

# **Minutes & Reports**

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

**Wednesday, 23 April 2008**

# Minutes & Reports

For Presentation to the Council  
at the meeting to be held on  
**Wednesday, 23 April 2008**

<b>Committee/Board</b>	<b>Page Ref</b>
<b>Council Minutes</b>	497 - 516
<b>Executive Board</b>	
21st February 2008	517 - 530
6th March 2008	531 - 538
20th March 2008	539 - 548
<b>Executive Board Sub-Committee</b>	
21st February 2008	549 - 552
6th March 2008	553 - 554
20th March 2008	555 - 570
<b>Mersey Gateway Executive Board</b>	
7th April 2008	571 - 576
<b>Policy and Performance Boards and the Business Efficiency Board</b>	
Children and Young People - cream pages	577 - 588
Employment, Learning and Skills - yellow pages	589 - 596
Healthy Halton - grey pages	597 - 602
Safer Halton - pink pages	603 - 612
Urban Renewal - green pages	613 - 616
Corporate Services - salmon pages	617 - 622
Business Efficiency Board - white pages	623 - 628
<b>Committee Minutes</b>	
Development Control - pink pages	629 - 646
Standards - white pages	647 - 652
Regulatory - blue pages	653 - 660
Appointments - white pages	661 - 664

**COUNCIL**

*At a meeting of the Council on Wednesday, 20 February 2008 in the Council Chamber, Runcorn Town Hall*

Present: Councillors Hodgkinson (Mayor), P. Blackmore, S. Blackmore, Bradshaw, Bryant, D. Cargill, E. Cargill, Dennett, Drakeley, Edge, Findon, Fraser, Gerrard, Gilligan, Harris, Hignett, Howard, C Inch, D Inch, Jones, Leadbetter, Lewis, Lloyd Jones, Loftus, A. Lowe, J. Lowe, Marlow, McDermott, McInerney, Morley, Murray, Nelson, Nolan, Norddahl, Osborne, Parker, Philbin, Polhill, E. Ratcliffe, M. Ratcliffe, Redhead, Rowe, Sly, Stockton, Swain, Swift, Thompson, Wallace, Wharton and Wright

Apologies for Absence: Councillors Cross, Higginson, Horabin, Rowan, Wainwright and Worrall

Absence declared on Council business: None

Officers present: L. Cairns, C. Foley, I. Leivesley, G. Meehan, D. Parr, M. Reaney and D. Tregoe

Also in attendance: 13 Public

*Action*

## COU61 COUNCIL MINUTES

The Minutes of the meeting held on 12<sup>th</sup> December 2007, having been printed and circulated, were taken as read and signed as a correct record.

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

## COU62 THE MAYOR'S ANNOUNCEMENTS

The Mayor welcomed the Youth Parliament representatives to the meeting and congratulated Owen, the successful National Representative in the 7<sup>th</sup> Parliament.

*(NB Councillor Sly declared a personal interest in the following item of business in respect of the second bullet point due to being employed by a company based at the Daresbury Innovation Centre.)*

## COU63 LEADER'S REPORT

The Leader of the Council also welcomed the Youth

Parliament representatives to the meeting and reported on the following issues:

- The Building Schools for the Future (BSF) Seminar held on Monday evening had been very informative and well attended. Two major areas of consultation were now to take place, one around the Federation of Fairfield High School and Wade Deacon High School, and the other around the suggested sites for the Halton High Academy.
- The Scientific Research Council had decided not to fund the Fourth Generation Light Source at Daresbury Laboratory. The fact that it had been rejected in its present form was a blow but the Government had been anxious to state that this did not imply a lack of commitment to the Daresbury site as a research centre.
- The Heath Business Park had been very successful and was now full and unable to accommodate all businesses. It was therefore looking to extend.
- Jonathan Davies was to visit the Borough the following week to open the office accommodation at Widnes Waterfront.
- The leisure development at Venture Fields had experienced some problems, mainly due to Environmental Health intervention, for example around flooding. The questions required had now been answered and work was due to start imminently.
- The Blue Ice Rink at Victoria Square had had some difficulties in setting up over the half term week and so, in order to compensate, the company had agreed to keep the rink open through the Easter holidays.
- The Government had invited bids for growth points some time ago regarding housing regeneration developments. Halton had submitted a bid with Warrington and St Helens, the results of which would be reported back in due course.
- The Executive Board was to consider recommendations the next day in respect of the Council's budget, including the precepts of the two new Parish Councils to be set up in Sandymoor and Halebank. The full Council would then determine the budget at a special meeting to be held on 5<sup>th</sup> March.

COU64 MINUTES OF THE EXECUTIVE BOARD

The Council considered the Minutes of the Executive Board from meetings held on 12<sup>th</sup> December and 13<sup>th</sup> December 2007, 10<sup>th</sup> January, 24<sup>th</sup> January and 7<sup>th</sup> February 2008.

In considering the Minutes:

- Minute No. EXB70 - Municipal Waste Management Strategy – the Environment, Leisure and Sport Portfolio Holder advised that targets within the strategy had been based on latest models and were expected to be achievable. In addition, the Portfolio Holder undertook to respond in writing to Councillor C. Inch providing details of the consultation process that had been undertaken in this respect.
  
- Minute No. EXB77 – Out-Borough School Transport – the Leader undertook to respond in writing to Councillor D. Inch's question regarding whether a self-financing bus service option had been given to parents before the Council had served notice to withdraw the current subsidised service.

RESOLVED: That the Minutes be received.

COU65 MINUTES OF THE EXECUTIVE BOARD SUB-COMMITTEE

The Council considered the Minutes of the Executive Board Sub-Committee from meetings held on 13<sup>th</sup> December 2007, 10<sup>th</sup> January and 24<sup>th</sup> January 2008.

RESOLVED: That the Minutes be received.

COU66 MINUTES OF THE MERSEY GATEWAY EXECUTIVE BOARD

The Council considered the Minutes of the Mersey Gateway Executive Board from the meeting held on 24<sup>th</sup> January 2008.

RESOLVED: That the Minutes be received.

COU67 QUESTIONS ASKED UNDER STANDING ORDER NO. 8

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

*(NB The Councillors shown below declared personal interests in the following item of business due to being governors of the schools described:*

*Councillor Dennett – Gorsewood*

*Councillor Harris – Bankfield*

*Councillor Nelson – Grange*

*Councillor Polhill – Brookfields*

*Councillor Swain – Pewithall and Halton High and Chair of the IEB at Simms Cross Primary School.)*

COU68 EXECUTIVE BOARD - 10TH JANUARY 2008 (MINUTE NO. EXB74 REFERS) - CAPITAL PROGRAMME 2008/2009

The Executive Board had considered a report of the Strategic Director – Children and Young People providing a summary of the funding available for the Schools Capital Programme 2008/09, the process for prioritisation for capital repairs and the proposed programme. The report also provided an update of the Children's Personal Social Services Capital Allocation.

RESOLVED: That the Capital Programme detailed in Appendix 1 of the report for 2008/2009, and the Children's Personal Social Services Capital Allocation detailed in Appendix 3 of the report, be approved.

COU69 EXECUTIVE BOARD - 7TH FEBRUARY 2008 (MINUTE NO. EXB83 REFERS) - CALENDAR OF MEETINGS 2008-2009

The Executive Board had considered a report of the Strategic Director – Corporate and Policy outlining a proposed calendar of meetings for the 2008-2009 Municipal Year.

RESOLVED: That the Calendar of Meetings for the 2008-2009 Municipal Year, attached at Appendix 1 to the report, be approved.

COU70 EXECUTIVE BOARD - 7TH FEBRUARY 2008 (MINUTE NO. EXB84 REFERS) - POLLING DISTRICTS/POLLING STATIONS REVIEW

The Executive Board had considered a report of the Chief Executive outlining the results of the formal Polling District, Places and Stations Review carried out in accordance with the Electoral Administration Act 2006, and highlighting recommended changes to the polling scheme.

RESOLVED: That the amendments to the polling scheme detailed in the Appendix to the report for the period 2008-2011 be adopted.

COU71 EXECUTIVE BOARD - 7TH FEBRUARY 2008 (MINUTE NO. EXB87 REFERS) - TRANSPORT IMPLEMENTATION PROGRAMME 2008/09

The Executive Board had considered a report of the Strategic Director – Environment advising Members of the announcement of the three-year Local Transport Settlement (2008/09 – 2010/11) that had been made on 27<sup>th</sup> November 2007, and seeking approval to the Transport Implementation Programme for 2008/09 being included in the Council's 2008/09 Capital Programme.

RESOLVED: That the Transport Implementation Programme for 2008/09 in the sum of £8,237,000 (shown in Appendix A of the report) be included in the Council's 2008/09 Capital Programme.

COU72 EXECUTIVE BOARD SUB-COMMITTEE - 13TH DECEMBER 2007 (MINUTE NO. ES58 REFERS) - ENFORCEMENT OF PART III OF THE CONSUMER CREDIT ACT - LEGAL AUTHORISATIONS

The Executive Board Sub-Committee had considered a report of the Strategic Director – Health and Community seeking approval for a scheme of delegation to authorise Birmingham City Council and officers of the Illegal Money Lending Team (IMLT) to investigate and institute proceedings against illegal money lenders operating within the Halton Borough Council area.

RESOLVED: That the Council's Constitution be amended to include the delegation of the enforcement of Part 3 of the Consumer Credit Act 1974 in Halton, to Birmingham City Council (pursuant to Section 101(5) of the Local Government Act 1972, Regulation 11 of the Local Authority (Arrangements for Discharge of Functions) (England) Regulations 2000, Section 20 of the Local Government Act 2000 and all other enabling powers) up to 31<sup>st</sup> March 2009. This delegation relates to the joint exercise of functions and does not affect the delegation of the enforcement of the Consumer Credit Act already furnished to Halton Borough Council.

COU73 CHANGE TO BOARD MEMBERSHIP

The Council noted that Councillor Nelson had replaced Councillor McDermott on the 3MG Executive Sub-Board. This change had been made in accordance with Standing Order No. 30 (4).

COU74 MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE BUSINESS EFFICIENCY BOARD

The Council considered the reports on the work of the following Boards in the period since the meeting of the Council on 12<sup>th</sup> December 2007:

Children and Young People  
Employment, Learning and Skills  
Healthy Halton  
Safer Halton  
Urban Renewal  
Corporate Services  
Business Efficiency Board

In receiving the Minutes the following was noted:

- 1) The Chairman of the Children and Young People Policy and Performance Board (PPB) thanked the Community Portfolio Holder for attending a question and answer session at the PPB meeting. In addition, he reported that the review regarding the strategy for inclusion of pupils with Special Educational Needs (minute no. CYP39) had enabled nearly £1½m to be recycled back into schools whilst children received the same level of support.
- 2) The Chairman of the Corporate Services PPB thanked and congratulated managers and the trade unions for the successful conclusion of Job Evaluation process.

COU75 COMMITTEE MINUTES

The Council considered the reports on the work of the following Committees in the period since the meeting of the Council on 12<sup>th</sup> December 2007:

Development Control  
Regulatory

*Meeting ended at 7.03 p.m.*



**COUNCIL**

*At a meeting of the Council on Wednesday, 5 March 2008 in the Council Chamber, Runcorn Town Hall*

Present: Councillors Hodgkinson (Mayor), P. Blackmore, S. Blackmore, Bradshaw, Bryant, D. Cargill, E. Cargill, Cross, Dennett, Drakeley, Findon, Fraser, Gerrard, Gilligan, Harris, Hignett, Howard, D Inch, Jones, Leadbetter, Lewis, Lloyd Jones, Loftus, A. Lowe, J. Lowe, McDermott, McInerney, Murray, Nelson, Nolan, Norddahl, Osborne, Parker, Philbin, Polhill, E. Ratcliffe, Redhead, Rowan, Rowe, Sly, Stockton, Swain, Swift, Thompson, Wallace, Wharton, Worrall and Wright

Apologies for Absence: Councillors Edge, Higginson, Horabin, C Inch, Marlow, Morley and M. Ratcliffe

Absence declared on Council business: Councillor K. Wainwright

Officers present: L. Cairns, G. Cook, B. Dodd, D. Johnson, I. Leivesley, G. Meehan, D. Parr, M. Reaney, D. Tregoe and J. Whittaker

Also in attendance: 8 Public

*Action*

*(NB Councillors D. Cargill and E. Cargill declared personal interests in respect of Appendix B of the following item of business, in relation to Community Care Services, as a relative was awaiting a care package.)*

**COU76 BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX FOR 2008/09 - KEY DECISION**

The Executive Board had considered a report setting out a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2008/09. Since then, the Cheshire Police and Fire Authorities had set their budgets and council tax precepts and an updated report had been circulated for Members' attention providing information in respect of:

- the Local Government Finance Settlement;
- the Budget 2008/09;
- the Budget Outlook;
- the Capital Programme;
- Halton's Council Tax;
- Parish Precepts;

- Average Council Tax;
- Police and Fire Precepts;
- Total Council Tax;
- the Prudential Code; and
- Capital Financing.

The Executive Board had recommended that Council adopt the resolution set out in Appendix A of the report, which included setting the Budget at £101.895m and the Band D Council Tax for Halton (before Parish, Police and Fire precepts) of £1,079.97.

The Corporate Services Portfolio Holder, officers and Members were all thanked for their work in producing this budget. In addition, the involvement of the Halton 2000 Citizens' Panel, and the comments of each of the Area Forums, a list of which had been tabled for Council's consideration, was noted.

The following motion was moved and seconded by Councillors Wharton and McDermott respectively:

"That:

1. The policies outlined in this paper be adopted, including the Budget for 2008/09, the growth and savings set out in Appendix B, the Capital Programme set out in Appendix C, and Prudential Indicators set out in Appendix D.
2. That it be noted that at the meeting on 12th December 2007 the Council agreed the following:
  - (a) For 2008/09, in accordance with the Local Government Act 2003 and with regulations made under Section 33(5) of the Local Government Finance Act 1992, a Council Tax Base of 37,762 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year, and
  - (b) For the Parishes, the Council Tax base for each Parish for the year 2008/09 be set as follows:

Parish	Tax Base
Hale	724
Daresbury	140
Moore	349
Preston Brook	339
Halebank	510
Sandymoor	816

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. In accordance with the relevant provisions of the Local Government Finance Act 1992 (Sections 32 to 36), the following amounts be now calculated by the Council for the year 2008/09 and agreed as follows:
- (a) £288,942,717 – being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the said Act.
  - (b) £187,362,000 – being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the said Act.
  - (c) £101,580,717 – being the amount calculated by the Council for the year 2008/09 in accordance with Section 32(4) of the Local Government Finance Act 1992 as its budget requirement for the year.
  - (d) £60,762,844 – being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed Non-Domestic Rates (£53,337,790) and Revenue Support Grant (£7,425,054).
  - (e) £1,080.92 – being the amount at 3(c) above less the amount at 3(d) above all divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 33(1) of the Local Government Finance Act 1992, as the basic amount of its Council Tax for the

year.

- (f) £36,017 – being the aggregate amount of all special items referred to in Section 34(1) of the Local Government Finance Act 1992, each individual Parish precept being:

	£
Hale	15,412
Daresbury	3,000
Moore	4,000
Preston Brook	3,605
Halebank	5,000
Sandymoor	5,000

- (g) £1,079.97 Local Government Finance Act 1992, as the basic amount of Council Tax for the year for dwellings in those parts of its area to which no special item relates.

- (h) Part of the Council's Area

	£
Hale	1,101.26
Daresbury	1,101.40
Moore	1,091.43
Preston Brook	1,090.60
Halebank	1,089.77
Sandymoor	1,086.10

being the amounts given by adding to the amounts at 3(g) 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 Local Government Finance Act 1992, as the basic amounts of its Council Tax for the year for dwellings of its area to which one or more special items relate.

(i) Part of the Council's Area

B a n d	Hale	Daresbury	Moore	Preston Brook	Halebank	Sandymoo r	All other Parts of the Council's Area
	£	£	£	£	£	£	£
A	734.17	734.27	727.62	727.07	726.51	724.07	719.98
B	856.54	856.65	848.89	848.25	847.60	844.75	839.98
C	978.89	979.02	970.16	969.42	968.68	965.42	959.97
<b>D</b>	<b>1,101.26</b>	<b>1,101.40</b>	<b>1,091.43</b>	<b>1,090.60</b>	<b>1,089.77</b>	<b>1,086.10</b>	<b>1,079.97</b>
E	1,345.98	1,346.15	1,333.97	1,332.95	1,331.94	1,327.45	1,319.96
F	1,590.71	1,590.91	1,576.51	1,575.31	1,574.12	1,568.81	1,559.96
G	1,835.43	1,835.67	1,819.05	1,817.67	1,816.28	1,810.17	1,799.95
H	2,202.52	2,202.80	2,182.86	2,181.20	2,179.54	2,172.20	2,159.94

being the amounts given by multiplying the amounts at 3(g) and 3(h) above by the number which, in the proportion set out in Section 5(1) of the Local Government Finance Act 1992, 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 Local Government Finance Act 1992, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. It is further noted that for the year 2008/09 the Police Authority have stated the following amounts in precepts issued to the Authority, in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

	£
A	90.50
B	105.58
C	120.67
<b>D</b>	<b>135.65</b>
E	165.92
F	196.08
G	226.25
H	271.50

5. It is further noted that for the year 2008/09 the Fire Authority have stated the following amounts in precepts issued to the Authority, in accordance with the Local Government Act 2003 for each of the categories of dwellings shown below:

	£
A	41.81
B	48.77
C	55.74
<b>D</b>	<b>62.71</b>
E	76.65
F	90.58
G	104.52
H	125.42

6. That, having calculated the aggregate in each case of the amounts at 3(i), 4 and 5 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 2008/09 for each of the categories of dwellings shown below:

B a n d	Hale	Daresbur y	Moore	Preston Brook	Hale- bank	Sandy- moor	All other Parts of the Council's Area
	£	£	£	£	£	£	£
A	866.48	866.58	859.93	859.38	858.82	856.38	852.29
B	1,010.89	1,011.00	1,003.24	1,002.60	1,001.95	999.10	994.33
C	1,155.30	1,155.43	1,146.57	1,145.83	1,145.09	1,141.83	1,136.38
<b>D</b>	<b>1,299.72</b>	<b>1,299.86</b>	<b>1,289.89</b>	<b>1,289.06</b>	<b>1,288.23</b>	<b>1,284.56</b>	<b>1,278.43</b>
E	1,588.55	1,588.72	1,576.54	1,575.52	1,574.51	1,570.02	1,562.53
F	1,877.37	1,877.57	1,863.17	1,861.97	1,860.78	1,855.47	1,846.62
G	2,166.20	2,166.44	2,149.82	2,148.44	2,147.05	2,140.94	2,130.72
H	2,599.44	2,599.72	2,579.78	2,578.12	2,576.46	2,569.12	2,556.86

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 3(a) to (d) 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.

7. The Operational Director – Financial Services be authorised at any time during the financial year 2008/09 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 (£1.5m net) as the Council may temporarily require.”

The following amendment to the substantive motion was moved and seconded by Councillors Redhead and Sly respectively:

“As part of the Budget setting process for 2008/09 we would like to propose the following amendment to item 3 (a) on the Agenda for the full council meeting of 5<sup>th</sup> March 2008.

These savings were submitted to the Executive Board prior to the budget being set.

Energy Saving Programme – as recommended last year (programme should be in its second year by now)	50,000
Advertising, Marketing and Promotion. – as last year (balance required to deliver a 15% reduction - 11.6% achieved)	12,000
Executive Board (reduction to 6 posts in line with Directorate structure)	57,000
Freeze Councillors allowances for one year	12,000
No special allowance paid to Vice Chairs	30,000
Invest to Save – Productivity target for KPMG Partners	75,000
Voluntary Sector – Do not cut this valuable area	(72,000)
Fund Voluntary Sector spending by reducing Priorities Fund in view of the new LAA shape yet to be agreed.	72,000

<b>TOTAL EXTRA SAVINGS</b>	<b>£237,000</b>
----------------------------	-----------------

This would reduce the Council Tax increase from the 3.5% as per the proposal down to 2.9%.”

Following debate, the amendment was put to the vote and defeated. The substantive motion was then put to the meeting and carried:

RESOLVED: That

1. The policies outlined in this paper be adopted, including the Budget for 2008/09, the growth and savings set out in Appendix B, the Capital Programme set out in Appendix C, and Prudential Indicators set out in Appendix D.
2. That it be noted that at the meeting on 12th December 2007 the Council agreed the following:
  - (a) For 2008/09, in accordance with the Local Government Act 2003 and with regulations made under Section 33(5) of the Local Government Finance Act 1992, a Council Tax Base of 37,762 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year, and
  - (b) For the Parishes, the Council Tax base for each Parish for the year 2008/09 be set as follows:

Parish	Tax Base
Hale	724
Daresbury	140
Moore	349
Preston Brook	339
Halebank	510
Sandymoor	816

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. In accordance with the relevant provisions of the Local Government Finance Act 1992 (Sections 32 to 36), the following amounts be now calculated by the Council for the year 2008/09 and agreed as follows:
- (a) £288,942,717 – being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the said Act.
  - (b) £187,362,000 – being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the said Act.
  - (c) £101,580,717 – being the amount calculated by the Council for the year 2008/09 in accordance with Section 32(4) of the Local Government Finance Act 1992 as its budget requirement for the year.
  - (d) £60,762,844 – being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed Non-Domestic Rates (£53,337,790) and Revenue Support Grant (£7,425,054).
  - (e) £1,080.92 – being the amount at 3(c) above less the amount at 3(d) above all divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 33(1) of the Local Government Finance Act 1992, as the basic amount of its Council Tax for the year.
  - (f) £36,017 – being the aggregate amount of all special items referred to in Section 34(1) of the Local Government Finance Act 1992, each individual Parish precept being:

	£
Hale	15,412
Daresbury	3,000
Moore	4,000
Preston Brook	3,605
Halebank	5,000
Sandymoor	5,000

(g) £1,079.97 Local Government Finance Act 1992, as the basic amount of Council Tax for the year for dwellings in those parts of its area to which no special item relates.

(h) Part of the Council's Area

	£
Hale	1,101.26
Daresbury	1,101.40
Moore	1,091.43
Preston Brook	1,090.60
Halebank	1,089.77
Sandymoor	1,086.10

being the amounts given by adding to the amounts at 3(g) 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 Local Government Finance Act 1992, as the basic amounts of its Council Tax for the year for dwellings of its area to which one or more special items relate.

(i) Part of the Council's Area

B a n d	Hale	Daresbury	Moore	Preston Brook	Halebank	Sandymoor	All other Parts of the Council's Area
	£	£	£	£	£	£	£
A	734.17	734.27	727.62	727.07	726.51	724.07	719.98
B	856.54	856.65	848.89	848.25	847.60	844.75	839.98
C	978.89	979.02	970.16	969.42	968.68	965.42	959.97
<b>D</b>	<b>1,101.26</b>	<b>1,101.40</b>	<b>1,091.43</b>	<b>1,090.60</b>	<b>1,089.77</b>	<b>1,086.10</b>	<b>1,079.97</b>
E	1,345.98	1,346.15	1,333.97	1,332.95	1,331.94	1,327.45	1,319.96
F	1,590.71	1,590.91	1,576.51	1,575.31	1,574.12	1,568.81	1,559.96
G	1,835.43	1,835.67	1,819.05	1,817.67	1,816.28	1,810.17	1,799.95
H	2,202.52	2,202.80	2,182.86	2,181.20	2,179.54	2,172.20	2,159.94

being the amounts given by multiplying the amounts at 3(g) and 3(h) above by the number which, in the proportion set out in Section 5(1)

of the Local Government Finance Act 1992, 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 Local Government Finance Act 1992, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. It is further noted that for the year 2008/09 the Police Authority have stated the following amounts in precepts issued to the Authority, in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

	£
A	90.50
B	105.58
C	120.67
<b>D</b>	<b>135.65</b>
E	165.92
F	196.08
G	226.25
H	271.50

5. It is further noted that for the year 2008/09 the Fire Authority have stated the following amounts in precepts issued to the Authority, in accordance with the Local Government Act 2003 for each of the categories of dwellings shown below:

	£
A	41.81
B	48.77
C	55.74
<b>D</b>	<b>62.71</b>
E	76.65
F	90.58
G	104.52
H	125.42

6. That, having calculated the aggregate in each case of the amounts at 3(i), 4 and 5 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 2008/09 for each of the categories of dwellings shown below:

B a n d	Hale	Daresbur y	Moore	Preston Brook	Haleb an k	Sandy- moor	All other Parts of the Council's Area
	£	£	£	£	£	£	£
A	866.48	866.58	859.93	859.38	858.82	856.38	852.29
B	1,010.89	1,011.00	1,003.24	1,002.60	1,001.95	999.10	994.33
C	1,155.30	1,155.43	1,146.57	1,145.83	1,145.09	1,141.83	1,136.38
<b>D</b>	<b>1,299.72</b>	<b>1,299.86</b>	<b>1,289.89</b>	<b>1,289.06</b>	<b>1,288.23</b>	<b>1,284.56</b>	<b>1,278.43</b>
E	1,588.55	1,588.72	1,576.54	1,575.52	1,574.51	1,570.02	1,562.53
F	1,877.37	1,877.57	1,863.17	1,861.97	1,860.78	1,855.47	1,846.62
G	2,166.20	2,166.44	2,149.82	2,148.44	2,147.05	2,140.94	2,130.72
H	2,599.44	2,599.72	2,579.78	2,578.12	2,576.46	2,569.12	2,556.86

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 3(a) to (d) 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.
7. The Operational Director – Financial Services be authorised at any time during the financial year 2008/09 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 (£1.5m net) as the Council may temporarily require.

COU77 EXECUTIVE BOARD - 21ST FEBRUARY 2008 - NEW PARISHES OF HALEBANK AND SANDYMOOR

The Executive Board had considered a report of the Strategic Director – Corporate and Policy regarding the

Halton (Parishes) Order 2007 and the Halton (Parish Electoral Arrangements) Order 2008. These Orders established the Parish Councils for the new Parishes of Halebank and Sandymoor and provided that elections be held on the ordinary day of election for Councillors in 2008, ie 1<sup>st</sup> May.

The Council was now required to make the Halebank Parish Council Order 2008 and the Sandymoor Parish Council Order 2008 in order to give effect to the Secretary of State's Orders.

RESOLVED: That the Halebank Parish Council Order 2008 and the Sandymoor Parish Council Order 2008 be made.

COU78 EXECUTIVE BOARD - 21ST FEBRUARY 2008 - CASTLEFIELDS VILLAGE SQUARE

The Executive Board had considered a report of the Strategic Director – Corporate and Policy and the Strategic Director – Environment advising of a change in English Partnerships' funding position and seeking approval for the Council to utilise part of the capital receipts from the disposal of Council owned land at Castlefields to support the development of the proposed Castlefields Village Square.

RESOLVED: That up to a maximum of £3.9m be included within the Council's capital programme to be invested in the delivery of the Castlefields programme, including the Village Square project, funded from future land receipts.

*(NB Councillor Hignett declared a personal and prejudicial interest in the following item of business due to being employed by Community Integrated Care (CIC) and left the room for the duration of its consideration.)*

COU79 DEPARTMENTAL SERVICE PLANS 2008-2011

The Executive Board had considered a report seeking to progress the adoption of the Council's Departmental Service Plans for 2008-2011 as a basis for action and performance monitoring. A copy of the Service Plans had been circulated to Council Members in CD Rom format for information.

RESOLVED: That

- (1) this set of advanced draft Service Plans be received;

and

- (2) the decision of the Executive Board to delegate to the Chief Executive, in consultation with the Leader, authority to make any final amendments and adjustments that may be required, and to approve the final service plans, be supported.

*Meeting ended at 7.33 p.m.*

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 21 February 2008 in the Marketing Suite, Municipal Building*

Present: Councillors McDermott (Chairman), D. Cargill, Gerrard, Harris, McInerney, Nelson, Polhill, Swain, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Allen, B. Dodd, D. Johnson, I. Leivesley, G. Meehan, D. Parr, M. Reaney, D. Tregea and L. Cairns

Also in attendance: None

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

EXB88 MINUTES

*Action*

The Minutes of the meeting held on 7<sup>th</sup> February 2008 were taken as read and signed as correct record.

**CHILDREN AND YOUNG PEOPLE PORTFOLIO**

EXB89 ANTI-BULLYING POLICY AND PRACTICE - KEY DECISION

The Board considered a report of the Strategic Director – Children and Young People providing an overview of work to develop a local authority anti-bullying policy and guidance.

It was noted that bullying was the principal issue about which children and young people contacted the Office of the Children’s Commissioner and Child Line, and it was known locally that young people saw it as one of their major issues. The Department for Children Schools and Families (DCSF) had been in the process of issuing new guidance on anti-bullying for a considerable time, which had now been published. The local policy had been produced in accordance with this “Safe to Learn” guidance.

The national and local drivers for making dealing with bullying a priority were outlined for the Board's consideration, along with progress to date. It was advised that the guidance aimed to:

- support school governors, staff and volunteers in all children's settings, children and young people, parents and carers in the development of their own anti-bullying policies;
- advise on the monitoring and review of anti-bullying policy and practice;
- build on the good practice which was already present in Halton; and
- promote national and local priorities.

#### Reason for Decision

It was necessary for the Local Authority to provide a clear anti-bullying framework.

#### Alternative Options Considered and Rejected

None considered.

#### Implementation Date

As soon as approved.

RESOLVED: That the policy be approved for adoption by Halton Schools and as the basis for the development of a broader Halton Anti-Bullying Strategy.

### **COMMUNITY PORTFOLIO**

#### EXB90 HOUSING ADAPTATIONS – JOINT WORKING WITH REGISTERED SOCIAL LANDLORDS

The Board considered a report of the Strategic Director – Health and Community seeking approval to develop a joint funding agreement with Registered Social Landlords (RSLs) to fund future housing adaptation works in their property utilising Disabled Facility Grant (DFG) resources, and to provide financial assistance to RSLs to deal with their existing backlogs.

It was noted that, subject to statutory eligibility and means testing criteria, DFGs were a mandatory grant available to both owner occupiers and private and public sector tenants. Whilst RSL tenants had always had the legal



right to apply for DFGs, the inadequate level of funding from Government for this area of work had meant that the Council had, for many years, had to focus its resources on private sector applicants, with RSLs endeavouring to fund housing adaptation works for their tenants. This position, whilst not replicated in all authorities, was not uncommon.

Although a small adaptations fund was historically available to RSLs from the Housing Corporation, it was never adequate to meet demand and, with other competing priorities such as investment needed to reach the decent homes standard, RSLs had struggled to provide necessary funding to match demand. Backlogs had arisen and it was currently estimated that there was backlog of over £1m adaptation works in the RSL stock in Halton.

A recent Government review of the DFG framework acknowledged the inconsistent approach amongst local authorities and RSLs to funding this type of work and, as a consequence, the small Housing Corporation Fund had now been rolled into the national DFG budget, which was distributed annually to local authorities. However, there was a funding shortfall which the Government's review document failed to address.

Work had been ongoing for the past year to improve the effectiveness of Halton's adaptations service by streamlining processes, identifying and eliminating duplication and system blockages, and by amalgamating the three teams of staff involved in the process. Some early outcomes and achievements were outlined for the Board's information.

It was advised that, whilst this service for private sector clients had clearly improved, some RSL tenants were experiencing long waits. Council Officers had therefore been exploring with RSLs what could be done to improve the situation. Three potential options were outlined and it was recommended that option 3 – to develop a joint funding agreement with RSLs – be pursued as the most cost-effective way to deal with the problem, sitting well within developing Government guidance. In addition, as a result of forecasted underspend of £295,000 in the DFG budget, largely due to the shortage of suitably experienced contractors to undertake works, the opportunity for a one-off initiative to provide funding to the RSLs to deal with some of the oldest outstanding cases had been identified.

RESOLVED: That

- (1) the Board agree in principle to the development of a joint funding agreement as described in the report;
- (2) a further report be brought to the Board to agree the final joint funding agreement; and
- (3) up to £295,000 unspent DFG resources in 2007/08 be used to support RSLs to deal with their housing adaptations backlogs.

### **CORPORATE SERVICES PORTFOLIO**

*(NB Councillor D. Cargill declared a personal interest in respect of Appendix B of the following item of business, in relation to Community Care Services, as a relative was awaiting a care package.)*

#### **EXB91 DRAFT BUDGET 2008/09**

The Board considered a draft report outlining the proposed recommendation to Council regarding the budget, capital programme and council tax for 2008/09.

It was reported that the Fire Authority had now set its precept at 2.8%: the Cheshire Police precept was awaited. A further report would be made to Council to include the precept when it became known.

Members noted that the Government had recently announced the Final Local Government Finance Settlement for 2008/09, 2009/10 and 2010/11 – the first three-year settlement in alignment with the Comprehensive Spending Review 2007. The proposed growth and savings were shown in Appendices B and C and it was advised that, after taking account of these and the use of reserves set out in the report, the budget totalled £101.895m.

The Board was advised of the process undertaken in arriving at this proposed budget including the survey taken in November 2007 using the Halton 2000 Citizens' Panel. The results of the survey had been considered by the Area Forums and a list of comments arising from the discussions at these meetings was tabled for information. In addition, it was reported that the Liberal Democrat Group had submitted a document entitled "Proposed Additional Savings". It was suggested that both these documents be considered by Full Council at the special budget meeting on 5<sup>th</sup> March 2008.

**RESOLVED:** That the Council be recommended to adopt the resolution set out in Appendix A, which includes

setting the budget at £101.895m and the Band D Council Tax for Halton (before Parish, Police and Fire precepts) of £1,079.97.

EXB92 NEW PARISHES OF HALEBANK AND SANDYMOOR

The Board considered a report of the Strategic Director – Corporate and Policy regarding the Halton (Parishes) Order 2007 and the Halton (Parish Electoral Arrangements) Order 2008, requesting that a recommendation be made to Council that the Halebank Parish Council Order 2008 and the Sandymoor Parish Council Order 2008 be made.

It was noted that, following receipt of petitions under Section 11 of the Local Government and Rating Act 1997, the Secretary of State for Communities and Local Government had made an Order under Sections 14 and 23 of the Act that the Council establish Parish Councils for the new Parishes of Halebank and Sandymoor.

Following that Order, the Electoral Commission had now made an Order under the same Sections setting out the electoral arrangements, requiring elections to be held on the ordinary day of election for Councillors in 2008, ie 1<sup>st</sup> May 2008. The next election for Halebank would take place in 2010, to bring it into line with the neighbouring Parish of Hale. Thereafter, elections would take place every four years. In the case of Sandymoor, the election would take place in 2008 and every fourth year thereafter, again in line with its neighbouring parishes. There would be five Councillors elected for each Parish.

The Board noted that the new Parish Council issued its official precept at any time from the May 2008 elections up to October 2008 but could not exceed the precept anticipated by the Authority, which was to be calculated by the Council and included in the Section 16 Order. It was recommended that the specified amount be £5,000 in the case of each Parish.

RESOLVED: That

(1) the making by the Secretary of State for Communities and Local Government of the Halton (Parishes) Order 2007, and by the Electoral Commission of the Halton (Parish Electoral Arrangements) Order 2008, be noted; and

(2) the Council be recommended to make the Halebank

Strategic Director

Parish Council Order 2008 and the Sandymoor Parish Council Order 2008.

- Corporate and Policy

## **HEALTH AND SOCIAL CARE PORTFOLIO**

### **EXB93 CARERS' SERVICES WITHIN HALTON - KEY DECISION**

The Board considered a report of the Strategic Director – Health and Community seeking approval to transfer the Carers' Centre to the Voluntary Sector and outlining the future of Carers' Services within Halton.

It was noted that, since the opening of the Carers' Centres in 2004, it had been the intention that the management of the Centres by the Local Authority would only be a temporary arrangement until a voluntary sector organisation could be identified to undertake it in order to ensure that carers would be able to maximise their access to funding streams, for example lottery funding, that otherwise would not have been accessible by the Centres under Local Authority control.

During the last 12 months, a number of activities, including meetings and consultation events, had taken place to identify the options and their associated advantages and disadvantages for the future provision of Carers' Services within Halton. During this time it had been highlighted that, whichever approach was adopted, it would need to safeguard the financial future of Halton Carers' Centre, improve and expand the services provided, and be acceptable to Halton and St. Helens Primary Care Trust, to Halton Borough Council, and to local carers. It was subsequently decided that the future provision of Carers' Services be independently assessed and three options had been examined regarding future provision:

- 1) no change;
- 2) establish a Princess Royal Trust for Carers' Centre in Halton; or
- 3) merge with Princess Royal Trust for Carers' Centre in St. Helens.

Following widespread consultation it was agreed that the most favourable option would be option 2 – "Establish a Princess Royal Trust for Carers' Centre in Halton" - for the following reasons:

- as a charitable organisation the Centre would be able

to access different funding streams, which the Local Authority was currently unable to; and

- an independent Carers' Centre would not just be a provider of services but would be an important means of ensuring the voice of carers was heard. Carers within Halton would have a direct input in to how the Centres were managed and the services provided there.

Further information was provided in respect of the possible location of the Centre and it was advised that the Princess Royal Trust had agreed to the closure of the Carers' Centre located in the Age Concern building and the exploration of alternative sites in Widnes whilst awaiting the outcome of a lottery proposal. It was recognised that carers would prefer to see two centres within Halton, one in Runcorn and one in Widnes, and this aspiration would be incorporated into the Carers' Centre three year business plan to be prepared in conjunction with the Princess Royal Trust operating from the Runcorn site in the medium term.

The financial implications were outlined for the Board's consideration, in particular the request that Procurement Standing Orders be waived to enable the Authority to enter into a three-year service level agreement to continue to provide Carers Services from the point of transfer for a three-year period. In addition, it was noted that the cost of running one centre exceeded the current costs of running two. It was confirmed that this was due to the anticipated improvements in the service.

### Reasons for Decision

The proposed changes in the provision of Carers Services within Halton demonstrated that the Council recognised the importance of carers' issues and ensured that the services provided to them would be maximised.

An independent Princess Royal Trust for Carers' Centre in Halton would be able to access new funding streams and, most importantly, would be able to offer an independent service to carers and provide an opportunity to develop more innovative and tailored provision enabling them to reach out to a wider range of carers.

The Centre would also be in a strong position to effectively respond to the increased national agenda around carers culminating in the publication of the new National Carers' Strategy during 2008.

Alternative Options Considered and Rejected

Alternative options considered regarding the future provision of Carers' Services included:

- 1) No change – i.e. the management of the Centres would continue to be provided by the Local Authority. The main reasons for this option being rejected included that, if the Centres remained in Local Authority control, it would prove difficult to access sources of funding that could be accessed by voluntary organisations or registered charities, for example lottery funding. Also, by not being managed by the Local Authority, the Centre would be able to offer a more independent service to carers, which may enable the Centre to be more effective in reaching carers who were at present “hidden”.
- 2) Merge with Princess Royal Trust for Carers Centre in St. Helens – the main reasons for this option being rejected were that, in the view of carers and groups consulted, if a merger took place there was then the potential for services to carers in Halton to become diluted in favour of St. Helens.

Implementation Date

The aim would be to establish the independent Princess Royal Trust for Carers' Centre in Halton by 1<sup>st</sup> July 2008. This date would coincide with the planned closure of the Widnes site.

RESOLVED: That

- (1) the Council's three year financial commitment to the running of the Carers' Centre in the sum of £160,000 in year 1, £164,000 in year 2, and £168,000 in year 3 be approved with the additional funding being met from the Carers Grant and the Primary Care Trust;
- (2) the closure of the Widnes Carers Centre outlet, co-located in the Age Concern building, be approved;
- (3) the Strategic Director – Health and Community, in conjunction with the Portfolio Holder for Health, be authorised to award the contract for the provision of Carer Services to Halton Carers Centre in the sum of approximately £160,000 per annum over the period April 2008 to March 2011 and that, in light of the

Strategic Director  
- Health and  
Community

exceptional circumstances, namely that the Centre is the only available provider of the range of Carers' services required to the people of Halton, and in accordance with Procurement Standing Order 1.6, Standing Orders 3.1 to 3.7 and 3.10 be waived on this occasion; and

- (4) the Strategic Director – Health and Community, in conjunction with the Portfolio Holder for Health, be authorised to take such action as may be necessary to give effect to the Carers Centre to provide Carer Services to the people of Halton.

## **LEADER'S PORTFOLIO**

### **EXB94 LOCAL AREA AGREEMENT DELIVERY PLAN**

The Board considered a report of the Strategic Director – Corporate and Policy proposing the updating of the Action Plans for each of the five strategic priorities in order to deliver Halton's Local Area Agreement, and the approval of the funding allocations contained within them. A slightly revised report was tabled for information including a modified Appendix to reflect the ongoing negotiations around the funding streams, with funding for the Vikings in the Community included under the Children and Young People heading.

It was noted that Halton had in place an established mechanism for managing its neighbourhood renewal programme. Since 2002, the Halton Strategic Partnership Board had ensured that there was a Specialist Strategic Partnership (SSP) for each of the five priorities. These Partnerships were commissioned to produce the original strategies and Action Plans and had produced updated Action Plans setting out their activities and investment proposals for 2008/09. They set out a programme of activity to deliver the thematic elements of the Community Strategy and, in particular, to address the key measurable outcomes set out within it.

The Action Plans utilised Working Neighbourhoods Fund (WNF) and, in the case of the Safer Halton Partnership, Safer and Stronger Communities Fund (SSCF) as well. In addition, the Council had committed a substantial amount of resources through the Priorities Fund (PF). The Council monies were aimed at supporting Neighbourhood Renewal activity by match-funding initiatives within the Action Plans. The Action Plans were appended to the report and had been considered and endorsed by the Halton

Strategic Partnership Board.

It was advised that a number of existing funding streams had been pooled by Government in the form of area based grant to help fund the Local Area Agreement, which was the operational plan for the Community Strategy. This was largely made up of a number of existing specialist and dedicated grants for a range of Council services. Although the new grant rules allowed the Authority to spend this grant on any activity, it was suggested for 2008/09 they be passported through to services as before and accounted for under current procedures. This was necessary because allocations were only announced by Government in December and there was too little time to undertake a systematic review of activity without damaging momentum. A full review would be undertaken over the following six months to inform decisions for 2009/10 onwards.

The full make up of area based grant was attached at Appendix 2 of the report and further information was provided within the report regarding funding, providing a summary of the implications. It was noted that, by reducing allocations by 20% for 2008/09 for each SSP, a new central commissioning pot had been created. In this respect, the Board was advised that a further line needed to be added to the Appendix under "Employment, Learning and Skills" to read "Commissioning New Projects - £232,106" included in the WNF column.

Draft criteria and a management process for this strategic commissioning were being developed. The intention was that the commissioning pot would have a focus on the priorities of the new LAA and, in particular, narrowing the gap on these and other measures of deprivation in the neighbourhood management areas.

The SSPs would be responsible for regular and careful monitoring of expenditure and progress would be reported to the Halton Strategic Partnership Board. The position would be reviewed in October 2008 and any necessary adjustments made then.

The Board considered a number of issues including the impact of domestic violence on the area, and the potential for the Halton Strategic Partnership Board to agree to roll forward any unspent monies.

RESOLVED: That

(1) the five Action plans accompanying the report be



approved;

- (2) the allocation of the Working Neighbourhood Fund and Safer and Stronger Communities Fund, referred to in the report and contained in the Action Plans endorsed by the Halton Strategic Partnership Board, be approved;
- (3) the continued allocation of the remaining elements of the Area-Based Grant to fund individual services be approved as set out in Appendix 2 to the report;
- (4) the allocation of the Council's Priority Funds referred to in the report, including that contained in the Action Plans, be approved; and
- (5) delegated authority be given to the Chief Executive, in consultation with the Leader and Deputy Leader of the Council, to approve amendments to the Action Plans as necessary.

Chief Executive

**PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO**

EXB95 FIREWORKS FESTIVAL 2008

The Board considered a report of the Strategic Director – Environment setting out the views of the Safer Halton Policy and Performance Board (PPB) and the Urban Renewal PPB regarding proposals to relocate Halton's Fireworks Festival.

It was noted that the PPBs had considered the history of the Fireworks Festival in Halton, together with issues relating to safety and welfare of the public attending the event. Key issues debated included the importance of maintaining a large public display for safety reasons, the fact that the display was a major event with people travelling into the Borough, and the fact that the present location enabled people to see the display from numerous locations on both sides of the River. In view of this, both PPBs resolved that:

"The comments made by the Board that the Fireworks Festival remain at its current location and that work be undertaken to find alternatives to resolve the crowd control, health and safety and car parking issues, along with trying to attract sponsors to offset the additional costs, be referred to the Executive Board."

In view of this, a request for £20,000 was to be

considered as part of the budget process for 2008/09 to cover the costs relating to more police, security staff, car park attendants and stewards to assist in the safety and welfare of visitors. In addition, continued efforts would be made to attract sponsorship, although this could not be guaranteed.

The Board noted and congratulated the two PPBs on the work carried out in this respect.

RESOLVED: That, further to the considerations of the Safer Halton and Urban Renewal PPBs, the Fireworks Festival remain in the current location.

#### EXB96 CASTLEFIELDS VILLAGE SQUARE

The Board considered a report of the Strategic Director – Corporate and Policy, and the Strategic Director – Environment, advising of a change in English Partnership's (EP's) funding position, seeking approval for the Council to utilise part of the capital receipts from the disposal of Council-owned land at Castlefields to support the development of the proposed Castlefields Village Square.

It was noted that EP, who was leading on the project, had been working with CDS Housing (CDS) and their agents to develop scheme proposals for the Village Square. EP was to provide funding to CDS for the demolition of the existing centre, enabling works, public realms works and abnormal costs, to ensure the scheme was deliverable. The costs associated with this were £3.9m.

These costs had been known for some time and EP had stated its intention to bid for additional internal resources to support the scheme. However, EP's position had now changed and it was no longer in a position to bid for additional funding. Consequently, EP had now proposed that it provide gap funding for the Canal Quarter Project if Halton agree to re-cycle part of its future land receipts from Castlefields to support the Village Square.

This EP decision had left a funding gap, which it was proposed was filled by utilising a proportion of the receipts secured from the sale of Lakeside and Canalside as outlined within the report. It was estimated that the net receipts would exceed the public realm and enhancement works. The Board was advised that the Lakeside and Canalside sites were subject to clawback by EP. This was subject to negotiation but was not expected to exceed the balance of any receipts.

RESOLVED: That:

- (1) the Strategic Director – Corporate and Policy be authorised to commence marketing and sale of the housing sites in the Council’s ownership as shown in Appendix 1 of the report;
- (2) the Council be recommended to include up to a maximum of £3.9m within the Council’s capital programme to be invested in the delivery of the Castlefields programme, including the Village Square project, funded from future land receipts;
- (3) authority be given to the Strategic Director – Environment, in consultation with the Strategic Director - Corporate and Policy, and the Operational Director and Monitoring Officer (Legal, Organisational Development and Human Resources), to enter into a development agreement and ancillary agreements with CDS Housing and English Partnerships in relation to the development of the Castlefields Village Square; and
- (4) authority be given to the Strategic Director – Environment, in conjunction with the Portfolio Holder for Planning, Transportation, Regeneration and Renewal, to take such other actions as may be necessary to implement the development of the Castlefields Village Square and the Castlefields Masterplan.

Strategic Director  
- Corporate and  
Policy/Strategic  
Director -  
Environment

## **QUALITY AND PERFORMANCE PORTFOLIO**

### **EXB97 DEPARTMENTAL SERVICE PLANS 2008-11 - KEY DECISION**

The Board considered a report of the Strategic Director – Corporate and Policy regarding the adoption of the Council’s Departmental Service Plans for 2008-2011 as a basis for action and performance monitoring.

It was noted that Departmental Service Plans sat within an established planning framework and were central to the Council’s performance management arrangements. They provided a clear statement on what individual services were planning to achieve, particularly in terms of service objectives and performance indicators, and how this contributed to the corporate priorities of the Council.

The Board was advised that there had been no significant amendments to the layout or substance of plans from 2007-08. The new National Indicator Set (NIS) that comprised 198 performance indicators, replacing the Best Value Performance Indicator Data Set (BVPIs), had been integrated into relevant Service Plans and decisions had been taken by Operational Directors to retain or delete former BVPIs as local indicators.

Following the approval of the budget by full Council in March, budgetary statements would be inserted into the Plans. Any revisions that were necessary as a result of this approval would be incorporated before plans were finalised.

Reason for Decision

Departmental Service Plans were central to the Council's performance management arrangements. As such, it was necessary for them to be approved before the start of the new financial year in order that the effective monitoring of progress could take place.

Alternative Options Considered and Rejected

None.

Implementation Date

1<sup>st</sup> April 2008.

RESOLVED: That:

- (1) the set of advanced draft Service Plans be received; and
- (2) authority be delegated to the Chief Executive, in consultation with the Leader, to make any final amendments and adjustments that may be required and to approve the final Service Plans.

Chief Executive

**MINUTES ISSUED: 27<sup>th</sup> February 2008**

**CALL IN: 5<sup>th</sup> March 2008**

**Any matter decided by the Executive Board may be called in no later than 5<sup>th</sup> March 2008**

*Meeting ended at 2.45 p.m.*

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 6 March 2008 in the Marketing Suite, Municipal Building*

Present: Councillors Polhill (Chair), D. Cargill, Gerrard, McInerney, Nelson, Swain, Wharton and Wright

Apologies for Absence: Councillors McDermott and Harris

Absence declared on Council business: None

Officers present: G. Cook, C. Halpin, I. Leivesley, G. Meehan, D. Parr and D. Tregoe

Also in attendance: Janet McDonald, Halton & St Helens PCT

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

EXB98 MINUTES

*Action*

The minutes of the meeting held on 21<sup>st</sup> February 2008 were taken as read and signed as correct record.

**LEADER'S PORTFOLIO**

EXB99 CITY EMPLOYMENT STRATEGY

The Board considered a report of the Strategic Director – Environment seeking authority to proceed with the implementation phase of the City Employment Strategy (CES) through Knowsley Metropolitan Borough Council acting as the accountable body for the CES Partnership.

It was advised that the CES concept was that local consortia were formed of public, private and voluntary sectors, which work together to target those wards with the highest levels of worklessness. In Halton, the Department of Work and Pensions had identified Windmill Hill, Castlefields, Riverside, Halton Lea, Grange and Kingsway. The six local authorities in Merseyside had submitted a joint business plan to the Department of Work and Pensions that was

successful and the area was now one of the national pilots.

Progress to date was outlined for the Board's information and it was noted that the first meeting of the CES Board had recently taken place. The Halton representative on the Board was the Operational Director – Economic Regeneration. It was advised that the North West Development Agency (NWDA) was formally considering a funding application for £3m made by Knowsley Council on behalf the Partnership. The cash flow had £2.7m in 2008/9 and £700,000 in 2009/10 and the key project within the application was aimed at reducing child poverty by working with both the unemployed and the low paid. A team was to be established to work across all six local authorities to implement the project.

Issues and next steps were also outlined for the Board's consideration. In particular, it was noted that the CES Partnership would be making a number of funding submissions to the NWDA in the future and, as such, there needed to be a formal agreement as to which organisation should be the accountable body. Given that Knowsley was the lead in the Multi Area Agreement (MAA), and was overseeing the management of the CES, it was proposed that it should be designated as the accountable body.

RESOLVED: That Knowsley Metropolitan Borough Council be designated as the accountable body for the Liverpool City Region City Employment Strategy.

Strategic Director  
- Environment

## **CHILDREN AND YOUNG PEOPLE PORTFOLIO**

### **EXB100 WORKING ARRANGEMENTS TO ALIGN PCT CHILD HEALTH SERVICES WITHIN THE CHILDREN AND YOUNG PEOPLE'S DIRECTORATE; AND CHILDREN'S TRUST ARRANGEMENTS IN HALTON – KEY DECISION**

The Board considered a report of the Strategic Director – Children and Young People's Directorate, and the Operational Director – Halton and St. Helens Primary Care Trust (PCT), seeking agreement on the next steps in the integration of services in Halton for children and young people through new working arrangements between Halton and St. Helens PCT and the Children and Young People's Directorate of Halton Council. Agreement was also sought to place those new arrangements and their governance within the context of Halton's Children's Trust Arrangements (Alliance Board).

The report outlined how the proposals were intended to improve outcomes for children and young people, seeking to build on the integration of Education and Children's Social Care Services that formed the Children and Young People's Directorate in 2006. The proposals focused on the way the Children and Young People's Directorate and its partners would do business together in future. An integrated approach would enhance the Council and its partner's ability to deliver the key objectives of the Community Strategy under the umbrella of the Local Strategic Partnership. All the services within that Partnership would continue to be directly accountable to their parent body for the quality and effectiveness of their services. However, the proposals enhanced the Council's ability to fully discharge its new statutory duties to children and young people in the Borough.

The Health Services referred to were outlined for the Board's consideration and it was advised that health services for children were focused on three on three principal groupings:

- The Sick Child – children who required specific medical interventions due to illness or injury;
- The Vulnerable child – children who had a particular set of circumstances that made their health vulnerable, for example hearing loss, a chronic condition, or their welfare or safety; and
- The Well Child – routine health matters that all children needed.

Integration of those services would be complemented by the further alignment of other health-related services and a dialogue would be established with General Practitioners in the Borough on the "best fit" with General Practice. It was advised that Dentistry Services were not part of this arrangement.

Members noted that the PCT was moving towards being a commissioning organisation and, in light of this, the PCT would explore a relevant NHS provider to deliver services to the "sick" child, whilst entering into this management arrangement with the Council for health services for the "well" and "vulnerable" child.

The proposed structure for the joint new arrangements were attached at Appendix 1 of the report. It was advised that NHS staff would not be subject to TUPE or seconded to the Council and so there would be no change to the terms of employment or conditions of any NHS employee affected by

these arrangements. Lines of accountability were outlined for consideration and it was advised that the PCT would identify a named individual (Assistant Director, Children and Family Health, Halton) to become part of the Children and Young People Directorate's Senior Management Team. This post would have direct line management responsibility for all PCT staff in the new working arrangements. The post would report directly to the Council's Strategic Director of Children's Services for day to day management of services and would also report to the Operational Director, Children, Families and Maternity Services for NHS accountability purposes.

The Alliance Board (Children's Trust Arrangement) would act as the Governance Body for the PCT and Council, cementing the Children's Trust arrangements that had to be in place by April 2008. A formal agreement was to be developed over the next three months which would be presented to both the Executive Board of the Council and the Primary Care Trust Board. The proposals were initially for one year and then to be reviewed. Information on how arrangements would be dovetailed with services for adults was outlined for the Board's information, together with options on how the geographic footprint could be used for the future deployment of children's services.

#### Reason(s) for Decision

- To bring together a full range of services (Education, Health and Social Care) for Children and Young People within one directorate under the auspices of Halton's Children's Trust arrangements;
- The further integration of services would enable the Council and its partners to provide better tailored and co-ordinated services, particularly for vulnerable groups of young people.
- They would provide, over time, the opportunity to create a series of "Teams Around the Child" delivering services in a much more effective and efficient way and one that was much more accessible and understandable to the public.

#### Alternative Options Considered and Rejected

Alternative options regarding the development of integrated services with the NHS and the proposals on Children's Trusts arrangements included:

- No change, that is, current management arrangements and strategic oversight would remain



the same. The principal reason for this option being rejected was that the Council would miss an ideal opportunity to bring together the principal services for Children and Young People under one operational umbrella. It was a requirement that the Council-led Children's Trust arrangements and that this should be fully in place no later than April 2008. It was therefore a requirement that Children's Trust arrangements were cemented within the Borough.

#### Implementation Date

The Children's Trust arrangements would become effective by 30<sup>th</sup> April 2008. The new arrangements for aligning NHS services would come into effect at the same time. During 2008/09, work would be undertaken on the development of new structural arrangements at the front line in close consultation with operational staff. Also during 2008/09, a formal agreement would be developed. The new arrangements would be reviewed in April 2009.

#### RESOLVED: That

- (1) the development of new working arrangements for PCT staff working with the "well" and "vulnerable" child within the Council's Children and Young People's Directorate be agreed;
- (2) it be noted that Health Services for the "sick" child remains the exclusive responsibility of the PCT and thus outside these arrangements;
- (3) it be agreed that work be undertaken to use the Alliance Board (Halton's Children's Trust arrangement) as the Governance Body for the new partnership arrangements with the PCT;
- (4) all Council services within the new working arrangements continue to be accountable to the Executive Board;
- (5) it be noted that the geographic footprint that would be used for the future deployment of Children's Services would need to be agreed from the following options depending on the nature of the service:
  - a) Boroughwide delivery;
  - b) Runcorn or Widnes based delivery;
  - c) Locality based delivery, perhaps building on the area networks or other recognised locality; and

Strategic Director-  
Children & Young  
People

- (6) Appendix 2 be approved as the structure for the Children's Trust arrangements.

**PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO**

EXB101 HOUSING GROWTH POINTS

The Board considered a report of the Strategic Director – Environment advising of progress made in respect of the Council's Expression of Interest for Halton for Growth Point Status since the previous report of 13<sup>th</sup> December 2007.

It was noted that, following publication of proposals to extend the Government's Growth Points and Eco Towns Programme to cover the north of England in the Housing Green Paper (July 2007), the Council was invited to submit an Expression of Interest (EoI) to Government Office by 31<sup>st</sup> October. The Merseyside Policy Unit (MPU) co-ordinated submission of a joint EoI on behalf of Halton and the other Merseyside authorities, divided into two potential growth areas centred on Liverpool and Wirral Waterfronts, and Halton and St. Helens.

Following post submission advice from Government Office North West (GONW), agreement had been reached with Warrington to co-ordinate its proposals with those from Halton/St. Helens under the "Mid Mersey" banner.

It was advised that the Department for Communities and Local Government (DCLG) had subsequently requested significant post submission reassurances and information, principally in respect of flood risk, transport, affordable housing and governance. Significant joint working had therefore been undertaken involving colleagues from St. Helens, Warrington, GONW, the Environment Agency, the Highways Agency, Mersey Travel and United Utilities to furnish the additional material requested.

Members noted that Halton's EoI was dependent upon bringing forward sites within the Runcorn and Weston Docklands Regeneration Area (Halton UDP). The landowner, Peel Holdings was intent on bringing this site forward as a matter of urgency and had indicated that they wished to work in partnership with the Council to produce a Masterplan to be incorporated into Planning Policy as a Supplementary Planning Document (SPD) in a manner similar to the joint working with English Partnerships on

Sandymoor.

RESOLVED: That

Strategic Director  
- Environment

- (1) the actions taken following the submission of the Growth Point Expression of interest be ratified;
- (2) officers be authorised to work with the Council's partners in the Mid-Mersey area and, where appropriate, private landowners to further work on the successful delivery of the Growth Point agenda;
- (3) it be approved that Halton offer to act as "Lead Authority" for the Mid-Mersey Growth Point; and
- (4) the intention to work with Peel Holdings to produce a Masterplan and Supplementary Planning Document to inform the development of the Runcorn Docklands site, in advance of the previously proposed date of 2010 for production of this SPD as contained in the 2007 Local Development Scheme, be noted.

EXB102 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

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

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs 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 is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

**PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO**

**EXB103 MERSEY GATEWAY - LAND ACQUISITION**

The Board considered a report of the Strategic Director – Environment regarding land that needed to be acquired in order to complete the Land Assembly Package for the construction of the Mersey Gateway Scheme.

RESOLVED: That

- (1) the Strategic Director – Corporate and Policy, in consultation with the Mersey Gateway Project Director and the Executive Board Member for Corporate Services, be authorised to acquire the former Anglo Blackwell site as detailed in the report; and
- (2) the Strategic Director – Corporate and Policy, in consultation with the Mersey Gateway Project Director and the Executive Board Member for Corporate Services, be authorised to acquire other sites required for the implementation of the Mersey Gateway Bridge where such a course of action had been agreed by the Mersey Gateway Project Officers Board and approved by the Operational Director – Finance.

Strategic Director  
- Environment

**MINUTES ISSUED: 11<sup>th</sup> March 2008**

**CALL IN: 18<sup>th</sup> March 2008**

**Any matter decided by the Executive Board may be called in no later than 18<sup>th</sup> March 2008**

*Meeting ended at 2.43 p.m.*

**EXECUTIVE BOARD**

*At a meeting of the Executive Board on Thursday, 20 March 2008 in the Marketing Suite, Municipal Building*

Present: Councillors Polhill (Chair), Gerrard, Harris, McInerney, Nelson, Swain, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: Councillors McDermott and D. Cargill

Officers present: L. Cairns, G. Cook, D. Johnson, G. Meehan, D. Parr, D. Tregoe, R. Barnett and A. McIntyre

Also in attendance: None

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

*Action*

**EXB104 MINUTES**

The Minutes of the meeting held on 6<sup>th</sup> March 2008 were taken as read and signed as a correct record.

**CHILDREN AND YOUNG PEOPLE PORTFOLIO**

*(NB: Councillor Gerrard declared a personal interest in the following item of business due to being a Governor of Simms Cross Primary School and Ditton Nursery.)*

**EXB105 PRIMARY CAPITAL PROGRAMME**

The Board considered a report of the Strategic Director – Children and Young People providing an overview of the Primary Capital Programme and an outline of the Government's submission requirements for a Strategy for Change to secure Primary Capital Funding.

It was advised that all authorities were required by Government to develop a Primary Capital Programme aiming to ensure primary schools played a lead role in the heart of their communities by offering local services; providing a 21<sup>st</sup> learning environment, particularly in ICT;

developing world class standards; and promoting personalisation, flexibility, diversity and choice. As part of the programme, consideration needed to be given to local demography, pupil numbers and school standards. In addition, local authorities were required to produce a Strategy for Change (Primary), which had to be formally endorsed by the Council, the diocesan authorities and a majority of primary schools. This document had to be with the Department for Children, Schools, and Families by 16<sup>th</sup> June 2008. Consultation requirements were outlined for the Board's consideration.

It was advised that Halton's Strategy for Change covered five main elements:

- the local perspective;
- baseline analysis;
- long terms aims;
- approach to change; and
- initial investment priorities.

Further information was provided on each of these elements together with funding implications. It was expected that the Authority would develop a strategic approach to capital investment for primary schools over fourteen years and indicative figures were provided.

RESOLVED: That

- (1) the requirements of the Strategy for Change be noted;
- (2) approval be given to developing the draft Strategy for Change in partnership with schools, the dioceses and other key stakeholders; and
- (3) a further report be provided to the Executive Board in June 2008 detailing the draft Primary Capital Strategy.

Strategic Director  
- Corporate and  
Policy

## **COMMUNITY PORTFOLIO**

### **EXB106 CAPITAL OF CULTURE - YOUTH CULTURAL FESTIVAL**

The Board considered a report of the Strategic Director – Health and Community providing an update on the development of the programme for the Youth Cultural Festival and requesting approval for the release of further monies to underwrite the proposed programme.

Following the Board's previous approval of an approach to Halton's involvement in Liverpool's Capital of Culture Celebrations, a major showcase event for Halton, the Youth Cultural Festival, was to be held on 12<sup>th</sup> and 13<sup>th</sup> July 2008 at the Stobart Stadium, Halton, with associated activity at The Brindley.

A revised outline programme was tabled for the Board's consideration showing committed expenditure (£73,300) and other budget requirements (£60,900) to deliver the programme. These figures included a contingency of 15%.

In September 2007, the Board had given agreement in principle to a further £60,000 of funding, subject to further detail and it being considered as part of the overall budgetary process. The £60,000 had been identified within 2007/08 budgets and no new monies were therefore required. Current sponsorship agreements were outlined for information. In addition, officers were continuing to attempt to attract sponsorship in order to reduce the overall budget required even further.

RESOLVED: That

- (1) the revised outline programme for the Youth Cultural Festival, tabled at the meeting, be endorsed; and
- (2) approval be given for orders to be placed to a maximum value of £60,000.

Strategic Director  
- Health and  
Community

## **ENVIRONMENT, LEISURE AND SPORT PORTFOLIO**

### **EXB107 MUNICIPAL WASTE MANAGEMENT STRATEGY - KEY DECISION**

The Board considered a report of the Strategic Director – Environment seeking adoption of an updated Municipal Waste Management Strategy for Halton following a recent public consultation exercise.

It was noted that this exercise had taken place between 17<sup>th</sup> December 2000 and 27<sup>th</sup> January 2008. During this period the draft strategy was made available on the Council's website, at prominent Council buildings, and circulated to all elected Members. Responses were received from both members of the public and elected Members and were generally supportive of the updated Strategy. The main comments received were summarised within the report.

Individuals who had provided comments had been responded to and these responses were again outlined within the report.

It was advised that, following the consultation, no significant changes had been made and it was now proposed that Members approve the updated Municipal Waste Management Strategy for Halton. This would be a headline document that would continue to guide the Council's actions and inform the future decision-making process. The aims, objectives and targets contained within the Strategy would be achieved through the delivery of services and initiatives contained within a number of supporting documents including a Waste Action Plan and Waste Prevention Strategy.

It was advised that Waste Prevention was a vital element of the Council's Waste Strategy and, while successful initiatives had already been introduced, more needed to be done to reduce the levels of waste produced in Halton. Accordingly, it was proposed that additional resources be provided to support the existing efforts and further promote waste reduction, and that a Waste Prevention Strategy for Halton be presented to Members for consideration in April 2008.

#### Reason for Decision

In order to work in partnership with the Merseyside Waste Disposal Authority (MWDA), there was a need for Halton to update its current Waste Management Strategy. Notwithstanding this requirement, there was also a need to ensure that the Council's Strategy Document remained fit for purpose.

#### Alternative Options considered and rejected

The options that had been considered, and led to a decision to update the Council's current strategy, were detailed in previous reports presented to the Executive Board.

#### Implementation Date

Implementation was expected by May 2008.

RESOLVED: That the Municipal Waste Management Strategy for Halton be adopted.



PROGRAMME (LACMP)

The Board considered a report of the Strategic Director – Environment presenting a Carbon Management Strategy and Implementation Plan for approval.

It was noted that, in May 2007, the Council had applied, and was accepted onto, the Carbon Trust Local Authority Carbon Management Programme (LACMP). This had helped the Council to:

- undertake a systematic analysis of its carbon footprint;
- identify the likely increase in CO2 emissions and increasing costs from Council activities if business continued as normal; and
- identify opportunities to help manage and reduce carbon emissions and costs over the next five years.

The baseline year for the programme was 2006/07 and emissions from Council buildings (including schools), street lighting, fleet transport, business travel and waste were included, to calculate current and future costs should the Council take no action to reduce existing trends.

The Action Plan set out measures to reduce the Council's emissions by 20% over the next five years. If achieved, this would deliver anticipated cost savings of £480,000 per annum once all measures were implemented. The Plan also established an aspirational 33% reduction by 2013/14. Cost savings in the region of £1.6m may be achieved if these targets were met.

RESOLVED: That the Carbon Management Strategy and Implementation Plans be approved subject to any minor amendments to be made in consultation with the Strategic Director – Environment and the Portfolio Holder for Environment, Leisure and Sport.

Strategic Director  
- Environment

**NEIGHBOURHOOD MANAGEMENT DEVELOPMENT**

EXB109 VOLUNTARY SECTOR FUNDING - GRANT ALLOCATION  
2008-09

The Board considered a report of the Strategic Director – Health and Community recommending Voluntary Sector Grant Awards for 2008/09. It was noted that, in accordance with a previous agreement, applications had been assessed and recommendations agreed by a Member

Panel consisting of the Executive Board Member with Portfolio responsibility for the Voluntary Sector, and the Chair and Vice-Chair of the Employment, Learning and Skills Policy and Performance Board.

The recommended grants were listed within the report for the Board's consideration in the context of the Budget allocation and the Panel's assessment. It was advised that Halton Voluntary Action and the Citizen's Advice Bureau were to receive the largest reductions, which equated to approximately 10% on the 2007/08 allocation. As these were the two largest grants given the Panel felt that this was the fairest way to deal with the budget reduction. In addition, it was noted that a significant reduction was recommended in respect of Halton Talking Newspapers as, after inspection of the previous year's accounts, it had been noted that the organisation only required £600 from the voluntary sector core funding to meet the required expenditure due to its reserves.

There was also a further recommendation that Warrington Law Centre receive no funding as much of the activity currently funded by this organisation could be undertaken by other advice giving departments and/or agencies. The Law Centre would still be providing independent housing information as part of the Legal Service Contract funded by the Legal Services Commission at Runcorn Court. Similarly, Shelter still received referrals for Halton clients for specialist housing advice through a Legal Services Contract and so there would be no gap in provision.

RESOLVED: That

- (1) the recommended grant allocations be approved for the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009; and
- (2) further applications be approved by the Strategic Director – Health and Community in consultation with the Neighbourhood Management Development Portfolio Holder.

Strategic Director  
- Health and  
Community

## **QUALITY AND PERFORMANCE PORTFOLIO**

### **EXB110 CORPORATE DATA QUALITY STRATEGY**

The Board considered a report of the Strategic Director – Corporate and Policy regarding the development of a draft Corporate Data Quality Strategy that had been produced in response to recommendations made by the

Audit Commission following its most recent review of the Authority's Data Quality Management Arrangements.

It was advised that the Audit Commission's Review had used a three staged approach with the first stage concentrating upon the Authority's management for securing data quality from the following perspectives:

- governance and leadership;
- policies and procedures;
- systems and processes;
- people and skills; and
- data use and reporting.

The results of the Commission's most recent review in 2007 were outlined. It was noted that the review recognised that there were a number of demonstrable strengths within the present arrangements, although opportunities existed for further developing and strengthening of some aspects of the Council's approach. Therefore, an action plan had been developed and endorsed by Management Team on 4<sup>th</sup> December 2007.

From 2008, arrangements to secure data quality were explicitly referenced within the value for money Key Lines of Enquiry (KLOE's) that were used by the Commission to form a judgement concerning the Authority's use of resources. This development was reflective of the Government's view that the quality of data being used by authorities was fundamental to its success in managing claims on competing resources to provide and plan the delivery of services and its ability the properly account for its activities to service users, partners and central government departments and regulators.

In addition, the implementation of the new comprehensive area assessment framework, and the further development of local area agreements, would also bring greater responsibilities to, and expectations of, local agencies and partnerships to ensure that good quality data was acquired, used and shared in a timely and effective manner. Therefore, officer and member leads had been identified to take the data quality agenda forward, being the Strategic Director – Corporate and Policy and the Quality and Performance Portfolio Holder respectively.

RESOLVED: That the Data Quality Strategy be adopted.

GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 -  
URGENT BUSINESS

The Board was advised that a matter had arisen which required immediate attention (Minute Number EXB114 refers). Therefore, pursuant to Section 100 B(4) and 100 E, the Chairman ruled that the item be considered as a matter of urgency.

EXB112 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 paragraphs 3 and 5, and paragraph 3 respectively 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 outweighs the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5, and paragraph 3 respectively of Schedule 12A of the Local Government Act 1972.

**COMMUNITY PORTFOLIO**

EXB113 YOUTH MATTERS/CONNEXIONS TRANSITION

The Board considered a report of the Strategic Director – Children and Young People, providing an update on an in principle agreement made by the Board on 29<sup>th</sup> November 2007 to commission the Greater Merseyside Connexions Partnership Limited to provide Connexions Services once the funding was transferred to the Council in April 2008. In addition, the report sought approval of a number of recommendations for future service provision.

RESOLVED: That

- (1) the contents of the report be noted and approval be given to the entering into by Wirral MBC (as Lead Commissioner) of a one-year contract with Greater Merseyside Connexions Partnership Limited (GMCP) for the delivery in Halton of “Connexions Services” for Young People (this would be seen as the “Transitional Year” during which the Merseyside Local Authorities would put together a procurement package to allow a formal contract to be tendered);
- (2) delegated authority be granted to the Strategic Director – Children and Young People to negotiate any remaining issues and finalise the form of contract with GMCP and the form of indemnity to Wirral MBC as set out within the report; and
- (3) authority be granted to the Council Solicitor to execute the form of indemnity referred to in resolution (2) above, and any associated legal documentation required to progress the matter on behalf of the Council.

Strategic Director-  
Children & Young  
People

Council Solicitor

## **PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO**

*(NB: Councillor Polhill declared a personal and prejudicial interest in the following item of business due to being a Member of the Widnes Regeneration Ltd Board and left the room during the consideration of this item.)*

### **COUNCILLOR WHARTON IN THE CHAIR**

EXB114 WIDNES REGENERATION LTD AND THE VENTURE FIELDS COMMERCIAL LEISURE DEVELOPMENT - "THE HIVE"

The Board considered a report of the Chief Executive providing an update on progress made on the Venture

Fields Leisure Development (“The Hive”).

RESOLVED: That

- (1) the utilisation of £550,000 of Halton Borough Council retained dividend in the Widnes Regeneration Limited Company to support the costs of developing The Hive at Venture Fields be endorsed; and
- (2) the other elements of the funding package for The Hive Venture Fields Development as described in the report be noted and endorsed.

**MINUTES ISSUED: 3<sup>rd</sup> April 2008**

**CALL IN: 10<sup>th</sup> April 2008**

**Any matter decided by the Executive Board may be called in no later than 10<sup>th</sup> April 2008**

*Meeting ended at 2.26 p.m.*

**EXECUTIVE BOARD SUB COMMITTEE**

*At a meeting of the Executive Board Sub Committee on Thursday, 21 February 2008 in the Marketing Suite, Municipal Building*

Present: Councillors Wharton (Chairman), Harris and Nelson

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Reaney, G. Ferguson, M. Curtis and J. Hatton

Also in attendance: None

**ITEMS DEALT WITH  
UNDER POWERS AND DUTIES  
EXERCISABLE BY THE SUB-COMMITTEE**

*Action*

**CHILDREN AND YOUNG PEOPLE PORTFOLIO**

**ES78 CULTURE & LEISURE SERVICES SCALE OF CHARGES 2008-09**

The Sub-Committee considered the proposed admission charges for 2008/09 for the Council Libraries, the Kingsway Learning Centre, Leisure Centres, parks and playing pitches, community centres and The Brindley Arts Centre.

It was noted that as an amendment to the proposed charges crown green bowling fees were to be suspended for 2008/09.

**RESOLVED:** That the charges as outlined in the report be approved.

Strategic Director  
Health and  
Community

**ES79 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 Committee 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 outweighs the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

### **CORPORATE SERVICES PORTFOLIO**

ES80 **ST. MICHAEL'S GOLF COURSE AWARD OF ADDITIONAL WORK TO CURRENT CONTRACTOR, LAND AND WATER REMEDIATION LTD**

The Sub-Committee considered a report which sought approval to waive Standing Orders in order to add defined work to an existing contract for the remediation of St. Michael's Golf Course, Widnes. Following lengthy statutory processes, work was now at a stage where Land and Water Remediation Limited needed to undertake assessment actions. These were required by the Environment Agency and DEFRA to support the final remediation technique selection and they would facilitate its implementation following approval by the Environment Agency.

In waiving standing orders and allowing Land and Water to proceed with an extension to their existing contract, the process would not be further unduly delayed. Also, as



the contract was a design and build it would be advantageous for the existing Contractor to carry out these actions to ensure continuity of design and to enable the liability for the remediation solution to be retained by Land and Water Remediation Limited.

RESOLVED: That

- (1) the Operational Director, Major Projects Department, be authorised to approve the addition of work to the existing contract for the remediation of St. Michael's Golf Course for the sum of £188,012 (this being the sum received in grant for this work from DEFRA) to the existing appointed contractor, Land and Water Remediation Limited. This is in the interests of efficiency, continuity and ensuring the clarity of design and work responsibility which would derive from extending the current contract with Land and Water Remediation Limited;
- (2) in accordance with Procurement Standing Order 1.6, Standing Orders 3.1, 3.7 and 3.10 be waived as necessary on this occasion in view of Procurement Standing Order 1.6 reasons (b), (c), (d) and (e); and
- (3) the Operational Director, Major Projects, in consultation with the Chair of Executive Board Sub-Committee and the portfolio holder for Environment, Leisure and Sport be authorised to approve any other unforeseen work necessary for the delivery of the remediation, subject to the availability of approved funding.

Strategic Director  
Corporate and  
Policy

#### ES81 ARRANGEMENTS FOR APPOINTMENT OF MAYOR

The Sub-Committee was requested to recommend to the Council the appointment of Mayor and Deputy Mayor for the year 2008/09 Municipal Year.

The Council's Mayoral Selection Guidelines provided for the Councillor appointed as Deputy Mayor in one Municipal Year to succeed as the Mayor in the subsequent Municipal Year. It was therefore suggested that Councillor K. Loftus be recommended to Full Council for appointment as Mayor for the 2008/09 Municipal Year.

With regard to Deputy Mayor, the Council's Mayoral Selection Guidelines provided that it be based on the length of service with the Council (and its predecessor authorities). This year, there were a number of Members with the same length of service. Councillor F. Fraser had been approached as the most senior. It was therefore suggested that

Councillor F. Fraser should be recommended to Full Council for appointment as Deputy Mayor for the 2008/09 Municipal Year.

It was noted that there were Members with a longer period of length of service who did not wish to be considered as Deputy Mayor at the present time.

RESOLVED: That Council be recommended:

- (1) that Councillor Loftus be appointed as the Mayor for the 2008/09 Municipal Year; and
- (2) that Councillor F. Fraser be appointed as the Deputy Mayor for the 2008/09 Municipal Year.

Strategic Director  
Corporate and  
Policy

**MINUTES ISSUED: 29<sup>th</sup> February 2008**

**CALL IN: 7<sup>th</sup> March 2008**

**Any matter decided by the Executive Board Sub Committee may be called in no later than 7<sup>th</sup> March 2008**

*Meeting ended at 10.25 a.m.*

**EXECUTIVE BOARD SUB COMMITTEE**

*At a meeting of the Executive Board Sub Committee on Thursday, 6 March 2008 in the Marketing Suite, Municipal Building*

Present: Councillors Wharton (Chairman), Harris and Nelson

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Reaney, G. Ferguson and S. Williams

Also in attendance: None

**ITEMS DEALT WITH  
UNDER POWERS AND DUTIES  
EXERCISABLE BY THE SUB-COMMITTEE**

	<i>Action</i>
<p>ES82 MINUTES</p> <p>The Minutes of the meeting held on 7<sup>th</sup> and 21<sup>st</sup> February 2008 were taken as read and signed as a correct record.</p> <p><b>COMMUNITY PORTFOLIO</b></p> <p>ES83 CHARGES FOR RIVERVIEW GYPSY SITE 2008-09</p> <p>The Sub-Committee considered a report which sought approval for revised site charges at the Riverview Gypsy Site for the financial year 2008/09.</p> <p>RESOLVED: That the pitch rental be increased by 4% and water charges be increased by 4.5% with effect from 7<sup>th</sup> April 2008.</p> <p><b>CORPORATE SERVICES PORTFOLIO</b></p> <p>ES84 HALTON VILLAGE YOUTH CLUB PREMISES</p> <p>The Sub-Committee considered a report regarding the future of the site of Halton Village Youth Club building at Camelot Walk, Castlefields. At a previous meeting of the</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>Strategic Director Health and Community</p>

Sub-Committee held on the 13<sup>th</sup> December 2007 (Minute No. ES63) Officers were asked to provide further information on which Members would be able to make a clear decision on the future of the building and on possible alternative uses and also to report at a later date on other pieces of land in the Borough. The report highlighted additional information with regard to lease documentation, occupation of the building, rental income, restriction of use of site and the gross sale value of the site in its present state for the prescribed community use.

RESOLVED: That

(1) in respect of the Halton Village Youth Club building the Strategic Director Corporate and Policy be authorised to invite organisations to express an interest in the future use; and

(2) an update report be brought to a future meeting of the Sub-Committee as soon as possible.

Strategic Director  
Corporate and  
Policy

**MINUTES ISSUED: 14<sup>th</sup> March 2008**

**CALL IN: 25<sup>th</sup> March 2008**

**Any matter decided by the Executive Board Sub Committee may be called in no later than 25<sup>th</sup> March 2008**

*Meeting ended at 10.52 a.m.*

**EXECUTIVE BOARD SUB COMMITTEE**

*At a meeting of the Executive Board Sub Committee on Thursday, 20 March 2008 in the Marketing Suite, Municipal Building*

Present: Councillors Wharton (Chairman), Harris and Nelson

Apologies for Absence: None

Absence declared on Council business: None

Officers present: G. Ferguson, M. Noone, R. Barnett, S. Baxter, E. Dawson, J. Downes, A. McIntyre, A. McNamara, P. Searing and I. Leivesley

Also in attendance: None

**ITEMS DEALT WITH  
UNDER POWERS AND DUTIES  
EXERCISABLE BY THE SUB-COMMITTEE**

*Action*

ES85 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – URGENT BUSINESS

The Sub-Committee was advised that a matter had arisen which required immediate attention by the Sub-Committee because a decision was required before the date of the next meeting (Minute ES103 refers), therefore pursuant to Section 100B (4) and 100E Local Government Act 1972, the Chairman ruled that the items be considered as a matter of urgency.

ES86 MINUTES

The Minutes of the meeting held on 6<sup>th</sup> March 2008 were taken as read and signed as a correct record.

*Councillor Wharton declared a personal and prejudicial interest in the item below as a Board member of Halton Transport and left the room during its discussion.*

COUNCILLOR HARRIS IN THE CHAIR

**PLANNING, TRANSPORTATION, REGENERATION AND**

**RENEWAL PORTFOLIO**

ES87 SUPPORTED LOCAL BUS SERVICE CONTRACTS

The Sub-Committee was advised that 11 local supported bus service contracts were due for renewal in March 2008. A re-tendering exercise to replace these services was initiated in December 2007. All contracts were advertised using an open tendering system. The existing cost of the contracts up for renewal was £151,645 which equated to 23% of the supported local bus service budget in 2007/8. All the new contracts were due to commence on Thursday 27<sup>th</sup> March 2008.

Under Procurement Standing Order 3.2 the Sub-Committee was advised of the reasons why tenders other than the lowest had been accepted for 7 of these contracts. Four contracts were successfully tendered to the lowest price tender. Details of these contracts and the reasons why these could not be awarded to the lowest tenderer were set out in the report.

RESOLVED: That the Sub-Committee

(1) note the tender report and its conclusions; and

(2) note the decision by the Operational Director (Highways, Transportation and Logistics) to award contracts 200, 281, 282, 292, 290, 251 and 211 to non- lowest price tenderers most able to commence the contracts to the required specification.

COUNCILLOR WHARTON IN THE CHAIR

ES88 CONTRACT FOR SILVER JUBILEE BRIDGE, RUNCORN SPANDREL (Y5 TO L4) - PREPARATION AND REPAINTING OF STEELWORK

The Sub-Committee was advised of the intention to invite tenders for the Silver Jubilee Bridge, Runcorn Spandrel (Y5 to L4) – Preparation and Repainting of Steelwork Contract, the estimated cost of which was £1.4m. In accordance with Procurement Standing Order 2.5, tenders would be invited from the following contractors who had been drawn from the Constructionline database of approved contractors:

Pyeroy Limited  
Roy Hankinson Limited  
T.I. Protective Coatings

Jack Tighe Ltd.

Tenders were expected to be returned in mid March 2008 with work commencing on site in June 2008. Award would be assessed on the basis of quality, method of execution and price in accordance with the criteria set out in the instructions for tendering.

RESOLVED: That the Operational Director Highways, Transportation and Logistics be authorised to invite tenders for the Silver Jubilee Bridge, Runcorn Spandrel (Y5 to L4) – Preparation and Repainting of Steelwork Contract, as outlined above, in accordance with Procurement Standing Order 2.5.

Strategic Director  
Environment

#### ES89 REVIEW OF FEES AND CHARGES

The Sub-Committee considered a report setting out the proposed increase in charges for services relating to Planning, Transportation and Development, Environment and Regulatory areas. A number of areas had been identified where income was not being maximised. As a result, some new charges had been added and were highlighted in the schedule.

RESOLVED: That the proposed fees and charges be agreed and referred to the relevant Policy and Performance Boards for information.

#### ES90 PROCUREMENT OF BRIDGE MAINTENANCE WORKS

Prior to 1998 Local Government Review there had been significant underfunding of the maintenance of the Silver Jubilee Bridge and its adjacent structures. As a result, the Council recognised that there was a need to address this neglect as a matter of priority. This culminated in the preparation of 10 year maintenance strategy document, which identified, costed and programmed the structural maintenance activity necessary to bring the condition of the structures to a steady state of maintenance.

Prior to the introduction of the second Local Transport Plan (LTP2), the maintenance strategy for the complex was used to underpin and provide defensible reasoning for the annual bids made through LTP for Major Maintenance and Strengthening Schemes. This identified a total of £25.6m of work (at a 2003 cost base).

During compilation of LTP2, the Council received guidance that the new LTP rules meant that implementation

of a 10 year programme of maintenance activity as a strategy would have to be through the Major Scheme Appraisal process. This was a highly procedural process for major transportation initiatives costing greater than £5m requiring consideration of many issues such as environmental impact, safety, economic benefit, accessibility and integration.

Consequently, the Council engaged consultants Mott MacDonald to prepare a formal Major Scheme Bid for delivery of the 10 year maintenance strategy for the Silver Jubilee Bridge Complex. The final draft was submitted to the Department for Transport (DfT) on 8<sup>th</sup> March 2006.

The preferred option was for a 10 year funding programme delivered by partnership. It was noted that although the level of work identified remained at £25.6m in the Strategy document, by the time it had gone through the economic processes of the Bid (including application of Optimism Bias) the figure had increased to £38.5m.

Although DfT approval of the Major Scheme Bid was yet to be granted, one of the areas of the submission identified as being in need of development included proposals for project procurement. A report was therefore being prepared by Mott Macdonald to investigate the procurement options available for delivering an extended programme of bridge maintenance and to ascertain the option likely to yield the most effective outcomes. The recommended option would involve engagement of a single partnering contractor using a construction framework form of contract based upon the NEC (ECC) Suite of Contracts. This arrangement was viewed to be advantageous in terms of overall flexibility, quality and value for money through continuity of service.

In December 2007, DfT informed the Council that its £14.3m bid for funding through the Primary Route Network (PRN) bridge maintenance had been successful. It was therefore intended to initiate procedures to prepare contract documentation and invite tenders for delivery of major bridge maintenance works through the engagement of a single partnering contractor using a construction framework form of contract.

The term of the contract would be for an initial four-year period plus potential two-year extension with an estimate value range of between £12m and £18m depending on the future success of the Major Scheme Bid. Any decision regarding the potential two-year extension



would be at the sole discretion of the Council. It was expected that shortlisted contractors would be invited to tender in May/June 2008 and that the successful contractor would be able to start work on site in late 2008.

RESOLVED: That

(1) authority be given to the Operational Director Highways Transportation and Logistics, in consultation with the portfolio holder Planning, Transportation, Regeneration and Renewal, to invite tenders for delivery of major bridge maintenance works through the engagement of a single partnering contractor using a construction framework form of contract; and

(2) the potential two year extension of the contract, which was dependent on the success of the Major Scheme Bid, be subject to a further report to the Sub Committee.

Strategic Director  
Environment

### **COMMUNITY PORTFOLIO**

#### ES91 EXTENSIONS OF SHORT TERM PILOTS FOR SUPPORTING PEOPLE (SP) & WELFARE SERVICES

The Sub-Committee considered a report which provided an update on Halton's SP grant allocation for 2008 to 2011, set out the outcomes achieved by the pilot services and sought approval to:

i) extend contracts for pilot services for one year with a potential option to extend for a further twelve months or two years; dependent on the identified need for the service and the timescale of exit strategies; and

ii) to direct spend to fund new short-term developments in order to ensure that the Council minimises the risk of being required to meet the financial strategic objectives of the Council and the Supporting People Strategy.

It was reported that by 2014 Halton's SP allocation within the area-based grant could be as low as £6,071,789 (based on allocation at standard deprivation indices and no cross authority adjustment). In anticipation of reduced funding levels, a comprehensive programme of reviews had been carried out to ensure services offered value for money and were strategically relevant.

As a result, a number of contract values were reduced and the projected spend on contracts for Halton's 104 permanent Supporting People services was now less

than the projected three-year allocation for 2008 to 2011. The implication being that whilst Halton faced a significantly reduced SP grant allocation by 2011, unless spend was increased, particularly in 2008/9, there was a risk of accumulating an underspend.

Therefore suspension of standing orders was requested in that compliance with standing orders relating to procurement was not practicable within the timeframe established by the confirmation of grant in January 2008 and the expiry of services in April 08 and would result in a loss of services for a significant number of vulnerable people. In addition, it was not practicable due to the urgency to spend the time-limited funding on vulnerable members of our community. This would mean that the Council would not be able to fulfil its obligations in the Supporting People Strategy. Also, undertaking tender exercises would reduce the time available to spend the grant and compliance would result in the Council having to forego a clear financial benefit, in that, government could claw back any under-spent Supporting People Programme Grant.

RESOLVED: That

(1) in the exceptional circumstances detailed below, for the purpose of Standing Order 1.6, Procurement Standing Orders 3.1 to 3.7 be waived on this occasion. Compliance was not practicable within the timeframe established by the confirmation of grant in January 2008 and the existing contract expiry date (end March 2008), and would place vulnerable people at risk of loss of service. Compliance was also not practicable for reasons of urgency, in that undertaking tender exercises would reduce the time available to spend the time-limited funding on vulnerable members of our community; and compliance would result in the Council having to forgo a clear financial benefit, in that the Council could be required to return to Central Government any significant sum of under-spent Supporting People Programme Grant from April 2009 onwards;

(2) delegated powers be granted to the Strategic Director Health and Community, in consultation with the portfolio holder for Community, to extend contracts for the provision of pilot Supporting People and Welfare Services as approved by the SP Commissioning Body;

(3) delegated powers be granted to the Strategic Director, Health and Community, in consultation with the portfolio holder for Community, to fund short-term pilots in order to ensure that the Council meets the financial strategic

Strategic Director  
Health and  
Community

objectives of the Council and the Supporting People Strategy as described in the report; and

(4) the Strategic Director, Health and Community, in consultation with the portfolio holder for Community, be authorised to take such action as may be necessary to implement the recommendations set out above.

ES92 REVIEW OF FEES & CHARGES 2008-09 (HEALTH & COMMUNITY)

The Sub-Committee considered a report which outlined the proposed increase in fees and charges for Health and Community Care Services and Consumer Protection Services. Fees and charges for Health and Community Care would be increased with effect from 7<sup>th</sup> April 2008 to coincide with the date of the annual increase in benefits rates. Fees and charges for Bereavement, Registration and Consumer Protection Services would be increased with effect from 1<sup>st</sup> April 2008.

It was noted that the proposed fee for Inscriptions on Memorial Stone denoted by Rev. Phillip Mears (Hospital Chaplain) per inscription should read £44.

RESOLVED: That the proposed fees and charges outlined in the report be approved.

Strategic Director  
Health and  
Community

ES93 EXTENSION OF SUPPORTED LIVING CONTRACT

In 2005/06, authority was granted to tender for the provision of a number of supported living services on the grounds that the current provider was failing to due poor performance. Following an open tender exercise Creative Support were offered a contract for a period of two years for the provision of supported living services. The services provided care and support for Adults with Learning Disabilities, the majority of whom were assessed under Fair Access to Care as having critical or substantial needs.

Since the award of the contract in 2006, Creative Support had significantly improved the quality of services being delivered. In view of the proven track record of good performance and in order to prevent any disruption to vulnerable clients with profound learning disabilities, approval was sought to extend the contract for a period of two years with effect from 1<sup>st</sup> April 2008.

RESOLVED: That

(1) in the exceptional circumstances set out in the report, for the purpose of Standing Order 1.6 Procurement Standing Orders 3.1 to 3.7 be waived on this occasion on the basis that the market was tested two years ago and the current contract offered value for money and was performing well in meeting the needs of service users with profound and complex needs. Compliance was also not practicable, in that, it would result in unnecessary disruption to extremely vulnerable clients; and

(2) delegated powers be approved to enable the Strategic Director, Health and Community, in consultation with the portfolio holder for Community, to extend contracts for the provision of supported living services listed in the report for a period of two years with effect from April 2008.

#### ES94 VOLUNTARY SECTOR CONTRACTS

The Sub-Committee considered a request to waive Procurement Standing Orders 4.1 and 4.3 and 3.1 to 3.7 in order to extend a number of voluntary sector contracts listed in the report for a period of 12 months and for approval to extend the contracts on the understanding that those services would be subject to tender within the financial year 2008/09.

The waiver of Standing Orders was requested as undertaking tender exercises could disadvantage small but local voluntary sector organisations that did not have the administrative capacity to complete tender documentation and in that a mass tender exercise could destabilise the local voluntary sector market.

In addition, it was noted that since the last report to Committee on 2<sup>nd</sup> November 2006, work had been ongoing to improve the performance management of voluntary sector contracts and as a result there had been an improvement in the quality and efficiency of the voluntary sector contracts.

In addition to improving the performance of services delivered via the voluntary sector, work was ongoing to achieve a 5% savings target in 2008/9. Ongoing work to achieve these savings included redesigning services to reduce duplication and the re-tender of services listed in the report.

RESOLVED: That

(1) in the exceptional circumstances detailed in the report,

for the purposes of Standing Order 1.6, Procurement Standing Orders 4.1 and 4.3 be waived in respect of contracts listed in Appendix 1 whose value were less than £50,000 and that contracts and specifications are improved and linked to a standard process;

Strategic Director  
Health and  
Community

(2) in the exceptional circumstances detailed in the report, for the purposes of Standing Order 1.6 Procurement Standing Orders 3.1 to 3.7 be waived in respect of contracts listed in Appendix 2 whose value were in excess of £50,000 but not exceeding £1m and contracts and specifications are improved and linked to a standard process; and

(3) re-tendering takes place on each of the contracts listed in Appendix 3.

### **HEALTH AND SOCIAL CARE PORTFOLIO**

#### **ES95 INFLATIONARY INCREASES FOR ADULT SOCIAL CARE 2008-09**

The Sub-Committee were advised on the proposed 2008/9 inflationary increases for Adult Social Care contracts within Domiciliary Care, Residential and Nursing Care fees, Dementia fees and Out of Borough Placements.

RESOLVED: That

(1) an inflationary uplift for providers of Domiciliary, Residential and Nursing contracts of up to 2.5% which was within the inflationary allowance allocated by the Council to Social Services for 2008/09 be endorsed;

Strategic Director  
Health and  
Community

(2) an inflationary uplift of 8.24% for the Dementia fees within Halton services, in order to take into account increased financial pressures on the provider market be endorsed; and

(3) approval of inflationary uplifts for out-of-borough placements on a case-by-case basis, limited to the 2.5% HBC inflationary increase or the prevailing Local Authority rate.

### **CHILDREN AND YOUNG PEOPLE PORTFOLIO**

#### **ES96 REVIEW OF FEES AND CHARGES FOR FOSTER CARERS - 2008/2009**

The Sub-Committee considered a report which sought approval for the proposed increases in fees and

charges for the rates paid to Foster Carers. It had been previously agreed that the rates of allowances for Foster Carers could be increased in line with those recommended by the Fostering Network. For those circumstances where the Fostering Network did not make a recommendation, it was proposed that rates were increased by 2.5%.

RESOLVED: That fees and charges increases for Foster Carers outlined in the report be approved.

Strategic Director  
Children and  
Young People

ES97 TEMPORARY BSF SUPPORT AND PROCUREMENT

The Sub-Committee considered a request for temporary support to the Building Schools for the Future programme prior to the appointment of the Programme Manager. The Programme Manager was due to take up post in the next few months. However, prior to the commencement of the Programme Manager there were a number of key areas of work which needed to be undertaken. These key areas of work included the completion of the Staff Workforce Audit, a detailed analysis of all secondary and secondary special staff in each of the Halton schools and the preparation of the Strategy for Change Part 1 submission.

It was therefore requested that a further contract up to the value of £8,000 be awarded to M.D. Consultancy. The daily rate for this consultancy work was £400.00. This would allow an additional 20 days of support. The daily rates quoted for this support from other consultancies had been £725 and £952 for Programme Management.

RESOLVED: That the Operational Director Business Planning and Resources be authorised to award the contract for Temporary Programme Manager Support for Building Schools for the Future to the contractor M. D. Consultancy in the sum of £8,000 and, in accordance with Procurement Standing Order 1.6 Standing Orders 3.1 to 3.7 and 3.10 be waived on this occasion as compliance with Standing Orders was not practicable for reasons of urgency which could not reasonably have been anticipated.

Strategic Director  
Health and  
Community

ES98 WAIVER OF PROCUREMENT STANDING ORDER 3.1: ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) SUPPORT FOR PUPILS IN HALTON SCHOOLS

The Sub-Committee was advised that the current system for supporting pupils with EAL needs in Halton was set up when pupils with EAL were rare and dealt with from

within the existing additional tuition budget. Giving the growing number of EAL pupils requiring support, this approach was not sustainable or capable of meeting the needs of EAL Learners.

In reviewing this issue, practice in several neighbouring authorities that have had to respond to an increase in EAL Learners had been examined. Consequently, a broadly similar model appeared to emerge. These models have the Authority supporting schools via a team, usually an EAL consultant/team leader and typically a number of higher-level teacher assistants or bi-lingual assistants.

In order to address the increase in demand in EAL, the Schools Forum was approached in Spring 2007 to seek to fund an EAL service from the Designated Schools Grant. Schools Forum agreed to make available £146,828, which was estimated the cost of a small service.

Subsequently, St. Chad's Language Specialist College, a local high school, had offered to provide an EAL support service to other schools in the Borough. There would be many advantages to doing this through a school and particularly a school that had a language specialism:

- it would reduce the management costs as delivering from within a school, management and support systems were already in place;
- the availability of a range of foreign language expertise and integration into the Borough's systems for supporting schools and pupils;
- there was currently no commercial market for borough wide English as an Additional Language Service, as this was something that was delivered by local authorities; and
- any external commercial contractor would seek to return a profit whereas a partnership with St. Chad's Language Specialist College would mean that all of the funding would be used to support Halton learners.

RESOLVED: That the Operational Director (Preventative Services) be authorised to award the contract for English as an Additional Language (EAL) Support for Pupils in Halton Schools and that in the light of the exceptional circumstances, namely that compliance with the tendering Standing Orders would result in a clear financial detriment to the Council (1.6(c)) and because compliance

Strategic Director  
Health and  
Community

with Standing Orders was not possible (1.6(a)).

**CORPORATE SERVICES PORTFOLIO**

ES99 TREASURY MANAGEMENT AND INVESTMENT STRATEGY 2008/09

The Sub-Committee considered the Council's Treasury Management and Investment Strategy for 2008/09.

The Strategy covers the treasury limits in force which would limit the treasury risk and activities of the Council, prudential indicators, the current treasury position, the borrowing requirement, prospects for interest rates, the borrowing strategy, debt re-scheduling, the investment strategy and any extraordinary treasury issues.

RESOLVED: That the Council be recommended to adopt the policies and strategies outlined in the report.

Strategic Director  
Corporate and  
Policy

ES100 LAND EXCHANGE DITTON ROAD

The Sub-Committee considered a request to vary the approval given under Minute No. ES 115 for a small increase in the area of land to be exchanged with a private developer as part of the proposed new Mersey Gateway. This would allow the developer to secure a development for a 130 bed hotel development with offices (B2) on this site.

RESOLVED: That

(1) approval be given to exchange the land identified on Plans B4027/4PC/82 and B4027/4/PC/87, the area edged in red is transferring to Council ownership whilst the area edged in blue will transfer from the Council to the developer; and

Strategic Director  
Corporate and  
Policy

(2) authority be given to the Operational Director Property Services, in consultation with the portfolio holder for Corporate Services to conclude the deal.

**ENVIRONMENT, LEISURE AND SPORT PORTFOLIO**

ES101 AUDIBLE INTRUDER ALARMS - POWERS TO CONTROL

The Sub-Committee considered a report which outlined the current procedures adopted by the Environmental Health Division for silencing misfiring burglar alarms and the new provisions under the Clean



Neighbourhoods and Environment Act 2005. Under the new provisions of the 2005 Act if an authorised Officer of the Council was satisfied that:

- i) an alarm had been sounding continuously for more than 20 minutes or intermittently for more than 1 hour;
- ii) the noise was likely to give persons living or working in the vicinity reasonable cause for annoyance (note: this is a lesser standard than having to establish the existence of a statutory nuisance); and
- iii) reasonable steps had been taken by the Council to get the nominated keyholder to silence the alarm;

Then the Officer may enter the premises (without the need for a warrant) to silence the alarm including taking with him such other people (e.g. a contractor) as are needed to silence the alarm. However, the Officer may not enter the premises by force.

In addition a local authority could designate its area or parts of it as an alarm notification area. Once the designation was in place the occupiers or (if none) the owners of alarmed residential and non-residential properties in the designated areas, must nominate a keyholder for the premises and notify the Local Authority of the contact details of the keyholder. The penalty for failing to notify the Local Authority of keyholders in a designated area was a maximum fine of Level 3 (currently £1,000). The Local Authority may adopt a fixed penalty notice scheme for this offence, for offenders to discharge liability to the offence by payment of a fixed penalty rather than face prosecution in the Magistrates Court.

It was reported that to date, there had been some reluctance by local authorities to take on board the new provisions, because of the uncertainty of interpretation of force and reasonable force until such time, as they had been tested in Court. Notwithstanding, as the new provisions would allow for misfiring alarms to be silenced much more quickly and less expensively, thus shortening the period that anyone living or working nearby had to suffer the effects of the associated noise pollution, the new provision represented a positive way of tackling the alarm nuisance issue.

With regard to designation of an alarm notification area large numbers of local authorities were operating a voluntary registration scheme with what appeared to be

varying degrees of success. It was proposed that Council consult on the introduction of a scheme for Halton and introduce it for a trial period. The scheme would have to be marketed widely.

It was noted that this would have implications for the Council's constitution and would be included in amendments as part of the Annual Review in May 2008.

RESOLVED: That

(1) the Sub-Committee adopt the provision in the Clean Neighbourhoods and Environment Act 2005 for dealing with misfiring alarms and that authority to act under these provisions is delegated to the Strategic Director Environment and to the Operational Director Environment and Regulatory Services and that they be given the power to authorise individual Environmental Health Officers and suitable technical staff to implement these new powers;

Strategic Director  
Environment

(2) a voluntary scheme for registration of keyholders is introduced and its impact reviewed over a 12 month period; and

(3) if following that review a formal alarm notification area is considered necessary, then this be made.

ES102 VICTORIA PARK RESTORATION - CONTRACT FOR MEMORIAL RESTORATION, ENTRANCES & DRAINAGE WORKS

The Sub-Committee considered a report which sought a retrospective waiver of Procurement Standing Orders section 3 with regard to additional works to restore the drainage system and railings around entrance at Victoria Park and to upgrade the tennis/ball courts surface (particularly the drainage and fencing elements). The total cost of these additional items was £81,000 and was covered by the contingency sum and by other cost heads in the overall project budget. This enabled the works to continue on schedule and meet the Heritage Lottery Fund agreed expenditure profiles.

Due to the nature of the work required to upgrade the tennis/ball courts, work needed to take place immediately to avoid a conflict with the remaining programmed restoration work. Extending the existing contract also kept the number of contractors and contractors' cabins to minimum on site, reducing conflict with park users. Therefore the existing contractor was asked to carry out this work.

RESOLVED: That a retrospective waiver of the tendering requirements of Procurement Standing Orders section 3 be given.

Strategic Director  
Environment

It was noted that the following report had been recommended by Officers to be placed in Part II of the agenda as the public interest in maintaining the exemption outweighed the public interest in disclosing the information. Therefore members of the press and public should be excluded from the meeting during its consideration 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.

However, Members of the Sub-Committee considered the officer recommendation and resolved that the item should be discussed in Part I of the agenda and the press and public included.

#### ES103 HALTON VILLAGE YOUTH CLUB PREMISES

At a previous meeting of the Executive Board Sub Committee held on 20<sup>th</sup> March 2008, a decision was made regarding the future use of the site of Halton Village Youth Club building at Camelot Walk, Castlefields. Following the meeting officers wrote to both Halton Voluntary Youth Club and HAMS. Subsequently a letter was received from HAMS setting out the impact of the decision on them, on the service they provide to the community and on HAMS' investment in the premises. In view of that position and the fact that there was no current other interests registered for the building, the Sub Committee agreed the following:

RESOLVED: That

- (1) no new lease be offered to the trustees of the Halton Village Youth Club; and
- (2) the Strategic Director – Corporate and Policy be authorised to enter into negotiations and conclude terms of a lease for the building between the Council and HAMS.

Strategic Director  
Corporate and  
Policy

**MINUTES ISSUED: 4<sup>th</sup> April 2008**

**CALL IN: 11<sup>th</sup> April 2008**

**Any matter decided by the Executive Board Sub Committee may be called in no later than 11<sup>th</sup> April 2008**

*Meeting ended at 1.00 p.m.*

**MERSEY GATEWAY EXECUTIVE BOARD**

*At a meeting of the Mersey Gateway Executive Board on Monday, 7 April 2008 in the Marketing Suite, Municipal Building*

Present: Councillors McDermott (Chairman), Wharton and Polhill

Apologies for Absence: Councillor Redhead

Absence declared on Council business: None

Officers present: B. Dodd, D. Parr, M. Reaney, D. Sutton, D. Tregear, S. Nicholson and M. Noone

Also in attendance: Councillor Findon

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

*Action*

**MGEB14MINUTES**

The minutes of the meeting held on 24<sup>th</sup> January 2008, having been printed and circulated, were taken as read and signed as a correct record.

**PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO**

**MGEB15PROGRESS WITH THE MERSEY GATEWAY STATUTORY PLANNING PROCESS**

The Board received an update report on the progress made towards commencing the statutory planning process for Mersey Gateway. It was noted that on the 31<sup>st</sup> March 2008 the Merseyside Gateway Project had submitted the first phase of formal applications for Mersey Gateway to Halton Borough Council as Planning Authority for consideration. A second phase of formal applications would be submitted to the Council at the end of May 2008 and it was anticipated that the Planning Authority would have processed all applications, by June/July 2008

It was noted that as part of the first and second phase

Planning Applications there would be a statutory period of public consultation. At the conclusion of the consultation process any objections received could trigger a Public Inquiry.

The Board was advised that in early May 2008 a leaflet would be produced and circulated advising the public on the Statutory Planning processes for the Mersey Gateway.

RESOLVED: That Members note the progress made and the next steps to be taken.

#### MGEB16STRATEGIC OUTLINE BUSINESS CASE

The Board received a report which provided an update on the Mersey Gateway Strategic Business Case to reflect the considerable developments in the scheme since it was submitted to the DfT in July 2005. The information reported provided a summary of the Mersey Gateway Strategic Outline Business Case that had been prepared by the Mersey Gateway Project Team and previously accepted by the Mersey Gateway Officer Project Board. The report also included a review of the tolling strategy, financial case and value for money case.

It was reported that the Government had recently published a statement of its Transport Policy in the White Paper "Towards a Sustainable Transport System" – the Government's response to Eddington and Stern. The White Paper set out the challenge for transport in a world faced with climate change and associated economic considerations.

Eddington had stressed the importance of reliable transport and network resilience for business but similar requirements applied to ensure that effective civil contingency plans were in place. Mersey Gateway would provide the additional road capacity required to restore network resilience for road river crossings between the Merseyside Tunnels and M6 at Thelwall. To ensure the potential operational benefits were realised the following additional project objective was proposed in the Strategic Outline Business Case:

"To restore effective network resilience for road transport across the River Mersey."

At a local policy level, it was noted that the Programme Entry funding approval by the Department for

Transport in March 2006 enabled the supporting policy for Mersey Gateway to be developed in more detail and brought up to date. These supporting policies would be embraced in the Community Strategy, Corporate Plan and Local Development Framework. In addition, the Council had commenced preparation of a Mersey Gateway Regeneration Strategy. The outcome of the Regeneration Strategy would also inform the Council's priorities for physical investment and urban renewal.

As part of the development of a sustainable and integrated transport system for the Borough, the Council had commissioned a Mersey Gateway Sustainable Transport study. The report had recommended that a bus based transit system utilising new as well as existing infrastructure and facilities would be the most achievable and affordable way forward and enable step changed improvements to be delivered in the short to medium term. The report also recognised that the development of light rail should not however be precluded but this should be seen as an option for the longer term.

The study was ongoing and potential schemes that would deliver the required improvements to bus services and cycling and walking facilities had been identified. A series of focussed public consultations and group interviews had been undertaken to understand the views of Halton's residents on public transport at present and in the future with the Mersey Gateway project. The Sustainable Transport study was aimed at delivering service improvements by 2015.

With regard to tolling the Council had established a policy that was intended to allow successful delivery of Mersey Gateway within funding limits agreed with Ministers. The principal objective of tolling were:

- i) to operate a toll concession scheme within the limits of affordability, so as to mitigate the impact of tolls on local users who were currently able to use the Silver Jubilee Bridge free of charge, many of whom were frequently crossing the river and some fall within social inclusion target groups;
- ii) to manage demand to ensure the delivery transport and environment benefits, by maintaining free flow traffic conditions on the Mersey Gateway and Silver Jubilee Bridge and delivering priority for public transport on the Silver Jubilee Bridge; and

iii) to transfer demand risk to the concessionaire for the duration of the concession, by allowing the operator to manage that demand through the toll charged, within the constraints of the legal powers and the regulations agreed in the Concession Contract, consistent with the objective of protecting local users.

The new traffic model forecasts support the projected benefits from tolls as future traffic levels are suppressed by the tolling charges. The lower traffic levels with tolling prevent any general increase in traffic noise and air pollution (including carbon green house gases) across the Borough that would otherwise occur without the scheme.

It was proposed that bidders for toll operator (probably in their Standard Bid) should be asked to assume that toll levels were set initially at levels matching those at the Mersey Tunnels, increasing thereafter in line with inflation. Although during the bidding process prospective operators would have the opportunity to submit variant proposals that may prove more attractive for the Council. It was further proposed that they be told to assume that a fixed level of Central Government funding was available for the project. It was proposed that bidders should then be asked to bid the level of economic interest in the toll revenue which they were prepared to make available to the Council.

It was noted that the minimum Benefit Cost Ratio for qualifying as medium value for money was lower than the programme entry submission and hence the headroom to withstand any downward adjustment by Department for Transport had been reduced.

The Strategic Outline Business Case established the resource requirements for the next stage plan that would progress the project through the planning process and procurement, culminating with the start of construction in 2011. A resource plan was in preparation and would be reported to the Mersey Gateway Executive Board in May.

Arising from the discussion it was agreed that a Mersey Crossing monthly briefing note be sent to Councillor Round with a copy to Daniel Barrett.

**RESOLVED:** That Members

(1) note that Mersey Gateway still benefits from policy support at National, Regional and Local levels;

(2) agree to the additional project objective “to restore



effective network resilience for road transport across the River Mersey”, to align the project aims with the Eddington recommendations;

Project Director

(3) agree the principal elements of the tolling proposals which were designed to maximise the opportunity to deliver the project within the funding limits and to provide a best value option for funding toll discounts and a Mersey Gateway sustainable transport programme;

(4) note that the current financial analysis results show that the project remains on course to be delivered within the funding limits agreed with Government, with toll levels based on the current Mersey Tunnel charges; and

(5) note that the value for money parameters required by Government as a funding condition were satisfied but the headroom available to satisfy the condition had been reduced.

#### MGEB17REPORT ON THE OUTCOMES OF RECENT MEETINGS WITH THE DEPARTMENT FOR TRANSPORT

The Board received a report which outlined the progress made in recent meetings with the Department for Transport officials dealing with the review of the value for money case for Mersey Gateway and their assessment of whether the project remained on course to be delivered within the funding limits agreed with Ministers. Following several meetings with Department officials the following actions had been agreed:

i) the Department would not ask the Council to postpone the commencement of the first phase Planning Application if the Council was ready to make such an application and the endorsement of value for money and project delivery were still outstanding; and

ii) department officials and the Mersey Gateway Project Team would establish a work programme that should enable the Department to confirm its views and advise Ministers accordingly. The work was planned to be concluded before the second phase of the Planning Application process commenced.

The work programme to support the Department's review had now been agreed and information was being submitted in line with the agreed dates. The information and assessment drew on the content of the Strategic Outline Business Case as discussed previously.

It was noted that in response to the Department's invitation to submit a bid for contribution towards development (preparation) costs, a letter had been sent requesting Ministers to give consideration to providing a contribution of £6.2m, to be phased over three broadly equal payments over three years. Department officials had advised that they were prepared to endorse the bid and phasing arrangements but it would be a matter for Ministers to decide whether the bid was accepted and in full. The funding of such a bid was also being discussed with the Government Regional Office.

RESOLVED: That the progress made be noted and the action taken supported.

**MINUTES ISSUED: 15<sup>th</sup> April 2008**

**CALL IN: 22<sup>nd</sup> April 2008**

**Any matter decided by the Mersey Gateway Executive Board may be called in no later than 22<sup>nd</sup> April 2008**

*Meeting ended at 11.08 a.m.*

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

*At a meeting of the Children and Young People Policy and Performance Board on Monday, 25 February 2008 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Dennett (Chairman), Horabin (Vice-Chairman), Fraser, Gilligan, D. Inch, J. Lowe, Parker, M. Ratcliffe and Stockton

Apologies for Absence: Councillors Drakeley and Higginson

Absence declared on Council business: None

Officers present: L. Butcher, J. Kirk, A. McIntyre, G. Meehan, J. Pearce, A. Villiers, P. Boyce, S. Clough and L. Cairns

Also in attendance: None

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

CYP43 MINUTES

The minutes of the meeting held on 7th January, having been printed and circulated, were signed as a correct record.

CYP44 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

CYP45 EXECUTIVE BOARD MINUTES

The minutes of the Executive Board and the Executive Board Sub-Committee relating to the Children and Young People Policy and Performance Board were submitted for information.

RESOLVED: That the Minutes be noted.

CYP46 HEALTH OF CHILDREN IN CARE

The Board considered a report presenting an update on the data and service developments regarding the health

*Action*

of Children in Care (CIC).

It was noted that, in March 2006, the Health Policy and Performance Board had been presented with the findings of the Health of Children in Care (CIC) Scrutiny Group. An in-depth audit of ninety CIC case files had been carried out resulting in an Action Plan.

All actions had been completed and information was provided in respect of future developments in the service since that time. This included:

- Data regarding health of CIC; and
- Service Developments in terms of
  - the Health Development Group;
  - assessments of children's emotional and mental wellbeing;
  - training for foster carers; and
  - fast track dental service.

The Board noted that:

- names had now been received for the Topic Groups and meetings were to be convened;
- a meeting had been held with the consultant for dental health the previous week and this information would be submitted to the appropriate Topic Group;
- there had been 155 people in care as at the previous month, based on children that had been in care for at least 12 months;
- work was ongoing to ensure that young people could make informed choices, for example around immunisations, to ensure the best possible health outcomes;
- young people could not be forced to have immunisations; however, the Council/Primary Care Trust (PCT) continued to work with those that had refused in order to try and influence them to take actions that were considered to be in their best interests;
- the Children and Young People Directorate and health services were involved in the Health Development Group; and
- performance indicators were reported annually; however, these could be provided to the Board on a quarterly basis.

RESOLVED: That

- (1) the report be noted; and

- (2) performance indicators in this respect be reported to the Board on a quarterly basis.

#### CYP47 14-19 IMPLEMENTATION PLAN

The Board considered a report of the Strategic Director – Children and Young People providing information on national 14 – 19 education reforms and outlining progress towards the local implementation of the reforms.

It was noted that, in 2006, a transformational set of education reforms had been legislated through the Education and Inspections Act, the features of which were outlined for the Board's consideration. It was advised that there was a strong emphasis on functional English, Maths, and Personal Learning and Thinking Skills (PLTs) throughout the phase. 17 new diplomas would be introduced at 3 levels with the level 2 diploma being equivalent to 7 GCSEs at A\* to C and the level 3 diploma equivalent to 3.5 A levels at A\* to C. For 14 – 16 year old under achievers, a new Entry to Employment (E2E) route and foundation tier would be available.

The new curriculum was designed to offer learners a broader range of options from age 14 with a pathway through to age 19. The Board was advised that there was a strong 14-19 partnership in Halton with wide representation and a 14 – 19 vision, strategy and action plan was in place. Progress on the action plan was outlined for information.

In addition, the Board received a presentation from Mr. Simon Clough, 14-19 Strategy Manager, providing further information on 14 – 19 options, the pathway to 2013, progress that had been made, and Summer 2007 announcements and their implications. Information was also provided on the next steps.

The Board noted the following:

- it was expected that the Council and 14-19 Partnership would have a responsibility to keep young people Not in Employment, Education or Training (NEET) engaged, although this had yet to be confirmed;
- curriculum demand had to be identified along with the capability to deliver these subjects and the possible need to source providers; and
- the ICT infrastructure was to be improved so that work could be carried out by officers away from the

base.

RESOLVED: That the national reforms, and progress to date in implementing 14 – 19 reforms locally, be noted.

#### CYP48 CHILDREN'S TRUST ARRANGEMENTS

The Board considered a report of the Strategic Director – Children and Young People providing an update on the arrangements for Children's Trust Arrangements in Halton.

It was advised that the establishment of Children's Trust Arrangements in each local authority area was a requirement of the Children Act 2004 and the accompanying Statutory Guidance on Inter-Agency Co-operation to Improve the Wellbeing of Children: Children's Trusts. Each local authority was required to have Children's Trust Arrangements in place by April 2008, led by the Local Authority, but acting as an inclusive partnership, in order to secure the success of meeting outcomes for children, young people and families.

The Children and Young People's Alliance Board had been established in September 2005 as part of a new strategic planning structure, which aimed to progress the Every Child Matters agenda and integration through partnership working. At the same time, arrangements had been made for the establishment of a number of children's mini-trusts to pilot various aspects of the integration agenda, with a view to using the learning from the mini-trusts to inform future Children's Trust Arrangements. This was effectively the Children's Trust in Halton.

The Board was advised that there had been a number of developments since the original strategic planning structure was agreed and these were outlined for consideration. In particular, it was advised that modifications were intended to be made to the Alliance Board structures in order to aid and improve working within the Children's Trust Arrangements from April onwards. A copy of the revised structure was attached at Appendix 1 of the report for Members' information.

In addition, Members were advised that, at the same time as the structure of the Halton Children's Trust Arrangements was being agreed, the further alignment of health services with the Council's Children and Young People Department was planned. The two processes were complementary, with the Children's Trust Arrangements as

the key strategic body and the Children and Young People Directorate as the central delivery mechanism for integrated services using common processes.

Three areas of integration were under development and these were outlined in the report. It was advised that all of these integration processes would develop the principle of "Teams Around The Child".

The Board noted:

- that this was a re-alignment of Children's services so that there was a better arrangement for the people of the Borough;
- the Alliance Board (Children's Trust Arrangement) would act as the Governance Body for the Primary Care Trust and Council and other partners;
- this proposal was to be considered by the Executive Board on 6th March 2008;
- a range of NHS staff was to be aligned within the Council to work in an integrated way. Although there was no more capacity, it was expected that work would be carried out more efficiently/effectively. A reduction in waiting lists could not be guaranteed; however, this arrangement would assist in the prioritisation;
- an assessment facility had been put in place to link with learning and equipment could be loaned whilst aid was awaited;
- services were being integrated in order to improve communication and it was vital that the Board monitored relevant aspects of the Local Area Agreement and Work Neighbourhood Fund, and considered its relationship with the Local Strategic Partnership;
- "Arrangements" would be put into place at the appropriate time following the meeting of the Executive Board on 6th March, subject to agreement - this was expected to be the end of April;
- a review of all levels of the Children and Young People Directorate was to be carried out over the forthcoming year with a further report to be submitted to the Board in April 2009;
- there was a full complement of Educational Psychologists due to cover arrangements being in place;
- there were to be three lines of NHS accountability:

(1) the NHS would continue to be accountable for NHS staff professional development;

- (2) day-to-day NHS services would be re-aligned under the management of the Council and the Children and Young People Directorate; and
- (3) governance would remain with the NHS via the Director of Commissioning/Children's Trust Arrangements;

- it was expected that this new arrangement would result in extra capacity in that services would be focused on those who needed them most; and
- Members requested to receive information from the Halton Safeguarding Children Board (HSCB) in order that the impact it was having could be assessed vis a vis the Children's Trust Arrangements.

RESOLVED: That

- (1) the progress towards the establishment of Children's Trust Arrangements be noted; and
- (2) the Halton Safeguarding Board be requested to provide the Policy and Performance Board with a copy of the minutes of its meetings as a further means of scrutinising Safeguarding in the Borough.

Strategic Director-  
Children & Young  
People

#### CYP49 CHILDREN AND YOUNG PEOPLE AREA NETWORKS - PRESENTATION

The Board considered a report of the Strategic Director – Children and Young People regarding work to date in developing a framework for integrated service delivery to children, young people and their families on a locality basis.

It was noted that, in June 2006, the Children and Young People's Alliance Board had supported the formation of Children and Young People Area Networks as a means of providing a framework for integrated service delivery. This had been in response to the publication of Every Child Matters and the subsequent passing of the Children Act, which heralded the move to integration of services to children, young people and families.

The formation of five area networks had followed the launch of the inaugural Children and Young People's Plan in the Borough and the partnership driven new strategic planning framework in the form of the Children and Young People's Alliance Board.

Inevitably, not all services could be targeted on a



locality basis, which could be due to their very specialist nature and/or issues of economy of scale, for example fostering and adoption services. As a consequence, it was recognised that integration at a locality level would function best within a framework that incorporated three levels:

- Boroughwide;
- Widnes/Runcorn; and
- Locality/Area Network.

Since the formation of the networks, and as integration proceeded, further developments had occurred, including:

- transforming learning via Building Schools for the Future;
- developments in working arrangements with the PCT; and
- integrated and targeted youth support.

In addition, the Board received a presentation from the Operational Director - Preventative Services regarding Children and Young People Area Networks (CYPANs) outlining:

- purpose/principles;
- the five networks in Halton;
- progress and key developments to date;
- key areas of focus;
- delivery mechanisms; and
- key processes to secure change.

The Board noted that:

- there was an emerging analysis at CYPAN level, building a picture, and consideration needed to be given as to how this information could be presented to Members;
- there were to be two more Children's Centres in accordance with the Department for Schools, Children and Families' (DCSF's) direction (phase 3) and an analysis was being carried out to identify gaps/issues to guide where these should be located;
- a large number of health staff now worked out of Children's Centres;
- from 1st April, in relation to any services commissioned, the point of contact with the family would be recorded on the Children Centre database in order that a picture of emerging need could be built up;

- in the first five years of a child's life, there would be a number of contacts with the Children's Centre and so there would be ongoing contact from birth to school, by which time there would be a picture of need;
- the Children's Centre was non-stigmatising; however, families with greater need could be visited at home;
- the aim was to identify issues early in order that the family could be supported;
- there was a need to ensure that GPs were on-board with the process to facilitate a universal service;
- initiatives were available such as the recent provision of 1000 lap-tops, and internet access for a twelve month period, to children that would not otherwise have access to such a facility within their homes. This scheme had been funded by the Government and allocation had been based on specified criteria; and
- adult learning was commissioned and provided in schools.

RESOLVED: That

- (1) the presentation be received; and
- (2) the progress towards integrating service delivery at locality level, and developments, be noted.

#### CYP50 CHILDREN'S PLAN

The Board considered a report of the Strategic Director – Children and Young People outlining the implications for Children's Services in Halton of the Government's new 10 year Children Plan. The Plan aimed to make England the best place in the world for Children and Young People to grow up and it would hopefully signal the beginning of a new way of working to achieve this.

The Department for Children, Schools and Families (DCSF) had drawn up the Children's Plan with the help of advice, thoughts and issues raised by parents, teachers and professionals, and children and young people themselves. A major consultation exercise had been carried out by the DCSF, which had identified five main principles to underpin the plan; these were outlined for the Board's consideration.

The Children's Plan set out plans for the next ten years under each of the DCSF's seven strategic objectives that would ultimately build a brighter future for Children and Young People in England. Again, these were outlined within the report for Members' information.

It was noted that, to deliver this, a series of system-wide reforms were required regarding the way services for young people worked together. The aim was to build on the ambitions set out in Every Child Matters and deliver a stepped change in outcomes. To achieve this the DCSF would:

- expect every school to be uncompromising in its ambitions for achievement;
- expect Children's Trusts to deliver measurable improvements for all children and young people, and to monitor Trusts to see if arrangements needed to be strengthened to improve outcomes, e.g. further legislation; and
- publish a Children's Workforce Action Plan in early 2008, covering everyone who worked with Children and Young People, which would strengthen integrated working across all services.

The Board noted that:

- an Integrated Workforce Action Strategy was in the process of being developed; and
- the Strategy would see the culmination of work and a coherent framework.

RESOLVED: That the information relating to the 10 year Children's Plan be noted.

#### CYP51 ACADEMY SITE OPTIONS

The Board considered a report of the Strategic Director – Children and Young People outlining the three site options available for the location of the new specialist Academy in East Runcorn.

It was noted that Academies were all ability state schools with a mission to transform education. They were set up in areas where there was demand for new high quality school places.

At the Executive Board meeting on 12<sup>th</sup> December 2007, it had been agreed that Halton High could be replaced with a new specialist Academy providing 1050 places for pupils aged 11 – 16, and 100 places for post 16 provision. Prior to statutory consultation, it was agreed that further work be undertaken to identify the most appropriate location for the provision, and to secure a sponsor. The Board was advised that, to date, no sponsor had been secured although work was being undertaken to explore this

opportunity further.

In order to assess each of the three sites, the Headteacher of Halton High School had consulted parents, staff, pupils and Governors on each of the options. In addition, the Local Authority had undertaken an appraisal of the physical characteristics of each site and the transport issues. A summary of the appraisal of each of the sites, being the current site, the Wharford Farm site and the Halton Sports site, was outlined within the report for Members' consideration. On balance, having considered all the information available at the time, Wharford Farm Site appeared to be the most suitable location for the development of the new specialist Academy. However, this was subject to further consultation and the view of the sponsor.

The Board looked at the options in detail and considered issues such as:

- the impact of flood plains;
- cost of transport to a new site and the need to ensure that existing pupils were not disenfranchised;
- the fact that a new build would incorporate a sprinkler system;
- the need for a traffic impact assessment on the agreed site; and
- sustainable targets in terms of the environment.

RESOLVED: That it be noted that, based on the information provided, Wharford Farm is the Board's preferred site for the Halton Academy.

## CYP52 COMPLAINTS

The Board considered a report of the Strategic Director – Children and Young People regarding the Directorate's management of complaints and compliments relating to Social Care services within the Children and Young People Directorate during 2006/7. The Social Care complaints system was regulated by the statutory framework and this report formed part of the requirement of that framework.

It was noted that, in 2006, "Working Together to Safeguard Children" introduced a new guidance for all who worked with children. This required that any complaints which related to allegations against people who worked with children be managed under the Local Authority Designated Officer (LADO) procedures. In June 2007, the Department of

Health had issued a consultation document which proposed that complaints procedures relating to NHS organisations and Local Authority Social Care services for adults be aligned to reduce confusion amongst people. There had been some debate over the inclusion of Children's complaints within this proposed structure and there was some concern that the focus on Children's complaints may be lost under the proposals. There was also concern that any new process should include the present safeguards enabling children to complain in their own right with access to advocacy and an independent person monitoring the independent investigation.

The Board noted that practice and procedure may need to be changed as a result of the outcome of the complaint investigation. Revised guidance to staff relating to complaints/appeals procedures (including Social Care) across the Directorate was about to be issued.

RESOLVED: That the information relating to Social Care complaints for 2006/07 be noted.

#### CYP53 QUARTERLY MONITORING REPORTS

The Board considered a report of the Chief Executive outlining the third quarter performance management reports on progress against service plan objectives and performance targets, performance trends/comparisons, factors affecting services etc. for:

- Specialist services;
- Universal and Learning Services;
- Community Services; and
- Business Planning and Resources.

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

*Meeting ended at 8.54 p.m.*

This page is intentionally left blank

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

*At a meeting of the Employment, Learning and Skills Policy and Performance Board on Monday, 10 March 2008 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Jones (Chairman), Fraser (Vice-Chairman), P. Blackmore, Edge, Findon, Howard, Parker, Rowe and Stockton

Apologies for Absence: Councillor Lewis and Worrall

Absence declared on Council business: None

Officers present: G. Collins, J. Hatton, D. Owen, M. Simpson and A. Villiers

Also in attendance: None

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

*Action*

ELS46 MINUTES

The Minutes of the meeting held on 28<sup>th</sup> January 2008, having been printed and circulated, were signed as a correct record.

ELS47 PUBLIC QUESTION TIME

It was reported that no public questions had been received.

ELS48 EXECUTIVE BOARD MINUTES

It was reported that in this instance there were no minutes relating to the remit of this Board since the last PPB.

ELS49 CAPITAL OF CULTURE

The Board considered a report of the Strategic Director – Health and Community, which outlined the range of activities that had happened or were planned to happen, that would demonstrate Halton's involvement in the Capital

of Culture celebrations.

The Board was informed of the programmed events already in place, for example the Steam Rally and the Firework Festival. The work of Norton Priory and Catalyst Museums also had a contribution to make.

Members were advised that all activities were based on an agreed budget that was set at £110,000 from Halton Borough Council plus £40,000 from the Culture Company. This was on the condition that we provided significant events in line with the Capital of Culture ethos.

It was reported that £50,000 had been released from Council budgets and Councillor Marie Wright was due to attend Executive Board on 20<sup>th</sup> March 2008 to re-confirm what was already agreed - the remaining £60,000.

In addition Members were informed of a major showcase event for Halton being the Youth Cultural Festival on July the 12<sup>th</sup> and 13<sup>th</sup> which would be held at the Stobart Stadium Halton and associated activities at the Brindley. A competition was planned titled "Halton's Got Talent", aimed at young people in the Borough. Councillor Wright informed the Board that Mike Andrews and Police Officer Simon Blackwell (from the Community Safety Team) would provide Police Community Safety Officer (PCSO's) on each day of the auditions at various venues for assistance.

RESOLVED: Members endorse the approach to the Youth Cultural Festival.

#### ELS50 CITY EMPLOYMENT STRATEGY

The Board considered a report of the Strategic Director - Environment, which provided an update on the Liverpool Region City Employment Strategy.

Members were advised that previous reports had been to the Board that set out the background to the City Employment Strategies. In summary, the concept was that local consortia was formed of public, private and voluntary sectors which would work together to target those wards with the highest levels of worklessness, i.e. worklessness above 25% of working age population.

In Halton the Department of Work and Pensions had identified Windmill Hill, Castlefields, Riverside, Halton Lea, Grange and Kingsway as having worklessness above 25%.



A new Deprived Areas Funding (DAF) programme had been established to provide funding to help implement City Employment Strategies. DAF money could only be spent on activities that would benefit workless people that lived in the identified wards.

It was report that at present the Business Plan and the Strategy was ready to be signed off. Knowsley were nominated to take over with the implementation side of the scheme. This aligned with the developing Multi Area Agreement (MAA) for which Knowsley Metropolitan Council had the lead on employment and skills. It was reported that a target of 147 extra people had to be employed over the given period. It was noted that, as of December, there were 60 extra people now in employment therefore an expectation to have over 160 people.

The Board was advised of various incentives for getting people into employment, for example, travel expenses, Halton People into Jobs were giving people Hopper passes for the bus, the Travel Team provided a mini bus service to certain courses and there were talks of a moped hire scheme at a small fee for hiring of the moped for the week to travel to the workplace.

Members discussed the correlation between the money received and the number of people on income support and the barriers to employment.

RESOLVED: That Members consider the progress of the City Employment Strategy for Greater Merseyside.

ELS51 ECONOMIC REGENERATION SERVICE PLAN 2008-2011

The Board considered a report from the Strategic Director, - Environment, which outlined the new objectives for the Economic Regeneration Service Plan. It was noted that greater clarity had been sought in relation to aligning the objective service plan to collaborate with the Corporate Service Plan.

Members suggested a number of minor amendments. The proposed revised objectives were detailed as follows:

- To foster a culture of enterprise entrepreneurship particularly amongst low skilled unemployed parts of the Borough to make Halton an ideal place to start and grow economic activity;

- To develop a culture where learning was valued and raise skill levels throughout the adult population and in the local workforce;
- To promote and increase employability of local people to identify and remove any barriers to employment to get more people into work;
- To develop a strong, diverse, competitive and sustainable knowledge based economy;
- To create and sustain a thriving business environment; and
- To revitalise the town centres to create dynamic, well designed high quality commercial areas.

The Board discussed the need for an objective relating to the 14-19 Education Agenda and it was noted that this would be forwarded to the Children and Young People's Department to suggest this objective be added to their Service Plan.

RESOLVED: That the Board note on the new revised Economic Regeneration service plan objectives.

ELS52 EMPLOYMENT LEARNING AND SKILLS PPB WORK PROGRAMME 2008/09

Members held a wide-ranging discussion in relation to further work topic groups. Names of groups and members volunteered for these groups were decided as follows:

- Urban Renewal – Logistics – Councillor Stockton, Councillor Rowe.
- Barriers to Employment – Councillor Stockton, Councillor Findon, Councillor Fraser and Councillor Jones.
- Facilities in Recreation, Sport and Arts – Councillor Edge, Councillor Blackmore, Councillor Worrall and Councillor Jones.

Membership of the topic groups would be confirmed once Councillors not present at the meeting had been contacted.

RESOLVED: That the membership on the above new

Work Topic Groups be noted.

ELS53 ENTERPRISE UPDATE

The Board received a presentation from the Strategic Director - Environment, which outlined the progress that had been made on developing an enterprise culture within Halton. It was reported that this had been funded through a package of resources including Neighbourhood Renewal Funds, European Regional Development Fund and the Council's own Revenue Priorities Fund. Detailed in the report was the activities that had taken place since April 2007.

Arising from the discussion Members discussed the Enterprise Academy that had been launched and noted that it provided specialist seminars for new businesses on issues that were important, such as how to make sales and how to get the best from networking.

The Board were informed of a new Start Up centre that had opened in partnership with SOG at The Heath. It was noted that this provided hot desk space for new businesses that were looking for business addresses and networking opportunities. Members were advised that as of the 1<sup>st</sup> April 2008 this facility would be advertised via a monthly newsletter.

Arising from the discussion reference was made to a Business Starter programme, the need to encourage young people, possibility of a sustainability grant and the need for a follow up report to come back to the PPB when all funding issues were made clear.

RESOLVED: That

- (1) the progress on the Action Plan be noted; and
- (2) the Board explore the development of a sustainability grant.

Strategic Director  
- Environment

ELS54 SCRUTINY PANEL UPDATE - THE ROLE OF THE COUNCIL'S PROCUREMENT POLICY IN DEVELOPING LOCAL EMPLOYMENT OPPORTUNITIES

The Board received a presentation from the Head of Business Development Economic Regeneration

Department, which outlined the progress of the programme of work being undertaken as part of the Policy Board's Scrutiny Programme, which explored the Council's Procurement Policy and its role in developing local employment opportunities.

The presentation detailed the following:

- Context;
- Methodology;
- Interviews and Study Groups;
- Summary of Findings – Interviews and Study Groups;
- Interviews with Businesses;
- Summary of Findings – Interviews with Businesses;
- Desk Research;
- Summary of Findings – Desk Research;
- Procurement Survey 2007;
- Summary of Findings – Procurement Survey 2007; and
- Provisional Recommendations.

Members discussed various issues such as the tender notifications being distributed by email alert, qualified officers being on hand to provide advice and running an event for business to attend. It was also requested that an update report be brought to a future meeting to inform of what suggestions business had made in terms of what local business would like to see.

The Board wished to thank the Head of Business Development and the team for the work that had been carried out.

RESOLVED: That a further report be brought before the Board setting out the Panel's recommendations.

Strategic Director  
- Environment

ELS55 STANDING ORDER 51

The Board was reminded that Standing Order 51 of the Council's Constitution stated that meetings should not continue beyond 9.00 pm.

RESOLVED: That Standing Order 51 be waived.

ELS56 QUARTERLY MONITORING REPORTS

The Board considered a report of the Chief Executive

on progress against Service Plan objectives and performance targets, performance trends/comparisons and factors affecting the services for Economic Regeneration and Culture and Leisure for the 3<sup>rd</sup> quarter.

The following points arose from the discussion:

- The bid for the application of the Family Science Big Lottery took place in November and was unsuccessful. It was reported that the Authority would reapply at the next round of bidding.
- The Business Skills Perception survey had now been completed.
- The Learning and Skills Council had £120,000 left to spend. It was noted that Riverside College would use this fund between now and July to help with Adult Learning.
- The PCT had confirmed the approval of £32,500 funding for the Mental Health Employment Project enabling people with mental health problems to get into employment.
- £90,000 had been secured for a contract for Trainers into the Public Sector.

RESOLVED: That the Policy and Performance Board receive the 3<sup>rd</sup> quarter performance management reports.

*Meeting ended at 9.08 p.m.*

This page is intentionally left blank

**HEALTHY HALTON POLICY AND PERFORMANCE BOARD**

*At a meeting of the Healthy Halton Policy and Performance Board held on Tuesday, 11 March 2008 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors E. Cargill (Chairman), Gilligan, Lloyd Jones, J. Lowe, Swift and Wallace

Apologies for Absence: Councillors Loftus, Higginson and C. Inch

Absence declared on Council business: None

Officers present: A. Williamson, A. Villiers, L. Wilson and C. Halpin

Also in attendance: Councillor Gerrard, C. Beardshaw, H. Crombie, S. Hooton, C. Powner, C. Samosa and D. Thompson

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

**BEB43 MINUTES**

The Minutes of the meeting held 15 January 2008 having been printed and circulated were signed as a correct record.

**BEB44 PUBLIC QUESTION TIME**

It was confirmed that no public questions had been received.

**BEB45 EXECUTIVE BOARD MINUTES**

The Board considered the Minutes of the meetings of the Executive Board and the Executive Board Sub Committee relevant to the Healthy Halton Policy and Performance Board.

RESOLVED: That the minutes be noted.

**BEB46 FOUNDATION TRUST STATUS FOR NORTH CHESHIRE HOSPITALS NHS TRUST**

The Board received a presentation from Catherine

*Action*

Beardshaw, Chief Executive of North Cheshire Hospitals NHS Trust (NCHT) on the consultation currently being undertaken on the Foundation Trust Status for NCHT.

The presentation set out:

- what foundation trusts were;
- the changes that had been made through the reconfiguration and reorganisation process;
- the vision for the Trust as an NHS Foundation Trust;
- the four stages for building services;
- how the membership and governance arrangements would work; and
- the next steps.

The Board discussed ways in which the Trust could promote their services and work within the Borough.

a.

b. **RESOLVED: That the presentation be noted.**

BEB47 FUTURE OPTIONS FOR CURRENT PROVIDER SERVICES AT HALTON AND ST. HELENS PRIMARY CARE TRUST

The Board received a presentation from Christine Samosa, Director of Workforce and Provider Development, Halton and St. Helens Primary Care Trust (PCT) on the changes being made to the provider arm of the PCT. The presentation set out:

- the background to the changes and why they were necessary;
- the services that classed as provider services;
- the legacy inherited through the merger of Halton and St Helens Primary Care Trusts;
- how services were currently provided;
- the progress made to date and possible models of delivery; and
- the future options and challenges.

The Board considered the suggestion, from St. Helens Council's Adult Social Care and Health Overview and Scrutiny Panel, of whether it would be relevant and/or necessary to establish a Joint Scrutiny Committee to investigate the issue further. It was felt that as the process was at the early stages of development it would be inappropriate to establish a Joint Scrutiny Committee.



The Board wished to be updated on the progress and invited Christine Samosa to provide further updates to the Board, as the model of delivery were developed.

**d. c. RESOLVED: That**

- (1) the presentation be noted; and
- (2) further updates be provided to the Board, as the model of delivery were developed.

(NB: Councillor Lloyd Jones declared a personal interest in the following item of business due to her husband being a Non-Executive Director of Halton and St Helens PCT)

**BEB48 ANNUAL HEALTHCARE CHECK - NORTH CHESHIRE HOSPITALS NHS TRUST**

The Board received a presentation from H. Crombie and C. Beardshaw on progress made in North Cheshire Hospitals NHS Trust self assessment against The Standards for Better Health during the period April 2007-March 2008.

Arising from the discussion reference was made to MRSA screening, recent issues with the decontamination of equipment and improvements being made in relation to records management.

**e.**

RESOLVED: That the Board make a 3<sup>rd</sup> party commentary from the Policy and Performance to accompany the submission of the Annual Health Check declaration to the North Cheshire Hospitals NHS Trust Board and to be made public on the Trust's website from April 2008.

**BEB49 ANNUAL HEALTHCARE CHECK - HALTON AND ST. HELENS PRIMARY CARE TRUST**

The Board received a presentation from C. Powner on progress made in Halton and St Helen's PCT self assessment against The Standards for Better Health during the period April 2007-March 2008.

**f.**

Arising from the discussion two concerns were raised in relation to the doors at the Healthcare Resource Centre and the availability of NHS dentists within the Borough. It

was agreed that a report would be submitted to the Board in relation to the availability of NHS dentists in the Borough and that the concerns raised in relation to the Healthcare Resource Centre would be reported back to the Trust.

RESOLVED: That

- (1) the Board make a 3<sup>rd</sup> party commentary to accompany the submission of the Annual Health Check declaration to the Halton and St Helen's PCT Board and to be made public on the Trust's website from April 2008; and
- (2) a report on the availability of NHS dentists in the Borough be submitted to a future meeting of the Board.

(NB: Councillor Lloyd Jones declared a personal interest in the following item of business due to her husband being a Non-Executive Director of Halton and St Helens PCT)

BEB50 ANNUAL HEALTHCARE CHECK - 5 BOROUGH PARTNERSHIP

The Board received a presentation from S. Hooton on progress made in 5 Borough's self assessment against The Standards for Better Health during the period April 2007-March 2008.

g.

**h. RESOLVED: That the Board would make a 3<sup>rd</sup> party commentary to accompany the submission of the Annual Health Check declaration to the 5 Borough's Partnership NHS Trust Board and to be made public on the Trust's website from April 2008.**

BEB51 DRAFT EMPLOYMENT STRATEGY FOR DISABLED PEOPLE

The Board received a report of the Strategic Director, Health and Community which gave details of the draft strategy to support people with disabilities and carers into employment.

The strategy had been developed in Partnership between the Health and Community - Adults of Working Age and Economic Regeneration - Enterprise and Employment Directorates

It set out the approach for the Council's social care services and employment service, in collaboration with

partner organisations, to establish real pathways into employment and move away from creating dependability to enabling people to maintain or develop employability skills and move into work or self-employment.

The strategy covered a three-year period and through the action plan would promote best practice in providing an employment routeway for all disabled people and carers in Halton helping them to progress into work or self-employment. It was aimed at disabled people, those with mental illness and carers of working aged from 16+ years. There was a particular focus on service users that were known to social care including adults of working age 18-64 with physical, sensory or learning disabilities or mental illness plus carers, young people aged 16+ in transition from Children to Adult services and young carers.

The document had been produced by external Consultants chosen for their knowledge and experience in relation to employment and employability of disabled people. The work had been overseen by a steering group consisting of the Operational Director for Adults of Working Age, Divisional Manager for Enterprise and Employment and Commissioning Manager for Adults with Disabilities.

Interviews had been undertaken with over 30 stakeholders in the delivery of health, social care and employment support services. Three focus groups had also been held to bring together representatives of key employment support agencies, local carers organisations and disabled people who have accessed employment support in Halton over recent years. An action-planning event was also held.

The accompanying action plan set outcomes that supported delivery of the Adult Social Care Outcomes framework and the targets for moving people into employment.

A newly established Disability Employment Forum would oversee implementation of the strategy through the development of a performance framework to monitor effectiveness. This framework would include specific targets relating to Adults with Learning Disabilities supported into sustainable employment that the Directorate was required to report annually to CSCI.

Arising from the discussion reference was made to the need for voluntary work to be supported by accreditation, to improve employment opportunities, the need for flexibility

due to the barriers facing disabled people and the importance of continued support once in employment.

RESOLVED: That the Strategy be noted.

BEB52 OUR NHS, OUR FUTURE - LORD DARZI'S INTERIM REPORT

The Board received a report of the Strategic Director, Health and Community which provided the Policy and Performance Board with Lord Darzi's Interim report 'Our NHS, Our Future'.

i.

**j. RESOLVED: That Lord Darzi's Interim Report 'Our Future, Our NHS' be noted.**

BEB53 QUARTERLY MONITORING REPORTS

The Board considered a report which outlined the progress of performance management third quarter against the service plan objectives, performance targets, performance trends/comparisons, factors affecting the services etc. for:

- Older People's Services
- Adults of Working Age
- Health and Partnerships

Arising from the discussion reference was made to the high level of progress being achieved overall and sought reassurance on the less achieving areas highlighted within the report.

The Board considered how it would deal with the end of year financial report and agreed that the report would be circulated to the 10<sup>th</sup> June 2008 meeting of the Board.

RESOLVED: That

- (1) the third quarter performance management reports be received; and
- (2) the year end financial data report be submitted to the 10<sup>th</sup> June 2008 meeting of the Board.

**SAFER HALTON POLICY AND PERFORMANCE BOARD**

*At a meeting of the Safer Halton Policy and Performance Board on Thursday, 7 February 2008 in Conference Room 2, Municipal Building*

Present: Councillors Osborne (Chairman), Stockton (Vice-Chairman), Murray, M. Ratcliffe, Redhead and Thompson

Apologies for Absence: Councillors Edge, Lloyd Jones, Morley, E. Ratcliffe and Swift

Absence declared on Council business: None

Officers present: H. Cockcroft, J. Downes, M. Noone, M. Simpson, J. Unsworth and P. Watts

Also in attendance: None

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

SAF46 HEALTH AND PARTNERSHIPS DRAFT SERVICE PLAN 2008-2011 (NB RELEVANT SECTIONS - CONSUMER PROTECTION)

*Action*

The Board was advised that the three year Departmental Service Plans were currently being reviewed and rolled-forward. The Service Plans would be submitted to the Executive Board for approval on 21<sup>st</sup> February 2008 at the same time as the draft Budget. This would ensure that decisions on service planning were linked to resource allocation.

The Board received a brief update from individual Operational Directors and Divisional Managers describing the key factors affecting their service and their main objectives.

The Board received the draft Service Plans for the period 2008-2011 from:

- Environmental and Regulatory Services;
- Highways, Transportation and Logistics;
- Culture and Leisure; and

- Health and Partnerships.

It was reported that some of the statistics were not present in the plans as they would not be produced until year end.

In particular it was noted that in relation to the Culture and Leisure Service Plans, very few definitions and baselines had been set to date. It was noted that it had not been determined how the data was to be collated.

With regard to the Health and Partnerships Service Plan, Member's attention was drawn to Section 3 of the Plan which described some of the more strategic factors affecting the service and the key milestones for the Consumer Protection Division. In addition Members considered the PI's relevant to this Division, including the new national indicators NI 182 and NI 183.

In terms of the Environmental and Regulatory Service it was reported that issues regarding air quality in certain areas were to be addressed and excellent feedback had been received from the areas piloting the multi-material kerbside collections. Members were advised of the two major pressures for Waste Management being the number of statutory targets for recycling and waste diversion and the imminent increase in landfill tax.

RESOLVED: That the Service Plans be noted.

*Meeting ended at 6.43 p.m.*

**SAFER HALTON POLICY AND PERFORMANCE BOARD**

*At a meeting of the Safer Halton Policy and Performance Board on Tuesday, 18 March 2008 in the Council Box, Halton Stadium.*

Present: Councillors Osborne (Chairman), Stockton (Vice-Chairman), Murray, Redhead, Swift and Thompson

Apologies for Absence: Councillors Lloyd Jones, Morley, E. Ratcliffe and M. Ratcliffe

Absence declared on Council business: Councillor Susan Edge

Officers present: M. Noone, M Andrews, H. Cockcroft, J. Downes, M. Simpson, J. Unsworth, A. Villiers, S. Blackwell, T, Done and C. Heesom.

Also in attendance: Councillor Wright in accordance with Standing Order 33 and 11 members of the public.

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

	<i>Action</i>
SAF47 MINUTES	
The Minutes of the meetings held on 22 <sup>nd</sup> January and 7 <sup>th</sup> February 2008 having been printed and circulated, were taken as read and signed as a correct record.	
SAF48 PUBLIC QUESTION TIME	
It was confirmed that no public questions had been received.	
SAF49 PERFORMANCE MONITORING REPORTS	
The Board considered a report of the Chief Executive on progress against service plan objectives and performance targets, performance trends / comparisons and factors affecting the services for:	
<ul style="list-style-type: none"><li>• Highways, Transportation and Logistics</li><li>• Environment and Regulatory Services</li><li>• Health and Partnerships; and</li><li>• Culture and Leisure</li></ul>	

Arising from the discussion, the following issues were raised:

- Service Plan Reference ER06 – the Municipal Waste Management Strategy was to be considered at the Executive Board Meeting of 20<sup>th</sup> March 2008;
- ER07 – Negotiations were continuing with the MWDA and a draft inter-authority agreement was finalised and was due to be signed within the next few weeks.
- DVPI82AI – the percentage of household waste recycled was slightly lower due to seasonal variation and the actual waste growth in Halton;
- Service plan reference CL2 – the restructure of the Community Safety Team had been delayed until July 2008. Michael Andrews was now in post and awaiting the outcome from the Strategic Need Assessment and the Local Area Agreement results;
- People's perception of crime was high and there was a need to deliver a positive message out to the public.

Members queried whether inter-authority agreement with the Merseyside Waste Disposal Authority (MWDA) had a cost benefit analysis in the document. In response, it was noted that this strategy was more of a relationship document and did not contain a cost benefit analysis. It was noted that the document would formalise the procurement of the Waste Disposal arrangements.

The Board requested that a full overview of the Waste Management Progress detailing procurement, waste objectives and feedback from a Working Party be brought back to the next PPB meeting scheduled for June.

RESOLVED: That

- (1) the Board receive the third quarter Performance Management Report and consider the progress made; and
- (2) a detailed report be brought back to the June meeting of the PPB outlining the procurement of Waste Disposal arrangements, the Waste Objectives, and the highlights of what was to be done in relation to improve recycling



targets.

SAF50 THE PARTNERSHIP WITH BIRMINGHAM TRADING STANDARDS TO COMBAT ILLEGAL MONEY LENDING IN THE BOROUGH - PRESENTATION

The Board received a Presentation from the Divisional Manager, Consumer Protection which informed the Board of the partnership with Birmingham Trading Standards which was aimed at combating illegal money lending in the Borough.

The presentation outlined the following:

- Why Birmingham?
- Government-funded loan shark pilot;
- National roll-out of Government funding to combat illegal money-lending;
- Trading Standards North West which included 22 local authorities from the North West who were able to put forward a bid for monies to buy into the existing team that works in Birmingham;
- A change in the Constitution via the Executive Board Sub was carried out to get permission to enable the team to come into the Borough and pick up the known target in Halton;
- The pilot had delivered over £2m in debt being written off, over 1,500 victims have been helped, proceeds of crime were on-going for over £1m, 12 guns had been removed from the streets, and prison sentences had been issued totalling 26 years;
- Government expectations had been exceeded.

The Board watched a short video explaining the difficulties experienced when dealing with loan sharks.

Members were advised of iCAN, which was the Consumer Alert Network in Halton which was a system that warns members – by either text message, email or telephone call - about the latest consumer scams that have hit the town. Messages can be sent to all members within hours ensuring maximum impact.

The Chairman thanks Mr. Downes for an informative presentation.

SAF51 HALTON CREDIT UNION - PRESENTATION

The Board received a presentation from the Halton Credit Union (HCU) which detailed the following:

- Who Halton Credit Union Limited are;
- What were the resources;
- What the Halton Credit Union does;
- Why there was a need for the service;
- Where the priority areas are;
- Red alert and amber areas;
- What the Government was doing;
- Working to create a Safer Halton;
- To assist in the growth of Halton Credit Union;
- The shared commitment; and
- Working together in partnership.

Members were advised of the “Now let’s talk money” campaign that would help people who may not know what they can get free, face to face money, and debt advice and who would not normally have access to affordable credit and loans, credit unions or basic bank accounts. The aims of the campaign were to encourage and co-ordinate increased activity from intermediary organisations in the provision of routine advice and support to financially excluded people and to increase the demand from excluded people for the services provided by the Financial Inclusion Fund.

It was reported that there was a need for a shop front and members suggested that a provision could be included in the refurbishment of Halton Lea Library and also desks could be provided in the Halton Direct Link buildings.

Members wished to propose a recommendation to the Executive Board to provide a desk for Halton Credit Union in HDL.

Members also suggested whether space on the Council staff wage slips could be used to spread the message of the Halton Credit Union and also advertise the service on the plasma screens in many of our public buildings.

The Chairman requested that the Halton Credit Union provide an audit and provide information of where all the collection points were across the Borough. This could then be provided to Ward Councillors.

The Chairman thanked Ms Done and Miss Eastham for an informative presentation.

RESOLVED: That

- 1) the presentation be received;
- 2) a recommendation be forwarded to Executive Board to request a desk be provided for Halton Credit Union in one of the Halton Direct Link buildings; and
- 3) a message be printed on the Council wage slips in order to spread the message of Halton Credit Union to employees.

SAF52 STANDING ORDER 51

The Board was reminded that Standing Order 51 of the Council's Constitution stated that meetings should not continue beyond 9.00 pm.

RESOLVED: That Standing Order 51 be waived.

SAF53 COMMUNITY SAFETY - PRESENTATION

The Board received a presentation from Michael Andrews and Simon Blackwell from Cheshire Police regarding the current and future work of the Community Safety Team.

The presentation detailed the following:

- Community safety team – staff involved;
- The role of the team;
- Engagement and liveability;
- Current and repeat crime;
- Policy community support officers (PCSO's);
- ASB multi-agency meeting (MAM);
- Tasking and co-ordination;
- Anti-social behaviour strategy;
- Initiatives;
- Performance;
- Comparative crimes;
- Strategic needs assessments;
- Challenges, and the future.

Arising from the discussion, it was noted that the statistics could be provided in order to ascertain which wards were problematic and resources could be investigated

in order to tackle these areas. This task would be undertaken once the Strategic Needs Assessment and the Local Area Agreement Targets had been completed.

Members discussed the idea of having a suitable controlled area in a safe environment for people to use mini-motors. It was noted that there was one similar in Rainhill and this would be investigated into.

Present at the meeting was a group of students from Fairfield High School. The Chairman suggested that they could ask questions to the Community Safety Team raising any issues that they had at present.

The young people raised the following issues:

- Lighting needed to be improved;
- More activities were required to keep young people busy;
- Information was not provided to the young people regarding current activities and schemes going on in the Borough.

Members reported that young people could engage in the Splash programmes and there were lots of activities available to young people during school holidays. Young people were informed of new scheme called Frenzy which had been funded by the Fire Service and various partners which involved themed discos. This was to be rolled out across trial locations. Adverts would be posted in the local newspapers.

It was evident that there was a lack of communication between the Council and the young people as they were not aware of all the activities available. It was reported that there were various DVDs that provided details of activities available and these would be collected and a package would be sent to schools.

Various ideas were suggested to improve communication as follows:

- messages containing details of events and activities could be displayed on the start up screens of computers in schools;
- a group could be set up consisting of Members and pupils from the school to discuss ideas and events;
- children can apply to the Youth Bank for funding for projects; and
- events could be advertised on local radio as not

many children read newspapers.

The young people were advised that if they knew of a hotspot area that encountered trouble they should notify the Ward Member and they could visit the site with the Fire Service and Police.

Mrs Rigby from Fairfield High School thanked the Chairman for allowing the young people to attend the meeting as it was a useful experience and could inspire young people to get into local government.

RESOLVED: That

- 1) the performance data be noted;
- 2) a group of Members and young people meet on a regular basis in order to discuss ideas of events and activities for young people in the Borough.

*Meeting ended at 9.12 pm*

This page is intentionally left blank

**URBAN RENEWAL POLICY AND PERFORMANCE BOARD**

*At a meeting of the Urban Renewal Policy and Performance Board held on Wednesday, 19 March 2008 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Hignett (Chairman), P. Blackmore, Bradshaw, E. Cargill, Murray, Rowe and Thompson

Apologies for Absence: Councillors Morley, Leadbetter, Nolan and Sly

Absence declared on Council business: None

Officers present: C. Halpin, D. Sutton, M. Noone, S. Baxter, G. Collins, M. Curtis, S. Munikwa and A. Villiers

Also in attendance: Councillor Polhill (in accordance with Standing Order No. 33)

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

URB42 MINUTES

The Minutes of the meeting held on 23<sup>rd</sup> January 2008 having been printed and circulated were signed as a correct record.

URB43 PUBLIC QUESTION TIME

It was confirmed that no public questions had been received.

URB44 EXECUTIVE BOARD MINUTES

The Board considered the Minutes of the meetings of the Executive Board and Executive Board Sub Committee relevant to the Urban Renewal Policy and Performance Board.

RESOLVED: That the Minutes be received.

URB45 QUARTERLY MONITORING REPORTS

The Board considered a report regarding the Third

*Action*

Quarter Monitoring Reports for the Highways & Transportation, Environment & Regulatory Services, Cultural & Leisure, Major Projects, Economic Regeneration and Health and Partnerships Services.

Arising from the discussion the Board sought clarification on a number of issues including:

- the marketing drive for the logistics sector;
- the increased costs of the Fireworks event;
- having a street market in Runcorn Old Town;
- ongoing works in relation to the regeneration of Castlefields;
- repair works to the Silver Jubilee Bridge; and
- progress on the Mersey Gateway project.

Each of the issues raised was addressed and responded to by the relevant Council Officer.

RESOLVED: That the quarterly monitoring reports be received.

#### URB46 WIDNES WATERFRONT EDZ PERFORMANCE PLAN

The Board received a presentation from S. Munikwa, EDZ Programme Manager on the Performance Plan for Widnes Waterfront Economic Development Zone (EDZ), which gave an overview of the progress made in 2007/8 and the proposed programme of work for the Financial Year 2008/9.

It was noted that for North West Development Agency (NWDA) schemes that last for more than one year it was a requirement of the scheme approval that the delivery organisation, in this case Halton Borough Council, prepared an Annual Performance Plan.

Furthermore it was noted that in 2007/8 it was likely that £850,000 of NWDA funding would be claimed. This was less than originally anticipated and this was attributed to the changes made to the Borough's assisted status which meant that two projects, each with a £0.5m NWDA contribution, had been delayed. The main NWDA funded achievements from April 2007 to March 2008 were outlined within the report.

The Board was advised of the key projects approved in 2006/7 which would continue into 2008/9, the projects rolled forward from 2007/8 to 2008/9 and the new projects



for 2008/9.

RESOLVED: That the Annual Widnes EDZ Waterfront Performance Plan for 2008/9 be endorsed.

URB47 TOPIC GROUP - RAISING ADDITIONAL REVENUE FROM EXISTING SERVICES - SUMMARY REPORT

The Board received a report of the Strategic Director, Environment which gave a progress update in relation to the ideas put forward in February 2007, to raise revenue from existing services within the Environment Directorate.

It was noted that a number of possible areas of raising revenue were reported to the Board in 2007 and were outlined within the report. At its meeting on 22<sup>nd</sup> February 2007, the Topic Group recommended that further investigations be undertaken for the following three areas:

- Biomass;
- Printing Services; and
- Sponsorship

Members were advised on the progress made in each of these areas, as was detailed within the report.

The Board felt that the 3 year return criteria for 'Invest to Save' initiatives was too short term and it was suggested that the Strategic Director, Environment and/or any relevant Council Officer be invited to the next meeting to give an overview of the scheme and its criteria.

It was further noted that work was still ongoing under the Safer Halton PPB Topic Group in relation to refuse services. In particular the issue of waste bin replacement and the need to tighter control spending in this area had recently been discussed.

RESOLVED: That

- (1) the work of the topic group be concluded; and
- (2) the Strategic Director, Environment and/or any relevant Council Officer be invited to the next meeting to give an overview of the 'Invest to Save' scheme and its criteria.

*Meeting ended at 7.26 p.m.*

This page is intentionally left blank

**CORPORATE SERVICES POLICY AND PERFORMANCE BOARD**

*At a meeting of the Corporate Services Policy and Performance Board on Tuesday, 26 February 2008 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Gilligan (Chairman), A. Lowe (Vice-Chairman), Bradshaw, Bryant, Dennett, Loftus, Nolan and Norddahl

Apologies for Absence: Councillors Edge, C Inch and Wainwright

Absence declared on Council business: None

Officers present: M. Reaney, G. Ferguson, R. Mackenzie, N. Mannion, S. Riley, D. Tregaea and J. Yates

Also in attendance: None

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

	<i>Action</i>
CS38 MINUTES	
<p>The Minutes from the meeting held on 8<sup>th</sup> January 2008 were taken as read and signed as a correct record.</p>	
CS39 PUBLIC QUESTION TIME	
<p>It was noted that no public questions were received.</p>	
CS40 EXECUTIVE BOARD MINUTES	
<p>The Minutes of the Executive Board and the Executive Board Sub-Committee relating to the work of the Corporate Services Policy &amp; Performance Board since its last meeting were submitted for information.</p> <p>RESOLVED: That the Minutes be received.</p>	
CS41 LOCAL AUTHORITY CARBON MANAGEMENT PROGRAMME (LACMP)	
<p>In May 2007, the Council applied and was accepted onto the Carbon Trust Local Authority Carbon Management Programme. As part of the programme, the Council had</p>	

developed a Carbon Management Strategy and Implementation Plan, a copy of which had been circulated to Members.

The baseline year for the programme was 2006/07 and emissions from Council buildings (including schools), street lighting, fleet transport, business travel and waste were included in the baseline. In 2006/07, the Council's emissions from the activities produced 24,183 tonnage of CO<sup>2</sup>. Total energy and fuel costs amounted to £4.4m. Assuming the Council took no action to reduce existing trends, based on conservative estimates for gas, electricity and fuel prices, it was estimated that these costs could rise to £5.3m by 2011/12 with emissions rising to 25,151 tonnes of CO<sup>2</sup>.

The Action Plan set out measures and sought to reduce the Council's emissions by 20% over the next five years. If achieved, this would deliver cost savings of £480,000 per annum once all measures were implemented. The plan also established an aspirational 33% reduction by 2013/14. Cost savings in the region of £1.6m may be achieved if those targets were met.

RESOLVED: That the Carbon Management Strategy and Implementation Plans be supported and submitted to the Executive Board for approval.

Chief Executive

CS42 CORPORATE SERVICES POLICY AND PERFORMANCE BOARD WORK PROGRAMME 2008/09

At a previous meeting of the Board held on 8<sup>th</sup> January 2008, the Board considered the work programme for 2008/09 and agreed the following topics to be considered as initial ideas to be included in the programme:-

- (i) Customer focus
- (ii) Flexible Working Practices
- (iii) Market and Industrial Units
- (iv) Access to Services; and
- (v) Transfer of Assets.

It was agreed that as Performance Monitoring and Customer Complaints were to be rolled forward from this year's work programme into next year's work programme, only two of the above topics would be included in the work programme for 2008/09. Therefore, it was proposed that access to services and transfer of assets would be included as topics in the work programme for 2008/09.

RESOLVED: That following topics be examined as part of the work programme for 2008/09:

- (i) Access to Services;
- (ii) Transfer of Assets;
- (iii) Performance Monitoring; and
- (iv) Customer Complaints.

Strategic Director  
Corporate and  
Policy

#### CS43 JOB EVALUATION

The Board received a progress report on the implementation of the National Job Evaluation Scheme. The Council implemented the outcomes for the recent pay and grading review at the end of January 2008. All affected employees received a personal letter setting out full details of the new pay structure and their individual grade within that structure.

An appeals process had been established and employees had until 31<sup>st</sup> March 2008 to lodge an appeal. Thereafter, appeals would be heard by a joint union/ Management Appeals Panel on a priority basis, with posts that had gone down being heard first.

Work was now being undertaken to update the payroll system with the new pay structure to enable employees' pay to be adjusted accordingly.

Arising from the discussion Members requested additional information on:-

- the number of employees who had increased in grade, decreased in grade or stayed the same prior to the appeals process;
- the percentage of employees who had substantially remained the same prior to appeals; and
- the number of employees who had submitted appeals.

RESOLVED: That the report be noted.

#### CS44 NEIGHBOURHOOD MANAGEMENT

The Board received a presentation from Nick Mannion, Neighbourhood Management Director, who provided a progress report on developing neighbourhood management in Halton over the past 12 months and on

future challenges and opportunities.

Recent developments included:

- Neighbourhood Action Plans;
- Development of Aim Higher;
- Pilot Neighbourhood Charter on Liveability issues; and
- Contributions towards Local Area Agreements and Community Safety Crime Reduction Partnership.

During the next 6 months it was anticipated that Neighbourhood Management would be involved in the following issues:

- Actions around the external evaluation report;
- Devolving the intervention fund to Neighbourhood Management Boards; and
- providing support for Board Members, training etc.

Members expressed concern that one Neighbourhood Management Board held some meetings during the daytime and they were unable to attend due to work commitments. They had submitted a request for later meetings but the Boards had made a decision to continue to hold meetings in the day. N. Mannion agreed to take the concerns back to the Board for consideration. He also agreed to ensure that the Councillors who were Members of the Neighbourhood Management Boards would be sent a paper copy of the agenda.

RESOLVED: That the presentation be noted.

*Councillor Dennett declared a personal interest in the above item as a member of the Co-op who funded the project.*

CS45 PERFORMANCE MANAGEMENT REPORTS TO 31  
DECEMBER 2007

The Board considered a report which outlined the progress of the performance management second quarter against the service plan objectives and performance targets, performance trends/comparisons, factors affecting the services etc. for:

Exchequer and Customer Services

Financial Services  
ICT Services  
Legal and Member Services  
Personnel Services  
Policy and Performance  
Halton Stadium

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

*Meeting ended at 7.40 p.m.*

This page is intentionally left blank



**BUSINESS EFFICIENCY BOARD**

*At a meeting of the Business Efficiency Board held on Wednesday, 27 February 2008 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Leadbetter (Chairman), Lloyd Jones, Cross, Findon, Jones, A. Lowe, Norddahl, Philbin, Sly and Worrall

Apologies for Absence: Councillor Osborne

Absence declared on Council business: None

Officers present: I. Leivesley, C. Halpin and M. Murphy

Also in attendance: None

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

*Action*

**BEB28 MINUTES**

The Minutes of the meeting held on 9<sup>th</sup> January 2008 were taken as read and signed as a correct record.

**BEB29 COMPREHENSIVE PERFORMANCE ASSESSMENT 2008 (CPA)**

The Board was advised of the recently published Comprehensive Performance Assessment (CPA) scores for Halton.

Each year the Audit Commission publishes, in February, its CPA scores for all upper tier authorities. This consists of an overall score (star rating) and a direction of travel assessment. In addition it also provides a series of scores for individual services and a "use of resources" score. It was noted that the Council's overall score was 4 star with a direction of travel assessment of 'improving well'.

The report detailed the commentary provided by the Audit Commission at the same time as the score and the various individual scores that made up the overall score.

In addition the Board discussed the implications of

the Comprehensive Area Assessment (CAA), particularly in relation to how the process was expected take place and whether the Council would be given any powers to ensure compliance with the process from its partners, as the Council would be the accountable body.

During this discussion it was noted that confirmation of how the CAA would work was still awaited, however, the Audit Commission would be undertaking a consultation exercise in the near future.

RESOLVED: That

- (1) the report be noted; and
- (2) a further report be brought to the Board when details of the Comprehensive Area Assessment are known.

**BEB30 CORPORATE ASSESSMENT / JOINT AREA REVIEW - PREPARATIONS (CA/JAR)**

The Board was advised of the arrangements of the Corporate Assessment (CA) and Joint Area Review (JAR) of Children's Services.

It was noted that activity had already commenced in relation to preparations for both the CA and the JAR and the timetable was detailed within the report.

Members were advised that whilst both teams would be on site during the analysis week, the intensive period of activity would be during the two fieldwork weeks. This would be when the majority of interviews would take place with Members, officers, partners and service users.

It was further noted that whilst the CA was essentially a review of how the Council operates to deliver its priorities, the JAR had a wider focus on all partner activities which support children and young people in the Borough.

The Board noted that the results of the CA and JAR would be fed into next year's Corporate Performance Assessment (CPA) scores.

RESOLVED: That the report be noted.

**BEB31 INTERNAL AUDIT PLAN FOR 2008/9**

The Board received a report which outlined the details of the proposed Internal Audit Plan for 2008/9. The

Audit Plan outlined the likely programme of work to be completed by Internal Audit during the year.

It was noted that the Code of Practice for Internal Audit in Local Government required that the annual Audit Plan was considered and approved by the Council's Audit Committee.

It was further noted that the Audit Plan should be designed to provide sufficient coverage across the organisation to enable Internal Audit to deliver an overall opinion on the Council's risk management, control and governance arrangements. The work of Internal Audit therefore assists the Operational Director – Financial Services in discharging his statutory responsibilities as s151 officer in terms of ensuring the proper administration of the Council's financial affairs.

Members were advised that the work undertaken by Internal Audit provides one of the key assurances to the Chief Executive and Leader of the Council who were jointly required to sign the Annual Governance Statement (AGS). The purpose of the AGS was to declare the extent to which the Council complies with the principles of good governance.

The draft 2008/9 Internal Audit Plan was appended to the report for Members approval. The plan provided a summary of how internal Audit resources would be utilised during the year. It was noted that in Paragraph 4.2, the overall planned days for Operational Risks should read 790, not 795.

It was noted that the total number of days to be delivered in 2008/9 was broadly consistent with that planned in recent years along with the factors taken into account in compiling the programme of work for 2008/9.

Members were advised that the Council's External Audit had also been consulted as part of the planning process to minimise any potential for duplication and to maximise the benefit the Council receives from the total audit resource.

RESOLVED: That the Internal Audit Plan for 2008/9 be approved.

**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 outweighs 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 is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100(1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

*(NB: Councillor Lloyd-Jones declared a personnel interest in the following item due to being a Governor at St. Edwards Primary School).*

#### BEB32 INTERNAL AUDIT PROGRESS REPORT - QUARTER 3

The Board was provided with a summary of Internal Audit work for the period October to December 2007. The report contained a summary of the assurances and recommendations from Internal Audit reports, Quarter 3 Internal Audit reports – ‘High’ priority recommendations, the results from follow-up audits and 2007/8 Internal Audit Plan progress to month 9.

Arising from the progress report two issues were raised by Members in relation to re-affirming the need to

comply with the requirements of Procurement Standing Orders when awarding work and ensuring compliance with progress reporting on capital schemes, which was covered by Standing Orders relating to Finance.

RESOLVED: That

- (1) the findings from the Internal Audit work completed in quarter 3 be noted;
- (2) the progress made against the 2007/8 Internal Audit Plan be noted;
- (3) there are currently no outstanding issues identified through the work of Internal Audit that have implications for the Council's annual governance statement be noted; and
- (4) action be taken to re-affirm to Council Officers the need to comply with the requirements of Procurement Standing Orders when awarding work and ensuring compliance with progress reporting on capital schemes, which was covered by Standing Orders relating to Finance.

*Meeting ended at 7.45 p.m.*

This page is intentionally left blank

**DEVELOPMENT CONTROL COMMITTEE**

*At a meeting of the Development Control Committee on Tuesday, 4 March 2008 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), S. Blackmore, Hignett, Leadbetter, Osborne, Polhill, Rowan and Sly

Apologies for Absence: Councillors P. Blackmore and Morley

Absence declared on Council business: None

Officers present: L. Beard, L. Capper, J. Farmer, A. McNamara, A. Pannell, M. Simpson, A. Plant, D. Tierney and P. Watts

Also in attendance: 17 members of the public and Inspector R. Hill.

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

DEV90 MINUTES

The Minutes of the meeting held on 11<sup>th</sup> February 2008, having been printed and circulated, were taken as read and signed as a correct record.

DEV91 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.

DEV92 - PLAN NO. 07/00585/FUL - PROPOSED DEMOLITION OF SINGLE STOREY BUILDINGS AND ERECTION OF PART TWO STOREY OFFICE BUILDING, WORKSHOPS, ACCESS ROADS, CAR PARKING AND ANCILLARY WORKS TO THE LAND AT INEOS CHLOR SOUTH PARADE, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that the Health and Safety Executive (HSE) and British Waterways had raised no

*Action*

objection. United Utilities and the Environment Agency had no objection in principle but had requested conditions relating to contaminated land and drainage.

It was reported that two residents had commented on the application, details of which were outlined in the report.

The Committee was advised that a wildlife survey had been submitted and the site where the construction work would be carried out was 450 metres away from a known breeding ground for Great Crested Newts. The Council's Conservation Officer raised no objections.

The issue of Japanese Knotweed could be conditioned on approval.

Members raised concerns regarding the condition of the water in the canal behind the development and it was discussed whether a stipulation could be made to clean the water.

In response it was noted that this could not be controlled by condition however the Authority was in talks with Peel Holdings regarding other matters and it was possible that the cleaning of the canal could be weaved into that piece of work.

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

1. Standard condition relating to timescale and duration of the permission;
2. Materials condition, requiring the submission and approval of the materials to be used (BE2);
3. Submission, agreement and implementation of scheme for drainage (BE1);
4. Provision of oil interceptors and soak away system to vehicle parking areas (PR5);
5. Prior to commencement of development a scheme for the storage, handling, loading and unloading of fuels, oils, chemicals or effluents shall be submitted and approved (BE1);
6. Landscaping condition, requiring the submission of both hard and soft landscaping (BE2);
7. Access to the site via approved plan from Gate No.2 (BE1);
8. Site Investigation, including mitigation to be submitted to and approved in writing (PR14);
9. Contractor's laydown area to be removed and land restored to its former condition prior to occupation

Strategic Director  
- Environment



- (BE1);
10. Requiring specified bunding of any fuel/chemical storage (PR5);
  11. Wheel cleansing facilities to be submitted and approved in writing and used during construction (BE1);
  12. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
  13. Vehicle access, parking, servicing etc to be constructed prior to occupation/ commencement of use (BE1);
  14. Requiring implementation of agreed Travel Plan (TP16); and
  15. Prior to the commencement a plan showing the appropriate control and management of invasive plant, such as Japanese Knotweed shall be submitted and approved and adhered to throughout the period construction (BE1).

DEV93 - PLAN NO. 07/00807/FUL - PROPOSED STAND ALONE HIGH BAY WAREHOUSE WITH TWO STOREY OFFICES WITHIN BUILDING CURTILAGE TO THE LAND AT MANOR PARK 3, OFF GREENWOOD DRIVE, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was noted that three letters of objection had been received details of which were outlined in the report. Information was also provided in respect of an additional objection from the Woodland Trust.

It was reported that the Environment Agency had formally confirmed that they raised no objections to the scheme subject to additional conditions as detailed below.

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

1. Specifying amended plans (BE1);
2. Restrict use to Use Class B8 with ancillary offices (E1);
3. Materials condition, requiring the submission and approval of the materials to be used (BE2);
4. Submission, agreement and implementation of site and finished floor levels (PR16);
5. Submission, agreement and implementation of scheme for drainage (BE1);
6. Provision of oil interceptors to vehicle parking areas (PR5);

Strategic Director  
- Environment

7. Landscaping condition, requiring the submission of both hard and soft landscaping (BE2);
8. Submission, agreement and implementation of habitat protection plan including protection of water courses and retained habitat during construction (GE19);
9. Submission, agreement and implementation of biodiversity design plan including bird nesting features, native planting and habitat enhancement (GE19);
10. Conditions relating to protection of trees (BE1);
11. Boundary treatments to be submitted and approved in writing (BE2);
12. Wheel cleansing facilities to be submitted and approved in writing and used during construction (BE1);
13. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
14. Vehicle access, parking, servicing etc to be constructed prior to occupation/ commencement of use (BE1);
15. Agreement and implementation of cycle parking provision (TP6);
16. Requiring submission and implementation of Travel Plan (TP16);
17. Restricting external lighting (BE1);
18. Restricting external storage (E5);
19. Submission and agreement of additional details relating to screening to refuse and recycling areas; and
20. Amended plans.

Additional conditions were reported as follows:

21. Minimum levels for finished floor and road / parking / pedestrian areas;
22. Agreement and implementation of a surface water regulation system;
23. Drainage and flood prevention measures;
24. Protection of watercourses throughout development; and
25. Planting scheme to ditches.

DEV94 - PLAN NO. 07/00924/HBCFUL - PROPOSED GYPSY / TRAVELLER TRANSIT SITE WITH SINGLE STOREY AMENITY BLOCKS TO THE LAND AT WARRINGTON ROAD, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that a petition with 516 signatures and seven letters of objection had been received, details of which were outlined in the report.

Additional objections had been received as follows:

- Issues of conflict and nuisance;
- Lack of consultation for residents;
- Where there appropriate sites elsewhere?;
- The possibility of attracting more travellers; and
- Proximity to boundary;

Mr Bryan addressed the Committee and spoke against the application and queried why work had already started on the land when the application had not been approved as yet.

In response it was agreed that the issue would be raised with the applicant. Any work that had been carried out so far would be done so at the applicant's risk. Should the planning permission not be granted then the applicant would have to return the land back to its original state.

Ward Councillor Bradshaw addressed the Committee and spoke against the application. Concerns were also raised as to whether Councillors who were on the Urban Renewal Policy and Performance Board and the Executive Board should have declared an interest as the Transit Traveller Site had been discussed at previous meetings of both Boards.

However it was noted that these had been general discussion separate to the decision the Committee was now being requested to take. Therefore, the legal advise was that those Members had no interest to declare under the Council's Code of Conduct.

Cllr Bradshaw also raised issues in relation to the consultation not being carried out thoroughly. The case officer for the application replied to say all adjacent properties were notified and properties throughout the whole of Astmoor had letters delivered by hand. Adjoining sites were also consulted. Site and press notices were posted.

Cheshire Police Inspector Richard Hill addressed the Committee and explained the issues from a policing perspective. The Committee was advised that the transit

site would allow management powers under the Criminal Justice Public Order Act No. 62.

A PCSO had been allocated to the site and worked closely with the residents ensuring the site would be kept to a good standard.

Rules had been implemented that travellers paid for their toilets and were required to maintain the site to an acceptable standard. Should travellers be found elsewhere in the Borough they would be ordered to move to the Transit Site. Travellers were allowed to stay on the site for period of 13 weeks after that they would be asked to move on could not return within a certain number of weeks.

Should the site reach full capacity travellers would be asked to move out of the Borough in search of another site.

Members also discussed the possible implications of highway safety as the site was on a main road. In response it was noted that the junction had been assessed as it was on a bend and a visibility splay had been added as an extra condition.

Issues in relation to fly tipping were also discussed and it was reported that the site would be observed on a daily basis and any offenders would be prosecuted.

Members queried whether a condition could be added to ensure that residents conduct themselves and behave in an appropriate manner whilst on site. In response it was noted that this could not be added as a condition but an obligation to that effect could be drawn up.

The Committee was advised that management of the site would be undertaken by Halton Borough Council in conjunction with Cheshire Police.

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

1. Standard Condition relating to timescale and duration of the permission;
2. Landscaping condition, requiring the implementation of both hard and soft landscaping (BE2);
3. Prior to the commencement of development a wildlife protection plan shall be submitted and approved (GE19);
4. Prior to the commencement of development off site mitigation shall be agreed along with a time table for

Strategic Director  
- Environment

- the provision of the mitigation (GE19);
5. Wheel cleansing facilities to be submitted and approved in writing and used during construction (BE1);
  6. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
  7. Vehicle access, parking, servicing etc to be constructed prior to occupation/ commencement of use (BE1);
  8. Details of the colour scheme for the proposed fencing shall be agreed (BE22);
  9. A check shall be made for ground nesting birds, if any nests are found a 4 metre exclusion zone shall be maintained around the nest (GE21); and
  10. The site shall be used as a transitional/traveller site only (BE1).

(NB: Councilor T. Sly requested that his vote against the application be recorded in accordance with Standing Order 16.2)

DEV95 - PLAN NO. 08/00001/FUL - PROPOSED STOREY REAR EXTENSION, ALTERATIONS TO LINK BUILDING ROOF (INCLUDING DORMER AND VELUX WINDOWS) AND CONVERSION OF ROOF SPACE TO 36 HALTON ROAD, RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. A petition containing 18 signatures, objecting to the car park had been received in addition to 43 objections, details of which were outlined in the report.

Mr Cowen addressed the Committee and spoke against the application. It was also suggested that construction hours be limited from 9.00 – 5.00 Monday to Friday.

Mr Davies addressed the Committee and spoke in favour of the application. It was noted that the parking would be off road parking and sound insulation would be installed as per the building control conditions.

Councillor Bryant addressed the Committee raising concerns in relation to egress from the top floor flats in the event of a fire.

The Building Control and Enforcement Manager responded to say that the plans were compliant with the

Disability Discrimination Act (DDA). In addition fire tight cells would be introduced which provided fire resistance for one hour. A fire alarm detection system would be installed that would be sounded in all flats. In the corridors there would be an emergency lighting system and self closing fire doors.

Clarification was sought on the escape means from the loft space. It was reported that there would be compartmentalisation in the loft space therefore there was a protected route, due to double doors being within the staircase.

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

1. Standard condition relating to timescale and duration of the permission;
2. Submission of materials (BE2);
3. Site investigations and remediation required (PR14);
4. Conditions specifying construction hours (BE1);
5. Provision of bin storage and bin provision (BE1);
6. Adequate visibility splays (BE1);
7. Submission details of boundary treatment (BE22); and
8. Parking to be surfaced and maintained (BE1).

Strategic Director  
- Environment

DEV96 - PLAN NO. 08/00024/OUT - OUTLINE APPLICATION (WITH APPEARANCE, LANDSCAPING AND SCALE MATTERS RESERVED) FOR THE ERECTION OF BUILDING FOR SELF STORAGE TO THE LAND OFF HUTCHINSON STREET, WIDNES.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that no letters on objection had been received from neighbouring properties and the Environment Agency had withdrawn their objection.

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

1. Reserved matters condition, for the submission and approval prior to the commencement of development;
2. Time limit for the submission of reserved matters;

Strategic Director  
- Environment

3. Materials condition, requiring the submission and approval of the materials to be used (Policy BE2);
4. Drainage condition, requiring the submission and approval of drainage details;
5. Landscaping condition, requiring the submission of both hard and soft landscaping details (BE1 and BE2);
6. Boundary treatments, to be submitted and approved in writing;
7. Wheel cleansing facilities to be submitted and approved in writing;
8. Conditions to ensure parking and servicing areas are provided and maintained at all times. The use of the premises shall not commence until the vehicle access and parking has been laid out (TP12);
9. Environment Agency conditions relating to submitted flood risk assessment and minimum floor level, surface water drainage, storage, handling, loading and unloading of fuels, oils, chemicals or effluents, and ground investigation. (PR14 and PR16);
10. Condition for the submission and approval in writing of ground investigation and remediation/mitigation (PR14); and
11. Condition to control hours of opening (BE1).

DEV97 - PLAN NO. 08/00026/FUL - PROPOSED RESIDENTIAL DEVELOPMENT COMPRISING 10 NO. SEMI-DETACHED DWELLINGS AND 2 NO. DETACHED DWELLINGS TO THE LAND OFF WARRINGTON ROAD, GREENOAKS FARM INDUSTRIAL ESTATE, WARRINGTON ROAD, WIDNES.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that the Environment Agency had raised no objection in principle, however had recommended a condition relating to the installation of a surface water regulation system.

The Committee was advised that United Utilities had raised no objection. The Health and Safety Executive had advised against the initial response. Consultant advice in relation to risk advised that there were no grounds for refusing the proposal under Policy PR12 of the UDP.

It was suggested that an additional condition was to be added to include the landscaping to be dealt with prior to

the commencement of development.

The Committee was advised that the Health and Safety Executive had withdrawn their objection regarding a visibility splay.

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

Strategic Director  
- Environment

1. Legal Agreement to be entered into for a financial contribution towards off-site public open space (H3);
2. Amended plans for highway delineations (BE1 and BE2);
3. Prior to commencement approval of materials (BE2);
4. Prior to commencement of development Ground Investigation (PR14);
5. Prior to commencement of development provision of surface water regulation system (BE1);
6. Prior to commencement of development agreement of boundary treatment (BE22);
7. Prior to commencement of development agreement of noise mitigation boundary treatment incorporating an acoustic barrier of no less than 2m along the western boundary of the site, to be implemented prior to occupation (BE1);
8. Landscaping Scheme conditions (3) (BE1);
9. Existing tree protection (BE1);
10. Prior to commencement of development details of wheel cleansing including method statement for provision (BE1);
11. Prior to commencement of development provision of existing land levels on and adjacent to the site and finished floor levels to be agreed (BE1);
12. Prior to commencement details of windows to be approved which are capable of providing 16dB attenuation (BE1);
13. Prior to commencement details of scheme of ventilation to habitable rooms (BE1);
14. Layout of all access, car parking and service areas as agreed and shown on approved plans (BE1, TP6, TP7, TP12);
15. Construction Hours restriction (BE1);
16. Provision of individual dwellings refuse bins (BE1);
17. Withdrawal of permitted development for extensions (BE1);
18. Inclusion of the frontage landscaping to be dealt with prior to the commencement of development.



It was reported that an appeal had been received following the Council's refusal of the following application:

07/00748/FUL                      Proposed enlargement of existing porch and garage, partition to rear of garage to extend current kitchen and creation of second storey above garage at 7 Coniston Close Runcorn Cheshire

It was reported that the following applications had been withdrawn:

07/00840/PLD                      Application for Certificate of Lawfulness for proposed extension of caravan park at Promenade Caravan Park Moss Lane Moore

07/00881/FUL                      Proposed two storey side / rear extension at 115 Derby Road Widnes Cheshire

07/00888/FUL                      Proposed single storey rear extension at 4 Park Avenue Widnes Cheshire

07/00898/OUT                      Outline application (with appearance and landscaping matters reserved) for erection of 3 No. detached bungalows on Land to the rear of 106 Ivy Street Runcorn Cheshire

07/00914/FUL                      Proposed two / three storey side extension and single storey rear extension at 7 Pepper Street Hale

*Meeting ended at 7.45 p.m.*

This page is intentionally left blank

**DEVELOPMENT CONTROL COMMITTEE**

*At a meeting of the Development Control Committee on Monday, 7 April 2008 at Civic Suite, Town Hall, Runcorn*

Present: Councillors Nolan (Chairman), P. Blackmore, S. Blackmore, Hignett, Morley, Osborne, Polhill, Rowan and Sly

Apologies for Absence: Councillors Thompson

Absence declared on Council business: Councillor Dave Leadbetter

Officers present: L. Capper, R. Cooper, G. Henry, A. Pannell, P. Shearer, M. Simpson, R. Wakefield and P. Watts

Also in attendance:

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

DEV99 MINUTES

The Minutes of the meetings held on 4<sup>th</sup> March 2008, having been printed and circulated, were taken as read and signed as a correct record.

DEV100 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.

DEV101 - PLAN NO. 07/00923/FUL - PROPOSED CHANGE OF USE / BUILDING WORKS CONSISTING OF DEMOLITION OF THE DERELICT BRITISH LEGION CLUB, ERECTION ON 9 NO. THREE BEDROOM APARTMENTS AND 11 NO. TWO BEDROOM APARTMENTS TOGETHER WITH PROVISION OF 30 NO. CAR SPACES AND LANDSCAPING TO THE LAND AT 21-25 HALE ROAD, WIDNES.

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

*Action*

of the site. It was noted that representations had been received from eight individual local residents objecting to the proposal, details of which were outlined in the report.

The Committee was advised that a further 3 objections had been received, which raised the same issues as detailed in the report. It was noted that one local resident felt that the level on consultation was inadequate. In response it was noted that residents had been notified twice of the proposal and the Authority were satisfied that a more than adequate consultation had been carried out.

Members discussed various issues such as the re-location of the bus stop on Hale Road, the range of access to the site available, both pedestrian and vehicle and the security of the site.

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

1. Standard condition relating to timescale and duration of the permission.
2. Condition relating to amended plans (BE1 and BE2).
3. Condition for the signing of a section 106 agreement for the contribution in lieu of Recreational Open Space.
4. Submission of materials (BE2)
5. Provision of recycling separation inside each apartment (BE1)
6. Access and parking/layout, cycle parking provision (BE1)
7. Site investigations and remediation required (PR14)
8. Details of drainage (BE1)
9. Details of landscaping scheme (BE1)
10. Conditions specifying construction hours and hours of deliveries for building materials. (BE1)
11. Wheel wash facilities (BE1)
12. Grampian off-site highways condition (BE1)
13. Details of final site levels (BE1)
14. Provision of bin storage and bin provision (BE1)
15. Condition relating to cycle storage.
16. Condition in relation to boundary treatment and pedestrian visibility (BE1 and BE2)

DEV102 - PLAN NO.08/00039/FUL PROPOSED ERECTION OF TWO STOREY SPORTS HALL, NEW SCIENCE BLOCK AND REFURBISHMENT OF EXISTING BUILDINGS (INCLUDING MINOR DEMOLITION) AND PROVISION OF A SUBSTATION AT ST CHAD'S CATHOLIC HIGH

SCHOOL, GRANGWAY, HALTON LODGE, RUNCORN.

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

It was reported that a precautionary condition had been recommended relating to the undertaking of ground investigations prior to the commencement of development.

A landscaping condition had been recommended to ensure that all trees to be retained should be protected during construction.

The Committee was advised that the rear of the proposed building would be 20.5metre distance from the nearest resident, which complies with the recommended standard distance of 13 metre from the interface.

It was reported that the proposal would result in significant improvement for the school and the teaching capacity in addition to the improve further community use.

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

1. Standard 3 year permission
2. Specifying amended plans (BE1)
3. Prior to commencement, materials condition, requiring the submission and approval of the materials to be used (BE2)
4. Prior to commencement, submission, agreement and implementation of scheme for drainage (BE1)
5. 3 conditions relating to the submission of a landscaping scheme, including screen planting to the rear of the sports hall, requiring the submission of both hard and soft landscaping, species identification and implementation (BE2)
6. Prior to commencement scheme for protection of trees to be retained during construction (BE1)
7. Prior to commencement, boundary treatments to be submitted and approved in writing (BE2 and BE22)
8. Prior to commencement, wheel cleansing facilities to be submitted and approved in writing and used during construction. (BE1)
9. Prior to commencement ground investigation (PR14)
10. Construction and delivery hours to be adhered to throughout the course of the development (BE1)
11. Vehicle access, parking, servicing etc to be constructed prior to occupation/ commencement of

use (BE1)

12. Full details and implementation of cycle parking provision (TP6)

DEV103 - PLAN NO. 08/00064/FUL - FULL APPLICATION FOR CONSTRUCTION OF NEW B8 SINGLE STOREY UNIT WITH ASSOCIATED TWO STOREY OFFICE ACCOMMODATION AND EXTERNAL AREAS AND CAR PARKING TO THE LAND AT ASTON LANE SOUTH, WHITEHOUSE INDUSTRIAL ESTATE RUNCORN.

The consultation procedure undertaken was outlined in the report together with background information in respect of the site. It was reported that one comment had been received from a local resident, details of which were outlined in the report.

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

1. Standard 3 year permission
2. Specifying amended plans in relation to elevations (BE1)
3. Amended plans required with details of the location of the separation barrier; area marked for overspill car parking with access from car park (BE1)
4. Details of appropriate signage and heavy-duty one-way flaps to prevent HGV's being able to access the car park from Aston Lane South (BE1)
5. Prior to commencement, materials condition, requiring the
6. submission and approval of the materials to be used (BE2)
7. Prior to commencement, submission, agreement and implementation of scheme for drainage (BE1)
8. Conditions relating to the submission of a landscaping scheme, requiring the submission of both hard and soft landscaping, species identification and implementation (BE2)
9. 8 conditions relating to protection of trees to be retained during construction, including provision of areas of 'geotextile' base around retained trees as shown on amended plan (BE1)
10. Prior to commencement, boundary treatments to be submitted and approved in writing (BE2 and BE22)
11. Prior to commencement, wheel cleansing facilities to be submitted and approved in writing and used during construction. (BE1)
12. Prior to commencement ground investigation (PR14)

13. Prior to commencement requirement of Green Travel Plan and implementation of agreed details (TP16)
14. Construction and delivery hours to be adhered to throughout the course of the development (BE1)
15. All construction vehicles to be parked off the highway during construction process (BE1)
16. Vehicle access, parking, servicing etc to be constructed prior to occupation/ commencement of use (BE1)
17. Full details and implementation of cycle parking provision (TP6)
18. Condition restricting external storage and external waste area to defined area (E5)

#### DEV104 MISCELLANEOUS ITEMS

It was reported that appeals had been received following the Council's refusal of the following applications:-

07/00510/ELD	Application for a Certificate of Lawfulness for proposed use of site as a secure residential care and treatment facility at Land at Bennetts Lane Widnes Cheshire
--------------	---

Members were advised that a public enquiry for the above was unlikely to happen in this calendar year and there was a possibility to negotiate a settlement. The Council had submitted papers on 7<sup>th</sup> March 2008 that set out the main points of the authorities argument.

07/00563/FUL	Proposed loft conversion to form additional first floor at 19 Clinton Close Widnes Cheshire
--------------	---

07/00628/FUL	Proposed first floor side extension to form bedroom with en-suite and garage conversion at 44 Pit Lane Widnes Cheshire
--------------	--

07/00873/FUL	Proposed first floor rear extension and loft conversion at 116 Norlands Lane Widnes Cheshire
--------------	--

It was reported that the following application had been withdrawn :-

08/00017/FUL	Proposed 4 bed detached dormer bungalow on land adjacent to 18A Hough Green Road Widnes, Cheshire.
--------------	--

*Meeting ended at Time Not Specified*



**STANDARDS COMMITTEE**

*At a meeting of the Standards Committee Wednesday, 27 February 2008 Committee Room 1, Runcorn Town Hall*

Present: Mr B. Badrock (Chairman), Mr T. Luxton, and Councillors Parker, and Redhead

Apologies for Absence: Parish Councillor Crawford, and Councillors Lewis and Wainwright

Absence declared on Council business: None

Officers present: M. Reaney and L. Cairns

Also in attendance: None

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

STC15 MINUTES

The Minutes of the meeting held on the 21<sup>st</sup> November 2007 having been printed and circulated, were approved as a correct record.

STC16 ACTION LIST

The Committee considered the Action List in detail and noted/agreed the following:

- Action 1 – See Minute No. STC18.
- Action 3 – Wigan Metropolitan Borough Council had been contacted and its Monitoring Officer had advised that there were no outstanding issues at the present time. However, Wigan's Monitoring Officer had agreed to contact Halton should this situation change.
- Action 6 – the Executive Board had considered the draft budget and had made a recommendation to full Council, which was meeting the following week. The budget was tight and it was anticipated that training would require funding via existing resources. This included the package proposed in Minute No. STC18.

*Action*

- Action 7 – the Committee noted the current information available on the Council’s website. It was requested that information be sought as to the number of hits this area received.
- Action 9 – the Monitoring Officer advised that he had reviewed the video of the interview with the Leader of the Council and the Chief Executive, which was now out of date due to the introduction of the new Code of Conduct. It was requested that the possibility of producing a new video, to be used as a training tool for targets including school children, the general public, Councillors and potential independent members, be investigated.
- Action 12 – it was advised that the two new parishes had now been created. These two parishes would have to adopt the Code of Conduct at their first meeting and it was intended that, following this, a meeting be set up with all the parishes to discuss training needs of parish councillors.
- Action 16 – see Minute No. STC18.
- Action 17 – the Council had registered for two places on the next Standards Board for England Conference. The Standards Board had confirmed that they would notify the Authority as soon as places were available.

#### STC17 LOCAL ASSESSMENT - CONSULTATION

The Committee considered a report of the Strategic Director – Corporate and Policy regarding the Communities and Local Government consultation document that had been circulated in respect of local assessment.

It was noted that, on 3<sup>rd</sup> January 2008, the Local Government Minister, John Healey, had launched a consultation paper on the standards of conduct of local authority councillors. The consultation focused on local authority standards committees becoming responsible for assessing allegations of misconduct against councillors. This was a role currently carried out by the Standards Board for England, whose remit would also change. The Standards Board would be taking on a new strategic role with the responsibility for monitoring and promoting standards and supporting and overseeing local authorities in their application of the Code of Conduct.

As the deadline for responses had been 15<sup>th</sup> February 2008, a copy of the document had been forwarded to all Members of the Committee for consideration. Provisional comments had been received from one Member and were forwarded to the Department for Communities and

Local Government (DCLG). A copy of these comments was attached at Appendix A to the report. In addition, a “checklist for Local Authorities in the run up to April 2008”, produced by the Standards Board, was also attached to the report.

The Committee noted that it met the legal requirements in terms of its constitution; however, it was considered that additional Members were required in order to assist in the filtering process and to meet Best Practice. The Committee discussed opportunities for stimulating public interest in terms of the need for independent Members, such as updating the Council’s website, providing information in “Inside Halton”, the Council publication delivered to all residents in the Borough, as well as other methods of free engagement, for example publications to schools.

RESOLVED: That the report be noted and Council be recommended to amend its Constitution to provide for an additional independent Member and an additional parish council representative on the Standards Committee.

#### STC18 STANDARDS COMMITTEE TRAINING

The Committee considered a report of the Strategic Director – Corporate and Policy outlining possible training for Committee Members in preparation of the forthcoming requirement for local assessment and with regards to any possible future hearings.

It was advised that contact had been made with Wigan Metropolitan Borough Council, as agreed at the last meeting, to establish whether there were any imminent hearings that Halton’s Standards Committee could attend. Although Wigan had had a number of hearings in the past, none were currently scheduled; however, Wigan’s Monitoring Officer had agreed to contact Halton should this change in the near future.

In addition, Warrington Borough Council had contacted Halton to ascertain whether Members would be interested in being involved in a proposed training programme on Wednesday 18<sup>th</sup> June 2008, looking at the implications of the Local Government and Public Involvement in Health Act 2007 with a number of other local authorities from the Association of Greater Manchester Authorities (AGMA). Costs for this training would be met from existing budgets, which would be run by Mr Peter Keith Lucas, a well-known trainer in this area.

In addition, the Standards Board had prepared a local assessment training exercise consisting of a range of anonymised complaints that it had previously dealt with. The paperwork for the exercise was attached as Appendix A to the report and included a complaint handling flowchart for guidance. The Committee considered this information and agreed that a separate training session be arranged following the Election in order that any new Members on the Standards Committee could be party to it.

RESOLVED: That

- (1) the actions taken be noted;
- (2) the Committee be involved in the joint training with Warrington Borough Council and the other Association of Greater Manchester Authorities; and
- (3) a separate training session be arranged by the Monitoring Officer, in consultation with the Chairman to consider the information provided by the Standards Board regarding local assessment in more detail, following the Local Government Elections on 1<sup>st</sup> May 2008.

#### STC19 STANDARDS BOARD INFORMATION ROUND-UP

The Committee considered a report of the Strategic Director – Corporate and Policy providing an update on the latest news from the Standards Board. A copy of Bulletin 36 was attached to the report and Members noted in this document the abolition of the Independent Adjudicator and the transfer of these duties to the Standards Committee. These duties were:

- to consider applications from local authority employees for exemption from political restriction in respect of their posts;
- where appropriate, to issue directions requiring a local authority to include a post in the list of politically restricted posts it maintained; and
- to give general advice, following consultation with appropriate parties, on the application of criteria for designation of a politically restricted post.

In addition, it was advised that, since the publication of the agenda, the Standards Board had released Bulletin 37 and a copy was tabled for Members' information. This Bulletin focused on the implications of the Local Government and Public Involvement in Health Act 2007 in terms of the

local framework, local assessment of complaints, and independent and parish council representation.

RESOLVED: That the report be noted.

*Meeting ended at 4.25 p.m.*

This page is intentionally left blank

**REGULATORY COMMITTEE**

*At a special meeting of the Regulatory Committee on Friday, 14 March 2008 in the Council Chamber, Runcorn Town Hall*

Present: Councillors Philbin (Chairman), Wallace (Vice-Chairman), Howard, A. Lowe, Nelson and Wainwright

Apologies for Absence: Councillors Bryant, Cross, Drakeley, D Inch and E. Ratcliffe

Absence declared on Council business: None

Officers present: L. Capper and K. Cleary

Also in attendance: None

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

REG22 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – URGENT BUSINESS

*Action*

The Committee was advised that a matter had arisen which required immediate attention by the Committee because a decision was required before the date of the next meeting (Minute REG24 refers), therefore pursuant to Section 100 B (4) and 100 E Local Government Act 1972, the Chairman ruled that the items be considered as a matter of urgency.

REG23 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 committee 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 7 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 circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A the Local government Act 1972 because it is likely that in view of the nature of the business exempt information will be disclosed being information defined in Section 100(1) and paragraph 7 of Schedule 12A of the Local Government Act 1972.

REG24 APPLICATION FOR A TEMPORARY EVENT NOTICE AT THE NEW YORK CAFÉ BAR 2-4 HIGH STREET RUNCORN

The Committee were asked to determine one referral case details of which had been circulated to members of the Committee only.

The applicant and their Legal Representative attended and addressed the Committee in support of the application.

An objection to the application was received from the Police who attended and addressed the Committee.

RESOLVED: To refuse the application on the grounds of the Prevention of Crime and Disorder Objective.

*Meeting ended at 7.00 p.m.*



**REGULATORY COMMITTEE**

*At a meeting of the Regulatory Committee on Wednesday, 2 April 2008 in the Council Chamber, Runcorn Town Hall*

Present: Councillors Philbin (Chairman), Wallace (Vice-Chairman), Bryant, Cross, Howard, A. Lowe, D Inch, Nelson and E. Ratcliffe

Apologies for Absence: Councillors Drakeley and Wainwright

Absence declared on Council business: None

Officers present: G. Ferguson, L. Capper, K. Cleary and J. Findlow

Also in attendance: 2 members of the public

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

*Action*

REG25 MINUTES

The minutes of the meeting held on 21<sup>st</sup> January 2008 having been printed and circulated were taken as read and signed by the Chairman as a correct record, subject to Councillor D Inch's apologies being recorded as apologies on Council business.

REG26 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 committee 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 7 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 circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A the Local government Act 1972 because it is likely that in view of the nature of the business exempt information will be disclosed being information defined in Section 100(1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

#### REG27 TAXI MATTERS

The Committee were asked to determine one referral case, details of which had been circulated to Members of the Committee only.

The applicant and his legal representative attended and addressed the Committee in support of their application.

RESOLVED: That in respect of

Case No. 672

(1) Single Status Drivers Licence be suspended for one month with effect from midnight Wednesday 2 April 2008;

(2) Following the suspension, the Single Status Drivers Licence be issued and expire one year from the initial renewal date(4<sup>th</sup> November 2007); and

(3) Subject to satisfactory completion of the remainder of the 12 month licence an application may be made to renew Single Status Driver licence. Such licence if granted to commence on 5 November 2008.

*Meeting ended at 7.30 p.m.*

**REGULATORY COMMITTEE**

*At a meeting of the Regulatory Committee on Thursday, 3 April 2008 in the Council Chamber, Runcorn Town Hall*

Present: Councillors Philbin (Chairman), Wallace (Vice-Chairman), Bryant, Drakeley, A. Lowe, Nelson, E. Ratcliffe and Wainwright

Apologies for Absence: Councillors Cross, Howard and D. Inch

Absence declared on Council business: None

Officers present: L. Capper and K. Cleary

Also in attendance: 6 members of the public

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

REG27 APPLICATION TO REVIEW THE NEW YORK CAFÉ BAR  
2-4 HIGH STREET RUNCORN PREMISES LICENCE

*Action*

The Committee considered an application to review the Premises Licence at the New York Café Bar 2 – 4 High Street Runcorn.

The applicant Cheshire Constabulary was represented by Ian Seville Police Licensing Officer.

The Premises Licence holder at the time of the commencement of the review application David Owen did not attend the hearing.

Karl Barry and Keith Hesketh attended and addressed the Committee as interested parties.

The Committee heard the application from Mr Seville who called PCSO Paula Davies, Mark Antrobus, PS Graham Elliot, PS Mike Rimmer and Inspector Richard Hill to give evidence with regard to their involvement with the premises prior to the review application.

In addition a video recording of the premises made on 1 February 2008 was shown to the Committee.

Mr Barry addressed the Committee on behalf of the interested parties and advised the Committee that David Critchley the Freeholder of the premises would not be attending. Mr Hesketh also made representation to the Committee.

All parties were then invited to sum up. Members raised numerous points and the parties put a number of questions through the Chairman. The Committee then retired to consider the application.

RESOLVED: That having considered the application in accordance with section 4 Licensing Act 2003 and all other relevant considerations the Committee made the following determination.

Chief Executive

Point 1

The allegations set out in the application and made by the persons making relevant representations are found to be proved.

Point 2

The Committee considered the steps open to it and have applied the most proportionate course of action.

Point 3

The Designated Premises Supervisor at the time when the review application was commenced Michael Dowling be removed.

Point 4

The Premises Licence be revoked for the breach of licence conditions.

**Section 1.01 Reason for the determination**

For the reasons stated above this determination is considered necessary for the promotion of the Licensing Objectives specifically the Prevention of Crime and Disorder, Prevention of Public Nuisance and the Protection of Children from Harm.

Breach of Licence conditions

- A Challenge 21/ Proof of Age
- B Use of Toughened Glass
- C Unsealed containers
- D Entry or re-entry to the premises

The following conditions, which form part of the operating

schedule in the application to vary the premises licence dated 10 November 2005, were also breached

E CCTV

F Zero tolerance policy of drugs

G Zero tolerance on violence

H Non cooperation by the then Premises Licence Holder and the Designated Premises Supervisor

The parties were advised they would be notified formally of the decision and of the relevant rights of appeal.

*Meeting ended at 9.30 p.m.*

This page is intentionally left blank

**APPOINTMENTS COMMITTEE**

*At a meeting of the Appointments Committee held on Thursday, 28 February 2008 at the Conference Room 2, Municipal Building*

Present: Councillors McDermott (Chairman), Findon, Gilligan, Polhill, Redhead and Wharton

Apologies for Absence: None

Absence declared on Council business: None

Officers present: L. Cairns, I. Leivesley and D. Parr

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

APC4 MINUTES

The minutes of the meeting held on 27<sup>th</sup> June 2007, having been printed and circulated, were taken as read and agreed as a correct record.

APC5 JOB EVALUATION UPDATE

The Committee considered a report of the Strategic Director – Corporate and Policy providing an update on the implementation of the National Job Evaluation Scheme.

It was noted that the outcomes for the pay and grading review had recently been implemented, and all staff on Green Book terms and conditions had received a letter explaining their new grade together with an information pack containing details such as what they should do if they wished to exercise their right of appeal. A joint union/management work group had been established, which met on a weekly basis to determine various agreements in connection with the pay and grading review such as the new pay structure, the Appeals Procedure and pay protection. The Unions had been consulted on these matters and a Pay and Grading Framework Agreement had been drafted and signed by all parties.

*Action*

Non-teaching jobs in schools had been dealt with in a slightly different way and details were provided for the Committee's information. It was advised that some schools had already started this process and the Job Evaluation Team had briefed staff and evaluated jobs accordingly.

The Committee noted that, as the Pay and Grading review could only evaluate the basic grades for jobs, management and Unions now needed to consider how premium payments and local agreements such as consolidated rates would be dealt with and a separate negotiation had commenced to address such issues and ensure corporate consistency.

RESOLVED: That

- (1) the content of the report be noted;
- (2) the Appeals process be noted and endorsed;
- (3) Council be recommended to endorse the process; and
- (4) Committee Members be advised of the total number of appeals received following the closing date for submission.

Strategic Director  
- Corporate and  
Policy

APC6 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 paragraphs 1, 2, 3 and 4 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 outweighs 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 is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2, 3 and 4 of Schedule 12A of the Local Government Act 1972.

APC7    RESTRUCTURING PROPOSALS

The Committee agreed that this report be withdrawn.

*Meeting ended at 2.50 p.m.*

This page is intentionally left blank