARY 2020

The Board received a report from the Strategic Director – People, which provided the annual update of the educational challenge, position and outcomes for Halton children for 2019-20.

As a note of caution, Members were advised that this year had been an unusual and challenging one due to the impact of Covid-19. Data was not available this year as many statutory assessments were cancelled nationally and any individual school level data would not be comparable to previous years' data. Further, it was commented that due to the outbreak of Covid-19 and the subsequent response, there had been many changes to educational provision, assessment and examinations during 2020 and the validated national results would not be published this year.

The report provided Members with detailed information in the following areas:

- Statutory Assessment and Exam Result Key Issues;
- Educational Challenges for September 2020 onwards;
- Changes to 2020-2021;
- The National Tutoring Programme (NTP); and
- The Catch Up Premium.

Following the presentation Members queried:

How would the National Tutoring Programme work – this was a Government funded sector led initiative to support schools to address the impact of Covid-19 on pupils learning. An amount of £350m was allocated nationally towards the Programme which would make high quality tuition available to schools and support pupils who had missed out the most as a result of school closures. The Programme would be led by a collaboration of five charities; schools would select which programmes they accessed, with many schools across Halton using evidence based programmes from the Education Endowment Foundation.

How would the Catch Up Premium work – this was a further £650m to ensure that schools had the support they needed to help all pupils make up for lost teaching time and was designed to mitigate the effects of the disruption caused by the Pandemic. It was only available for the 2020-21 academic year but would not be added to schools baselines in calculating future years' budgets.

Were there any pupils in Halton that were home tutored and did not get any results – there were no instances of this reported in Halton but this would be confirmed. It was understood that the onus was on the parent to follow

through with exams and register at exam centres.

The late results for the Btecs were a concern as well, were any pupils disadvantaged because of this – most students had College places on courses they wanted and there were no reports of anyone being without a place that wanted one.

Were there any decisions made on next year's exam timetable considering the impact that Covid-19 will have on the cohort of pupils taking these – no announcement had been made to date on this; the Board would be advised of any update.

Was there any indications on when the Ofsted inspections would resume – these inspections were put on hold following the lockdown and many Ofsted staff were redeployed to other areas. However visits would resume in the Autumn term to schools in special measures or those inadequate at the last inspection; schools would be sampled across all Ofsted grades and compliance and regulatory visits would be made where needed. Full inspections were planned to resume from January 2021.

It was reported that one Academy Trust school had volunteered to be visited so the findings of this pilot visit would be shared with the Board.

RESOLVED: That the Board notes the information provided and comments made.

Operational
Director -
Education,
Inclusion and
Provision

CYP11 UPDATE ON OFSTED INSPECTION ACTION PLAN AND PRESENTATION ON SUFFICIENCY AND SUPPORT FOR CARE LEAVERS

The Board received a report from the Strategic Director – People, which informed of the progress against the Ofsted Inspection Action Plan.

It was reported that Part 1 of the Ofsted Action plan was in progress and an interim duty and assessment team had been established to ensure consistency of response and improve the quality of assessments and initial plans. It was noted that this additional capacity would support an anticipated increase in referrals when the schools returned full time and would also support social workers with additional capacity to undertake more direct work with children and families.

Members were also advised that:

- Audit work had continued to review the response on cases in response to Covid-19 and the revised quality and assurance framework would be implemented as planned by end of September;
- *Eclipse*, the new case recording system, was fully implemented from 6 September and a revised practice guidance on assessments had been issued;
- The development appraisal approach for all staff using the knowledge and skills statements had been piloted and would be launched mid-September – this would inform the workforce strategy and training and development for staff to support improvements and consistency in practice; and
- A copy of the Osted Inspection Action Plan would be emailed to Members of the Board.

Members queried the capacity to be able to take the Action Plan forward – in response it was commented that some additional capacity would be required going forward, especially considering the ongoing COVID-19 Pandemic and its impacts. Further to Members comments on previous case recording systems such as CAF, it was noted that these would cease as soon as all staff were trained on *Eclipse*.

Members also received a presentation informing of the steps taken to improve the sufficiency of accommodation options and support for care leavers, as part of improving the sufficiency of placement choice. It outlined details of the project – to deliver two types of support using one provider, to care leavers in Halton in the Ashley House site.

Further to Members questions it was commented that care leavers at the site would have a pathway assessment carried out specific to the individual, so that their emotional and health needs could be established. They would also receive life skills training at the site such as budget management, shopping, how to register with a GP and dentist, banking and healthy eating.

RESOLVED: That the report and presentation be noted.

Director of
Children's
Services

Meeting ended at 7.30 p.m.

**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 Tuesday, 28 July 2020 via remote access

Present: Councillors MacManus (Chair), C. Plumpton Walsh (Vice-Chair), J. Bradshaw, Cassidy, Logan, Rowe, Wallace and Whitley

Apologies for Absence: Councillors Leck and June Roberts

Absence declared on Council business: None

Officers present: W. Rourke, A. Jones and C. Patino

Also in attendance: One member of the press

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

		<i>Action</i>
ELS1	MINUTES	
	The Minutes from the meeting held on 10 February 2020, were taken as read and signed as a correct record.	
ELS2	PUBLIC QUESTION TIME	
	The Board was advised that no public questions had been received.	
ELS3	EMPLOYMENT, LEARNING & SKILLS AND COMMUNITY POLICY AND PERFORMANCE BOARD ANNUAL REPORT 2019/20	
	The Board received the Employment, Learning and Skills and Community Policy and Performance Board's Annual Report for 2019-20.	
	The Chair wished to convey his thanks to the Vice Chair and all Members of the Board and Officers for their support throughout the year.	
	RESOLVED: That the Annual Report for 2019-20 be received and recommended to full Council.	

ELS4 COVID-19 - NEW WORKING ARRANGEMENTS

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which set out the range of services that had been provided during the COVID-19 pandemic, which were relevant to this Policy and Performance Board.

The report outlined these services and included:

Business Support – services provided by the Business Improvement Team which included: raising awareness of support available to 2,500 local businesses; call handling and delivery of the Discretionary Grants Fund.

Employment, Learning and Skills – services provided by the Employment, Learning and Skills Division which included: information on the Library Services and Leisure Centres; details of community activities undertaken, an update on the Brindley Theatre; the status of planned events; and Community Centres updates.

Further to Members queries, the following was noted:

- Residents who were self-employed were provided with several options of Government grants available to them. Many enquiries had come from *Halton People into Jobs* which were then passed onto Business Support. The Chamber of Commerce was also providing assistance with grants for self-employed people via the Government directly.
- Some activities/classes in the Community Centres had been suspended; however social distancing was now being observed in the swimming pools and gyms and some classes were able to continue this way as well; and
- A bicycle scheme for staff was planned for later in the year but nothing has been confirmed yet.

On behalf of the Board the Chair thanked all Officers for their hard work in dealing with the demands that COVID-19 had brought upon them and the Borough.

RESOLVED: That the Board notes the report and comments made.

Meeting ended at 5.50 p.m.

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, 21 September 2020 via remote access

Present: Councillors MacManus (Chair), C. Plumpton Walsh (Vice-Chair), J. Bradshaw, Leck, Logan, June Roberts, Teeling, Wallace and Whitley

Apologies for Absence: None

Absence declared on Council business: None

Officers present: W. Rourke, A. Jones, C. Patino, S. McDonald, J. Griffiths, P. Corner and J. Unsworth

Also in attendance: None

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

Action

ELS5 MINUTES

The Minutes from the meeting held on 28 July 2020, were taken as read and signed as a correct record.

ELS6 PUBLIC QUESTION TIME

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

ELS7 COVID-19 LOCAL AUTHORITY DISCRETIONARY GRANT FUND

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which set out how the Local Authority Discretionary Grant Fund (LADGF) provided by central Government had gone some way to support local businesses.

It was noted that the impact of the Coronavirus was being felt in communities in many different ways and Halton's businesses had been severely affected with many losing several months of trade and some were still not fully operational.

It was reported that during lockdown, the Business Improvement and Growth Team collated all current Government advice to businesses into a single resource for use by Council colleagues and developed dedicated resource packs for specific target groups, for example the self-employed. With regards to the LADGF, this was designed, administered and delivered by the Council and targeted businesses that were not able to access previous grant schemes. The criteria for accessing the scheme was discussed in the report together with Halton's focussed schemes for eligibility.

The report provided the Board with details of numbers of applications and grants awarded and examples of feedback submitted from businesses.

RESOLVED: That the report and comments made be noted.

ELS8 EMPLOYMENT LEARNING AND SKILLS UPDATE

The Board received a report from the Strategic Director – Enterprise, Community and Resources which provided an update on the work of the Employment, Learning and Skills Division.

It was reported that since 20 March 2020 the staff within the Employment, Learning and Skills Division had been operating a remote system for customers and learners, with all learning centres currently closed. The staff were now in the process of preparing for centres to reopen again and planning how delivery to customers and learners would be rolled out given social distancing measures.

As well as guidance surrounding Covid-19 being core to the delivery going forward, the Board was advised that the work of the Division would focus on supporting those individuals that had been adversely affected economically by the Pandemic and had lost jobs and/or confidence.

The report provided Members with updates in the following areas:

- ESF Ways to Work;
- Liverpool City Region apprenticeship Hub;
- LCR Apprenticeship Growth Plan;
- DWP Work and Health Programme;
- Merseylink Employment and Skills Performance;
- and
- Adult Learning and Devolution.

In response to Members queries regarding the potential for an increased demand for apprenticeships once the furlough scheme ended, officers advised that this was anticipated so a request had been submitted to Government for the numbers of these to be increased.

With regards to the Job Entry Targeted Support (JETS) Programme, Members were advised that this would support 1453 participants between October 2020 and March 2022 and would provide positions of not less than 3 months duration. Members requested a progress report at a future meeting of the Board.

Operational
Director -
Economy,
Enterprise &
Property

RESOLVED: That the report and comments made be noted.

ELS9 LIBRARY SERVICE

The Board received an update report from the Strategic Director – Enterprise, Community and Resources, on the Library Service.

It was reported that in line with Government advice all library buildings were closed to the public on 23 March 2020. Library teams worked quickly to shift activity to digital platforms with budgets being reallocated to increase resources and support new demand. Members were advised that an intensive social media campaign was developed to engage audiences and highlight resources to new and existing customers.

The report outlined the recovery of the libraries following the easing of restrictions; all libraries were now open with safety measures in place. The service had renewed its focus on three key values – connection, creative learning and spaces. The Board was provided with details and examples of current projects taking place using these renewed key values.

Members were also advised of *The Joy Project*, a planned season of visual arts activity in public spaces taking place across the Borough this Autumn. This was arranged in response to the need to engage creatively with communities during the Pandemic, which had taken away the option of using the Library buildings as venues.

In response to Members queries, the following was noted:

- There was no actual unique story telling material

for adults as this was not available with publishers – there were however talking books and e-books available for customers to download; and

- Attendance levels at the Libraries were down to 15% when compared to this time last year, but there was a rise in digital customers and customers for the home library service, which was proving to be a valuable service to the Boroughs vulnerable and isolated residents who were impacted by the Coronavirus the most.

RESOLVED: That the report is noted.

Councillor Logan declared a Discloseable Other Interest in the following item as his wife was Secretary of the Runcorn Community Choir Group.

ELS10 COMMUNITY DEVELOPMENT SERVICE ANNUAL REPORT 2019/20

The Board received a report from the Strategic Director – Enterprise, Community and Resources, informing of the operational delivery for the Community Development Service for the period 1 April 2019 to 31 March 2020.

It was commented that the Community Development Service helped support local community groups and organisations with their formation and facilitated the delivery of community led initiatives and activity. The Team also has a combined role in managing Area Forum projects delivery; enabling Elected Members to respond to community concerns and aspirations. It was noted that this combined role generated effective community engagement with Council departments, services and partner organisations and contributed to building resilience in Halton's communities.

The report discussed the work of the Community Development Team, its purpose, activities and performance for 2019/20 against the previous years. Also provided for Members information were examples of some projects that the Team had helped to deliver throughout the year within each Area Forum and information was provided on community development grants that had been awarded during the year.

The Board welcomed the report and agreed that the knowledge, guidance and support provided by the Community Development Team was invaluable to the work Members did within their Wards' and gave thanks for this to

the whole Team.

RESOLVED: That the report and comments made be noted.

ELS11 COVID-19 RECOVERY AND HALTON'S ECONOMY

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which expanded on the Borough’s Economic Reset Plan, which had previously been circulated to all Council Members.

It was reported that the Plan would be used to ensure that the Council could support local businesses in partnership with local organisations and businesses and partners operating in the Liverpool City Region. Further it was understood that local authorities were consolidating existing statutory and operational requirements as we emerged from the first phase of the Covid-19 crisis. Also, they were reallocating and securing resources in order to redefine their economies and were working hard to improve the economic and social prospects for local residents and businesses over the year ahead.

A presentation was made to the Board which provided further analysis and data on the potential impact of Covid-19 on Halton’s economy; this would be sent to the Board following the meeting.

The report also provided Members with a summary of key findings and emerging issues to date, due to the impact of Covid-19. The Chair requested a follow on report be submitted at a future meeting of the Board.

RESOLVED: That the report and presentation be noted.

Operational
Director -
Economy,
Enterprise &
Property

ELS12 SCRUTINY TOPIC GROUP 2019-20

The Board received a report from the Strategic Director – Enterprise, Community and Resources, regarding the scrutiny topic group for 2019/20 – *Traded Areas in the Borough*.

It was noted that since the first meeting of the topic group on 13 February 2020, no further meetings had taken place due to the Coronavirus. Further, the operation of the traded areas had changed significantly since the topic was selected and as they started to reopen, their operations would not resemble those previously experienced as they

will be in recovery mode, following the Covid-19 crisis.

The Chair announced, that following consultation with Councillor McDermott (Chair of the Scrutiny Chairs' Committee) the current topic group would cease; the 2020/21 topic group would be a fallow year; and that at a future meeting of the Board a topic group for the year 2021/22 would be considered.

The Board agreed with the above proposals.

RESOLVED: That

- 1) the current topic group should cease further activity;
- 2) there should be no topic group for 2021; and
- 3) at a future meeting of the Board during 2021, Members should consider a topic group for 2022.

On behalf of the Board the Chair thanked the Council Officers for their hard work over the past 6 months which had clearly been demanding and unprecedented due to the outbreak of Covid-19 Pandemic.

Meeting ended at 7.30 p.m.

HEALTH POLICY AND PERFORMANCE BOARD

At a meeting of the Health Policy and Performance Board held on Tuesday, 11 August 2020 via remote access

Present: Councillors J. Lowe (Chair), Baker (Vice-Chair), Cassidy, Dennett, Dourley, P. Hignett, C. Loftus, Ratcliffe and Zygadlo

Apologies for Absence: Councillors June Roberts, Sinnott and D. Wilson

Absence declared on Council business: None

Officers present: S. Wallace-Bonner, A. Jones, D. Nolan, L Wilson, H. Moir and P. Preston

Also in attendance: Councillor R. Hignett (in accordance with Standing Order Number 33), L. Thompson – NHS CCG and one member of the press

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

	<i>Action</i>
HEA1 MINUTES	
<p>The Minutes of the meeting held on 25 February 2020 having been circulated were signed as a correct record.</p>	
HEA2 PUBLIC QUESTION TIME	
<p>It was confirmed that no public questions had been received.</p>	
HEA3 HEALTH AND WELLBEING MINUTES	
<p>The minutes from the Health and Wellbeing Board meeting held on 15 January 2020 were provided for the information of the Board.</p> <p>RESOLVED: That the minutes be noted.</p>	
HEA4 HOMELESSNESS SERVICES UPDATE	
<p>The Board received a report from the Strategic Director – People, which provided an update of the homelessness service provision and its robust activity during the COVID-19 pandemic. The Chair welcomed Councillor R. Hignett to the meeting, Portfolio Holder for Housing</p>	

Strategy and Homelessness.

It was reported that on 26 March 2020, the Ministry of Housing, Communities and Local Government (MHCLG) issued guidance to all local authorities, designed to ensure that everyone known to be rough sleeping, or those deemed to be at imminent risk of rough sleeping, would be offered accommodation. The purpose of the guidance therefore was to protect vulnerable clients from the risk of contracting COVID-19 with additional funding made available to support the response, where Halton was allocated £6,000.

It was noted that in line with the Homelessness Reduction Act 2017, local authorities had a statutory obligation to provide temporary accommodation to those in 'priority need' of housing. It was highlighted that the new COVID-19 guidance required local authorities to accommodate all clients, regardless of 'priority need' status. Members were advised that as no further guidance had been issued since by the MHCLG on when to revert to the statutory homelessness legislation, it was likely that the decision on when to do this would remain with the Local Authority.

The report discussed Halton's response to homelessness during the Pandemic and outlined future service development, agency engagement and continued activity towards reducing homelessness within the Borough.

The following information was also provided in response to Members questions:

- All hostels including the refuge were full to capacity and there had been transitions from these into long term accommodation via Halton Housing Trust, using vacant properties. They also hoped to secure further housing units for domestic abuse clients;
- The homelessness service team held weekly update meetings with partner agencies and providers;
- The work of partner agencies with the homelessness service during the pandemic had been exemplary;
- The service had been successful with a number of funding bids, which it was hoped would offset the costs incurred during the pandemic;
- A new funding bid would be submitted on 20 August and it was hoped that this would offset some of the budget deficit;
- There would always be clients who refused help offered to them and were unwilling to move onto permanent housing;

- It was hoped that the precedent set over the past few months would continue and homeless people would be able to settle into their own homes and move on; and
- Presently there were no known rough sleepers in the Borough and no clients were currently being accommodated in hotels.

Councillor Hignett conveyed his thanks to all staff in the homelessness service; partner agencies and hostels for their hard work and commitment during this unprecedented time.

RESOLVED: That the report is noted.

HEA5 HEALTH POLICY & PERFORMANCE BOARD ANNUAL REPORT - 2019/20

The Board received the Health Policy and Performance Board's Annual Report for April 2019 to March 2020.

The Chair conveyed her thanks to all Members of the Health Policy and Performance Board and supporting Officers, for their commitment and hard work throughout the year which had contributed to the Board's success.

RESOLVED: That the Annual Report for April 2019 to March 2020 be noted and recommended to full Council.

HEA6 HALTON HAVEN HOSPICE

The Board considered a report from the Chief Commissioner – Halton: NHS Halton Clinical Commissioning Group (CCG). The report informed of the actions taken by NHS Halton CCG following the Governing Body and Urgent Issues recommendations on 27 April, to suspend the Halton Haven Hospice Specialist consultant Palliative Care Service specification, and commence with a Nurse Led Palliative Care model, for 6 months with immediate effect.

Attached with the report were the following documents:

- A 'Service Suspension Notice' from the Chief Commissioner NHS Halton CCG dated 9 April; and
- *Halton Haven Hospice – change to services with immediate effect*, formal communications circulated to relevant parties.

Members noted the details in the report and in particular the temporary suspension notice and change to the service specification for Halton Haven Hospice, from specialist Consultant Palliative Care Led Service to a Nurse Led Service, for a period of 6 months commencing 8 April 2020. It was also noted that the suspension notice would be continuously reviewed and monitored through the contractual governance arrangements.

RESOLVED: That the report and associated appendices be noted.

HEA7 ADULT CARE HOME RESILIENCE PLAN

The Board received a report from the Strategic Director – People, that presented Halton’s Adult Care Home Resilience Plan, which had been developed in light of the Coronavirus Pandemic.

It was reported that the COVID-19 Pandemic had presented an unprecedented challenge for Adult Social Care and there had been an extraordinary amount of work undertaken throughout the Country between local authorities and care providers at the forefront, working in partnership with the NHS.

A letter was sent to local authority leaders from Helen Whately MP, Minister of State for Care, requesting that they review or put in place a care home support plan. By the time the letter was sent on 14 May, extensive work had already taken place across the health and social care sector in Halton to ensure the response to the crisis was robust and effective. In respect of the Care Home sector, this work had already been collated into Halton’s overarching Adult Care Home Resilience Plan, this plan was therefore reviewed and updated in light of the letter received. Members were referred to the Plan at appendix one of the report – *Adult Care Homes Resilience Plan: Coronavirus (COVID-19) Pandemic*, which was a working document.

The report discussed the areas addressed in the Resilience Plan and outlined the support that was in place, presenting some examples for Members information.

Members raised concern over the under occupancy of care homes since the pandemic and the fact that this raised its own challenges with regards to funding. It was understood that confidence levels in the community were low since Covid-19 and some people were choosing to nurse and support relatives at home. It was reported that

some financial support had been provided to the Council led care homes and a request for funding from Government would be made for care homes across the board.

RESOLVED: That the Board notes the report and associated Adult Care Homes Resilience Plan.

HEA8 QUALITY ASSURANCE IN CARE HOMES

The Board was presented with a report from the Strategic Director – People, that highlighted key issues with respect to Quality Assurance in Care Homes and Domiciliary Care.

It was noted that a key priority for Halton was to ensure the provision of a range of good quality services to support adults requiring commissioned care in the Borough. Additionally the Care Act 2014 had put this on a statutory footing requiring a choice of diverse high quality services that promoted wellbeing. In Halton there were 25 registered care homes providing 771 beds, operated by 14 different providers. It was reported that the Local Authority was now the largest provider of older people's care beds in the Borough, supporting 163 beds.

Members discussed the information provided as well as the care home and domiciliary care ratings given in accordance with the CQC and Halton's Quality Assurance Team. It was noted that Halton performed above the sub regional average for care homes in the categories of good and outstanding when rated in July 2020 and there were no inadequate care homes in the Borough at that time. It was commented that Ryan Care Residential Home was closing on Friday and all residents had been rehoused.

RESOLVED: That the report be noted.

HEA9 PERFORMANCE MANAGEMENT REPORTS, QUARTER 4 2019/20

The Board received the Performance Management Reports for quarter 4 of 2019-20.

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 4 of 2019-20. This 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.

It was commented that there were no areas of concern for this quarter and some of the metrics had ceased to be collected since March, due to the pandemic.

RESOLVED: That the Performance Management Reports for quarter 4 be received.

Meeting ended at 7.20 p.m.

HEALTH POLICY AND PERFORMANCE BOARD

At a meeting of the Health Policy and Performance Board held on Tuesday, 29 September 2020 via remote access

Present: Councillors J. Lowe (Chair), Baker (Vice-Chair), Dennett, Dourley, P. Hignett, C. Loftus, Ratcliffe, June Roberts, Sinnott, Zygadlo and Co-optee D. Wilson

Apologies for Absence: None

Absence declared on Council business: None

Officers present: S. Wallace-Bonner, A. Jones, L Wilson, H. Moir and S. Johnson Griffiths

Also in attendance: Dr A. Davies – NHS Halton CCG & NHS Warrington CCG, S. Garratt – NHS Warrington CCG, L. Thompson NHS Halton CCG and one member of the press.

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

	<i>Action</i>
HEA10 MINUTES	
The Minutes of the meeting held on 11 August 2020 were signed as a correct record.	
HEA11 PUBLIC QUESTION TIME	
It was confirmed that no public questions had been received.	
HEA12 COVID-19 RESPONSE UPDATE	
The Board received a report and supporting presentation from the Public Health Department, on the most recent data on COVID-19 Coronavirus for Halton.	
This included the latest update on Halton's outbreak support team and how it was working within the contain framework to successfully identify and manage local outbreaks using information from NHS Test and Trace and how this worked with the Cheshire Hub. Information was also provided on the most recent information on Halton's testing approach in the community and for schools.	

Following Members questions the following was noted:

- The virus was very easy to transmit so the rise in cases in Halton was not a surprise but it did happen a couple of weeks earlier than expected;
- Increased testing had contributed to the rise in numbers as more cases were now identified than before;
- The rise in cases in Halton could not be attributed to young people alone – the data suggested that the spread was even across Widnes and Runcorn and between males and females;
- Those experiencing and struggling with the loss of a loved one due to Covid-19 could be signposted to the usual mental health services available via their GP;
- The fact that a private company delivered the *Test and Trace* service was irrespective – it was a national system and it was recognised that the scope and scale of the task would be huge for any organisation; and
- Halton had been undertaking its own localised contact tracing for a number of weeks and this had provided additional intelligence of where cases were, so that a local picture could be formed.

RESOLVED: That the presentation be received and content noted.

HEA13 NHS 111 FIRST

The Board received an update on the progress of the NHS First Project from the Chief Clinical Officer, NHS Halton CCG.

It was reported that the *NHS 111 First* was a National Programme that would be rolled out in all systems by December 2020. This was the point of contact, as well as GP practices, that people went to when experiencing a health issue that was not immediately life threatening. Members were advised that with COVID-19 still being a real threat the adapted responses to delivery of the Programme must be maintained.

The report discussed the national expectations of the Programme and it was noted that Warrington was one of two 'early mover' sites in the North West, which went live with *NHS 111 First* on 8 September 2020. Warrington would cover the Warrington CCG population and the Runcorn part of Halton's population and the St Helens system would

include Halton's Widnes population when it goes live by December 2020.

The following additional information was provided following Members queries:

- The Project had gone live with only a soft launch so far, as it was not yet available in all North West areas, this included press releases and contact with engagement groups for example;
- A structured communications plan would be prepared in time for when the wider North West area was live with the Project and would include raising awareness across all areas; this plan would be shared with LA colleagues and Members;
- The modelling for the Project was based on demand and capacity and managing demand differently, so patients should be treated in less time although very ill patients would still be prioritised; and
- North West Ambulance Service (NWAS) had been consulted on this and the Chief Executive was the lead officer; it was noted that it would cause no ambulances to be deflected when the Project started.

RESOLVED: That the update and progress be noted.

HEA14 HALTON URGENT TREATMENT CENTRES

The Board received a report from the Chief Commissioner, NHS Halton CCG, which updated them on the designation and mobilisation of the Urgent Treatment Centres (UTC's).

It was reported that the recovery, restoration and reset plans were well underway and it was critical that both Urgent Care Centres were fully operational and designated as Urgent Treatment Centres (UTC's) by the beginning of October 2020.

Members received the progress made to date of both UTC's and information was provided on the core set of standards for urgent treatment centres and the areas they covered. Details were also provided on the clinical system developments, where it was explained that Runcorn and Widnes UTC's used different types.

Members welcomed the update and the Commissioner stated that performance data would be submitted to a future meeting of the Board.

RESOLVED: That the Board notes:

- 1) the progress towards re-classifying both Urgent Care Centres to become Urgent Treatment Centres as of October 2020;
- 2) the risks identified with the national contracting arrangements and the contract variations as noted in the body of the report; and
- 3) the progress made to date and support the Chief Commissioner in advancing the UTC specification and national requirements.

Director of Adult
Social Services

HEA15 ADULT ADHD SERVICE

The Board received an update on the Adult ADHD Service following the closure of the service by North West Boroughs Community Health Foundation Trust in November 2019.

The report provided the background to the service and advised Members that unfortunately the primary option for the future delivery of the service was no longer viable, due to some difficulties in securing investment from the partner CCGs. Consequently, a secondary option was being explored with an alternative provider. It was noted that once feasibility and costs had been clarified, a proposal would be made to the Integrated Management Team of NHS Halton CCG for a decision on supporting the proposal.

A further update on the progression of this would be provided to the Board at a future meeting and in the meantime, the Board requested to be kept informed of any update via email.

RESOLVED: That the update is noted.

Director of Adult
Social Services

HEA16 STROKE SERVICE

The Board received an update from the Chief Commissioner NHS Halton CCG, on the status of the realignment of stroke services across the Mid-Mersey health economy.

It was reported that in 2018 the reconfiguration of stroke services between St Helens and Warrington Hospitals began and was completed by the end of the same year. The report outlined the pathways and processes of the service since the realignment. It was noted that these were

working well and the relationship between the two acute trusts and the community stroke service remained strong.

Members welcomed the report and news that the reconfiguration of the Stroke Services was now complete.

RESOLVED: That the Board

- 1) note that the reconfiguration of Stroke Services between St Helens and Knowsley Hospitals and Warrington and Halton Hospitals was complete; and
- 2) note that Whiston Hospital site had been designated as the hyper acute unit, receiving all stroke patients requiring acute care and has ring fenced beds for both the acute and rehabilitation phase; Warrington Hospital has a dedicated stroke rehabilitation unit.

HEA17 HOME ASSISTANCE POLICY 2020-2023 AND HOME ADAPTATIONS FOR DISABLED PEOPLE POLICY & PROCEDURE

The Board received a report from the Strategic Director – People, which presented the following draft Policies:

- Home Assistance Policy 2020-2023 (public facing document); and
- Home Adaptations for Disabled People Policy and Procedure (for staff).

It was reported that both documents were concerned with the Council's provision of housing adaptations to assist disabled people to continue living independently at home when appropriate.

Members were advised of some minor changes to practice, to be brought in by these updated Policies, as described in paragraph 4 (pages 52 and 53 of the *Home Adaptations for Disabled People Policy and Procedures*). These would align all adaptations with the successful extended warranty approach already in place for stair lifts. Information regarding this approach was provided at appendix 1 with a draft copy of the *Home Adaptations for Disabled People Policy and Procedure – February 2020*.

RESOLVED: That the Board notes the report, revised policies and changes to practice.

HEA18 UPDATE ON THE TRANSFORMING DOMICILIARY CARE PROGRAMME AND RESPONSE TO THE HEALTHWATCH SURVEY OF DOMICILIARY CARE USERS OCTOBER 2019

The Board received a report from the Strategic Director – People, which provided an overview of the Transforming Domiciliary Care Programme and Adult Social Care response to the Healthwatch Survey undertaken in October 2019.

The Transforming Domiciliary Care Programme commenced in 2016 with the aim of improving the provision and quality of care commissioned by Halton Borough Council. A Programme Board was established in 2018 and in 2019 the original programme of work was reviewed and updated following consultation with key stakeholders.

It was noted that the overall purpose of the Programme remained the same, to provide a modern and sustainable domiciliary care service across Halton. There were five Programme aims that had been identified; these were listed in paragraph 3.3 of the report.

Members were advised that following development of a Work Programme a series of workstreams were established (paragraph 3.4) and each workstream reported into the Transforming Domiciliary Care Programme Board. Officers advised Members that these workstreams had to be paused due to the Pandemic, but would be resumed as soon as possible. The Board's Co-opted Member from *Healthwatch* offered their assistance with the Outcomes workstream.

Further to the publication of *Healthwatch Halton's* survey of people in receipt of domiciliary care in October 2019, the Board was referred to the 9 key areas for consideration that emerged from this. These were outlined in the report together with the Council's responses.

RESOLVED: That the report is noted.

HEA19 PERFORMANCE MANAGEMENT REPORTS, QUARTER 1 2020/21

The Board received the Performance Management Reports for quarter 1 of 2020-21.

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 of 2020-21. This 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.

It was reported and noted by Members that the Public Health data (pages 92-98) was unavailable, due to the Covid-19 response.

RESOLVED: That the Performance Management Reports for quarter 1 be received.

Meeting ended at 7.55 p.m.

This page is intentionally left blank

SAFER POLICY AND PERFORMANCE BOARD

At a meeting of the Safer Policy and Performance Board on Tuesday, 14 July 2020 via public remote access

Present: Councillors Thompson (Chair), N. Plumpton Walsh (Vice-Chair), E. Cargill, Dourley, V. Hill, P. Lloyd Jones, K. Loftus, Logan, Ratcliffe and Zygadlo

Apologies for Absence: Councillor Baker

Absence declared on Council business: None

Officers present: M. Andrews, C. Patino, G. Ferguson, D. Perchard and S. Burrows

Also in attendance: Councillor D Cargill under Standing Order No.33

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

	<i>Action</i>
SAF1 CHAIR'S ANNOUNCEMENTS	
There were no Chair's announcements.	
SAF2 MINUTES	
The Minutes of the meeting held on 11 th February 2020 were taken as read and signed as a correct record.	
SAF3 PUBLIC QUESTION TIME	
It was reported that no questions had been received.	
SAF4 COVID-19 - TRADING STANDARDS	
The Board received an update report on the work of the Trading Standards service between March and June 2020. The Government gave responsibility for the regulation and enforcement of business closures to Environmental Health and Trading Standards. Given the resource issues for Trading Standards and some capacity in the Environmental Health Team resulting from business closures, the decision was taken that Environmental Health would lead on the issue in Halton and Trading Standards would provide support if formal enforcement action was	

necessary.

The report provided information on the work of the Trading Standards Team around dealing with scams, iCAN and awareness training, price gouging, dealing with non-compliant personal protective equipment for sale and working with the national illegal Money Lending Team to raise awareness of the dangers of loan sharks.

RESOLVED: That the report be noted.

SAF5 COVID-19 UPDATE ENVIRONMENTAL HEALTH

The Board received a report of the Director of Public Health which provided an update on the work of the Environmental Health service since March 2020. The report set out the routine services that had been maintained or adapted and the activities carried out directly in response to Covid 19. In direct response to Covid 19 the team assumed responsibility for business closures, Covid safe workplaces, outbreak management and supporting the Covid 19 HUB. With regarding to routine environmental health work the team had:

- ensured business continuity plans were implemented;
- saw a 400% increase in noise complaints;
- adapted pest control services; and
- supported urgent food safety inspections and developed a revised risk assessment and safe system of work to ensure the safety of staff.

RESOLVED: That the report be noted.

SAF6 COVID19 - NEW WORKING ARRANGEMENTS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which set out the range of services that Halton Community Safety Partnership had put in place during the COVID 19 pandemic to support the community. During this time a wide range of services and support continued to be available throughout Halton to respond to concerns about crime, anti-social behaviour and other issues that impact on community safety. Members received an update on the work surrounding the following services and the impact of COVID on those services:

- Widnes and Runcorn policing;
- Operation Pandas;
- Schmikool Liaison;

- Domestic abuse – raising awareness, press releases, open door Webchat, local domestic abuse services;
- The impact on Alcohol/licensing night time economy;
- Digital safety; and
- Challenges for counter terrorism and channel policing.

RESOLVED: That the report be noted.

Meeting ended at 7.00 p.m.

This page is intentionally left blank

SAFER POLICY AND PERFORMANCE BOARD

At a meeting of the Safer Policy and Performance Board on Tuesday, 15 September 2020 via remote access

Present: Councillors Thompson (Chair), N. Plumpton Walsh (Vice-Chair), Baker, E. Cargill, Dourley, V. Hill, P. Lloyd Jones, K. Loftus, Logan and Ratcliffe

Apologies for Absence: Councillor Zygadlo

Absence declared on Council business: None

Officers present: M. Andrews, C. Patino, G. Ferguson and S. Bell

Also in attendance: Councillor D. Cargill under Standing Order No.33

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

Action

SAF7 CHAIR'S ANNOUNCEMENTS

The Chair announced that he would be attending a meeting of the Police and Crime Commissioner Panel shortly and he would raise any strategic issues Members may have. In addition, the Board received a brief update on the progress on White Ribbon status for the Council.

SAF8 MINUTES

The Minutes of the meeting held on 14th July 2020 were taken as read and signed as a correct record.

SAF9 PUBLIC QUESTION TIME

It was reported that no questions had been received.

SAF10 SSP MINUTES

The minutes from the previous Safer Halton Partnership (SHP) meeting held on 16th October 2019, were presented to the Board for information.

SAF11 ALCOHOL AND SUBSTANCE MISUSE - HALTON

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

provided an update on both alcohol and substance misuse services and details of the support they provided for vulnerable local people during the COVID-19 Pandemic.

In respect of Adult Services, since lockdown to 9th July 2020, 15,164 attempted contacts had been made with 8,389 successful contacts by telephone, 231 successful contacts by video and 335 successful face-to-face contacts. Work was now underway to remobilise service provision and to learn from innovative practices, such as video consultations and digital support to ensure they could be developed into local best practice.

With regard to services for Children and Young People, these had also continued remotely throughout the Pandemic. The Board noted provisional data for 2018/19 – 2019/20 for the rate of under 18 alcohol specific admission episodes in Halton, in comparison to the England and North West averages.

In addition, it was noted that since 1st August 2020, the two Youth Service current contracts, one for Specialist Youth Support and Treatment Service and the second contract for Integrated Youth Service had ceased and the Halton Early Help and Intervention Team now provided dedicated support to young people in a holistic family way.

Arising from the discussion, the Board requested a future agenda item on Community Protection Notices, which would incorporate the role of Housing Associations.

RESOLVED: That the report be noted.

SAF12 CHESHIRE ANTI SLAVERY STRATEGIC PARTNERSHIP

The Board considered a report on the work being undertaken to ensure a Pan-Cheshire response to the issue of Modern Day Slavery. Since 2016, funded by the Police and Crime Commissioner, there had been a Cheshire Anti-Slavery Network bringing together key partners supported by an Independent Chair. This network had worked towards developing training packages, ensuring clear victim pathways and sharing best practices.

In 2019 it was agreed that the four local authorities in the Cheshire Sub-Region and the Police and Crime Commissioner would fund the Cheshire Anti-Slavery Network (CASN) for two years with a joint funding pot of a one off contribution of £4,000 each. A new Cheshire Anti-Slavery Strategic Partnership had been established and

details of the Partnerships future work plan, role, responsibilities and suggested outcomes was set out in the report.

The Board discussed recent issues around the Daresbury Hotel which housed up to 200 asylum seekers. It was noted that the Hotel was being well managed and weekly meetings took place with Circo.

In addition, the Board discussed concerns around the possibility of regulation of nail bars. At present the responsibility for nail bars was with the Health and Safety Executive. The Chair of the Board agreed that he would write to the Local Member of Parliament expressing the Board's concerns around the regulation of nail bars.

RESOLVED: That the work being undertaken to ensure a Pan-Cheshire response to the issue of Modern Day Slavery be noted.

SAF13 HATE CRIME AND HARASSMENT REDUCTION STRATEGY FOR HALTON

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which advised on the plan to refresh the Council's Hate Crime and Harassment Reduction Strategy and Action Plan. It was noted that Cheshire Police had recently updated their Hate Crime Action Plan and the Council would work in conjunction with the Police to align its Action Plan with theirs. The draft refreshed Strategy would be shared with Partners and community organisations over the course of September and October as part of the consultation process. It was anticipated that the final Plan would go to the Safer Halton Partnership meeting for approval in early November.

RESOLVED: That the proposed refresh timetable for refresh of the Hate Crime and Harassment Reduction Strategy and Action Plan be supported.

Meeting ended at 7.35 p.m.

This page is intentionally left blank

ENVIRONMENT AND URBAN RENEWAL POLICY AND PERFORMANCE BOARD

At a meeting of the Environment and Urban Renewal Policy and Performance Board on Wednesday, 15 July 2020 via public remote access

Present: Councillors Woolfall (Chair), Gilligan, Howard, A. Lowe, Joe Roberts, Rowe and Sinnott

Apologies for Absence: Councillors Morley, Nolan and Teeling

Absence declared on Council business: None

Officers present: T. Gibbs and A. Scott

Also in attendance: One member of the press

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

	<i>Action</i>
EUR1 MINUTES	
<p>The Minutes of the meeting held on 26 February 2020, having been circulated were signed as a correct record.</p>	
EUR2 PUBLIC QUESTION TIME	
<p>It was confirmed that no public questions had been received.</p>	
EUR3 EXECUTIVE BOARD MINUTES	
<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>RESOLVED: That the Minutes be received.</p>	
EUR4 ENVIRONMENT AND URBAN RENEWAL PRIORITIES UPDATE	
<p>The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which provided an update on the work undertaken during the COVID 19 pandemic as it related to the work within the remit</p>	

of the Board.

It was reported that the majority of the Council services relevant to the remit of the Board continued to be provided throughout the lockdown period; this included refuse collections, repairs to roads, maintenance of public open spaces and progress on key regeneration projects.

The report set out details of the work that continued throughout lockdown and included:-

- Logistics and Transport Management;
- Town Planning and Development;
- Road Safety;
- Highways;
- Major Schemes (including Runcorn Station Quarter, Widnes Loops, Silver Jubilee Bridge, Vehicle Charging Points provision for residents and Flood Risk Management);
- Regeneration;
- Open Space Service;
- Cemeteries and Crematoria;
- Waste and Recycling Operations; and
- Household Waste Recycling Centres.

The Board wished to place on record their thanks to all Council staff for their work during lockdown and in particular those involved on maintaining services at the Waste Recycling facility, the Crematoria, and staff involved in the establishment of the emergency facilities at the Ice Rink.

RESOLVED: That progress made against the relevant Council priorities during COVID 19 lockdown be noted.

EUR5 DISABLED PARKING SPACES POLICY

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on changes to the disabled person's parking spaces policy.

The Board was advised that since 2006, the Traffic Management and Road Safety Section had installed advisory on-street disabled person's parking spaces for residents with the most severe mobility issues. Appendix A, attached to the report, showed the current application form used by an applicant for a dedicated parking space. It was noted that to qualify for such a space, the applicant must have a Blue Badge, be in receipt of the higher rate mobility

Strategic Director
- Enterprise,
Community and
Resources

allowance and have a vehicle registered at their address.

Since 2006 more than 600 Halton residents had applied for a disabled parking bay; it was reported that 60% of these had been approved and details of the most common reasons for applications being denied were set out in the report.

Members were advised that the current application form failed to recognise changes in the way mobility allowances were categorised and awarded. Also, following a recent study of how neighbouring authorities in the Liverpool City Region conducted their application process, it was concluded that more information should be included on the form, together with an amendment to the qualifying criteria which recognised the changes in mobility allowances.

Appendix B, attached to the report, provided a copy of the revised application form which contained a comprehensive list of guidelines and all the categories of mobility allowance which met the criteria. It was noted that by updating the process, it would bring Halton into line with how Liverpool City Region authorities managed their residential disabled parking applications.

RESOLVED: That Executive Board be advised to adopt the revised disabled parking spaces policy.

Meeting ended at 5.48 p.m.

This page is intentionally left blank

CORPORATE POLICY AND PERFORMANCE BOARD

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 28 July 2020
via public remote access*

Present: Councillors Gilligan (Chair), Philbin (Vice-Chair), Abbott, Howard, M. Lloyd Jones, C. Loftus, A. Lowe, A. McInerney, N. Plumpton Walsh and Wainwright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Reaney, I. Leivesley, G. Ferguson, S. Baker and P. Garnett

Also in attendance: One Member of the press

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

	<i>Action</i>
CS1	MINUTES
	The Minutes from the meeting held on 28 th January 2020 were taken as read and signed as a correct record.
CS2	PUBLIC QUESTION TIME
	The Board was advised that no public questions had been received.
CS3	EXECUTIVE BOARD MINUTES
	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 this Board.
	RESOLVED: That the Minutes be noted.
CS4	MEMBER DEVELOPMENT GROUP NOTES
	The Board considered the minutes of the Member Development Group meeting held on 26 th September 2019.
	RESOLVED: That the minutes be noted.
CS5	CORPORATE PPB UPDATE

The Board received an update on activity in areas within the responsibility of the Board over recent weeks. Since the Prime Minister announced lockdown measures on 23 March 2020, the Council had been involved in vast amounts of work in support of the community. The report set out a number of examples of activity carried out by the following teams which report to the Board:

- Finance;
- Legal & Democratic;
- Markets;
- Policy, People, Performance & Efficiency;
- School Meals, Community Meals and Stadium; and
- IT & Support Services

The Board thanked all Officers for their hard work in dealing with the demands that COVID-19 had brought upon them and the Borough. In particular the Board thanked Officers for maintaining services throughout and working together with the emergency services and Halton CCG to assist the public. The Board also recognised the work of the market staff who had provided support to traders.

RESOLVED: That the report be noted.

CS6 PROGRESS UPDATES REGARDING THE
DISCRETIONARY SUPPORT SCHEME, DISCRETIONARY
HOUSING PAYMENTS AND UNIVERSAL CREDIT.

The Board received an update regarding the delivery of the Discretionary Support Scheme (DSS), Discretionary Housing Payments (DHP) and Universal Credit (UC).

With regard to the DSS, it was in its eighth year of operation. During 2019/20, 523 awards were made totalling £143,598. An analysis of applications by type and awards granted was set out in the report.

In respect of DHP, Members were advised that in 2019/20 grant funding of £469,587 was received and actual expenditure totalled £469,579 representing 1,391 awards. This was an over spend of £8. This compared with 2018/19 where 1,544 awards were made and a total expenditure of £535,414. It was reported that the decrease in the number of awards and total expenditure compared to the previous year had been caused by a reduction in Government funding of £66,947.

In addition, Members received an update on the roll out of UC in Halton. All new working age claimants must

now claim UC and all new claims must be made on-line. According to the DWP as at May 2020 there were 14,070 Halton residents now claiming UC. The report provided details on the UC caseload in Halton since April 2015.

RESOLVED: That the latest position regarding the Discretionary Support Scheme, Discretionary Housing Payments and Universal Credit, be noted.

CS7 BUSINESS RATES SECTION 44A DISCRETIONARY RATE RELIEF POLICY STATEMENT

The Board considered a report which sought approval to the Business Rates Section 44A Discretionary Rate Relief Policy Statement, to allow discretionary relief for a short term period for unoccupied or partly occupied business premises.

It was noted that the provision of Section 44A relief was aimed at situations where there were practical difficulties in occupying or vacating part of a property. Therefore, it was not intended that all properties which temporarily became unoccupied should have their liability reduced. Whilst the Council recognised that awarding relief was beneficial to local businesses, it must also consider the benefit to the local community. The principle consideration was that any relief granted was in the best interests of the taxpayers of Halton.

The full Section 44A Discretionary Rate Relief Policy Statement was detailed in the Appendix.

RESOLVED: That the Executive Board be recommended to approve the Business Rates Section 44A Discretionary Rate Relief Policy Statement, as presented in the Appendix.

CS8 COLLECTION FUND PROGRESS REPORT AND COVID-19 RESPONSE

The Board received a report on the Council's Collection Fund position on council tax and business rates. In addition the report provided an outline on the impact of Covid-19 on the Collection Fund.

It was noted that the 2020/21 council tax net collectible debit (the billed amount) was £64.210m, to date £17.322m of this had been collected which resulted in a collection rate of 26.98%, down by 1.00% on the same period last year.

Whilst the 'in-year' council tax collection rate had been steadily decreasing since 2013, the year on year reduction of 1% was significant. The reason for the drop could be attributed to the number of payment plan deferrals the Council had agreed to in the current year as a result of the hardship being created by the Covid-19 pandemic. To date the Council had agreed to 3,636 deferral plans which allowed the taxpayer to switch their payment plan from 10 payment periods commencing in April, to instead start from June.

It was anticipated that agreement to the deferral plans should result in the collection rate effectively catching up towards the end of the year as cash receipts in February and March should be higher than compared to previous years. This was dependent on accounts being paid as per the agreed payment plan.

As well as in-year collections the Council also actively pursued council tax debt from previous years. For the year to date the Council had collected £0.438m of old year debt. This enabled the Council to reach the target council tax collection rate of 97%, used in setting the Council's net budget.

Members also received an update on the impact of Covid19 on the council tax reduction scheme, hardship funding, business rates collected up to June 2020, collection fund recovery procedures and the processing of Covid19 Business Rate Reliefs and Business Rate Grants.

It was noted that the decrease in the collection rate for both council tax and business rates would have an adverse impact on what the Council would have set aside at financial year end in terms of a bad debt provision. At this point it was difficult to anticipate what that would be until it was further understood how the economy and business sector reacted to the pandemic and government attempts to mitigate the risk. However, the Board was advised that using current collection rates, as a worst case scenario, forecast losses on the Collection Fund were:

	£m
Business Rate Receipt Losses	6.767
Council Tax Receipt Losses	1.200
Increase to Working Age CTRS cases (as per para 3.7)	2.000
Total Loss	9.967

RESOLVED: That the latest position regarding the
Collection Fund be noted.

Meeting ended at 7.10 p.m.

This page is intentionally left blank

CORPORATE POLICY AND PERFORMANCE BOARD

At a meeting of the Corporate Policy and Performance Board on Tuesday, 8 September 2020 via public remote access

Present: Councillors Gilligan (Chair), Philbin (Vice-Chair), Abbott, Howard, M. Lloyd Jones, C. Loftus, A. Lowe, A. McInerney, N. Plumpton Walsh, Joe Roberts and Wainwright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Reaney, E. Dawson, G. Ferguson, L Pennington-Ramsden and S. Johnson Griffiths

Also in attendance: One Member of the press

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

		<i>Action</i>
CS9	MINUTES The Minutes from the meeting held on 28 th July 2020 were taken as read and signed as a correct record subject to Councillor Joe Roberts being added to the list of those present.	
CS10	PUBLIC QUESTION TIME The Board was advised that no public questions had been received.	
CS11	EXECUTIVE BOARD MINUTES 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 this Board. RESOLVED: That the Minutes be noted.	
CS12	CORPORATE ACCIDENT / INCIDENT ANNUAL REPORT 2019/20 The Board was provided with a report from the Strategic Director, Enterprise, Community and Resources, which presented details of health and safety management	

within the Authority from 1 April 2019 to 31st March 2020.

The report highlighted health and safety incidents that had taken place over the past twelve months and as a result of those incidents proposed actions for the future. In addition the report included information around the number of actual near misses, accidents that had resulted over 7 day absences, together with significant accidents. In summary:

- there had been a decrease in significant incidents whilst over 7 day injuries have remained the same as the previous year at 16;
- there had also been a total of 8 near misses, a decrease of 4 from the previous year. Slips, trips and falls, Manual Handling incidents and equipment use accidents had all decreased;
- violent Incidents were showing a rise in the number of verbal incidents compared to last year's figures and physical incidents have rose from 10 to 12 in the last 12 months. There had also been a rise in physical incidents but no reported verbal incidents within Halton schools;
- lone working monitoring system usage data showed seventy nine users had been deleted for non-use across both directorates despite mandatory use being approved and endorsed by Management Team;
- Display Screen Equipment assessments had risen to 32 for 2019 compared to 23 throughout 2018 with staff coming forward to report various health issues surrounding Musculoskeletal Disorders; and
- Risk Assessments completed on the corporate risk assessment system had risen from **1432** in 2018/19 to **1859** in 2019/20 following consultations at Joint Consultative Committee Meetings across the Authority.

Arising from the discussion Members were advised on the home working risk assessments currently in place for staff which included:

- delivery of specialist equipment such as chairs and tables to their home;
- Managers had carried out appropriate assessments

and there had been continuous support from the Health and Safety Team;

- support had been provided to those staff to work from a Council building;
- the Learning and development team provided online mental health learning and support to staff; and
- a workforce survey was being developed to go out to staff.

A Member queried the legal implications of deleting staff from the lone working system and it was reported that there were other lone working controls in place, however this would be looked into.

RESOLVED: That the report be noted.

CS13 PUBLIC HEALTH RESPONSE TO COVID-19 CORONAVIRUS

The Board considered a report from the Strategic Director of Public Health which provided a presentation covering the most recent data on COVID-19 Coronavirus; latest update on Halton outbreak support team approach, and Halton's testing approach in the community and for schools.

Whilst COVID-19 Coronavirus presented an unprecedented challenge, well-established local arrangements for public health were being used as the basis of an enhanced response. The pandemic was having a profound impact on the Council's finances, its staff, all of its services and the way it operated. This response was dynamic and in order to provide the most up to date information a presentation would be provided.

The presentation highlighted the most recent COVID-19 Coronavirus figures for Halton and provided an update on how the Halton outbreak support team were working within the contain framework to successfully identify and manage local outbreaks using information from NHS Test and Trace and how this also worked with the Cheshire Hub.

It was recognised that testing was key and there was a robust programme in Halton with regional sites as well as mobile testing units and walk through testing sites in both Widnes and Runcorn. All of these were accessible on the national portal. In addition, national home delivery testing kits were also available.

Arising from the discussion a Member queried if the Walk in Centres were still appointment only and it was agreed that this would be checked and Members advised.

Members queried the policing of the track and trace system in pubs and restaurants and were advised that the responsibility was the Environmental Health team, however they did not have the resources to carry out spot checks. Should a member of the public have concern that the COVID-19 guidelines were not being followed they should phone the contact centre to report it.

RESOLVED: That the presentation be noted.

Meeting ended at 7.35 p.m.

BUSINESS EFFICIENCY BOARD

At a meeting of the Business Efficiency Board held on Tuesday, 21 July 2020 Via Public Remote Access

Present: Councillors M. Lloyd Jones (Chair), Wall (Vice-Chair), E. Cargill, A. Lowe, MacManus, McDermott, Philbin, N. Plumpton Walsh, Joe Roberts, G. Stockton and J. Stockton

Apologies for Absence: None

Absence declared on Council business: None

Officers present: E. Dawson, I. Leivesley, M. Murphy and G. Ferguson

Also in attendance: One member of the press. Councillor Wharton under Standing Order 33, M. Heap and M. Green – Grant Thornton.

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

	<i>Action</i>
<p>BEB1 MINUTES</p> <p>The Minutes of the meeting held on 24th February 2020 were taken as read and signed as a correct record.</p> <p><i>N.B.Councillor John Stockton declared a disclosable other interest in the following item of business as he is a governor of St Martins RC Primary School.</i></p>	
<p>BEB2 AUDIT PROGRESS 2018/19 FINAL ACCOUNTS</p> <p>The Board considered a report of the Operational Director, Finance, on the latest position regarding the external audit of the Council's 2018/19 Statement of Accounts.</p> <p>The Board was advised that the Statement of Accounts set out the Council's financial performance for the year in terms of revenue and capital spending. It presented the year-end financial position as reflected in the balance sheet.</p> <p>It was reported that due to a number of technical accounting issues, the external auditor was not in a position to publish the audit certificate or opinion on the 2018/19</p>	

Statement of Accounts.

It was reported that the Council had published a notice on 31 July 2019 stating the reasons why it had not been able to publish the final Statement of Accounts. The final audited Statement of Accounts would be reported to the Board once the audit was complete, along with the Audit Findings report.

A Member queried the impact of Covid19 on internal audits and Officers advised that Covid19 had delayed certain internal audits such as those involving catering and bars.

In response to a Member query regarding how resilient were the Council's finances, the Board was advised that Covid19 had impacted on the Council's finances and created budget pressures. It was anticipated that it would continue to impact on the future Council budget setting process.

RESOLVED: That the external auditor's verbal update on progress be noted.

BEB3 INTERNAL AUDIT ANNUAL REPORT - 2019/20

The Board considered a report of the Divisional Manager, Audit, Procurement and Operational Finance, which summarised the work of Internal Audit during 2019/20 and presented an opinion on the effectiveness of the Council's overall risk management, control and governance processes.

It was noted that the Public Sector Internal Audit Standards (PSIAS) required the Head of Internal Audit to deliver an annual audit opinion and report which could be used to inform the Annual Governance Statement. In providing an overall opinion, account had also been taken of the unprecedented challenges faced by the Council in responding to Covid19. This inevitability continued to impact on the structure of the Council's risk management, control and governance processes both in terms of the Council response to the Pandemic and also in regard to the reset arrangements.

RESOLVED: That the Board notes and approves the Internal Audit Annual Report 2019/20.

BEB4 ANNUAL REVIEW OF THE CORPORATE RISK REGISTER
2020/21

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on the updated Corporate Risk Register for 2020/21.

The Board was advised that the Council recognised its responsibility to manage both internal and external risks as a key component of good corporate governance.

It was reported that the Risk Control Measures had been reviewed and updated in line with current changes within the Authority and as proposed by managers and stakeholders. The risks had been grouped in order of priority, as set out in the report. The priority had been given to risks around people.

RESOLVED: That the update of actions be noted.

BEB5 REVIEW OF THE EXTERNAL AUDIT MARKET AND
2020/21 EXTERNAL AUDIT FEES

The Board considered a report which outlined a review of the external audit market commission by Public Sector Audit Appointments Limited (PSAA).

The Local Audit and Accountability Act 2014 abolished the Audit Commission, following which the Council's external audit contract was now procured and managed by Public Sector Audit Appointments Limited (PSAA). PSAA was an independent, not-for-profit company limited by guarantee, established by the Local Government Association to procure and manage external audit contracts for nearly 500 councils. The Council's contract with Grant Thornton for the provision of external audit service was for five years until 31st March 2023.

Since the new contracts were let in 2018, there had been increasing concerns raised by the nine approved firms regarding the higher assurance levels which they were now required to provide by the audit regulators, compared with the resources they had available to undertake such work based upon the level of fees which could be charged. In addition, the National Audit Office has introduced a new Code of Audit Practice from 2020/21, which would further increase audit assurance requirements.

As a result of these concerns, PSAA commissioned a review of the sustainability of the external audit market and

the prospects for any future audit procurement. The report presenting the outcomes of this review was shown in Appendix 1.

In addition, the report also detailed the Council's external audit scale fee for 2020/21. The fee would be £81,076 which was the same as the level set for the previous year. In a letter from the PSAA to the Chair of the Board and the Operational Director, Finance, it was highlighted that with so much turbulence currently in the external audit environment, additional fees were likely to arise for most if not all audit bodies. Any variations in fees however, would be discussed with the Council at an early stage and were then required to be approved by the PSSA.

Arising from the discussion, the Board was advised that work was ongoing to set the Council 2021/22 budget and it was anticipated that there would be a shortfall in Government Covid19 funding which would bring added pressures.

RESOLVED: That

1. the outcomes of the review of the external audit market commissioned by Public Sector Audit Appointments Limited (PSAA) be noted; and
2. the Council's external audit scale fee for 2020/21 of £81,076 be noted.

BEB6 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 John Stockton declared a disclosable other interest in the following item of business as he is a governor of St Martins RC Primary School.

COUNCILLOR WALL, VICE CHAIR IN THE CHAIR

BEB7 INTERNAL AUDIT PROGRESS REPORT

The Board considered a report of the Divisional Manager, Audit, Procurement and Operational Finance, which provided Members with a summary of internal audit work completed since the last progress report on 24 February 2020. The report also highlighted matters relevant to the Board's responsibilities as the Council's Audit Committee.

The 2019/20 Internal Audit Plan was approved by the Business Efficiency Board on 27 March 2019. The plan comprised a total of 895 days of audit work based on a forecast staffing establishment of 5.21 FTE staff.

At year-end, 684 days of audit work had been completed. This represented 76.4% of the total planned days for the year. The Board was kept informed throughout the year as to the reasons why all planned work would not be achieved by year-end. In order to manage the situation, the Board agreed to defer some planned work to the 2020/21 Audit Plan.

Most work relating to the 2019/20 Audit Plan was now complete and the remaining work would be completed as soon as possible. It had been necessary to delay some work that was in progress due to the Covid19 Pandemic. As part of the Council's business continuity arrangements members of the audit team have been seconded to other business areas to support the Council's response to

Covid19

It was noted that a total of 17 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 no follow-up audit reviews completed since the last progress report with the main focus of activity being supporting the Council's response to the Covid19 Pandemic and completing as many reviews as possible from the 2019/20 Internal Audit Plan.

RESOLVED: That the report be noted.

Meeting ended at 6.45 p.m.

BUSINESS EFFICIENCY BOARD

At a meeting of the Business Efficiency Board held on Wednesday, 23 September 2020 via Public Remote Access

Present: Councillors M. Lloyd Jones (Chair), Wall (Vice-Chair), E. Cargill, A. Lowe, MacManus, McDermott, N. Plumpton Walsh, Joe Roberts, G. Stockton and J. Stockton

Apologies for Absence: None

Absence declared on Council business: None

Officers present: E. Dawson, I. Leivesley, M. Murphy, A. Dalecki and G. Ferguson

Also in attendance: M. Green and S. Nixon (Grant Thornton)

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

		<i>Action</i>
BEB8	MINUTES	
	<p>The Minutes of the meeting held on 21st July 2020 were taken as read and signed as a correct record.</p>	
BEB9	ANTI FRAUD AND CORRUPTION UPDATE	
	<p>The Board considered a report of the Operational Director, Finance, which provided an update on the Council's anti-fraud and anti-corruption arrangements.</p> <p>It was reported that the Board was responsible for the monitoring and review of the Council's anti-fraud and anti-corruption arrangements. The main areas of the Council's business thought to be susceptible to fraud and corruption were detailed in the report. In addition the report included:</p> <ul style="list-style-type: none">• A commentary on the fraud risk landscape;• Details of a restructure of the Council's fraud investigation resource;• A summary of reported fraud and corruption activity from 2019/20;	

- Details of fraud investigation related information reported under the Transparency Code;
- A summary of the whistleblowing complaints received and action taken;
- An update on the National Fraud Initiative;
- Details of ongoing and planned anti-fraud work;
- Details of the review of the Council's suite of anti-fraud related plans and policies; and
- A new draft Council policy relating to the anti-facilitation of tax evasion.

Arising from the discussion, it was agreed that summary of detected frauds over the last 3 years would be circulated to Board members.

Operational
Director - Finance

RESOLVED: That the report be noted.

BEB10 DRAFT ANNUAL GOVERNANCE STATEMENT 2019-20

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which sought approval of the draft Annual Governance Statement (AGS) for 2019/20.

It was noted that the AGS, attached to the report at Appendix 1, provided an overview of the governance framework in place for 2019/20. A key aspect of the AGS was the identification of areas where the Council's governance arrangements would need to be developed.

The Board was advised that due to COVID-19, the timing for the statutory completion of the AGS had been changed this year as set out in the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020. The final version of the AGS must be approved by 30 November 2020.

The report detailed the process followed in producing the AGS; this was noted as being the same as in the previous year, being led by a group of Officers that had key roles in the maintenance and development of the Council's governance framework. Once approved, the AGS would be signed off by the Council Leader and the Chief Executive.

RESOLVED: That the Annual Governance Statement 2019/20 be approved.

Strategic Director
- Enterprise,
Community and
Resources

BEB11 EXTERNAL AUDIT PLAN 2019-20-YEAR END

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which set out the 2019/20 year-end Audit Plan, presented by Grant Thornton UK LLP.

The Board was advised that the External Audit Plan was attached to the report and set out details of Grant Thornton's strategy and plan to deliver the 2019/20 audit of the Council's financial statements. It also provided details of their approach to the value for money conclusion.

RESOLVED: That the contents of the External Audit Plan for 2019/20 year-end be noted.

BEB12 EXTERNAL AUDIT LETTER TO THOSE CHARGED WITH GOVERNANCE

The Board considered a report by the Strategic Director Enterprise, Community and Resources, which presented for information the response provided to the annual letter to the Board from Grant Thornton, the Council's external auditors, regarding their year-end audit of accounts work.

The Appendix to the report outlined the response provided to a number of questions contained in a letter from Grant Thornton to the Chair of the Board.

RESOLVED: That the response provided to the Council's external auditors shown in the Appendix, be noted.

Meeting ended at 7.43 p.m.

This page is intentionally left blank

DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Tuesday, 3 March 2020 at Civic Suite - Town Hall, Runcorn

Present: Councillors Nolan (Chair), Morley (Vice-Chair), R. Hignett, V. Hill, J. Lowe, June Roberts, Thompson, Woolfall and Zygadlo

Apologies for Absence: Councillors Carlin and C. Plumpton Walsh

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, A. Plant, G. Henry, P. Peak, L. Wilson-Lagan and I. Mason

Also in attendance: Nine members of the public, one member of the press and Councillors Dourley and Joe Roberts

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

Action

DEV22 MINUTES

The Minutes of the meeting held on 6 January 2020 were taken as read and signed as a correct record.

DEV23 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE

The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.

The Committee was advised that Cllr Morley was a trustee of the Mersey Gateway Environmental Trust, who were referred to as consultees in the Officer's report for the following item. However, it was clarified that the Trustees of the Mersey Gateway Environmental Trust had not been consulted regarding the Trust's objection relating to the application and as the Trust's objection had been withdrawn, Cllr Morley was permitted to take part in the consideration and voting of the application.

DEV24 - 19/00235/FUL - PROPOSED DEVELOPMENT OF 243 DWELLING HOUSES, INCLUDING ACCESS, OPEN SPACE AND ASSOCIATED INFRASTRUCTURE ON LAND NORTH OF RAILWAY AND WEST OF TANHOUSE LANE, WIDNES

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

Officers' advised the Committee that reports were originally prepared for the November and January Development Control Committee meetings in relation to this application, but this matter was not considered due to receipt of a late, detailed objection.

It was reported that a review of the proposal had been undertaken by the applicant in light of late objections received and officer advice. As a result, amendments had been made to the layout/apartment design to further mitigate the impact on future residents from noise and an updated noise assessment had now been provided. Amendments had also been made and clarification provided with respect to the proposed drainage proposals, so the report presented to the Committee today had been updated to reflect the current position.

The Committee was advised that a further representation had been received from *ICoNiChem* since these amendments had been made. The Council's Environmental Health Officer (EHO) then advised the Committee of the nature of the objection from *ICoNiChem*; that being the potential for them to become a statutory noise nuisance. However the EHO advised that they did not object to the proposal as they were satisfied that the applicant had complied with the initial issues raised, through the reconfiguration of the layout of the apartments as described in the report.

The Committee was addressed by Mr McGrath, who spoke on behalf of the applicant. He explained that the site already had outline planning permission for a residential development and they were proposing to build 214 properties with open spaces. He noted the noise objections made by *ICoNiChem*, but stated that they had redesigned the apartment layouts so that noise from their site would be minimised for residents. He argued that the site was heavily contaminated and derelict and the proposal was comprehensive and would add affordable homes in excess of the requirement. They would provide a mixture of provision for different types of residents, which would be of great social value. He urged the Committee to approve the application so work could commence as soon as possible.

Mr Croft, *ICoNiChem's* Operational Director, then addressed the Committee. He stated that this Company had

operated for the past 40 years on this site and employed 64 people. He argued that the close proximity of residential housing to them was a threat to the business as the Company operated 24 hours a day 7 days a week and noise was emitted continuously from the site. He also stated that the applicant had made no attempt to solve the issue as despite the reconfiguration of the rooms and better quality glazing, flaws still remained, such as the fact that the windows facing the site could not be opened and the glazing would not be effective enough to block out the noise. He advised that despite the mitigation measures put in place there was still a serious risk of noise nuisance for future residents which would result in complaints being made to *ICoNiChem*. He stated that *ICoNiChem* had submitted a total of 3 objections to the scheme and neighbouring business had also objected. He stated that businesses should be protected from residential complaints and not have restrictions placed upon them.

In response to the concerns over noise nuisance complaints, the Council's EHO stated that the main concern had been the potential for noise nuisance at night, when people were sleeping. However since the work done by the applicant to mitigate this, it was considered that an objection to the scheme could not be sustained by the EHO.

The Committee discussed at length the application after hearing the speakers and officers responses. The following additional information was noted:

- If the application was approved the applicant and objectors could be encouraged to continue dialogue for the benefit of both;
- In line with the NPPF, the mitigation taken by the applicant had been suitable for the site; and
- Although the site was presently isolated, the developer and Council had agreed to widen/build path and cycle ways, introduce new crossing points and crossing points to improve access to local facilities and bus routes.

The Committee moved to a vote and agreed to approve the application subject to the conditions listed below.

RESOLVED: that the application be approved subject to the following:

- a) a legal or other appropriate agreement relating to

securing open space contributions and contributions for bird hide provision and hedgerow improvement; and

b) conditions relating to the following:

1. Standard 3 year timescale for commencement of development;
2. Specifying approved and amended plans;
3. Grampian style condition relating to off-site highway works to appropriate access into and out of the site (TP17);
4. Condition requiring submission and agreement of a Construction Environmental Management Plan (BE1);
5. Materials condition(s), requiring submission and agreement of building external finishing materials (BE2 and CS9);
6. Condition requiring submission and agreement of landscaping scheme (BE1, GE30 and CS9);
7. Condition requiring detailed treatment of the area to the north east boundary of the site adjacent to the Greenway (BE1, GE30 and CS9);
8. Condition requiring implementation of details for boundary treatments (BE22, GE30 and CS9);
9. Condition requiring vehicle access, parking and servicing for apartments to be constructed prior to occupation of properties / commencement of use (BE1 and CS9);
10. Conditions relating to surface water / highway drainage (BE1, PR5 and CS9);
11. Condition requiring enhanced glazing (PR2 and CS9);
12. Condition requiring submission and agreement of cycle parking details (TP6 and CS9);
13. Condition requiring submission and agreement of bin storage details for apartments (BE2 and CS9);
14. Condition requiring continuing remediation and verification plan on the basis of the submitted documentation (PR14 and CS9);
15. Submission and agreement of Site Waste Management Plan (WM8);
16. Submission and agreement of site and finished floor levels (BE1, BE2 and CS9);
17. Condition requiring the affordable housing provision as a minimum standard of 25% of development (50% social and affordable rent and 50% intermediate housing tenures) (CS13);
18. Submission and agreement of scheme of biodiversity features including bat and bird boxes;

19. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
20. Securing HIA mitigation measures (CS22);
21. Requiring submission and agreement of electric vehicle parking and charging points(s) details (NPPF); and
22. Conditions relating to / requiring submission and agreement – implementation of details foul surface water / highway drainage scheme including attenuation (BE1/PR5).

- c) That if the Section 106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director – Policy, Planning and Transportation, in consultation with the Chair or Vice Chair of the Committee to refuse the application.

DEV25 - 19/00518/FUL - PROPOSED DEMOLITION OF EXISTING BUILDING AND REPLACEMENT BY 8 NO SELF-CONTAINED LIGHT INDUSTRIAL UNITS (USE CLASS B1C) INCLUDING NEW ACCESS AND ASSOCIATED CARE PARKING, HARDSTANDING AND LANDSCAPING ON FORMER WIDNES TIMBER CENTRE, LAND OFF FOUNDRY LANE, WIDNES, WA8 8TZ

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

The Committee was advised that since the publication of the agenda one further representation had been received in support of the application.

Members were referred to the definition of the proposed use as defined by the Use Classes Order given on page 70 of the report. That definition being one '*which could be carried out in any residential area without detriment to the amenity of that area*'. The site was designated within the current development plan as within Halebank Action Area and uses within Use Class B1 were specifically listed within the relevant policy as being acceptable. It was noted that the suggested additional condition stated in the published AB update list further restricted any future proposed change of use.

The Committee was addressed by Mr White who spoke on behalf of the applicant. He stated that although previous planning consents had been given for the site, none had materialised. He stated this was a change of use

to industrial, however the plans sat comfortably within the neighbouring residential areas and would benefit from new fencing and a buffer boundary, consisting of soft landscaping, which would also act as an acoustic buffer for traffic and HGV's.

Members were then addressed by Mr Clarke who objected to the scheme on behalf of local residents. He stated that the plans would have a detrimental effect on the area and greatly affect the quality of life of the surrounding residents. He provided details of an incident when the Fire and Rescue Service were unable to access a house that was on fire and neighbours had to provide access for them through their own homes; the residents were afraid of repeat incidents of this nature. He also stated that when they bought their houses, the Committee had told them that surrounding land would be residential.

On behalf of the Development Control Committee the Chair stated that this Committee had never made statements of this nature in relation to any area of potential development within the Borough.

Members were then addressed by Councillor Dourley, a Local Ward Councillor who spoke in objection of the application. He supported the comments made by Mr Clarke in relation to the information provided to existing residents regarding the plans for the site being only for residential development. He argued that access to the site was via one access road and was very difficult for emergency vehicles, as experienced by the Fire Brigade with a recent house fire call. He insisted that the site was identified as residential and to allow industrial development would be unfair to those residents already living there. He requested the Committee to reject the proposal.

Members considered the application and representations made by speakers. Clarity was provided around material and non-material considerations in relation to the application following comments made by Councillor Woolfall. It was also commented that the application must be determined in accordance with the existing development plan, not one that may be adopted in the future.

Having considered the report, speakers representations, officers responses and legal advice, the Committee approved the application by majority. Councillor Woolfall requested that his objection to the scheme and vote to refuse be recorded in the minutes.

RESOLVED: That the application be approved subject to the following conditions, which includes the additional condition mentioned above:

1. Time limit – full permission;
2. Approved plans;
3. Clarification on use;
4. Hours of operation (BE1);
5. Restriction on openable windows and ventilation equipment at the of units 2-7 (BE1 and PR2);
6. Existing and proposed site levels (BE1);
7. External facing materials (BE1 and BE2);
8. Boundary treatments scheme;
9. Soft landscaping scheme (BE1);
10. Breeding birds protection (GE21);
11. Hours of construction (BE1);
12. Cycle parking scheme (BE1 and TP6);
13. Electric vehicle charging point scheme (CS19);
14. Offsite highway improvements scheme (BE1);
15. Provision and retention of parking and servicing (BE1 and TP12);
16. Ground contamination (PR14 and CS23);
17. Drainage strategy (PR16 and CS23); and
18. Restriction on permitted development rights.

DEV26 - 19/00563/FUL - PROPOSED ERECTION OF STEEL PORTAL FRAME INDUSTRIAL BUILDING FOR STORAGE, PORTAL BUILDINGS TO PROVIDE ADDITIONAL STORAGE (50SQM), OFFICE ACCOMMODATION (45SQM), TOILETS (9SQM), CANTEEN (18SQM) AND DRYING ROOM (7.5SQM) AND ENCLOSURE OF SITE WITH 2.4 METRE GREEN STEEL WIRE FENCING AND GATES AT FORMER BRAKES CAR PARK, ASTON FIELDS ROAD, WHITEHOUSE INDUSTRIAL ESTATE, RUNCORN, CHESHIRE, WA7 3FZ

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

The Committee agreed that the application be approved.

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

1. Time limit – full permission;
2. Approved plans;
3. Existing and proposed site levels (BE1);
4. External facing materials (BE1 and BE2);

5. Removal of palisade fencing and installation of green paladin fencing (BE1);
6. Tree and hedgerow protection (BE1);
7. Breeding birds protection (GE21);
8. Cycle parking scheme (BE1 and TP6);
9. Electric vehicle charging point scheme (CS19);
10. Implementation of pedestrian link (BE1 and TP12);
11. Provision and retention of parking and servicing (BE1 and TP12);
12. Ground contamination (PR14 and CS23);
13. Drainage strategy (PR16 and CS23); and
14. Foul and surface water on a separate system (PR16 and CS23).

Meeting ended at 7.45 p.m.

DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 27 July 2020 via remote access

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

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, A. Plant and I. Dignall

Also in attendance: Councillor Philbin, Mr Moorehouse and one member of the press

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

		<i>Action</i>
DEV1	MINUTES The Minutes of the meeting held on 3 March 2020 were taken as read and signed as a correct record.	
DEV2	PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below. <i>Councillors Carlin and Zygadlo were excluded from voting on the item as they had joined the meeting late and missed both Officers' presentations to the Committee.</i>	
DEV3	- 19/00534/FUL - PROPOSED DEMOLITION OF EXISTING PHARMACY AND CONSTRUCTION OF MIXED DEVELOPMENT COMPRISING 12 NO. TWO BEDROOM APARTMENTS AND COMMERCIAL UNIT (USE CLASS A1) AT GROUND FLOOR TOGETHER WITH ASSOCIATED PARKING, LANDSCAPING AND ANCILLARY WORKS AT APPLETON VILLAGE PHARMACY, APPLETON VILLAGE, WIDNES, CHESHIRE	

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

The Planning Officer advised the Committee that the main considerations were all set out in the officer report, with the main issue being around parking. It was noted that the Highways Officer and the Planning Officer had differing recommendations for the application and the Planning Officers provided details of the Highway Authority's objection and balanced this with other material considerations which led to a recommendation to approve the scheme.

The Highway's Authority Officer addressed the Committee and advised that the provision of parking on the application represented a reduction in basic standards to flats, and if approved would set a new precedent in relation to this. He added that the area already had high volumes of traffic from cars and pedestrians and the lack of parking would pose a danger to highway safety.

In response the Planning Officer advised Members that as per the Council's Unitary Development Plan (UDP) the Council did not have minimum parking standards and this application included the maximum number of spaces required for the number of flats. He added that the site was in a highly sustainable area near the Town Centre and public transport links were excellent. Members were also asked to consider that the peak use for the apartments was likely to be in the evening and weekend, when demand for the car park opposite the site would be at its lowest. He advised that refusal of the scheme could not be sustained when taking into consideration the above and also the benefits in terms of housing provision and visual improvements to the site.

The Committee was then addressed by Mr Moorehouse, the applicant. He advised that they had complied with all HBC planning requirements including parking and had reduced the scheme from 17 to 12 units in response to concerns of Highways. He added that they had included the pharmacy due to public support for this and reiterated comments made already regarding sustainability of the site and that the parking facilities would be more than adequate and serve the customers of the pharmacy and residents of the flats.

Councillor Philbin, Ward Councillor for Appleton, then addressed the Committee objecting to the application. He stated that the application was not just about parking and

referred Members to the joint letter of objection he had forwarded with his Ward colleagues, appended to the report. He objected due to the high volume of traffic already in the area due to the St Bedes School, Church and GP surgery which results in continuous high levels of traffic, not peaks as reported. He urged the Committee to refuse the application as this would add another 12 apartments to the existing 24 and exacerbate the situation.

Members commented on the conflicting recommendations given by the Planning Officer and the Highways Officer. They discussed the transport statement submitted, parking concerns, highway safety issues, accident data in the area and the proposed introduction of a cycle lane in the future.

One Member moved a refusal on the following grounds:

The cumulative level of parking provided across the proposed development would be detrimental to highway safety and pose a danger to pedestrians. The application would overload the capacity of the surrounding highway network. The proposal was therefore contrary to Policies BE13C, TP12 and TP17 of the Halton Unitary Development Plan and paragraph 102 of the National Planning Policy Framework.

The motion was seconded and carried, and the Committee voted to refuse the application.

RESOLVED: That the application be refused on the grounds outlined above.

Meeting ended at 6.00 p.m.

This page is intentionally left blank

DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 5 October 2020 via remote access

Present: Councillors Nolan (Chair), Carlin, V. Hill, J. Lowe, C. Plumpton Walsh, June Roberts, Woolfall and Zygadlo

Apologies for Absence: Councillors Morley, R. Hignett and Thompson

Absence declared on Council business: None

Officers present: A. Jones, T. Gibbs, A. Plant, J. Eaton, G. Henry, P. Peak, M. Webster and K. Thompson

Also in attendance: Councillors Ratcliffe and Whitley and 26 Members of the public and one member of the press

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

		<i>Action</i>
DEV4	MINUTES The Minutes of the meeting held on 27 July 2020, having been circulated, were taken as read and signed as a correct record.	
DEV5	URGENT DECISIONS The Committee was presented with the urgent decisions taken by the Chief Executive in respect of the Development Control Committee, due to the Covid-19 Pandemic and subsequent suspension of meetings. These were provided at appendix 1 and noted by Members. RESOLVED: That the report and urgent decisions made be noted.	
DEV6	PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.	

DEV7 - 17/00468/FUL - PROPOSED DEMOLITION OF PAVILLIONS CLUBHOUSE FOLLOWED BY DEVELOPMENT COMPRISING 139 DWELLINGS WITH ASSOCIATED ANCILLARY DEVELOPMENT AT THE PAVILLIONS, SANDY LANE, RUNCORN , WA7 4EX

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

The Committee was advised that since the publication of the agenda four representations had been received from Elected Members of the Heath and Mersey Wards, these were circulated to Members today via email. Further representations had been received. One from a member of the public raising issues with regard to access. One from the supporters of Runcorn Town Football Club, in support of the application as they were now aware that the football club were going to enter into a binding agreement for lease subject to planning. One from a member of the public stating that safety issues with the Energy from Waste facility should prevent the proposed development from being granted. The representation alleged that the boiler panels were made of substandard material which are a risk to people in the area. One from Viridor who operate the Energy from Waste facility who reiterated the content of Paragraph 8 of the National Planning Policy for Waste and whilst disappointed by the recommendation, they requested that sufficient mitigation measures are secured by condition.

Also, further observations had now been received from the Council's Ecological Adviser in relation to the Habitats Regulations Assessment and also bats and breeding birds. Officers advised that the adoption of the Assessment following consultation with Natural England and the resolution of issues relating to bats and breeding birds would ensure the proposal was acceptable from an ecology perspective.

The Committee was addressed by Mr Matt Smith, from Gleeson Homes. He stated that they provided entry level housing aimed at first time buyers, thus providing customers at the beginning / lower end of the housing ladder a chance to own their own homes. He announced that the starting price of a new two bedroom family house would be approximately £115,000 and explained how this would be affordable through the new *Help to Buy Scheme* and Gleeson's newly introduced *Key Worker Priority Programme*. He also confirmed that Gleeson did not sell to landlords or sub-letters, ensuring that the homes would go to

people who actually needed them. He ended by commenting that this £11.8m investment would go some way to contributing to the local economy and was a predominantly first time buyer led low cost home ownership scheme and hoped it would be supported by the Committee.

In response to Members queries it was noted that the scheme would consist of freehold sales only. In response to concerns regarding access to the development being via one road, Members were advised that as the access road met the requirements as per the relevant design standard and it was considered to be acceptable, there were no objections from the Highways Officer to the access strategy. With regards to queries regarding car ownership, Members were advised that the *trip generation methodology* was used to establish the number of vehicle movements in the peak hours associated with the development and therefore impact on the Highway network. Car parking spaces were assessed in line with relevant policy and all dwellings benefit from 200% parking provision (two spaces per dwelling).

Members were reminded to give significant weight to the advice of the HSE and their public safety concerns, giving it the most careful consideration. HSE considered its role to be discharged when it is satisfied that the Local Planning Authority had given its advice the most careful consideration and it is acting in full understanding of that advice and the consequences that could follow.

After considering the application, hearing representations made by speakers and updates from Officers, the Committee agreed that the application be delegated for approval as stated below subject to a satisfactory outcome from a), b), c) and d) and then subject to the following conditions:

RESOLVED: That delegated powers be given to the Operational Director – Policy, Planning and Transportation, in consultation with the Chair or Vice Chair of the Development Control Committee, to make the decision once the following have occurred:

- a) a Habitats Regulations Assessment has been adopted by the Council as the competent authority to show how the Council had engaged with the requirements of the Habitats Directive and the attachment of any additional conditions necessary;
- b) the satisfactory resolution of issues relating to bats and breeding birds and the attachment of any

additional conditions necessary;

- c) the satisfactory completion of a Section 106 Agreement to secure the following and also to remove the Sport England holding objection:
- £525,330 payment to mitigate for the loss of playing fields;
 - £45,151.86 payment in lieu of on-site open space provision; and
 - £3,000 payment to fund local future road safety or traffic management schemes; and
- d) the application not being called in by the Secretary of State following referral to the Health and Safety Executive.

And then subject to the following conditions:

1. Time limit – full permission;
2. Approved plans;
3. Construction Phase Management Plan (phasing of overall development) (BE1);
4. Proposed site levels (BE1);
5. External facing materials (BE1 and BE2);
6. Landscaping and boundary treatment scheme – residential development (BE1 and BE22);
7. Landscaping and boundary treatments scheme – Runcorn Town FC (BE1 and BE22);
8. Landscaping and boundary treatments scheme – Bowling Club (BE1 and BE22);
9. Tree protection measures (GE27);
10. Breeding birds protection (GE21 and CS20);
11. Bird nesting boxes scheme (no demolition of Pavilions building until scheme is implemented) (GE21 and CS20);
12. Bat mitigation measures (GE21 and CS20);
13. Ecological supervision of the felling of T95 (GE21 and CS20);
14. Public open space implementation and management plan (H3);
15. Hours of construction (BE1);
16. Electric vehicle charging point scheme – residential development (CS19);
17. Electric vehicle charging point scheme – Runcorn Town FC (CS19);
18. Electric vehicle charging point scheme – Bowling Club (CS19);
19. Off-site highway works (BE1, TP6, TP7, TP12, TP15 and TP17);
20. Access road from Picow Farm Road serving

Runcorn Town FC and the emergency link to the residential development (BE1);

21. Parking and servicing provision – residential development (BE1, TP6, TP7, TP12, TP15 and TP17);
22. Parking and servicing provision – Runcorn Town FC (BE1, TP6, TP7, TP12, TP15 and TP17);
23. Parking and servicing provision – Bowling Club (BE1, TP6, TP7, TP12, TP15 and TP17);
24. Implementation of noise mitigation measures (PR2);
25. Ground contamination (PR14 and Policy CS23);
26. Drainage strategy (PR16 and CS23);
27. Foul and surface water on a separate system (PR16 and CS23);
28. Building recording and analysis for the Pavilions Building (BE5); and
29. Waste audit (WM8).

DEV8 - 18/00516/OUT - APPLICATION FOR OUTLINE PLANNING PERMISSION (WITH LANDSCAPING RESERVED) FOR PROPOSED DEVELOPMENT OF 27 NO. APARTMENTS (CONSISTING OF 19 NO. 2 BED AND 8 NO. ONE BED) AND 31 ASSOCIATED CARE PARKING SPACES AT FORMER HALLWOOD RAVEN PUB AT EAGLES WAY, HALTON LEA, RUNCORN

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

The Committee agreed that the application be approved subject to conditions and entering into legal agreements listed below.

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

- a) a legal or other appropriate agreement relating to securing financial contributions to Open Space;
- b) conditions relating to the following:
 1. Time limit;
 2. Approved plans;
 3. External facing materials (BE1 and BE2);
 4. Soft landscaping scheme (BE1);
 5. Boundary treatments scheme (BE1);
 6. Electric vehicle charging points scheme (CS19);
 7. Provision and retention of parking (BE1);

8. Provision and retention of cycle parking;
9. Requirement for acoustic report and implementation of noise mitigation measures (PR2);
10. Affordable housing scheme (CS13);
11. Ground contamination (PR14);
12. Drainage strategy/scheme (PR16);
13. Waste audit (WM8);
14. Submission and agreement of site and finished floor levels;
15. Surface water drainage strategy; and
16. Conditions relating to tree protection through the course of the development; and

- c) that if the Section 106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director – Policy, Planning and Transportation, in consultation with the Chair or Vice Chair of the Development Control Committee to refuse the application.

DEV9 - 20/00053/REM - APPLICATION FOR APPROVAL OF RESERVED MATTERS (APPEARANCE, LANDSCAPING, LAYOUT AND SCALE) OF OUTLINE PERMISSION 17/00602/OUT ON LAND TO THE EAST OF 137 RUNCORN ROAD, MOORE, CHESHIRE, WA4 6UQ

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

The Case Officer advised the Committee of an error in the report pack, top of page 90, which refers to a lounge window on the side elevation – this should refer to side facing windows within a conservatory to the rear.

It was noted that the receipt of amended plans had addressed officer concerns relating to the scale and appearance of the proposed dwelling within the street scene. Further, the objections received by two neighbouring properties and Moore Parish Council and comments made by Ward Councillor John Bradshaw had been addressed in the report.

Officers advised the Committee that since the preparation of the report issues had arisen regarding the impact that the excavation for the house might have on surrounding trees and potential compliance with conditions attached to the original outline planning permission, which

required further investigation by officers. It was suggested that the recommendation be amended to delegated powers being given to the Operational Director to determine, once the issue had been resolved.

The Committee was addressed by Miss Harris-Grave who lived in the neighbouring property of the site and made the following objections in relation to the plans. Incidentally, she stated that reference to a conservatory window (correction above) was incorrect. She advised Members that when they purchased the property in 2018 they were aware of the outline planning permission of the neighbouring land as it formed part of the sales particulars. However, she stated that this proposal did not comply with the Local Planning Authority (LPA) policies. Additionally there was a huge tree that was not identified on the plans and to excavate around it would make it unstable; she said this was brought to the attention of the LPA but it was dismissed. She stated that although they were not opposed to the construction of a dwelling on the site, they requested reassurance that all outline conditions and planning policies be adhered to and monitored throughout construction. She added that this had not been the case so far.

Mr Craig Foster, a Moore Parish Councillor, then addressed Members arguing that the issues around the neighbour's windows and other issues raised by the neighbour had not been addressed. He stated that the proposed development would be in breach of the neighbour's 'right to light' and the Council's adopted SPD. He requested that a better design solution be found.

The Committee then heard Mr Keith Summers, the agent representing the applicants. He stated that the principle of the dwelling had already been established in the outline planning approval which also included its access from Runcorn Road. He confirmed that no objections had been received from the statutory consultees, other than the Parish Council; and no objections had been received from the trees officers or highways officers. He added that the proposal met the LPA's policy requirements and those of the National Planning and Policy Framework (NPPF).

Members were reminded that the application was for reserved matters as the outline planning permission acts as the permission for the development which was granted previously. The Officer advised that the impact of the window on the neighbouring property was a consideration of amenity for the purposes of planning and its right to light came under separate legislation and explained this.

Officers reverted to the last minute issues that had arisen regarding the trees on the site and advised the Committee that this should be investigated further. In light of this an amendment to the recommendation was moved – that once the matters relating to the trees had been resolved satisfactorily, that the determination of the application be delegated to the Operational Director in consultation with the Chair or Vice Chair of the Committee. The amendment to the recommendation was seconded.

After hearing the officers and speakers presentations and representations and taking into consideration the last minute information regarding the trees on site, the Committee voted to agree that the application be delegated to the Operational Director, as stated above.

RESOLVED: That the Operational Director – Policy, Planning and Transportation, be given delegated powers to determine the application, in consultation with the Chair and Vice Chair of the Committee, once the outstanding issues around the trees have been resolved.

DEV10 - 20/000241/FUL - PROPOSED CONSTRUCTION OF 15 NO. 1 BED APARTMENTS FOR ASSISTED LIVING (USE CLASS 2) WITH ASSOCIATED COMMUNAL AMENITY SPACE, CAR/CYCLE PARKING, REFUSE STORAGE AND ANCILLARY WORKS AT THE CROFT, HALTON LODGE AVENUE, RUNCORN, WA7 5YQ,

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

The Committee agreed that the application be approved subject to the conditions listed below.

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

1. Time;
2. Approved plans;
3. Confirming permitted use class;
4. Site levels;
5. Material details;
6. Landscaping details;
7. Boundary treatments;
8. CEMP;
9. Vehicle access, parking, servicing etc. constructed prior to occupation / use;
10. Cycle parking details;

11. Surface water;
12. Drainage scheme;
13. Contaminated land;
14. Tree protection;
15. No tree felling; and
16. Provision of bird nesting boxes and bat boxes.

DEV11 - 20/000329/P3JPA - PRIOR NOTIFICATION FOR PROPOSED CHANGE OF USE OF OFFICES (USE CLASS B1) TO 108 NO. RESIDENTIAL APARTMENTS (USE CLASS 3) (PRIOR APPROVAL APPLICATION)

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

It was noted that this application and the next application related to the same building complex so due to the interrelated nature they were presented as one report and were considered by the Committee under one report.

The Committee was presented with a proposed change of use from Class B1(a) offices to Class C3 (dwellinghouses) which is permitted development under Schedule 2, Part 3, Class O of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as Amended).

Members were advised of a number of instances where this change of use was not permitted development by Class O, as listed from (b) to (g) in the report. It was noted that none of these instances applied to these proposals so they were therefore permitted by Class O, subject to the condition that before beginning the development the developer shall apply to the local planning authority for a determination as to whether the prior approval of the authority would be required as to the following:

- a) Transport and highways impact of the development;
- b) Contamination risks on the site;
- c) Flooding risks on the site;
- d) Impacts of noise from commercial premises on the intended occupiers of the development; and
- e) The provision of adequate natural light in all habitable rooms of the dwellinghouses.

It was noted that the provisions of paragraph W (prior approval) of this Part applied in relation to this application also.

The Committee was addressed by Lydia Sadler, who represented the Planning Consultants for the applicant. She introduced the applicant and stated that they had worked closely with the Local Planning Authority (LPA) to address concerns relating to parking and access to the site, as required under the prior approval application. These concerns had now been satisfied through the provision of an on-site car park and a pedestrian link to the Town Park to the North.

The Committee considered the representations made from Mike Amesbury MP, Cheshire Fire and Rescue Service and the results of the investigations made in relation to the above prior approval matters as described in the report. They agreed with the Officer's conclusion that the proposals were acceptable and prior approval was required for the change of use.

RESOLVED: That prior approval for the change of use from Class B1(a) offices to Class C3 (dwellinghouses) was required and that the application be approved subject to the following conditions:

1. Time limit;
2. Approved plans;
3. Parking and servicing;
4. Cycle parking
5. Electric vehicle charging scheme;
6. Residential travel plan; and
7. Highway improvement works.

DEV12 - 20/000354/COU - PROPOSED CHANGE OF USE OF PART OF THE GROUND FLOOR AND THIRD FLOOR FROM OFFICES INTO 5 RESIDENTIAL APARTMENTS, RESIDENTS GYM AND EXTERNAL ALTERATION (PLANNING APPLICATION)

It was noted that this application and the previous application related to the same building complex so due to the interrelated nature they were presented as one report and were considered by the Committee under one report.

The Committee was presented with an application proposing a change of use of part of the ground floor and third floor from offices into 5 residential apartments, resident's gym and external alteration.

The Committee was addressed by Lydia Sadler, who represented the Planning Consultants for the applicant. She advised that the applicant had worked closely with the LPA

and consultees throughout the process to arrive at a scheme which matched the aspirations of the applicant and the Council. She further added that this development would provide regeneration of this key Town Centre site through the provision of a high quality development leading to wider and long term community benefits. The proposal included significant enhancements to the external appearance of the building and would increase activity to this area of the Town Centre once future residents had moved in thus contributing to the existing retail and service provision.

In response to Members queries over the sizes of apartments, it was confirmed that these were much larger than plans submitted previously by the same applicant. In relation to parking concerns, with the provision of 70 parking spaces and easy access in and out of the site, the Highways Officer raised no objections. Also, the site was adjacent to the Town Centre and would benefit from improved pedestrian links and would be close to public transport links, so was considered to be a sustainable location.

Members considered the representations made by Mike Amesbury MP and the Officer's responses to this, and after considering the information and investigations relating to the application, they agreed that this be approved, subject to the conditions listed in the report and summarised below.

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

1. Time limit;
2. Approved plans;
3. External facing materials (BE1, BE2 and CS18);
4. Implementation of bin and cycle storage (TP6 and WM9);
5. Provision of parking and servicing (BE1, TP12 and TP17);
6. Pedestrian link to the north (TP7 and TP17);
7. Electric vehicle charging points (CS19);
8. Travel plan (TP6, TP7, TP16 and TP17);
9. Soft landscaping (BE1);
10. Hard landscaping and boundary treatments (BE1 and BE22);
11. Tree protection (BE1 and GE27);
12. Breeding birds protection (GE21); and
13. Drainage scheme (PR16 and CS23).

Meeting ended at 7.45 p.m.

This page is intentionally left blank

REGULATORY COMMITTEE

At a meeting of the Regulatory Committee on Wednesday, 2 September 2020 Via public remote access

Present: Councillors Wallace (Chair), Abbott (Vice-Chair), Dourley, Fry, McDermott, A. McInerney, Nelson, G. Stockton and Wainwright

Apologies for Absence: Councillors P. Hignett and K. Loftus

Absence declared on Council business: None

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

Also in attendance: One member of the public and one member of the press

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

	<i>Action</i>
REG12 MINUTES	
<p>The Minutes of the meeting held on 19th February 2020 having been circulated were signed as a correct record.</p>	
REG13 RESTRICTION ON HACKNEY CARRIAGE VEHICLE NUMBERS IN THE BOROUGH	
<p>The Committee were requested to consider two matters. The first was to consider a request to issue additional hackney carriage vehicle licences in addition to the current limit. The second matter was for a recommendation to the Executive Board to adopt / readopt as Council Policy on the numbers of Hackney Carriage Vehicle Licences in the Borough.</p> <p>In November 2018 the Regulatory Committee met to determine applications for additional Hackney Carriage Vehicle Licences in addition to the current number of Licences.</p> <p>At that time in view of the overwhelming statistical evidence comparing populations and numbers of Hackney Carriage licences the Committee members resolved to refuse the applications.</p>	

One of the applicant's, Mr Roberts appealed the decision of the Committee to the Magistrates Court.

The Court did not accept the statistical evidence and required the Council to undertake an unmet demand survey. It also ordered that the application for additional Hackney Carriage vehicle licences by Mr Roberts be reheard.

The survey was commissioned and the results were attached to the Committee report at Appendix 2.

The conclusions of the unmet demand survey report overwhelmingly supported the decision reached by the Regulatory Committee in November 2018.

Mr Roberts was invited to speak at the Committee meeting but did not take up the invitation and the request for additional vehicle licences was dealt with by members in his absence.

RESOLVED: That

1. having reheard the application by Mr Roberts to refuse to issue the additional Hackney Carriage vehicle plates in addition to the current limits; and
2. the Committee recommends the Executive Board to adopt / readopt as Council Policy the option listed at section 2.10.1 of the agenda (That is, the Council maintains its current policy limiting to 267 Hackney Vehicle licences).

REG14 RUNCORN STATION QUARTER - TAXI LICENSING MATTER

The Committee considered a request for two Hackney Carriage stands to be located within the Runcorn Station Quarter area.

The additional stands review had gone through a consultation process via the Taxi Consultative Group.

The policy changes sought by the Committee were required to be adopted by the Council's Executive Board.

RESOLVED: That

1. the information set out in this report and attached appendices were noted by the Committee; and

2. the proposals set out in Appendix A and Appendix B be referred to the Executive Board with a recommendation for approval subject to the Executive Board considering any representations which may be made in respect thereof; and
3. the Executive Board authorise the Operational Director, Legal and Democratic Services to fulfil all procedural requirements relating to the proposals contained within the report in accordance with Section 63 Local Government (Miscellaneous Provisions) Act 1976.

REG15 STATUTORY TAXI & PRIVATE HIRE VEHICLE STANDARDS

The Committee were updated on the Statutory Taxi and Private Hire Vehicle Standards issued by the Department for Transport in July 2020.

The 2020 Standards have been issued under Section 177 Policing and Crime Act 2017 and this meant the Council was required to 'have regard' to the document when exercising its taxi and private hire licensing functions. Appendix 1 to the report provided an initial analysis of the guidance as a whole. It was apparent that the Council had been following most of the recommendations for some time.

Appendix 2 to the report related to the Assessment of Previous Convictions. When the draft guidance was published in early 2019 the Regulatory Committee endorsed the guidance relating to convictions on an interim basis. Now that the report had been issued the Executive Board would be formally requested to adopt the Assessment of Previous Convictions as Policy.

RESOLVED: That

1. the report be endorsed;
2. further reports to be submitted to the Committee at the earliest opportunity; and
3. the Executive be recommended to resolve the following:
 - a. The Assessment of Previous Convictions provisions in the Statutory Taxi and Private Hire Vehicle Standards (July 2020) be adopted as

Council Policy in respect of its taxi and private hire jurisdiction; and

- b. All existing Relevance of Convictions Policies be revoked.

REG16 LICENSING ACT 2003 STATEMENT OF LICENCING POLICY

The Committee was advised that a consultation exercise had been undertaken to review the Councils the Council's Statement of Licensing Policy (SLP).

SLP must be reviewed by the Council for successive five year periods and the current Policy was due to expire at midnight on 6 January 2021.

Members were advised that the consultation process commenced on 6 July 2020 and was completed on 10 August 2020 and that no representations had been made.

A copy of the updated SLP was attached to the Committee item.

The SLP would be considered for adoption by Council on 14 October 2020.

RESOLVED: That the report be noted.

REG17 THE 'HALTON'S OPEN INITIATIVE'

The Committee were informed of the Councils 'Halton Open initiative'. This initiative had a wider remit than taxi licensing in that it was devised by the Council to promote all businesses within the local area following the Covid-19 outbreak and the importance of local shopping. However, this item dealt only with taxi licensing.

Following the Deregulation Act 2015 the impact on small borough's such as Halton had been particularly felt and in particular with regard to 'out of town' and 'cross border hiring'.

The impact of 'out of town' drivers operating 'cross border' should not be underestimated and this Council did all that it was able to support the taxi trade.

In Halton the majority of drivers remain licensed by Halton rather than seeking to be licensed by other local authorities.

As part of the initiative the Council would raise awareness of being 'Badged in Halton' how to book a Halton Licensed driver and the impact / or possible consequences of travelling in a non-licensed hackney carriage or private hire vehicle. It would generate visual awareness of Halton Licensed drivers through the use of livery on licensed vehicles and create a new visual identity for drivers. The benefits of 'Badged in Halton' would be communicated to residents and proprietors.

When the initiative was launched for those members of the taxi trade who want to display them, a 'Halton's Open' badge would be displayed on the bonnet of the licensed vehicle. Posters would also be commissioned and distributed to licensed premises, schools and local businesses to inform the public of the importance of the initiative.

RESOLVED: That the report be noted.

REG18 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Committee considered:

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

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed 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.

REG19 TAXI LICENSING MATTER

Case No 725

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

At the conclusion of the meeting the on behalf of the Committee, the Chair thanked Mr Tully for all the work he had carried out for the Council, the Committee and Members and wished him a long and happy retirement.

Meeting ended at 8.13 p.m.