



Minutes

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

**Wednesday, 16 October
2013**

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COUNCIL

*At a meeting of the Council on Wednesday, 17 July 2013 in the Council Chamber,
Runcorn Town Hall*

Present: Councillors Ratcliffe, Baker, J. Bradshaw, M. Bradshaw, D. Cargill, E. Cargill, Cole, Dennett, Edge, Fraser, Fry, Gilligan, Harris, P. Hignett, R. Hignett, S. Hill, V. Hill, Hodge, Horabin, Howard, Jones, Lea, M Lloyd Jones, P. Lloyd Jones, C. Loftus, K. Loftus, Logan, A. Lowe, J. Lowe, A. McInerney, T. McInerney, Morley, Nelson, Osborne, Parker, Philbin, Polhill, C. Plumpton Walsh, N. Plumpton Walsh, Roberts, Rowe, Sinnott, G. Stockton, J. Stockton, Thompson, Wainwright, Wallace, Wharton, Woolfall and Zygadlo

Apologies for Absence: Councillors Cassidy, Gerrard, MacManus, McDermott, Nolan and Wright

Absence declared on Council business: None

Officers present: M. Reaney, A. Scott, D. Johnson, G. Meehan and D. Parr

Also in attendance: L. Shears and K. Brooks – Cheshire Fire Service

COU12 CHESHIRE FIRE SERVICE

Action

Council received a presentation from Lee Shears and Keith Brooks of Cheshire Fire Service on the use of sprinklers in domestic and commercial buildings in the Borough.

They then answered Members' questions before being thanked for their informative presentation.

COU13 COUNCIL MINUTES

The minutes of the meeting of Annual Council held on 16 May 2013, 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.

COU14 THE MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

- The Mayoral delegation had been presented with

a photograph of the old market in Leiria and a silver pendant to mark the occasion of their recent visit to the twin town of Leiria in May 2013;

- The Mayor had been presented with a copy of Gideons New Testament and Psalms by Gideons International;
- The Mayor had been presented with a Euro Bocce Challenge (2013) Bronze pendant by Mr Andy Shard; and
- The Mayor described her attendance at a number of events since her installation in May 2013.

COU15 LEADER'S REPORT

The Leader advised that he had recently circulated his briefing note to all Councillors and had nothing further to report.

COU16 MINUTES OF THE EXECUTIVE BOARD

The Council considered the minutes of the Executive Board meetings from 14 May 2013, 23 May 2013, 13 June 2013 and 27 June 2013.

RESOLVED: That the minutes be received.

COU17 MINUTES OF THE MERSEY GATEWAY EXECUTIVE BOARD

The Council considered the minutes of the Mersey Gateway Executive Board meeting from 13 June 2013.

RESOLVED: That the minutes be received.

COU18 MINUTES OF THE HEALTH AND WELLBEING BOARD

The Council considered the minutes of the Health and Wellbeing Board meeting from 22 May 2013.

RESOLVED: That the minutes be received.

COU19 QUESTIONS ASKED UNDER STANDING ORDER 8

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

COU20 JOINT MERSEYSIDE AND HALTON JOINT WASTE LOCAL PLAN - ADOPTION OF PLAN - KEY DECISION (MINUTE EXB 13 REFERS)

Executive Board had considered a report of the Strategic Director, Policy and Resources, on the adoption of the Joint Merseyside and Halton Joint Waste Local Plan.

RESOLVED: That Council

- 1) note the results of public consultation on the proposed modifications to the Merseyside and Halton Joint Waste Local Plan that was undertaken between November 2012 and January 2013 (Appendix 1);
- 2) welcome the report from the Planning Inspector which concluded that, subject to the proposed modifications, the Plan "meets the criteria for soundness in the National Planning Policy Framework" and "provides an appropriate basis for waste planning for Merseyside and Halton over the next 15 years" (Appendix 2);
- 3) agree that the Waste Local Plan (Appendix 3) be adopted as part of the statutory development plan by each of the districts on a single date which shall be one working day after the final (sixth) Full Council resolution has been received;
- 4) note that several of the adopted Unitary Development Plan saved policies (listed in paragraph 4.11, Table 2 of the Report) will be replaced by Waste Local Plan policies including the site allocations; and
- 5) grant delegated authority to the Operational Director, Policy, Planning and Transportation in consultation with the Physical Environment Portfolio Holder to make minor typographical changes to the Waste Local Plan prior to its final publication.

Strategic Director
- Policy &
Resources

COU21 ANNUAL REPORTS OF POLICY AND PERFORMANCE BOARDS 2012/13

The Council considered the report of the Scrutiny Coordinator, outlining the Annual Reports for each of the Policy and Performance Boards (PPBs) for 2012/13, which had been submitted and which outlined their work, made recommendations for future work programmes and amended working methods if appropriate.

It was reported that the Annual Reports had been submitted to the appropriate PPBs for consideration and had all been agreed.

RESOLVED: That the 2012/ 2013 Annual Reports, submitted from the Policy and Performance Boards, be received.

COU22 HIGHWAY IMPROVEMENTS AT A 558 DARESBURY EXPRESSWAY UNDER THE DEPARTMENT FOR TRANSPORT'S LOCAL PINCH POINT PROGRAMME (MINUTE EXB 32 REFERS)

Executive Board had considered a report of the Strategic Director, Policy and Resources, which advised Members of the award of grant funding through the Department for Transport's Local Pinch Point Programme.

RESOLVED: That Council

- 1) note the award of £1.675M grant funding for the Daresbury Enterprise Zone / East Runcorn Housing Access Improvement Scheme under the DfT's Local Pinch Point Programme;
- 2) approve the inclusion of the LPPP scheme into the Council's Capital Programme at a total estimated cost of £2.394M to be phased over 2013/14 and 2014/15; and
- 3) note that, in accordance with Procurement Standing Order (PSO) 1.8.4, PSO 4.1 (Competition Requirements) be waived and design and scheme preparation services be procured from Mott MacDonald Ltd. for reasons of urgency, as set out in the report.

Strategic Director
- Policy &
Resources

COU23 HALTON HOUSING STRATEGY 2013/18 - KEY DECISION (MINUTE EXB 30 REFERS)

Executive Board had considered a report of the Strategic Director, Communities which presented a finalised version of Halton's Housing Strategy 2013/18.

RESOLVED: That the revised Housing Strategy, attached at Appendix A and supporting evidence document attached at Appendix B, be approved.

Strategic Director
- Communities

COU24 LIBRARY STRATEGY 2013/16 - KEY DECISION (MINUTE EXB 31 REFERS)

Executive Board had considered a report of the Strategic Director, Communities, on the Library Strategy 2013/16.

RESOLVED: That

1) the Library Strategy 2013/16 be approved; and

2) any further editorial changes/corrections required following the close of consultation be delegated to the Strategic Director, Communities, in conjunction with the Portfolio Holder for Neighbourhood, Leisure and Sport.

Strategic Director
- Communities

(N.B. Councillor Roberts declared a Disclosable Pecuniary Interest in Minute HEA 6 of the Health Policy and Performance Board, as he was employed by Wirral University Teaching Hospitals Foundation Trust)

COU25 MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE BUSINESS EFFICIENCY BOARD

The Council considered the reports of the following Boards in the period since the meeting of Council on 16 May 2013:

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

In considering the minutes, the following comments/observations were made:-

Councillor Gilligan highlighted the achievements of a number of Services (Minute CS8 referred) and wished to place on record his congratulations to staff in Revenues and Benefits, Legal Services and the Stadium's Catering Service for their respective team achievements.

COU26 COMMITTEE MINUTES

The Council considered the reports on the work of the following Committees in the period since the meeting of Council on 16 May 2013:-

- Development Control; and
- Regulatory.

In considering the minutes, the following comments/observations were made:-

Councillor G Stockton wished to place on record his thanks for the cross party support on the Development Control Committee item referred to in minute number DEV 4.

COU27 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Council considered:

- (1) whether Members of the press and public should be excluded from the meeting of Council 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 3 and 5 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 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.

COU28 FORMER CROSSVILLE DEPOT, RUNCORN AND LAND AT EARLE ROAD, WIDNES WATERFRONT REGENERATION (MINUTE EXB 15 REFERS)

Executive Board had considered a report of the Chief Executive on the development of the former Crossville Depot, Runcorn and land at Earle Road, Widnes Waterfront.

The report advised on the progress that had been made to bring about the development of both sites, and noted the commercial changes to the terms of the respective development agreements.

RESOLVED: That the changes made under the powers of delegation, as detailed in the report, be noted.

Chief Executive

Meeting ended at 7.20 p.m.

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COUNCIL

At a meeting of the Council on Thursday, 19 September 2013 in the Council Chamber, Runcorn Town Hall

Present: Councillors Ratcliffe, Baker, J. Bradshaw, M. Bradshaw, D. Cargill, E. Cargill, Cassidy, Cole, Dennett, Edge, Gerrard, Gilligan, Harris, P. Hignett, R. Hignett, Hodge, Horabin, Howard, Jones, M Lloyd Jones, P. Lloyd Jones, C. Loftus, K. Loftus, Logan, McDermott, A. McInerney, T. McInerney, Morley, Nelson, Osborne, C. Plumpton Walsh, N. Plumpton Walsh, Polhill, Rowe, Sinnott, G. Stockton, J. Stockton, Thompson, Wainwright, Wallace, Woolfall, Wright and Zygadlo

Apologies for Absence: Councillors Fraser, S. Hill, V. Hill, Lea, A. Lowe, J. Lowe, MacManus, Nolan, Parker, Philbin, Roberts and Wharton

Absence declared on Council business: Councillor Mike Fry

Officers present: M. Reaney, A. Scott, I. Leivesley, G. Meehan and D. Parr

Also in attendance: One member of the public

| | <i>Action</i> |
|--|---|
| COU29 MINUTE'S SILENCE | <p>The Mayor reported on the sad passing of Honorary Freeman Mr John Collins RL.</p> <p>The Council stood for a minute's silence as a mark of respect.</p> <p>Details of a Service of Thanksgiving were announced as being on Monday 7 October 2013 at 12 noon at St Luke's Church, Farnworth, Widnes, followed by a reception at Halton Stadium.</p> |
| COU30 LIVERPOOL CITY REGION REVIEW OF STRATEGIC GOVERNANCE - KEY DECISION (MINUTE EXB 74 REFERS) | <p>Council considered a report of the Chief Executive, which advised of the current position in relation to the consultation on the Liverpool City Region Strategic Governance Review and the proposals to establish a Liverpool City Region Combined Authority.</p> <p>The report set out the remit of the Strategic</p> |

Governance Review, the existing governance arrangements, an options assessment and details of the consultation which commenced on 2 August 2013.

Members noted that the remit of a Combined Authority for the Liverpool City Region (LCR) would be economic development, regeneration, transport, strategic housing and employment and skills functions which could be better delivered collaboratively across the LCR.

Members were advised that Executive Board had considered the report at its meeting earlier that day (19 September 2013), and the Boards' recommendation to Council was tabled for Members' consideration.

RESOLVED: That

- 1) the submission of the Liverpool City Region Strategic Governance Review and Scheme to the Department for Communities and Local Government, for the establishment of a Liverpool City Region Combined Authority, on the basis of the drafts attached at Appendix 1 and Appendix 2 to the report, be approved; Chief Executive
- 2) it be agreed that Halton Borough Council should formally become a constituent member of the Liverpool City Region Combined Authority, thereby sharing appropriate economic development and transport powers with other Councils within the Liverpool City Region Combined Authority, in accordance with the provisions of the Local Democracy, Economic Development and Construction Act 2009 and the Local Transport Act 2008; and
- 3) it be agreed that any technical amendments to the Liverpool City Region Strategic Governance Review and Scheme before it is submitted to the Secretary of State on 30 September 2013, be delegated to the Chief Executive in consultation with the Leader of the Council.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 15 August 2013 in the Marketing Suite, Municipal Building

Present: Councillors Polhill (Chairman), Harris, R. Hignett, Jones, Nelson, Philbin, J. Stockton, Wharton and Wright

Apologies for Absence: Councillors D. Cargill

Absence declared on Council business: None

Officers present: G. Cook, E. Dawson, L. Derbyshire, D. Johnson, I. Leivesley, G. Meehan and D. Parr

Also in attendance: None

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

| | <i>Action</i> |
|---|--|
| LEADER'S PORTFOLIO | |
| EXB53 LIVERPOOL CITY REGION REVIEW OF STRATEGIC GOVERNANCE - KEY DECISION | <p>The Board considered a report of the Chief Executive which explained why Halton and the Liverpool City Region had reviewed its strategic governance for economic development, regeneration and transport. It also outlined the process undertaken to conduct a governance review commissioned by the Liverpool City Region Cabinet.</p> <p>The report identified how a potential Liverpool City Region Combined Authority (LCRCA) could operate and the functions it could discharge, along with considering a draft scheme for its establishment. It was reported that this was not the creation of a 'Super Council' and the LCRCA would have a limited remit and deal with strategic matters, the functions relating to transport, housing, economic development and skills.</p> <p>The report also detailed the proposed approach to consultation and sought agreement to host specific Halton events on the review of strategic governance and the</p> |

operation of a potential Liverpool City Region Combined Authority.

The Board was advised of the statutory process and that there would be three further opportunities for individual Councils to confirm their approval for the proposals.

The Board noted the existing governance arrangements and the methodology of the review. It was reported that the governance review attached at Appendix A to the report, considered the four main options available to the Liverpool City Region, which had been assessed against the statutory tests identified in section 4.3 of the report as follows:-

- Option 1 – Leaving existing governance unchanged (status quo);
- Option 2 – Establishing a Supervisory Board;
- Option 3 – Establishing an Economic Prosperity Board; and
- Option 4 – Creating a Combined Authority.

The findings of the assessment was summarised in paragraph 7.3 of the report. The conclusion from the review was to propose a Liverpool City Region Combined Authority model, and to include the transport functions which were currently exercised separately by MITA and Halton Borough Council, as the preferred governance option. The proposal would give legal form to the close working relationships that already existed between the six local authorities, the MITA and the Local Enterprise Partnership. A sub-regional body would be created, with legal personality and a governance mechanism that could act across the combined area.

The Chief Executive advised specifically on a number of relevant matters including the consequences and benefits of a Combined Authority for Halton, and responded to questions.

The Board impressed on the Chief Executive that the Scheme agreed should leave Halton in no worse position than it is at present and welcomed the opportunities a Combined Authority may bring to Halton.

The Board was advised that the statutory process, as laid out in the legislation, required that a scheme was developed outlining the role of a potential Combined Authority, which could then be laid before Parliament for approval. The Outline for the Potential Role of a Liverpool City Region Combined Authority report (Appendix B) and the

Draft Scheme (Appendix C), had been completed, alongside the conduct of the governance review to set out the functions and activities that the Combined Authority could perform in order to secure jobs and growth and improvements in the economic conditions of the Liverpool City Region.

The Board noted the next steps set out in the report; that the reports would be considered individually by each of the local authority Cabinets and the Integrated Transport Authority; a stakeholder consultation would run from 5 August 2013 to 6 September 2013; workshops and seminars would be held in local areas and all feedback from the consultation would be collected centrally at Knowsley Council via a single email address.

In conclusion, it was reported that at the end of the consultation period, the responses would be analysed by the Officer led Working Group and a final version of the governance review and scheme for the establishment of a Liverpool City Region Combined Authority would be prepared and reported back to the Executive Board, the individual Cabinets of each of the Councils and the Integrated Transport Authority during September 2013. In addition, full Council approval would also be required prior to submission to the Secretary of State. A meeting of Halton Council would be held on 19 September 2013 in order for the Liverpool City Region Combined Authority to be operational from 1 April 2014.

Reason(s) for Decision

The decision was required to improve the economic conditions of the Liverpool City Region by establishing a Liverpool City Region Combined Authority.

Alternative Options Considered and Rejected

Alternative models of governance had been considered as part of the Review of Strategic Governance and had been judged not to be as effective as improving the economic conditions of the Liverpool City Region as the preferred option

Implementation Date

15 August 2013.

RESOLVED: That

- (1) the draft findings of the Liverpool City Region strategic governance review (as Attached at Appendix A be endorsed;
- (2) the draft outline of the potential role for a Liverpool City Region Combined Authority (as attached at Appendix B) be endorsed;
- (3) the draft scheme for the establishment of a Combined Authority for the Liverpool City Region (as attached at Appendix C) be endorsed;
- (4) holding Halton events as part of the consultation on the proposals as described in the documents referred to in paragraphs (1) to (3) be agreed; and
- (5) the final versions of the documents referred to in paragraphs (a) to (c) above, together with the results of the consultation exercise be submitted for consideration at future meetings of the Executive Board and Council.

MINUTES ISSUED: 16 August 2013

CALL-IN: 23 August 2013

Any matter decided by the Executive Board may be called in no later than 5.00pm on 23 August 2013

Meeting ended at 3.05 p.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 5 September 2013 in The Boardroom, Municipal Building

Present: Councillors Polhill (Chairman), D. Cargill, Harris, R. Hignett, Jones, Nelson, Philbin, J. Stockton, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Scott, M. Reaney, G. Cook, D. Johnson, I. Leivesley, D. Parr, E. Dawson, A. Cross and W Rourke

Also in attendance: None

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE BOARD

| | <i>Action</i> |
|--|--|
| EXB54 MINUTES | |
| | The Minutes of the meetings held on 11 July 2013 and 15 August 2013 were taken as read and signed as a correct record. |
| CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO | |
| (N.B. Councillor Jones declared a Disclosable Other Interest in the following item of business as he was a Governor of Fairfield Infants School) | |
| EXB55 OUTCOME OF SECTION 77 CONSULTATION - CHANGE OF USE OF FAIRFIELD HIGH SCHOOL PLAYING FIELD - KEY DECISION | |
| | The Board considered a report of the Strategic Director, Children and Enterprise, which provided a summary of the outcome of the Section 77 consultation on the proposal to change the use of Fairfield High School Playing Field. |
| | The Board was reminded that at its meeting on 28 |

March 2013, it had considered a report on the Peel House Lane site and recommended its future use for cemetery and housing development. Permission was required to change the use of the playing fields through the submission of a Section 77 application to the Secretary of State. However, a six week public consultation had to be undertaken prior to this submission.

The Board was advised that, in line with the Section 77 Guidance, a letter outlining the proposed change of use was sent to Wade Deacon and Fairfield Infant and Junior Schools, authorised users of the field and houses in the vicinity. In addition, a notice was placed in the local newspaper and on the Council's web site and displayed in other public places. Four responses were received during the consultation period and details of these were attached at Appendix C. The completed Section 77 Notice was attached at Appendix D awaiting submission to the Secretary of State.

Reason(s) for Decision

To allow use of the Council's land to generate capital receipts needed to bring forward the Cemetery and Fairfield Infants and Juniors site.

Alternative Options Considered and Rejected

Alternative solutions would be to look at other uses for the land. However, a 50 year capacity cemetery was required and there were few other location options. In addition, the housing solution would provide the funds to undertake the work and any surplus could be used to contribute to the Fairfield Infant and Junior Schools project. To not use the surplus land for housing would require additional funds to be made available to undertake the works needed at the cemetery and nothing would be left for the Schools.

Implementation Date

The Section 77 application would be sent to the Secretary of State on 6 September 2013.

RESOLVED: That the Board

- 1) note the response to the consultation; and
- 2) gives approval to submit a Section 77 application to change the use of Fairfield High School Playing Field (Peelhouse Lane) to cemetery and residential

Strategic Director
- Children and Enterprise

development.

EXB56 WAIVER - SECTOR LED IMPROVEMENT (FRONTLINE SOCIAL WORKER PROGRAMME)

The Board considered a report of the Chief Executive which advised on his use of delegated powers to grant a waiver of Procurement Standing Orders.

The Board was advised that, as part of the development programme for Social Workers, Halton had been asked to procure training on behalf of the North West Regional Board – Sector Led Improvement. It was reported that the programme, delivered by Griffin Care, had been previously used in the region, and had delivered effective outcomes. It had provided individualised coaching with a bespoke adaptation programme which other providers would not have been able to deliver within the specified timescales.

The Board noted that the waiver was for this sole programme, amounting to a sum of £20,400 to be spent during September 2013 and January 2014, with 22 days of follow up coaching as part of the total spend. It was noted that the programme would be formally monitored by the North West Regional Board to ensure prescribed outcomes were achieved which supported Halton's front line workforce in their training and development.

RESOLVED: That the Board note the actions of the Chief Executive in the waiver under Procurement Standing Order 1.8.4 (e) to waive Procurement Standing Order 4.1. Competition Requirements.

HEALTH AND WELLBEING PORTFOLIO

EXB57 URGENT CARE PROGRESS

The Board considered a report of the Strategic Director, Communities, which provided an update on the current projects and areas of work associated with improvements in Urgent Care.

The Board was advised that, during 2012, Halton Borough Council (HBC) and the NHS Clinical Commissioning Group (HCCG) developed the Urgent Care Partnership Board to lead on the development and management of the Urgent Care system used by those resident in the Borough. The work of the Board was supported by the implementation of Halton's Urgent Care

Strategy and Response Plan, developed in the Autumn of 2012.

The report provided Members with information on current performance, recent national developments and current local developments, with details of each of the work programmes associated with the projects attached at Appendix 1.

RESOLVED: That

- 1) the contents of the report and associated Appendix be noted; and
- 2) the work programmes and associated projects outlined in Appendix 1, be endorsed.

Strategic Director - Communities

COMMUNITY AND SPORT PORTFOLIO

EXB58 RUGBY LEAGUE WORLD CUP 2013

The Board considered a report of the Strategic Director, Communities, which updated Members on the plans for the Rugby League World Cup 2013 (RLWC 2013).

The Board was advised that the RLWC 2013 would run between 26 October 2013 and 30 November 2013. Halton Stadium would host the USA team Training Base after their arrival in England. It was reported that a number of partner agencies (the Halton consortium), had prepared a delivery plan, which was attached to the report at Appendix A. The Halton consortium would prepare detailed plans for a Civic Reception, Coaching Master Class, Open Training Session and Community Engagement Activity. The Board noted that the delivery plan was intended to attract engagement across the age ranges in sport and cultural activities, with the opportunity to deliver further activity in other community settings.

Other opportunities for services to re-brand their activities during the tournament were detailed in the report, with the opportunity to link into a number of national initiatives such as Try Reading and Education Resource.

RESOLVED: That the contents of the report be noted and the Delivery Plan, attached at Appendix A, be approved.

Strategic Director - Communities

EXB59 WIDNES RECREATION SITE DEVELOPMENT

The Board considered a report of the Strategic Director, Communities, which provided Members with an update on the re-development of the Widnes Recreation Site, Liverpool Road, Widnes.

The Board was advised that a business plan had been prepared which contained background detail, project outline and associated financial implications for the development of a sports facility at the former recreation site. It was noted that the new sports facilities would include new changing facilities, an indoor activity room, kitchen facilities, an external multi use games area, a new cricket pitch, reconfiguration of the outdoor sports pitches and improvements to the car park. The Board noted that the draft business plan would be sent to Sport England for comments.

It was reported that the estimated £2.680m required to fund the scheme would be raised by the proposed sale of 3 acres of land at the Widnes Recreation site for housing development.

The report constituted a preliminary estimate report for the purposes of Procurement Standing Orders 2.1.

RESOLVED: That

- 1) the proposals for the redevelopment of the former Widnes Recreation Site, Liverpool Road, Widnes, be approved;
- 2) Council be recommended to approve inclusion of the former Widnes Recreation Site development within the Council's Capital Programme;
- 3) the Strategic Director, Communities, the Operational Director, Legal and Democratic Services, in consultation with the Portfolio Holder for Community and Sport, be authorised to implement the project, provided planning permission is obtained and the indicative prices outlined in the report are not exceeded;
- 4) Officers be authorised to begin public consultation with Sport England on the sports facility proposed within the Business Plan,

Strategic Director
- Communities

attached at Appendix A; and

- 5) Officers be authorised to proceed with planning applications and place the proposed housing land on the open market and to obtain tendered prices for the build cost.

RESOURCES PORTFOLIO

EXB60 WAIVER REQUEST – REVENUES & BENEFITS & CUSTOMER SERVICES DIVISION

The Board received a report of the Strategic Director, Policy and Resources, which sought approval to grant the waiver of Procurement Standing Orders for the scanning and indexing of images for the Revenues and Benefits Division.

The Board was advised that the Revenues and Benefits Division successfully implemented a document managing and workflow system in January 2001. The contract was extended in 2006 and 2010, with the current contract due to expire in September 2015. It was reported that a new one year contract and re-negotiation of the existing contract had resulted in a saving of £19,500 over a three year term. Details of the Business Case were given in the report and covered transparency of the contract, propriety assured with integrity clauses built into the document. The Operational Director, Finance, would be accountable for awarding the contract and having responsibility for the internal and external audit process.

RESOLVED: That the waiver of Procurement Standing Order 4.1 Competition Requirements, be approved in order to allow the Council to enter into a new one year contract with Northgate Information Systems, for the scanning and indexing of images for the Revenues and Benefits Division.

Strategic Director
- Policy &
Resources

EXB61 LOWERHOUSE LANE DEPOT - UPGRADE WORKS

The Board considered a report of the Strategic Director, Children and Enterprise, which updated them on the proposed site upgrade works at Lowerhouse Lane Depot.

The Board was advised that a recent Health and Safety Executive (HSE) site visit raised a number of health and safety related concerns relating to how the depot

operated. As a result, a feasibility study was undertaken and proposals put forward to overcome the major concerns raised. It was noted that HSE officers had indicated that they were happy with the proposals, which would address the remaining issues and leave the depot fit for purpose for the foreseeable future. Details of the planned current proposals were attached to the report for Members' information.

RESOLVED: That

- 1) the proposals with regards to the proposed site upgrade works at Lowerhouse Lane Depot be approved; and
- 2) Council be recommended to include in the Capital Programme the capital works with a total estimated cost of £735,000 to be funded, as set out in section 5 of the report.

Strategic Director
- Children and Enterprise

EXB62 AGENCY WORKERS - NEW FRAMEWORK CONTRACT

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval for the Council to access a framework agreement for the provision of agency workers.

Members were advised that, although the Council had reduced its spend on agency staff, there would always be an operational need to use some agency staff in order to maintain essential services. The Merseyside Procurement Partnership (MPP) awarded a collaborative framework agreement in September 2009 for a period of four years to Matrix SCM, for the provision of agency workers. Over the period of the four year term, the estimated contract value was £7.6m. The Board was reminded that it had approved a preliminary estimates report on 28 March 2013, which allowed the Council to participate in a collaborative procurement process with MPP. This was led by St Helens Borough Council who had undertaken a pre-procurement process for MPP. It was noted that all members of MPP had participated in the options appraisal and the market review to identify the best solution available, as an alternative consideration to conducting a new tender process.

It was reported that, as a result of the process, the MSTAR framework had been identified as the best option for MPP members to select; it provided agency resourcing services to local authorities and other wider public sector

organisations throughout the UK. The report provided details of the framework evaluation and award criteria, together with details of the potential annual savings for Halton.

RESOLVED: That

- 1) the Council access the MSTAR Framework under a call-off contract with Matrix SCM for the provision of agency workers, in compliance with Procurement Standing Orders 1.3.1. Framework Agreements and 2.10.3, Acceptance of Tenders exceeding £5m;
- 2) the Council continues to participate in the collaborative supply arrangement with Merseyside Procurement Partnership (MPP), to ensure maximisation of purchasing power on a common category of spend within the region; and
- 3) Directorates continue to ensure full compliance with the new agency worker framework under a call-off with Matrix SCM, in order to provide continuous improvement, visibility of spend and value for money efficiency gains. In addition, no protection should be given to existing suppliers who would not sign up to the contract.

Strategic Director
- Policy &
Resources

EXB63 2013-14 QUARTER 1 SPENDING

The Board considered a report of the Operational Director, Finance, which summarised the overall revenue and capital spending position as at 30th June 2013.

In overall terms, revenue expenditure was £0.364m below the budget profile, however, this was only a guide to eventual spending. It was noted that spending on employees was £155,000 below the budget profile at the end of the quarter.

Members were advised that the economic downturn continued to affect budgeted income targets. A number of income budgets were below their profile including industrial estate rents, catering sales and fees and charges on leisure and recreation services.

With regard to capital spending, it was reported that spending to the 30th June 2013 totalled £12.3m, which was 99% of the planned spending of £12.4m at this stage.

However, this represented 23% of the total capital programme of £53.6m (which assumed a 20% slippage between years).

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

It was noted that, from 1 April 2013, Halton Borough Council and the Clinical Commissioning Group (CCG) had agreed to pool their resources, due to the increased challenges for the Health and Social Care economy in Halton. This would result in the alignment of systems, more effective and efficient joint working, improved pathways, the speeding up of discharge processes and would set the scene for the future sustainability of meeting the current and future needs of people with complex needs.

RESOLVED: That

- 1) all spending continues to be limited to the absolutely essential;
- 2) Strategic Directors ensure overall spending at year-end is within their total operational budget; and
- 3) Council approve the revised capital programme, as set out in Appendix 3 attached to the report.

Operational Director - Finance

PHYSICAL ENVIRONMENT PORTFOLIO

EXB64 ENVIRONMENT POLICY AND PERFORMANCE BOARD TREE WORKING GROUP

The Board considered a report of the Strategic Director, Communities, on the findings and recommendations of the Environment Policy and Performance Board Tree Working Group for adoption and endorsement.

The Board was advised that in June 2012, a Tree Working Group was established by the Environment and Urban Renewal Policy and Performance Board. The Working Group considered issues relating to inspection and liability, insurance claims following alleged damage to property, the management of the Council's tree stock and

neighbour issues such as tree height and maintenance.

The report contained details of a number of recommendations made by the Working Group for consideration by Executive Board. These included the development of a new Tree Strategy, the creation of an Open Space Officer post to oversee implementation of its work, implementation of a tree inspection regime, preparation of new advice and guidance leaflets, identification of a suitable tree management system and exploration of opportunities to generate income through the sale of logs or arisings.

RESOLVED: That

- 1) the recommendations of the Environment and Urban Renewal Policy and Performance Board Tree Working Group be adopted; and
- 2) the recommendations for Capital Funding be referred to the Budget Working Group, and if minded, the funding identified be supported.

Strategic Director
- Communities

EXB65 MANAGING AGENTS ACCREDITATION SCHEME

The Board considered a report of the Strategic Director, Communities, which sought approval for the introduction of the Managing Agents Accreditation Scheme (MAAS) for private sector managing agents.

The Board was advised that Accreditation Schemes were promoted as good practice by Government; many Local Authorities across the UK had adopted this method of working with landlords to help improve standards within the private rented sector. MAAS run by local authorities were a concept already operating by some neighbouring authorities, including Wirral Borough Council. It was reported that, as a result of the Safer Policy and Performance Board review into anti-social behaviour in the private rented sector, the development of a Managing Agent Accreditation Scheme for Halton was identified within the Private Rented Sector Action Plan 2013.

It was noted that, following consultation, seven local letting agents had expressed an interest in joining a Halton MAAS scheme, details of which were contained in the report.

| | | |
|-------|---|---|
| | RESOLVED: That the Managing Agent Accreditation Scheme, outlined in the report, be approved and implemented as soon as is practicable. | Strategic Director - Communities |
| EXB66 | AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT – APPROVAL FOR A PERIOD OF PUBLIC CONSULTATION | |
| | <p>The Board considered a report of the Strategic Director, Policy and Resources, which sought approval for the publication of the draft Affordable Housing Supplementary Planning Document (SPD) for consultation.</p> <p>The Board was advised that the purpose of the Affordable Housing SPD was to provide greater certainty and clarity for all parties involved in the delivery of affordable housing in Halton, through the planning system. The SPD was intended to supplement Policy CS13 of the Halton Core Strategy Local Plan, which was formally adopted by full Council in April 2013. It was reported that the SPD would be a material consideration for the determination of all applicable residential development applications (of ten or more dwellings), and provide the Council with greater detail and certainty when guiding the provision of affordable housing across the Borough.</p> | |
| | <p>RESOLVED: That</p> <ol style="list-style-type: none"> 1) the consultation draft Affordable Housing SPD, attached at Appendix A, be approved for the purposes of public consultation for a six week period; and 2) any minor drafting amendments to be made to the consultation draft Affordable Housing SPD prior to public consultation, be agreed by the Operational Director, Policy, Planning and Transportation in consultation with the Executive Board Member for Physical Environment. | Strategic Director - Policy & Resources |
| EXB67 | STATEMENT OF COMMUNITY INVOLVEMENT (SCI) LOCAL PLAN DOCUMENT | |
| | <p>The Board considered a report of the Strategic Director, Policy and Resources, on the adoption of the Statement of Community Involvement (SCI) Local Plan Document.</p> | |

The Board was advised that the SCI set out the way the Council involved the local community, stakeholders and statutory bodies in the preparation and revision of Local Plans. It also described the Council's arrangements for involving the community when planning applications and major development proposals were under consideration.

The Board was reminded that, at its meeting on 23 May 2013, it had approved the Draft Statement of Community Involvement for public consultation. The responses to representations made, and the proposed amendments to the text of the SCI which accommodated those representations, were attached at Appendix B.

Approval was sought for the formal adoption of the SCI 2013 as part of the Halton Local Plan Framework (attached at Appendix A).

RESOLVED: That

- 1) the Statement of Community Involvement (attached at Appendix A) be adopted as a Local Plan Document and the procedures for adoption, as set out in the Town and Country Planning (Local Development) (England) Regulations be carried out;
- 2) the results of the public consultation, as set out in the Statement of Consultation (attached at Appendix B) be noted; and
- 3) further editorial and technical changes that do not materially affect the content or intended purpose of the SCI, be agreed by the Operational Director, Policy, Planning and Transportation, in consultation with the Portfolio holder for the Physical Environment if necessary, before the document is published.

Strategic Director
- Policy &
Resources

EXB68 REGENERATING HALTON, REGENERATION DELIVERY MODELS AND FUTURE GOVERNANCE -KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, which set out the potential regeneration delivery models to support Halton's continuing regeneration.

The report advised that the drive behind the regeneration opportunity lay primarily within the Mersey

Gateway Regeneration Strategy, the Core Strategy, the Housing Strategy and the Economy, Enterprise and Property Departmental Strategic Regeneration Framework. Each of these contained a broad spread of possible projects across a number of key geographical and thematic areas, which provided a range of regeneration outcomes.

A Regeneration Framework would provide an organisational umbrella under which projects could be progressed, monitored and controlled. The Framework would be developed through input from a range of stakeholder groups and accommodate projects of varying sizes and scope. It was proposed that oversight of a Framework would come from a Regeneration Board which would incorporate the activity currently undertaken by the Capital Development Group, and an illustration of how it would operate was attached at Appendix 1, with key benefits detailed in the report.

The following regeneration models were outlined in the report for consideration by Members:

- Local Asset Backed Vehicles (LABV);
- Joint Venture;
- Public Sector Partnership (PSP);
- The Council acting as a Developer; and
- Developing Agreements.

In addition, there were a number of innovative financing models used in regeneration including:

- Tax Incremental Financing (TIF);
- Business Rates Retention;
- Changes to Capital Receipts;
- Community Infrastructure Levy; and
- Venture Capital Loan Funds including 'JESSICA'.

Reason(s) for Decision

In regard to the regeneration governance proposals, set out in the report, it enabled the Council to maintain a coherent and structured approach to how it managed and delivered on its existing and future regeneration initiatives. Regarding

the delivery models in the report, the approach advocated, allowed the Council to 'pick and choose' the delivery model best suited to the development.

Alternative Options Considered and Rejected

Consideration had been given to establishing a Regeneration Company. However, this would be time consuming and would still require the Council's Human and Financial resources to be factored into the development of such a company.

Consideration had been given to entering into a long-term arrangement with one 'preferred' developer/partner, but this may reduce the Council's flexibility and rate of return on some developments.

Implementation Date

1 October 2013.

RESOLVED: That

- 1) the preferred Governance Option outlined at section 3.2. of the report be developed further;
- 2) a Regeneration Board be established in line with the preferred Governance Option;
- 3) the delivery models outlined in section 3.3 of the report be noted;
- 4) different delivery models be applied to different projects and programmes; and
- 5) different financing models outlined in section 3.4 of the report be noted.

Strategic Director
- Children and Enterprise

EXB69 HOMELESS ACCOMMODATION UPDATE

The Board considered a report of the Strategic Director, Communities, which sought approval to tender for the Halton Domestic Abuse Service. It also sought approval for the provision of homeless services and for the waiver of Standing Orders to extend existing contracts for Belvedere and Orchard House.

The report provided Members with details of the background to the changes in the duty to assist those whose

homelessness needs were immediate, to an approach which offered earlier intervention to prevent homelessness. The Board was advised that, following the 2011/12 Scrutiny Review of Homelessness, a number of changes were made to the service offer in Halton's homelessness hostels. Access to homelessness hostels had been managed through the Housing Solutions Team, which ensured that services were targeted towards local need and were only put in place where a statutory duty existed. Details of occupancy levels and costs were attached at Appendix 1.

The Board noted that Grangeway Court required refurbishment with a need for communal facilities. The proposal would reduce the number of units from 30 to 28, which was considered to be sufficient to meet local needs. However, occupancy would be monitored to ascertain the impact of welfare reforms. The Board had previously approved the re-commissioning of Orchard House as a Homelessness Crisis Intervention Service when the new homelessness hostel opened in Widnes; the current provider, CIC had agreed to an extension of contract until 31 October 2013, but further approval was sought to extend this arrangement to October 2014, with an option to extend for a further six months beyond that on a month by month basis.

Strategic Director
- Communities

RESOLVED: That Executive Board

- 1) agrees the use of Procurement Standing Orders 1.8.4 (a) and (e) to waive part 2 of Procurement Standing Orders which refer to contracts between £173,934 and £1,000,000 in value, to extend existing contractual arrangements with Community Integrated Care (CIC), for the provision of support services at Belvedere Homeless Hostel and Orchard House Homeless Hostel for a period of 12 months from 31/10/13 to 31/10/14, with an option to extend for a further six months, to be determined on a month by month basis, in order to maintain levels of provision to meet current and anticipated demand and to ensure the continuity of service;

- 2) agrees the use of Procurement Standing Orders 1.8.4 (a) and (e) to waive Part 2 of Procurement Standing Orders which refer to contracts between £173,934 and £1,000,000 in value, to extend existing contractual arrangements with Your Housing Group for the provision of support services at Grangeway

Court for a period of 12 months from 5/10/13 to 5/10/14, in order to maintain levels of provision to meet current and anticipated demand and to ensure continuity of service, whilst refurbishment works are undertaken;

- 3) approve the capital expenditure set out in section 6, Financial Implications, relating to capital improvement works at the Council owned buildings at Grangeway Court;
- 4) approves the proposal to tender for the provision of the Support Services at Granegway Court, with a view to awarding the new contract with effect from 5/10/14;
- 5) approves the proposal that the contract with Halton YMCA for the provision of the Nightstop service will expire on 30/9/13; and
- 6) approves the proposal to tender for the provision of Halton Domestic Violence Service, with a view of awarding the new contract with effect from 1/4/14.

EXB70 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

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

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

RESOURCES PORTFOLIO AND PHYSICAL ENVIRONMENT PORTFOLIO

- EXB71 VARIATION TO TERMS OF LAND DISPOSAL FOR HOUSING DEVELOPMENT AT CASTLEFIELDS - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, on the development of the former Barge pub site at Castlefields and on the variation of the terms of disposal.

The report provided details of the previously approved terms of disposal, changes that had occurred since then and a revised offer letter. Members were advised that the proposal supported the Borough's Regeneration objectives and optimised the return from the disposal of property assets, whilst being in line with the Castlefields Masterplan.

Reason(s) for Decision

To dispose of surplus land at best value and to encourage sustainable housing investment in the Borough.

Alternative Options Considered and Rejected

The do nothing option would mean that the site remained unused for a further period of time, which would result in continued costs to the Council. To reject the revised offer and market the site to other developers would run the risk of delays and possibly no other interest. This option presented a significant opportunity to commence a first stage development of the site, which in turn would present a catalyst for future development of the Lakeside area of Castlefields and in due course Canalside on the north of the canal.

Implementation Date

Once approval was received and subject to planning and contract, the target date for a start on site was October 2013.

RESOLVED: That

- 1) the variation to the terms of disposal of approximately 5.9 acres or residential development land to Keepmoat Ltd be approved, subject to planning permission and subject to contract; and
- 2) the Operational Director for Economy, Enterprise and Property, be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

Strategic Director
- Children and Enterprise

EXB72 LAND DISPOSAL OF FORMER BAYER SITE BY DEVELOPMENT AGREEMENT

The Board considered a report of the Strategic Director, Children and Enterprise, on the proposed development of the former Bayer site at Widnes Waterfront and proposals for the disposal of the site by a development agreement.

The report provided Members with details of the proposals for the site which supported the Borough's Regeneration objectives, optimised the return from the disposal of property assets, and was in line with the Core Strategy.

RESOLVED: That

- 1) the disposal of approximately 40 acres of land to Gazeley UK Ltd, by development agreement, be approved;
- 2) the Operational Director, Economy, Enterprise and Property, in consultation with the Leader and the Portfolio Holders for Resources and for Physical Environment, be authorised to agree the final net price payable by Gazeley UK Ltd, agree with BIS the recovery of the Council's reasonable costs from this project, agree with BIS their reasonable share of the proceeds from the land

Strategic Director
- Children and Enterprise

sale; and

- 3) the operational Director, Economy, Enterprise and Property, be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.

MINUTES ISSUED: 11 September 2013

CALL-IN: 18 September 2013

Any matter decided by the Executive Board may be called in no later than 5.00pm on 18 September 2013

Meeting ended at 2.40 p.m.

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EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 19 September 2013 in The Boardroom, Municipal Building

Present: Councillors Polhill (Chairman), D. Cargill, Harris, R. Hignett, Jones, Nelson, J. Stockton and Wright

Apologies for Absence: Councillors Philbin and Wharton

Absence declared on Council business: None

Officers present: A. Scott, M. Reaney, G. Cook, I. Leivesley, G. Meehan, D. Parr, E. Dawson, E. O'Meara, C. Patino and J. Unsworth

Also in attendance: Councillor M. Ratcliffe

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE BOARD

| | <i>Action</i> |
|---|---|
| EXB73 MINUTES | <p>The Minutes of the meeting held on 5 September 2013 were taken as read and signed as a correct record.</p> |
| LEADER'S PORTFOLIO | |
| EXB74 LIVERPOOL CITY REGION REVIEW OF STRATEGIC GOVERNANCE - KEY DECISION | <p>The Board considered a report of the Chief Executive which advised of the current position in relation to the consultation on the Liverpool City Region Strategic Governance Review and the proposals to establish a Liverpool City Region Combined Authority.</p> <p>The report set out the remit of the Strategic Governance Review, the existing governance arrangements, an options assessment and details of the consultation which commenced on 2 August 2013.</p> <p>Members noted that the remit of a Combined Authority for the Liverpool City Region (LCR) would be economic development, regeneration, transport, strategic</p> |

housing and employment and skills functions which could be better delivered collaboratively across the LCR.

Reason(s) for Decision

These were as set out in paragraphs 14.1 to 14.9 of the report.

Alternative Options Considered and Rejected

Alternative models of governance were considered as part of the Review of Strategic Governance and were judged not to be as effective as improving the economic conditions of the Liverpool City Region as the preferred option.

Implementation Date

The Review of Strategic Governance and Scheme for the establishment of Liverpool City Region Combined Authority would be submitted to the Secretary of State for Communities and Local Government by 30 September 2013.

RESOLVED: That Council be recommended to approve Chief Executive

- 1) the submission of the Liverpool City Region Strategic Governance Review and Scheme to the Department for Communities and Local Government, for the establishment of a Liverpool City Region Combined Authority, on the basis of the drafts attached at Appendix 1 and Appendix 2 to the report;
- 2) that Halton Borough Council should formally become a constituent member of the Liverpool City Region Combined Authority, thereby sharing appropriate economic development and transport powers with other Councils within the Liverpool City Region Combined Authority, in accordance with the provisions of the Local Democracy, Economic Development and Construction Act 2009 and the Local Transport Act 2008; and
- 3) agree that any technical amendments to the Liverpool City Region Strategic Governance Review and Scheme before it is submitted to the Secretary of State on 30 September 2013, be delegated to the Chief Executive in consultation

with the Leader of the Council.

EXB75 REGIONAL AID AND THE ASSISTED AREA MAP - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, which provided an update on the development of a response to the Government's First Stage Consultation on the Assisted Area Map 2014- 2020.

The Board was advised that Regional Aid was a form of State Aid used to support businesses and promote economic development in selected economically disadvantaged regions known as Assisted Areas. It was reported that Halton had been leading on a piece of work to develop a response to the Government's consultation on Assisted Area Map 2014-2020, on behalf of the Liverpool City Region Regeneration Directors and the Local Enterprise Partnership. Consultation had been held in two stages, as detailed in the report.

The Board was advised that the Halton Lea ward would be removed from the Map to be submitted for approval, as this ward was primarily retail focused and support for business in this area could be provided using other financial instruments.

Reason(s) for Decision

The decision to support the assisted area map, provided the Borough with additional flexibility in how local businesses could be supported in the Borough.

Alternative Options Considered and Rejected

To seek 100% coverage for the Borough. There were two main reasons why this option had been considered and rejected. First, as outlined in the report, the City Region as a whole was required to reduce its population coverage in the new map. Second, given that the assisted area focused on support to businesses, it would be inappropriate to include residential areas.

Implementation Date

July 2014.

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| RESOLVED: That <ol style="list-style-type: none">1) the proposed Liverpool City Region response to the first stage consultation be approved; and2) the proposed coverage of the revised Assisted Area Map in Halton be approved. | Strategic Director - Children and Enterprise |
| CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO | |
| EXB76 WAIVER OF STANDING ORDERS- HEAR4U EMOTIONAL WELLBEING AND MENTAL HEALTH SERVICES FOR CHILDREN AND YOUNG PEOPLE - KEY DECISION | |
| The Board considered a report of the Strategic Director, Children and Enterprise, on the waiver of Procurement Standing Orders for the Contracted Services for Children and Young People's Emotional Wellbeing and Mental Health Services, Early Intervention and Targeted Provision. | |
| The Board was advised that since April 2012, the service had been commissioned from Barnardo's as the <i>Hear4u</i> service. There was a consistently high volume of referrals from partner agencies across Halton Children's Trust, with a 41% increase against the 2011/12 year. A comprehensive review of provision was underway, which would determine the needs and the provision required to meet those needs. | |
| It was reported that the contract for the current service would end on 31 March 2014. A waiver of Procurement Standing Orders was requested to enable service delivery to continue without disruption during the review period. Details of the Business Case were contained in the report. Members were advised that once completed, the review would inform future tendering requirements. | |
| <u>Reason(s) for Decision</u> | |
| Not applicable. | |
| <u>Alternative Options Considered and Rejected</u> | |
| Not applicable. | |

Implementation Date

1 April 2014.

RESOLVED: That

- 1) in light of the exceptional circumstances set out in the report, Procurement Standing Orders 3.1 to 3.7 be waived where compliance with Standing Orders would result in a clear financial or commercial detriment to the Council, in respect of the contracted Children and Young People's Emotional Wellbeing and Mental Health Services, Early Intervention and Targeted Provision. The waiver would ensure that children and young people receive continuous care and support whilst a review of this service area is undertaken by Halton Children's Trust Partners in order to determine the requirements for future provision; and
- 2) the Strategic Director, Children and Enterprise, be authorised, in conjunction with the Portfolio holder for Children, Young People and Families, to enter into the above contract for one year from April 2014 to the end of March 2015.

Strategic Director
- Children and Enterprise

EXB77 WAIVER OF STANDING ORDERS - MISSING FROM HOME CARE SERVICE - KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, on the contracted services for Missing from Home and Care Service for young people across Cheshire.

The Board was advised that since 2008, Halton had commissioned a Missing from Home and Care Service to fulfil its responsibilities under statutory guidance. The Local Safeguarding Children Boards of Cheshire East, Cheshire West and Chester, Halton and Warrington, along with Cheshire Constabulary, had collaborated to produce a Pan Cheshire Joint Protocol. It was reported that all four local authorities agreed to go ahead with a joint commission with Halton as the lead authority. Catch 22 had been the successful provider since 2012.

It was further reported that the services were due to end on 31 March 2014. A waiver of Procurement Standing

Orders was requested to enable service delivery to continue without disruption, enabling the Council to fulfil its statutory duty regarding looked after children. Details of the Business Case for the continuation of the service were contained in the report for Members' consideration.

Reason(s) for Decision

Cheshire East, Cheshire West and Chester and Warrington Local Authorities had all agreed to go forward for the next 12 months with the same provider.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

1 April 2014.

RESOLVED: That

- 1) in light of the exceptional circumstances set out in the report, the relevant Procurement Standing Orders through 1.8.4 (c) be suspended, where compliance with Standing orders would result in a clear financial or commercial detriment to the Council, 1.8.4. (f) where compliance with Standing Orders would be inconsistent with Joint and Partnership working, or special external funding arrangements, in respect of the contracted Missing from Home and Care Services. Procurement Standing Orders 3.1 to 3.7 be waived on this occasion in order to extend existing contract with Catch 22 for the provision of Missing from Home and Care Services to children and young people across the four Local Authorities in Cheshire, in order to ensure continuous care and support; and
- 2) the Strategic Director, Children and Enterprise, be authorised, in conjunction with the Portfolio holder for Children, Young People and Families, to enter into the above contract for one year from April 2014 to the end of March 2015.

Strategic Director
- Children and
Enterprise

EXB78 WAIVER – SERVICE LEVEL AGREEMENT LEARNING OUTSIDE THE CLASSROOM

The Board considered a report of the Strategic Director, Children and Enterprise, which sought approval for the waiver of Procurement Standing Orders for the provision of the Learning Outside the Classroom, Visits and Outdoor Education Advice and Guidance Service.

The Board was advised that the Authority had engaged the services of Cheshire West and Chester (CWaC) Quality Learning Partner's Outdoor Education Adviser (QLP OEA) to enable the authority to operate within the requirements of legal frameworks in the context of learning outside the classroom (LOtC). It was reported that to underpin service delivery, the Council operated a web-based educational visits notification, approval and database system provided by Edufocus. This supported schools and educational establishments in planning off-site activity.

It was reported that the combined service provided by CWaC and Edufocus delivered efficient support and robust management of LOtC for schools and establishments. The report asked for a waiver of Standing Orders to allow the continuation of the current service during which time a full review would be undertaken. A market testing exercise and procurement process over the next 12 months would be undertaken if required.

RESOLVED: That the use of Procurement Standing Orders 1.8.4 (e), to waive Procurement Standing Orders 4.1. – Competition Requirements – be approved.

Strategic Director
- Children and
Enterprise

COMMUNITY SAFETY PORTFOLIO

EXB79 FUTURE DELIVERY OF TRADING STANDARDS SERVICE - KEY DECISION

The Board considered a report of the Director of Public Health, on the future delivery of the Trading Standards Service.

The Board was advised that, since 2008, Halton's Trading Standards Service had been provided by Warrington Borough Council. The report provided details of the sum which Halton had agreed to pay for delivery of the service, and it was noted that this sum would rise annually by the Consumer Price Index (CPI) inflation measure for the October for the preceding year. Members noted that the expiry of the contract provided an opportunity to review

options for future service delivery. Two viable options had been identified and were detailed in the report. Option 1 would be to return the service in-house. Option 2 would be to tender for the provision of the service by an external provider.

Reason(s) for Decision

The existing contract for the provision of a trading standards service would expire on 30 November 2013. Continuing with the existing arrangement was no longer considered viable. The authority must determine an alternative option for service delivery.

Alternative Options Considered and Rejected

All options considered and rejected were detailed in the report.

Implementation Date

1 April 2014.

RESOLVED: That Option 1, to return the service in house from 1 April 2014, as detailed in the report, be approved.

Director of Public Health

RESOURCES PORTFOLIO

EXB80 INCOME MANAGEMENT SYSTEM - KIOSK INTEGRATION

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval of the waiver of Procurement Standing Orders in connection with the provision of the Council's Income Management System.

The Board was advised that the Council was in the process of replacing its existing payment kiosks located within the One Stop Shops. In addition, it was necessary to integrate the replacement kiosks with the Council's existing income management system, provided by Capita. It was reported that this would necessitate the purchase of a Capita product called 'Smart Greenway' which ensured that receipts from the new kiosks were transferred directly into the Council's income management system, as well as validating all payments received by debit or credit card.

It was reported that, as Capita was the only provider

of 'Smart Gateway', it was not possible to undertake a competitive procurement exercise, and therefore a waiver of Procurement Standing Orders was requested, as detailed in the report.

RESOLVED: That the competition requirements of Procurement Standing Order 4.1 be waived to facilitate the integration of the Council's replacement payment kiosks with Capita Income Management System.

Strategic Director
- Policy & Resources

EXB81 CAPITA - PAYMENT SYSTEMS MAINTENANCE

The Board considered a report of the Strategic Director, Policy and Resources, which sought approval of the waiver of Procurement Standing Orders in connection with the Capita Payment Systems Maintenance.

The Board was advised that the Council procured an income management system from Capita in 2004, with a number of additional related applications purchased from Capita since, which ensured that the Council's systems had kept pace with advances in technology and the way in which customers paid for goods and services. It was noted that the applications currently supplied by Capita included the AXIS income management system, telephone and internet payments, Chip and Pin licences and cash and cheque receipting systems.

It was reported that the continued use of these applications required an annual maintenance payment to Capita, which exceeded the £1,000 threshold set in Procurement Standing Orders. As it was not possible to seek competitive tenders elsewhere, a waiver was sought to enable this payment to be made.

RESOLVED: That the competition requirements of Procurement Standing Order 4.1 be waived to pay the annual maintenance charge for the payment systems provided by Capita.

Strategic Director
- Policy & Resources

EXB82 UPGRADE TO CAPITA INCOME MANAGEMENT SYSTEM

The Board considered a report of the Strategic Director, Policy and Resources, on the upgrade to Capita Income Management System.

The Board was advised that the Council's income management system had been provided by Capita since 2004. The system was supported by Capita, with the current version of the software requiring replacement and upgrade

from January 2014. It was reported that, as Capita were the only company able to provide the necessary support, a waiver of Procurement Standing Orders was required to enable payment for the upgrade to take place. It was noted that the amount required exceeded the current threshold, and that it was not possible to undertake a competitive procurement process on this occasion.

RESOLVED: That the competition requirements of Procurement Standing Order 4.1 be waived to facilitate an upgrade of the Council's income management system that is provided by Capita.

Strategic Director
- Policy & Resources

EXB83 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 1 2013/14

The Board considered a report of the Strategic Director, Policy and Resources on progress against key objectives/milestones and performance targets for the first quarter to 30 June 2013.

The Board was reminded that in September 2011, a review of the Council's existing performance management and monitoring arrangements had been undertaken, based upon a set of principles agreed by the Corporate Policy and Performance Board. This was based around the better management of performance information in terms of both strategic focus and volume. The Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate, being aligned to Council priorities or functional areas. The Board noted that such information was key to the Council's performance management arrangements, with the Board having a key role in monitoring performance and strengthening accountability.

It was reported that monitoring of relevant high risks would be undertaken and progress be reported against the application of the risk treatment measures in Quarters 2 and 4.

RESOLVED: That the report and progress and performance information be noted.

EXB84 TREASURY MANAGEMENT 2013/14 1ST QUARTER: APRIL - JUNE

The Board considered a report of the Operational Director, Finance, which updated Members on the activities undertaken on the money market, as required by the

Treasury Management Policy.

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

RESOLVED: That the report be noted.

ENVIRONMENTAL SERVICES PORTFOLIO

EXB85 VARIATION OF THE NON-STATUTORY FEES OF HALTON REGISTRATION SERVICE FOR 2015/16

The Board considered a report of the Strategic Director, Communities, which sought approval for the variation of the non-statutory fees offered by Halton Registration Service for 2015/16.

The Board was advised that in January 2011, the Executive Board Sub Committee had agreed to set the Registration Service's non-statutory fees outside the usual time frame for setting fees, due to ceremonies being planned up to two years in advance. The proposed fee structure, attached at Appendix 1, was for 2015/16, and would be used in the main promotional event at the annual Wedding and Ceremony Fayre on 16 February 2014. It was noted that the proposals were in line with the Authority's new governance arrangements for delivery of registration services.

RESOLVED: That the variations to the non-statutory fees of Halton Registration Service, set out in Appendix 1 attached to the report, be approved

Strategic Director
- Communities

EXB86 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

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

paragraph 3 of Schedule 12A of the Local Government Act 1972; and

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

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

EXB87 RESOURCE RECOVERY CONTRACT - KEY DECISION

The Board considered a report of the Strategic Director, Communities, on the progress made with the procurement of the Merseyside and Halton Resource Recovery Contract.

The report set out the financial aspects of the contract. In addition, the report sought to re-affirm the delegation of defined aspects of the Council's Waste Disposal Authority Function to the Merseyside Waste Disposal Authority (MWDA) and the Council's commitment to enter into a legally binding Inter Authority Agreement (IAA) with the MWDA.

Reason(s) for Decision

In order for the Council to fulfil its statutory obligations as a Waste Disposal Authority, it must have in place arrangements for the treatment or disposal of residual household waste. It was important to ensure that any arrangements that were in place continued to represent the most cost effective and value for money solution available to the Council.

Entering into an Inter Authority Agreement with the Merseyside Waste Disposal Authority was required in order to secure Halton's inclusion in the Waste Treatment

Services and Facilities procured by the MWDA.

Alternative Options Considered and Rejected

Halton's involvement in a joint procurement exercise with the MWDA for the provision of Waste Treatment services through a Competitive Dialogue process, sought to ensure that the widest range of market solutions available had been considered and evaluated. The outcome of the procurement exercise was to determine the most cost effective waste management solution available.

The options that had been considered, and led to a decision to work in partnership with the MWDA, were detailed in previous reports presented to Executive Board.

Implementation Date

The Inter Authority Agreement would come into effect on the date that Financial Close of the Resource Recovery Contract was achieved.

RESOLVED: That

- 1) the Council, acting under Section 9EA of the Local Government Act 2000, the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and all other enabling powers, delegates to Merseyside Waste Disposal Authority (MWDA) that part of its waste disposal function as relates to the procurement and administration of services for the treatment of waste as set out in the proposed Resource Recovery Contract (RRC) as described in the report (the Delegation);
- 2) the Delegation is contingent upon an Inter Authority Agreement (the IAA) being entered into between the Council and MWDA, and shall commence on a date to be specified in the IAA;
- 3) the IAA shall document the relationship between the Council and the MWDA consequent upon Delegation;
- 4) the expenditure associated with the Delegation be approved; and
- 5) the Strategic Director, Communities, be authorised, in

Strategic Director
- Communities

consultation with the Executive Board Members for Resources and for Environmental Services, the Operational Directors for Finance and for Legal and Democratic Services, to take all such actions and to make any decisions necessary to agree the final terms of the IAA, and to arrange for the IAA to be executed on behalf of the Council.

MINUTES ISSUED: 23 September 2013

CALL-IN: 30 September 2013

Any matter decided by the Executive Board may be called in no later than 5.00pm on 30 September 2013

Meeting ended at 2.30 p.m.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 3 October 2013 in The Boardroom, Municipal Building

Present: Councillors Polhill (Chairman), D. Cargill, Harris, R. Hignett, Jones, Nelson, Philbin, J. Stockton and Wright

Apologies for Absence: Councillor Wharton

Absence declared on Council business: None

Officers present: A. Scott, M. Reaney, G. Cook, D. Johnson, G. Meehan, D. Parr, E. Dawson and E. O'Meara

ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE BOARD

| | <i>Action</i> |
|---------------|---------------|
| EXB88 MINUTES | |

The Minutes of the meeting held on 19 September 2013 were taken as read and signed as a correct record.

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO

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|--|--|
| EXB89 PLEDGE TO CHILDREN IN CARE- KEY DECISION | |
|--|--|

The Board considered a report of the Strategic Director, Children and Enterprise, which sought approval of the Pledge to Children in Care.

The Board was advised that the Government's Green Paper, Care Matters: Transforming the Lives of Young People in Care and the White Paper Care Matters: Time For Change, identified steps needed to improve the outcomes for children and young people in care.

The report noted that the role of Corporate Parent had responsibility for the wellbeing and future prospects of children in care and care leavers. In order to improve that role, the Government had indicated its expectation that:

- Every local authority should put in place arrangements for a Children in Care Council;
- Every local area should set out its 'Pledge' to children; and
- The Director of Children's Services and Lead Member for Children's Services should be responsible for leading improvements in corporate parenting.

The Board noted that a copy of the Pledge, attached as an appendix, represented the twelve key things which children in care and care leavers had identified as improving outcomes for them. The Care Leaver's Charter, attached at appendix 2, was the document circulated by the Department of Education, but a number of additional matters relating to Halton had been included and highlighted for Members' consideration.

Reason(s) for Decision

The Children and Young Persons Act 2008 strengthened the role of the corporate parent. The Government required every local area to set out its 'Pledge' to children in care and care leavers covering the services and support that they should expect to receive.

Alternative Options Considered and Rejected

There was no prescribed format for a Pledge to children in care and care leavers. Halton's 'Pledge' had been designed and reviewed by the Children in Care Council and care leavers and therefore, it was the one they would like the Executive Board to endorse.

Implementation Date

Immediate.

RESOLVED: That

- 1) the Pledge be endorsed;
- 2) the action to promote the Pledge so it is known to the Council, Children's Trust and other partners, be endorsed;

Strategic Director
- Children and Enterprise

- 3) actions to support the commitments to Children in Care be noted; and
- 4) the Pledge to Children In Care be presented to the full Council meeting on 16 October 2013.

HEALTH AND WELLBEING PORTFOLIO

EXB90 NHS HEALTH CHECKS - KEY DECISION

The Board considered a report of the Director of Public Health on NHS Health Checks which sought agreement to vary and extend the current Service Level Agreement with GP's and Community providers.

The Board was advised that from 1 April 2013, local authorities took over responsibility for the NHS Health Check Programme (the Programme). The Programme was a public health programme for people aged 40-74, and aimed to keep people well for longer. It also aimed to reduce levels of alcohol related harm and raise awareness of the signs of dementia.

It was noted that local authorities were responsible for:

- Commissioning the risk assessment element of the Programme;
- The monitoring of offers made to complete the NHS Health Check;
- The monitoring and seeking of continuous improvement in the take-up of the programme;
- Promotion and branding of the Programme; and
- Risk management and reduction (Lifestyles intervention)

The Board was advised that commissioning and monitoring the risk assessment element of the Programme was a mandatory public health function, to be funded from the Public Health budget. Details of the arrangements which local authorities must make, were given in the report. In addition, the report also contained information on the risk assessment tests and measures which were to be carried out and details of the proposals for delivery of the Programme within Halton.

Reason(s) for Decision

Local authorities had a statutory duty to arrange for NHS Health Checks to be offered to the eligible population every five years. It was for local authorities to decide how this was managed and who carried out the Health Checks. GP practices were well placed to deliver Health Checks due to their knowledge of, and established relationships with, the practice population. However, the ability to deliver Health Checks in the community, while more problematic in terms of delivery and data protection, offered choice for patients who did not wish to have a Health Check carried out in their GP practice.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

October 2013.

RESOLVED: That

- 1) the requirement to deliver NHS Health Checks be noted and the approach proposed for local delivery set out in paragraph 7 of the report, be noted;
- 2) a variation of existing Service Level Agreements with GP Practices and Community providers be authorised, to reflect revised national guidance; and
- 3) an extension of the revised Service Level Agreement to 31 March 2016, with an option to extend the agreements thereafter on an annual basis for a maximum of two years, be authorised.

Director of Public Health

MINUTES ISSUED: 4 October 2013

CALL-IN: 11 October 2013

Any matter decided by the Executive Board may be called in no later than 5.00pm on 11 October 2013

Meeting ended at 2.10 p.m.

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MERSEY GATEWAY EXECUTIVE BOARD

*At a meeting of the Mersey Gateway Executive Board on Thursday, 19 September 2013
in the The Board Room - Municipal Building, Widnes*

Present: Councillors Polhill (Chairman), R. Hignett, Jones and J. Stockton

Apologies for Absence: Councillors Wharton

Absence declared on Council business: None

Officers present: E. Dawson, L. Derbyshire, S. Nicholson, M. Noone, D. Parr and M. Reaney

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

| | <i>Action</i> |
|---|--|
| MGEB7 MINUTES | <p>The Minutes of the meeting held on 31 July 2013 were taken as read and signed as a correct record.</p> |
| MGEB8 PROGRESS IN ESTABLISHING THE MERSEY GATEWAY CROSSINGS BOARD | <p>The Board considered a report of the Chief Executive which provided an update on the progress in establishing the Mersey Gateway Crossings Board.</p> <p>The Board was advised that at previous meetings the Board had approved the creation of the Mersey Gateway Crossings Board Ltd and delegated authority to the Chief Executive in respect of the appointment of staff and consultants. It was envisaged that the MGCB would commence "shadow running" from early October and be operationally capable from Financial Close.</p> <p>The Board was further advised that the team had focused on five key areas of work required in order to deliver the Mersey Gateway Crossing Board, Legal, Human Resources, Finance, ICT and the Governance Agreement. In order to ensure the objectives were delivered on time an issues document had been prepared to capture the numerous activities which needed to be completed in order</p> |

to achieve both shadow running form and fully operational form.

RESOLVED: That the progress that had been made in establishing the Mersey Gateway Crossings Board Ltd be noted.

MGEB9 PROGRESS TOWARDS ACHIEVING FINANCIAL CLOSE WITH THE PREFERRED BIDDER

The Board received a verbal update on the progress towards achieving Financial close with the Preferred Bidder.

The Board was advised that Merseylink were raising their profile in the Borough. It was reported that they had delivered a presentation on the project in the community this week. Further presentations would also take place in various areas of the community over the next few months and it gave the community the opportunity to get to know Merseylink, see the plans in detail, and ask questions.

The Board was further advised that on Monday 23 September 2013, at 10 am in the Select Security Stadium the first of the 'Meet the Buyer' event would take place. It was anticipated that there would be considerable interest in the event as over 1000 companies had been informed. This represented the first stage of a series of opportunities for employment for people in the local community.

It was reported that good progress had been made on the contract process which would be in place by December 2013. The Board also noted that a media strategy was being developed and would undergo a procurement process. This also gave the opportunity for local people, schools, colleges and universities to engage with the project.

RESOLVED: That the verbal report be noted.

MGEB10 THE FINAL BUSINESS CASE AND FINAL FUNDING SUBMISSIONS

The Board considered a report of the Chief Executive which informed Members that prior to achieving Financial Close (when contracts had been awarded to the Preferred Bidder and all project funding was committed in contractual terms), the Council was required to submit the Final Business Case (FBC), which included the Final Funding Submission, leading to confirmation that Ministers (Department for Transport and Treasury Ministers) had approved these submissions. The report explained the key

issues to be addressed in these submissions so that Members could influence the preparation of the documents at an early stage.

The Board was advised that the current funding agreement with Ministers was expressed in the Conditional Funding Approval letter received in October 2011 and agreed by Full Council on 19th October 2011. A copy of the Conditional Funding Approval letter was attached to the report at Appendix 1.

The Board was further advised that the current funding agreement had been secured through the approval of the Outline Business Case prepared in 2011. The approval was conditional because the confirmation of funding was subject to several requirements, all of which were in the process of being satisfied and reported in the Final Business Case (FBC).

The Board noted the executive summary of the developments that had taken place.

RESOLVED: That the Board support the approach being taken in preparing the Final Business Case and Final Funding Submission.

MINUTES ISSUED: 23 September 2013

CALL-IN: 27 September 2013

Any matter decided by the Mersey Gateway Executive Board may be called in no later than 5.00 pm on 27 September 2013

Meeting ended at 4.05 p.m.

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HEALTH AND WELLBEING BOARD

At a meeting of the Health and Wellbeing Board on Wednesday, 17 July 2013 at Karalius Suite, Stobart Stadium, Widnes

Present: Councillors Morley and Polhill and S. Boycott, S. Banks, D. Parr, D. Johnson, D. Sweeney, J. Wilson, E. O'Meara, D. Lyon, N. Sharpe, G. Ferguson, A. McIntyre, K. Fallon, N. Rowe, J. Rule, S Yeoman.

Apologies for Absence: Councillors Philbin, and Wright and S. Baker, J. Dwyer, G. Hayles, A. Marr, M Pickup and A Williamson

Absence declared on Council business: None

ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

| | <i>Action</i> |
|-----------------------------------|--|
| HWB9 MINUTES OF LAST MEETING | <p>The Minutes of the meeting held on 22 May 2013 were taken as read and signed as a correct record.</p> |
| HWB10 LONGER LIVES - PRESENTATION | <p>The Board received a presentation from Eileen O'Meara, Director of Public Health, which demonstrated the Longer Lives website. The Public Health England website highlighted premature mortality in the categories of cancer, heart disease and stroke, lung disease and liver disease, across every local authority in England, providing information to help them improve their community's health in these areas. In addition the website could compare Halton with local authorities who have similar levels of deprivation.</p> <p>The presentation also highlighted to Members a series of graphs which compared Halton to its industrial hinterland statistical neighbours for cancer, heart disease and stroke, lung disease and liver disease.</p> |
| | <p>RESOLVED: That the presentation be noted.</p> |

HWB11 BRIDGEWATER COMMUNITY HEALTHCARE NHS TRUST - PRESENTATION ON APPLICATION FOR

FOUNDATION TRUST STATUS

The Board received a presentation from Kate Fallon, Chief Executive, Bridgewater Community Healthcare NHS Trust which provided an update on the progress of the Foundation Trust application. The application was in the final stage with an inspection on 16th July, an on-site assessment by a Monitor – the independent regulator of Foundation Trusts in November and a stakeholder day in the autumn. It was anticipated that the process would take four months and a Foundation Trust licence would be received in December 2014.

It was noted that a key element of the process was the election of the Trust's Council of Governors and nominations for applications for Governors had been advertised.

RESOLVED: That the presentation be received.

HWB12 WIDNES VIKINGS - HEALTH & WELLBEING PRESENTATION

The Board was advised that Widnes Vikings Rugby League Club had been commissioned by Public Health to work on Health and Wellbeing as part of their contract. On behalf of Widnes Vikings, James Rule, Chief Executive Officer attended the meeting and gave a verbal presentation which highlighted the Clubs community programme involving local schools and community clubs. The programme involved Widnes Viking players working with local youngsters to encourage them to learn new sports and lead a healthy active lifestyle.

As part of the presentation Members viewed a DVD which showed local school children and Widnes Vikings players working together to learn new sports skills.

RESOLVED: That the presentation be received.

HWB13 SUPPORT FOR PATIENTS IDENTIFIED WITH IMPAIRED GLUCOSE REGULATION (IGR)

The Board considered a report of the Director of Public Health, which outlined a proposed Merseyside-wide project to support patients identified as having Impaired Glucose Regulation (IGR) and thereby prevent or delay the progression to type 2 diabetes. It was noted that in September 2012 a business case was developed for a standardised diabetes prevention pathway to identify and

manage patients with IGR across the Mersey Cluster. The proposed pathway was based around a five step process as follows:-

- Step 1 – Identification of high risk patients;
- Step 2 – Offer blood test;
- Step 3 – Patient invited for clinical/lifestyle review;
- Step 4 – Patient offered IGR education and lifestyle intervention; and
- Step 5 – Patients thereafter invited for annual review.

It was proposed that a range of IGR educational material be developed for those patients who chose not to participate in a lifestyle intervention but who wished to manage their condition themselves and to support those that do participate in interventions. Funding for this element had been provided through the Quality, Innovation, Productivity and Prevention (QIPP) Programme. Subsequently, Directors of Public Health across the Mersey cluster had been requested to set aside £20,000 to support the commissioning of an IGR training package.

It was noted that Halton's CCG Governing Body had confirmed its support for the pathway at its meeting on 20th September 2012 and agreed to fund annual reviews for patients known to have IGR and those identified as having IGR through health checks. It was anticipated that, subject to the delivery of the training element, the pathway would be formally launched and rolled out to GP practices in September 2013. It was noted that Directors of Public Health from all local authorities involved had given their in principle support for the new pathway. Subsequently, Directors of Public Health across the Mersey cluster had been requested to set aside £20,000 to support the commissioning of an IGR training package.

RESOLVED: That the report be noted.

HWB14 HEALTH AND WELLBEING ACTION PLANS

The Board received an update report on the progress of the development of the Health and Wellbeing Action Plans. Since the launch of the joint Health and Wellbeing Strategy for Halton 2013/16 in January 2013, work had taken place to develop Actions Plans for each of the priority areas contained within the report. A copy of the draft Action Plans for each of the following five areas was circulated to Members of the Board:-

- i) Prevention and Early Detection of Cancer;

- ii) Improved Child Development;
- iii) Reduction in the number of falls in Adults;
- iv) Reduction in the Harm from Alcohol; and
- v) Prevention and early detection of mental health conditions.

RESOLVED: That

- 1) the contents of the report and the appendices be noted; and
- 2) comments be fed back to the Director of Public Health.

HWB15 CHILDREN IN CARE OF OTHER LOCAL AUTHORITIES

The Board considered a report of the Strategic Director, Children and Enterprise which:-

- 1. Presented an update report regarding the current numbers of Children in Care of Other Local Authorities (CICOLA's) and the possible impact on services within Halton;
- 2. Assessed within the context of neighbouring local authorities the numbers of Residential Children's Homes operating within Halton, the types of these services and the potential financial impact on the Borough; and
- 3. Offered an update regarding on-going works development in this area.

The Board was advised that Halton currently had 138 children on the CICOLA's list (11 of these had an unknown address). The main referer into the Borough was Liverpool followed by Knowsley. It was noted that there had been a significant reduction of CICOLA's moving into Halton from Boroughs many miles away. Within Halton currently there were 12 external agency children's homes operating in the Borough, this represented a reduction of three homes within the last 18 months. In total, this was 22 placements (beds) which represented a reduction of 11 beds in the last 18 months. This reduction represented a home reduction of 20% and a bed reduction of just over 33% in the last 18 months, primarily being due to the Commissioning Manager working with colleagues from the Planning Section to confirm providers had appropriate permissions.

In addition, Halton had also been in direct discussions

with OFSTED Inspectors for the local homes and shared some of the consistent practice issues. It was noted that the market reduction was highly favourable given that during this same time period there was a 10% increase in both the numbers of Children's Homes nationally and in the North West located homes as well as in the numbers of beds.

Members were also provided with feedback on the Placement Provide Forum meetings which covered Halton, St. Helens and Warrington areas and were held on a quarterly basis. Feedback from the providers had been positive in terms of the usefulness of the forum and also the networking opportunities that it provided.

RESOLVED: That further work is undertaken to get a more accurate picture on how many CICOLA's reside in Halton, ensuring that the procedures around notifications of CICOLA's were appropriately utilised.

Strategic Director
Children and
Enterprise

HWB16 DOMESTIC ABUSE SERVICES FOR CHILDREN, YOUNG PEOPLE AND FAMILIES

The Board considered a report which advised on the commissioning process, timeline and main elements that would encompass the new Domestic Abuse Services in Halton for children, young people and families.

As part of the proposals for the new Children's Domestic Abuse Service the following steps had taken place over the last few months:-

- Halton Domestic Abuse Forum carried out work during Autumn of 2012 to examine the impact of domestic abuse on children and young people. A draft plan was produced which was due to be refreshed alongside the Borough's Domestic Abuse Strategy later this year;
- The Domestic Abuse and Sexual Violence Co-ordinator had undertaken work to map the impact of domestic abuse across the Borough;
- In January 2013, the Forum asked the Council's Adults and Commissioning Teams to meet and look at future plans for commissioning services, particularly around a perpetrator programme and services for children and young people;
- In March 2013 funding was sourced from Children's specialist budget and a lead commissioner from the

Children's Commissioning Team was identified to undertake research and draw together the details required for a service specification to support children, young people and families;

- During April 2013, a benchmarking exercise was carried out with other local authorities;
- Throughout May 2013, there were some initial consultations with service providers and practitioners around their views of the current demand and need of families around domestic abuse services; and
- The procurement process had been drawn up and the main elements of a timeline established.

It was proposed that the four main elements to the new service were:

- Support to parents that were victims of domestic abuse which would enable parents to understand the impact of domestic abuse on how they parent and how domestic abuse had impacted on the children and young people's behaviour;
- Direct work around children/young people's safety planning where the young person was still in the situation;
- Longer term recovery work, therapeutic approach where the perpetrator was no longer within the family; and
- Support social care with the pre-court proceedings process and provide information and assessments were required.

RESOLVED: That

- 1) the report be noted;
- 2) the service delivery approach outlined within the attached draft service specification be agreed;
- 3) children's services support Communities Directorate in the re-commission of Halton's Domestic Abuse Services; and
- 4) the approach that other services supporting the hidden harm and domestic abuse agenda adopt were

Strategic Director
Children and
Enterprise

viable the main elements required around child safety planning be endorsed.

HWB17 PHARMACEUTICAL NEEDS ASSESSMENT

The Board considered a report of the Director of Public Health, which provided an overview of the background to the Pharmaceutical Needs Assessment,(PNA) changes which were effective from 1st April 2013, the duties of the Health and Wellbeing Board, commissioning arrangements and proposed arrangements for producing Halton's PNA. The PNA was the statutory document that stated the pharmacy needs of the local population. This included dispensing services as well as public health and other services that pharmacies may provide. It was used as the framework for making decisions when granting new contracts and approving changes to existing contracts as well as for commissioning pharmacy services. Since 1st April 2013, the Health and Wellbeing Board was responsible for producing Halton's PNA.

The Board was advised that work had been undertaken in Cheshire prior to the closure of PCTs, whereby Health and Wellbeing Boards across Cheshire, agreed a common framework for producing their PNAs. This would ensure that although each PNA would be developed locally and differ according to the local population and area, it would be in the same format and order which would make it easier to use and review. The work had recently been shared with Merseyside Public Health intelligence leads. Subsequently a Merseyside Group of public health representation from each Local Authority and the NHS England had started to meet and progress this area to develop a strategic plan for developing PNAs for each area, maximising the economies of scale, where possible, by working together in the planning, consultation and design stages, which would support at a local level to produce individual PNAs.

Each Health and Wellbeing Board was required to nominate a board-level sponsor with responsibility for the PNA, but the management of the PNA could be passed over to a Steering Group led by public health. The group would oversee the operational development and consultation for the PNA, reporting back to the Health and Wellbeing Board for approval stages of the process.

It was important to ensure that all information within the PNA was accurate and up to date, and this could be achieved by ensuring that all relevant stakeholders were

represented on the steering group. The following next steps were proposed:

- Nominate board level to sponsor for PNA;
- Nominate chairperson of Steering Group from Public Health Team;
- Recruit Steering Group who should then:
- Start to populate the PNA with information already available such as JSNA, gather information to update current PNA, ask the local community for feedback on current pharmacy services and aspirations for future pharmacy services, contact local authority planners and healthcare commissioners to determine future planning of housing, industry and healthcare.

RESOLVED: That

- 1) the Director of Public Health be nominated as the Board level sponsor for the Pharmaceutical Needs Assessment (PNA);
- 2) the financial risks associated with the PNA be logged through Halton Borough Council's risk assessment and register process; and
- 3) a local Steering Group be established to develop the PNA and oversee the statutory consultation.

Director of Public Health

HWB18 SUICIDE PREVENTION STRATEGY

The Board considered a report of the Director of Public Health, which provided an update on the development of a Suicide Prevention Strategy for Halton. At a local level, a recent suicide audit for Halton and St. Helens, completed in April 2013, demonstrated that the number of completed suicides for Halton remained relatively low. However, the existing Suicide Prevention Strategy needed to be updated in line with the National Strategy, published in September 2012. A Suicide Audit would provide some of the evidence to support the development of the Strategy.

It was proposed that the local Strategy follow the same format as the National Strategy by following six key areas for action:

- reduce the risk in key high risk groups;
- tailor approaches to improve mental health in specific groups;
- reduce access to the means of suicide;

- provide better information and support to those bereaved or affected by suicide;
- support the media in delivering sensitive approaches to suicide and suicidal behaviour; and
- support research, data collection and monitoring.

In order to progress the development of a local strategy, it was proposed that a Suicide Prevention Task Group be established and a workshop be organised for September to provide wider engagement with key stakeholders from across Halton.

RESOLVED: That

- 1) the report be noted; and
- 2) the development of a Suicide Prevention Strategy for Halton be supported.

Director of Public Health

HWB19 WINTERBOURNE VIEW UPDATE

The Board was advised that the Transforming Care: A national response to Winterbourne View Hospital (Department of Health Review final report) was produced in December 2012 and included an Action Plan, a copy of the Plan had been circulated to Members of the Board. The majority of areas within the Action Plan were focused at a national level with guidance disseminated to Clinical Commissioning Groups (CCGs) and the Local Authority for implementation. Areas that required CCG and Local Authority input were highlighted in the report together with an implementation date and a progress update.

RESOLVED: That

- 1) the report be noted; and
- 2) the Winterbourne View Action plan be noted.

HWB20 HEALTH AND WELLBEING BOARD REVISED TERMS OF REFERENCE

The Board was advised that the Health and Wellbeing Board had been operating in shadow form since December 2011. However, as from 1st April 2013 the Board became a statutory board of the Local Authority. As a result of this change the original Terms of Reference have been updated. The revised document removed reference to a "Shadow" Board and actions relating to the transitional period. Membership had also been updated to reflect changes. A

copy of the revised Terms of Reference had previously been circulated to Members of the Board.

RESOLVED: That

- 1) the contents of the report and appendices be noted;
- 2) a representative from Cheshire Police be added to the Board Membership;
- 3) any further comments be forwarded to the Strategic Director Communities; and
- 4) an updated version of the revised Terms of Reference highlighting the proposed amendments be circulated.

Strategic Director
Communities

HWB21 URGENT CARE - PROGRESS

The Board considered an update report in relation to the current project/areas of work associated with improvements in urgent care as referenced in Halton's Accident and Emergency Recovery and Improvement Plan. During 2012 Halton Borough Council and NHS Halton Clinical Commissioning Group (HCCG) developed the Urgent Care Partnership Board to lead on the development and management of the Urgent Care system used by the Borough's population. Delivering on this agenda would provide the health and social care economy with sustainable improvements in performance and quality.

With regard to Primary Care Quality and access, the accountability for Primary Care remained with NHS England, and NHS England oversaw the quality elements of Primary Care within Halton. Evidence suggested that access remained an issue for Halton residents and as a result a Primary Care Quality Group, consisting of representatives from the Council and HCCG would be established, with a role to improve the quality and support to local practices in order for them to be able to effectively respond to the growing need for quicker and more effective access.

Members of the Board were advised that a local Recovery and Improvement Plan centred on each A and E Department also needed to be developed. The local plans had to be submitted to Regional Directors by 31st May 2013. Within Halton, the development of the local Plan was co-ordinated via the Halton Urgent Care Partnership Board and in addition to being formally signed off by Halton CCG, had been agreed by all partners of the Board. In addition, it was

noted that prior to submission to the Regional Director, each local Plan had to go through the NHS England's North Region assurance process, this exercise had been completed.

RESOLVED: That

- 1) the report be noted; and
- 2) the Recovery and Improvement Plan be noted.

**HWB22 HEALTH AND ADULT SOCIAL CARE SETTLEMENT
2015/16**

The Board considered a report of the Strategic Director, Communities, which provided Members with a summary of the Government's Health and Adult Social Care settlement 2015/16 and put forward recommendations to ensure the conditions attached to funding and integration were progressed.

In order to have the necessary plans in place to comply with the integration, it was proposed that a short, time limited Task and Finish Group, chaired by the Director of Communities, to develop the plan in conjunction with guidance from the Department of Health and Department for Communities and Local Government be established. The Group would conclude its work by 30th September 2013.

In addition, a Task and Finish Finance Group was proposed to ensure that the financial elements of the settlement were considered and management of the financial components were dealt with accordingly. Both groups would report progress to the Board and the plan would also require approval through the NHS, Halton CCG Governing Body as funding would transfer from NHS Halton CCG to the Council.

The LGA had outlined an approach regarding the completion of a Sense check. It was proposed that a brief questionnaire would be circulated to all Members, Chief Executive and Leader of Halton Borough Council, Chief Officer and Chair of NHS Halton CCG, and Operational Director for Commissioning to gain commissioning understanding, direction for integration and key leadership issues that would feed into the plan as it was developed. Thereafter a number of follow-up interviews would also be required with key members of the Board.

RESOLVED: That

- 1) the contents of the report be noted;
- 2) the establishment of a Task and Finish Group to be chaired by the Strategic Director, Communities to progress the development of a plan and completion of a Sense check to gain commissioning understanding and direction be approved;
- 3) the establishment of a Task and Finish Finance Group chaired jointly by the Operational Director for Finance and Chief Officer for Halton CCG, be approved; and
- 4) the delivery of a workshop in October/November to agree the plan be approved.

Strategic Director
Communities

Meeting ended at 4.15 p.m.

HEALTH AND WELLBEING BOARD

At a meeting of the Health and Wellbeing Board on Wednesday, 18 September 2013 at Karalius Suite, Stobart Stadium, Widnes

Present: Councillors Polhill (Chairman) Morley and Wright and S. Banks, P. Cook, J. Cooper, M. Creed, M. Grady, D. Hebden, T. Holyhead, D. Lyon, E. O'Meara, C. Myring, D Nolan, M. Pickup, C. Samosa, N. Sharpe, I. Stewardson, C. Richards, N. Rowe, P. McWade, A. Williamson and S. Yeoman.

Apologies for Absence: Councillors Philbin and S. Boycott, D. Johnson, A. McIntyre, D. Parr, D. Sweeney and J. Wilson.

Absence declared on Council business: None

Also in Attendance: One Member of the public.

ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

| | <i>Action</i> |
|---|--|
| HWB23 MINUTES OF LAST MEETING | <p>The minutes of the meeting held on 17th July 2013 were taken as read and signed as a correct record.</p> |
| HWB24 NHS A CALL TO ACTION - PRESENTATION | <p>The Board received a presentation from Simon Banks, Chief Officer, NHS Halton Clinical Commissioning Group, on the publication of the <i>NHS belongs to the people: a call to action</i>, which called for the public, NHS staff and politicians to engage in an open and honest debate about the future shape of the NHS in order to meet rising demand, introduce new technology and meet the expectations of patients. This was set against a backdrop of flat funding which, if services continued to be delivered in the same way as now, would result in a national funding gap which could be £30bn between 2013/14 and 2020/21.</p> |

The NHS belongs to the people: a call to action set out the challenges facing the NHS, including more people living longer with more complex conditions, increasing costs whilst funding remained flat and rising expectations of the quality of care. The document stated that the NHS must

change to meet these demands and make the most of new medicines and technology and that it should not contemplate reducing or charging for core services.

It was noted that NHS Halton CCG had already facilitated an event on 26th June 2013 at which themes similar to those raised by *The NHS belongs to the people: a call to action* were discussed with Halton Borough Council and NHS England colleagues. NHS Halton CCG, working with NHS England and Halton Borough Council, proposed to utilise the outcomes of this event, which was to be discussed later on the agenda, to continue a dialogue with local people about the future shape of the NHS.

RESOLVED: That.

- (1) the report and the publication of *The NHS belongs to the people: a call to action* be noted;
- (2) the work already facilitated by NHS Halton CCG in partnership with Halton Borough Council to commence a public narrative about the future of health in Halton be noted; and
- (3) the continuation of this public narrative with local people, NHS staff and politicians be supported.

HWB25 NHS ENGLAND - MERSEYSIDE UPDATE - PRESENTATION

The Board received a presentation from Michelle Creed, Deputy Director of Nursing – Patient Experience, on behalf of NHS England (Merseyside), which provided:

- an update on the revised structures of the NHS and their relationships;
- an outline of the different NHS organisations within the Merseyside area;
- the financial allocations for each CCG within Merseyside for 2013/14; and
- details of each Directorate within NHS England (Merseyside) including key ambitions.

RESOLVED: That the presentation be received.

HWB26 FUTURE OF HEALTH IN HALTON - PRESENTATION

The Board received a presentation from Simon Banks, Chief Officer, NHS Halton Clinical Commissioning Group, which provided details on the Future of Health in

Halton Seminar which was held on 26th June 2013. The seminar discussed how health could look like in the future in Halton including:

- ageing population;
- improving but still low life expectancy;
- unhealthy lifestyles;
- high rates of hospitalisation, demands on unplanned/urgent care;
- scarce resources; and
- the need to do things differently;

It was noted that the following points were raised:

- demographic changes, their impact on all services for the local population, not just hospitals;
- do plans take account of the changes ahead? Do we need to be more ambitious and aim for a radical step change; and
- focus should be on frail, vulnerable people – not just older people.

The seminar also discussed the next steps which included, checking the five key themes, developing metrics, defining the key themes in an accessible manner, how to work with local people and using social marketing approaches.

RESOLVED: That the presentation be noted.

HWB27 JOINT PROTOCOL BETWEEN HALTON CHILDREN'S TRUST, HALTON SAFEGUARDING CHILDREN BOARD AND HALTON HEALTH & WELLBEING BOARD

The Board received a report of the Strategic Director, Children and Enterprise, which outlined the draft protocol/memorandum of understanding that had been developed to define the role of the Board and relationship with Halton Children's Trust and Halton Safeguarding Children Board.

It was proposed that the joint protocol would be updated in light of the new Working Together to Safeguard Children 2013 Guidance. The Guidance placed a duty on the Director of Public Health to ensure that the needs of vulnerable children were a key part of the Joint Strategic Needs Assessment that was being developed by the Board.

Members considered a copy of the revised protocol which set out the expectations of the relationship and

working arrangements between Halton Children's Trust, Halton Safeguarding Children Board and Halton Health and Wellbeing Board. It covered the respective roles and functions, membership of the boards, arrangements for challenge, oversight and scrutiny, and performance management. The arrangements set out in the Protocol would be subject to review annually as a minimum to reflect recent developments or immediately following legislative change.

RESOLVED: That

- (1) the report be noted;
 - (2) the Board agrees to sign up to the Protocol (attached to the report); and
 - (3) six monthly meetings of the Chief Executive of Halton Borough Council and respective Board Chairs as described in Paragraph 36 of the Protocol be approved.
- Chief Executive

HWB28 END OF LIFE SERVICES

The Board considered a report which provided an overview of current End of Life services available in Halton, which included an outline of future priorities. Members considered a current Model of Clinical Support at End of Life in Halton which consisted of a range of services and systems to ensure the requirements of the patient pathway were met along with the support networks within the community.

With regard to future priorities the following were proposed:

- a two year strategy had been put in place to deliver End of Life tools training to all care homes in Halton;
- by 2015 all care homes within Halton would have been part of the six steps training programme;
- key champions had been identified within Social Care teams and these would be integrated into the existing Key Champions' Network established across care homes;
- the implementation of an electronic palliative care co-ordination system as recommended "Dying Well at Home – The Case for Integrated Working" was a

priority for 2013/14;

- a key priority was to ensure that Liverpool Care Pathway was replaced with a care plan that was reflective of individual patient circumstances in the last few days of their life; and
- Halton Haven Hospice had been successful in securing funding to build a new Family Support Centre with men's shared facility incorporated in 2013.

RESOLVED: That the report be noted.

HWB29 JSNA REFRESH

The Board considered an update report on the Joint Strategic Needs Assessment (JSNA). Since the transfer of the public health responsibility and team to the local authority, a public health page had been set up on the Halton Borough Council website and all JSNA chapters, data updates and other products were now located there.

Members considered a summary document which presented a number of in-depth health needs assessments that had been completed February 2012 to March 2013. It was noted that during 2013-14 major refresh elements of the JSNA were proposed as follows:

- Children: Following discussions with the Children's Trust Executive and Commissioning partnerships, a refresh of all elements of the children's JSNA using a life course approach had begun. This also included vulnerable children and young people such as Looked After Children and those with disabilities.
- Disabilities: Following requests for information to support the annual Self-Assessment Framework submission, Liverpool Public Health Observatory were commissioned to undertake a detailed needs assessment for Learning Disabilities and Autism. This covered children and adults;
- Environmental Health: Work would start on developing this during quarter 2;
- An in-depth needs assessment had been jointly commissioned from Liverpool Public Health Observatory on the health needs of homeless people. This would be led by Liverpool Public Health with

input from Halton staff;

- Halton was also participating in a research project on the impacts of fixed point gambling terminals. This was scheduled to report April 2014.

The Board was advised that despite the continuing challenges that the Borough faced, many of the health indicators showed year on year improvements. Therefore, whilst the Borough continued to be generally worse, in certain areas, than the England average, these improvements showed that the Borough was moving in the right direction, people were able to engage with services, making the most of them to bring about positive changes for themselves, their families their communities. The report detailed areas of improvements within the health indicators and also areas which had remained difficult to improve since the previous reporting period.

RESOLVED: That the report be noted.

HWB30 NHS HEALTH CHECKS

The Board considered a report of the Director of Public Health, on the NHS Health Check Programme and which sought to make recommendations on how health checks should be implemented in Halton.

From 1st April 2013 local authorities took over responsibility for the NHS Health Check Programme (The Programme). The Programme was a Public Health Programme for people aged 40 – 74 and aimed to keep people well for longer. It also aimed to reduce levels of alcohol related harm and raise awareness of the signs of dementia.

The Board was advised that commissioning of the risk assessment element of the programme was a mandatory public health function, to be funded from the public health budget. Details of the arrangements which local authorities must make were provided in the report. In addition, the report also contained information on the risk assessment tests and measures which were to be carried out.

At present, the Council had an agreement with GP practices to deliver Health Checks Plus to local residents as a local enhanced service. Health Checks Plus included most of the minimum requirements of the NHS Health Checks, in addition to some locally developed questions around

housing and fuel poverty and some medical questions. Following feedback from GP practices, it was reported that the Health Checks Plus assessment took on average around 45 minutes per patient, far longer than the 20 minutes expected. It was therefore proposed that Health Checks would be streamlined so that they included only the required information to carry out the mandatory risk assessments and included the new areas of alcohol screening and dementia awareness for patients aged 65 to 74.

It was also proposed that Health Checks would continue to be delivered by GP practices under existing contractual arrangements and a community-based provision would be identified that was also cost effective. A copy of the new Service Legal Agreement which had been drafted for GP practices setting out the requirements of the revised NHS Health Checks was circulated to Members.

RESOLVED: That

- (1) the report be noted; and
- (2) the proposals for delivery NHS Health Checks in Halton be noted.

HWB31 TROUBLED FAMILIES / INSPIRING FAMILIES UPDATE

The Board considered a report of the Strategic Director, Children and Enterprise, which gave members an update on the development of Inspiring Families Programme.

It was noted that in the first year 145 families were identified and details of their status in relation to Payment by Results (PBR) claims in January 2013 and those estimated for January 2014, with the percentage of those families achieving targets was outlined in the report. It was anticipated that approximately 70% (102 out of 145) of all families from year 1 were likely to achieve targets and a claim made for PBR to the Department for Communities Local Government by the end of July 2013.

It was also noted that from the 29 families where PBR had been claimed:

- 12 adults were on the work programme;
- there was a 75% reduction in calls to the police;
- 139 less service calls over a 6 month period; and
- 11 young people had successfully completed their Youth Offending Team order and had not reoffended

over a 6 month period.

In addition, it was noted whilst the development of the Inspiring Families cost savings tool continued, work was taking place collating local costs incurred in relation to staffing the process.

With regard to year 2/3 allocation, following a review in April 2013, practitioners and lead managers raised concerns at the number of families allocated at one time. They suggested that instead, the Inspiring Families Team should “drip feed” families on a smaller scale. This would enable teams to manage the workload/demands more effectively. At present, 109 out of 195 families had been allocated with the remaining families to follow during October and November.

RESOLVED: That

- (1) the Inspiring Families approach in Halton be supported;
- (2) where viable, partners adopt a “Think Family” approach in the planning and implementation of their service delivery;
- (3) the development of family assessment that could be used across all organisations be progressed;
- (4) partners consult with the Troubled Families Coordinator when commissioning services for children, young people and families; and
- (5) the options of reinvesting cost savings to add investment to areas of agreed work be explored with partners.

Strategic Director
Children and
Young People

HWB32 AUTISM SELF ASSESSMENT FRAMEWORK

The Board considered a report of the Strategic Director, Communities, which provided Members with an update on the Autism Self-Assessment Framework.

The Board was advised that in December 2010, statutory guidance was published, ‘Fulfilling and Rewarding Lives’. As part of this the Department of Health issued a local self-assessment for adults with autism for Local Authorities and Clinical Commissioning Groups to aid commissioners to plan how they were going to respond to statutory guidance. The purpose of the self-assessment

framework was to:

- assist Local Authorities and their partners in assessing progress in implementing the 2010 Adult Autism Strategy;
- assess progress since the baseline survey, as at February 2012;
- provide evidence of examples of good progress made that can be shared and of remaining challenges.

It was noted that the Autism Self-Assessment Framework would be submitted on 30th September 2013 as part of the validation process. The submission would also be presented to the Autism Strategy Group on the 23rd September 2013 and the Learning Disability Partnership Board. A copy of the Autism Self-Assessment Framework which was jointly owned by both the Local Authority and the Clinical Commissioning Group had been previously circulated to Members of the Board.

RESOLVED: That the report be noted.

HWB33 SCHOOL NURSING

The Board considered a report of the Director of Public Health, which provided an update on the progress of the procurement of School Nursing Service for Halton. From April 2013, Local Authorities assumed the accountability for the commissioning of School Nursing Services. This had provided an opportunity to review the existing commissioning arrangements to shape and design future provision with input from stakeholder engagement, in line with on-going review of all public health contracts. It was noted that the contract for the existing School Nursing Service had been extended to March 2014, with the option to extend for a further one year period. Due to the financial value of the contract and in line with Council policy, the service would need to go through an open procurement process.

A new specification was being developed as part of a collaborative piece of work with commissioners across the Cheshire and Merseyside footprint and the core elements of the proposed service were detailed in the report.

In order to ensure that all stakeholders could inform and influence the development of the service, it was intended a period of engagement would begin in September

for two months. During this time, head teachers, school staff, School Nurses, youth workers and other partners would be encouraged to provide their opinions on how the service could be improved to better meet the needs of children, young people and their families. In addition, children and young people would also be encouraged to feedback on the service and identify ways in which it could be improved. Further, Elected Members, The Children's Trust, Health and Wellbeing Board and the Local Healthwatch and other interested partners would also inform the final specification before it was subjected to procurement.

It was intended that the procurement process would commence in early 2014 with a view to ensuring that the successful provider was appointed no later than September 2014, in line with the beginning of the new school year.

RESOLVED: That

- (1) the contents of the report and the appendices be noted;
- (2) any comments be fed back to the Director of Public Health; and
- (3) the recommendation to commence with consultation on the procurement of a service to be in place no later than September 2014 be supported.

Director of Public Health

HWB34 NATIONAL ENERGY ACTION (NEA) PUBLIC HEALTH WORK PROGRAMME

The Board considered a report which sought approval in principle of an application for free assistance from National Energy Action (NEA) to support the achievement of fuel poverty public health outcomes. NEA was a national charity which aimed to eradicate fuel poverty and campaigned for greater investment in energy efficiency for vulnerable people.

Members were advised that the support offered would take up 12 days of officer time for development activities in 8 localities across England, which must be utilised by the 14th March 2014. Applications for assistance must be submitted by Friday 20th September 2013 by either a Director of Public Health or the Chair of the Health and Wellbeing Board. A copy of the completed draft application to be submitted to NEA was circulated to Members of the Board.

RESOLVED: That the Board support in principle the application for free NEA support.

HWB35 ST HELENS AND KNOWSLEY TEACHING HOSPITALS NHS TRUST - PROPOSED 5 YEAR CLINICAL AND FINANCIAL PLAN

The Board considered a report of the Strategic Director, Communities, which provided an initial assessment of St. Helens and Knowsley (STH&K) Teaching Hospitals NHS Trust proposed 5 year Clinical and Financial Plan and outlined areas that required close scrutiny.

On 2nd August 2013, Ann Marr, Chief Executive of STH&K Teaching Hospitals NHS Trust wrote to the Chief Officers of Halton, Knowsley and St. Helens Clinical Commissioning Groups (CCGs) outlining details of the Trust's draft 5 year Clinical and Financial Plan. The bulk of the Trust's income came from contracts with English CCGs, NHS England and Local Authorities. A table was detailed in the report outlining the breakdown of this funding.

Following a review of the Plan, a number of points were highlighted in the following areas:-

- Support to the whole of the Urgent Care Pathway;
- Accident and Emergency Department Attendances and Non-Elective Admissions;
- Social and Intermediate Care Activity and 7/7 working ;
- Estate Costs;
- Nurse Staffing Levels; and
- Medium Term Growth.

Members of the Board were advised that it had recently been announced that Accident and Emergency Units would benefit from an additional £500m over the next two years to ensure they were fully prepared for Winter. However, it was anticipated that the new funding would go to areas that were identified as being the most under pressure which may exclude both STH&K and Warrington and Halton Hospital FoundationTrust (WHHT) who both achieved their 4 hour A&E targets.

It was noted that when the announcement for winter pressure funding was made, reference was also made to the £3.8b pooled health and social care funding for integration to be held by Local Authorities. There would be an expectation that this fund was also used to support pressures across the

urgent care system.

Arising from the discussion, the Board referred to STH&K proposal that contracted levels for non-elective activity should be rebased, releasing 70% tariff for investment with the Trust to maintain safety, patient experience and levels of performance. It was acknowledged that should this funding be released then the funding should also be released to WHHFT and they should be given an opportunity to submit a proposal. It was recognised that STH&K funding proposal needed to be considered as a whole, which included WHHFT; and Halton CCG would meet in October to consider the five year plan and to make a response.

RESOLVED: That the contents of the report and associated appendixes be noted.

Meeting ended at 3.50 p.m.

CHILDREN YOUNG PEOPLE AND FAMILIES POLICY AND PERFORMANCE BOARD

At a meeting of the Children Young People and Families Policy and Performance Board on Monday, 2 September 2013 in the Civic Suite, Town Hall, Runcorn

Present: Councillors Dennett (Chairman), Horabin (Vice-Chairman), M. Bradshaw, E. Cargill, P. Hignett, K. Loftus, Logan and Woolfall

Apologies for Absence: Councillors Cassidy, Fraser, C. Plumpton Walsh and L. Lawler

Absence declared on Council business: None

Officers present: S. Clough, T. Coffey, M. Grady, A. McIntyre, S. Nyakatawa and M. Simpson

Also in attendance: None

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

| | <i>Action</i> |
|--|--|
| CYP10 MINUTES | |
| | The Minutes of the meeting held on 20 May 2013 were taken as read and signed as a correct record. |
| CYP11 PUBLIC QUESTION TIME | |
| | It was reported that no public questions had been received. |
| (NB: Councillor Dennett declared a Disclosable Other Interest in the following item due to being Chairman of the Management Committee for the Pupil Referral Unit) | |
| CYP12 EXECUTIVE BOARD MINUTES | |
| | The Board received a report which contained the minutes relating to the Children, Young People and Families portfolio, which had been considered by Executive Board Committee since the last meeting of the PPB. |
| | RESOLVED: That the minutes be noted. |

CYP13 SSP MINUTES

The minutes of the Halton Children's Trust meeting held on 23 July 2013 were submitted to the Board for information.

In relation to Minute No. 1.5, unannounced inspection, it was noted that Officers were more aware of how the new inspection would be approached. Inspectors would be looking for more detailed evidence and expectations had been raised.

In respect of Minute No. 1.3, performance monitoring model across children's and adults services, Members suggested the possibility of sharing the model with colleagues from other agencies.

RESOLVED: That the minutes be noted.

CYP14 ANNUAL COMPLAINTS AND COMPLIMENTS REPORT

The Board received a report of the Strategic Director, Children and Enterprise, which provided an analysis on complaints processed under the Children Act 1989, Representation's Procedure.

The report outlined 4 categories to the representation process and the Annual Report from 1 April 2012 to 31 March 2013. Members were advised that there were 45 Statutory Complaints made to the Local Authority in 2012/13 which was 4 more in comparison to last year, an increase of 10%. This was still fairly low number in relation to the number of services provided. It was further noted that the increase in complaints could indicate the procedure was being assessed and those using services felt able to express their views which was positive.

The Board was further advised of the types of complaints made and who they were made by; the outcome of closed Stage 1 complaints; information regarding Stage 2 complaints; Stage 3 Review Panel; the Local Government Ombudsman and timescales.

In relation to compliments it was reported that 113 compliments had been received in 2012/13 details of which were outlined in the report for information.

The report further set out information regarding Learning and Service Improvement and detailed improvements for 2012/13, which were influenced by

learning from complaints.

Arising from discussion of the report, Members queried the Stage 3 Review Panel and requested further information regarding this be circulated to the Board for information.

RESOLVED: That

- 1) The report be accepted as the mechanism which the Local Authority is kept informed about the operation of its complaints procedure;
- 2) The Annual Report will evidence how feedback from service users have been used to improve service delivery; and
- 3) Information regarding Stage 3 Review Panel be circulated to the Board for information.

Strategic Director
- Children and Enterprise

CYP15 OFSTED INSPECTION OF SERVICES FOR CHILDREN IN NEED OF HELP AND PROTECTION AND CHILDREN LOOKED AFTER AND CARE LEAVERS

The Board considered a report of the Strategic Director, Children and Enterprise, which provided an update on the new single inspection framework that was due to be launched from November 2013.

Members were advised that Halton was last subject to a major Ofsted Inspection of Children's Services in February 2011, the Safeguarding and Looked After Children Inspection (SLAC). The outcome was 12 grades of Good and 10 of Outstanding.

It was reported that this was replaced in 2012 and following initial replacement with a Council based Safeguarding Inspection with a view to introducing a multi-agency inspection framework from September 2013. It was noted that this had been aborted following a number of pilots, and at the express instruction of the Head of Ofsted.

It was further noted that in April 2013, Ofsted announced plans to inspect local authority arrangements for services for children in need of help and protection, and children looked after and care leavers, under a single combined framework that included local authority fostering and adoption options.

The Board was advised that the new framework

would be rolled out over a 3 year period from November with every local authority inspected within that time. The report further set out the methodology of the latest Inspection process, the stages of the child's journey to be evaluated, the scope that would be included and the new 4 point judgement scale.

It was noted that in July 2013 Halton received an unannounced visit of a multi-agency team in order to realistically test Halton's state of readiness for the new Inspection Regime. Sixteen inspectors came to Halton over a four day period and nearly 100 cases were assessed, inspectors also met with looked after children to obtain feedback. It was further noted that the findings from the review would inform planning for the Inspection. Project plans were being developed to frame the work for each planning group

Arising from discussion of the report Members discussed the multi-agency children's Board, where various agencies met together to address issues and help to better meet the needs of Halton's children and young people. The Board requested that updates from the multi-agency children's board meeting be reported to the PPB on a termly basis. Members also suggested the possibility of attending the meeting in order to observe the discussions.

The Board raised concerns with problems in the past with the Carefirst system in relation to ICT and it was noted that work was being carried out with colleagues in ICT in order to correct faults with the system.

RESOLVED: That

- 1) The report be noted; and
- 2) Members are supported through briefing and training events planned in preparation for the review.

Strategic Director
- Children and Enterprise

CYP16 OVERVIEW ON CHILDREN IN NEED/CHILD PROTECTION

The Board received a report of the Strategic Director, Children and Enterprise, which provided an update on issues that impacted on performance within the Children in Need service (CiN) on a six monthly basis.

The Board was informed of the importance of Members having a good understanding of the performance for CiN Contact, Referral and Assessment analysis and

were satisfied that adequate strategies were in place to ensure that the children of Halton were safeguarded. Ofsted Inspections of Contact, Referral and Assessment processes in other local authorities had criticised Local Safeguarding Children's Boards (LSCBs) and elected representatives for failing to scrutinise safeguarding practices and having a poor understanding of issues that impacted on performance.

Members were advised that children's social care was made up of a number of services and the CiN service provided contact referral and assessment services to children in need and those in need of protection including those children with a disability who required a social worker.

The report provided information on the following services:

- contacts;
- referrals;
- completion of assessments;
- child protection plans and S47 enquiries;
- court activity / children in care;
- performance / data;
- social worker capacity and caseloads; and
- practice review.

It was further noted that as of the date of the meeting there were currently 161 children in care in Halton. Social worker recruitment remained stable and all the social worker vacancies had been filled. With regards to managers it was noted that work was being carried out in recruitment, retention and development.

Arising from discussion of the information, Members commented on the number of caseloads officers were dealing with and were informed of the 'Step up Step down' process where cases were reviewed to ascertain whether they should be moved to the Team around Family using the common assessment framework.

RESOLVED:

- 1) the Board note the contents of the report and the levels of activity in the service;
- 2) Members support the establishment of the Investing in Halton's Children, Young People and Families Board and the action plan to deliver continued improvements in the service; and

Strategic Director
- Children and Enterprise

- 3) a further report be presented in 6 months on CiN activity, and the outcomes from the Board.

(NB: Councillor Dennett declared a Disclosable Other Interest in the following item due to being Chairman of the Management Committee for the Pupil Referral Unit)

CYP17 QUARTERLY MONITORING REPORTS

The Board considered a report of the Strategic Director, Policy and Resources, which provided performance management information for Quarter 1 of 2013/14.

It was reported that key priorities and development for improvement in 2013-16 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:

- Children and Families services;
- Learning and achievement; and
- Children's organisation and provision.

Members were advised that departmental objections provided a clear statement on what services were planning to achieve and showed how they contributed to the Council's strategic priorities.

Arising from the report, the following points were highlighted / noted:

- In relation to 3.2 and the SEND reforms, a project manager had been appointed to families and young people, and would be at the centre of commissioning, assessment and planning. Government had indicated that funding would be available to help with this;
- With regards to 3.3, School Improvement Partnerships, funding had been withdrawn for this and some of the intelligence for schools rated 'good' and 'outstanding' was sparse. Schools would be visited on a regular basis in the future to collate information. Members requested that a report be brought to a future meeting presenting the new information;
- There were to be changes to the primary curriculum in September 2014 whereby the system of levels would be removed;
- In relation to the amalgamation of the Bridge School

and Pupil Referral Units, it was noted that Officers would work with the management team of the amalgamated PRU to ensure high quality provision was available for all excluded pupils from September 2013;

- The current anticipated demand for extended free entitlement of nursery places for 2 year olds was 493 and there was a current supply of 586; and
- The Board discussed the impact of the Academy and Free Schools with regards to whether schools 'bought back' services from Halton, in addition to action taken if those schools failed.

The Board was advised of the provisional education attainment results for 2013. It was noted that these figures had not yet been verified.

- Reading at Key Stage 2 at level 4+ was 86% (the national average was 87%)
- Writing at Key Stage 2 at level 4+ was 86% (the national average was 81%)
- Maths at Key Stage 2 at level 4+ was 86% (the national average was 84%)
- At Key Stage 4 62% of pupils achieved 5 x GSCE's graded A*-C in English and Maths, this was an improvement on last year which was 59%;
- 86.9% of pupils achieved 5 A*-C's in all subjects; and
- 23% of pupils achieved the English Baccalaureate.

Arising from discussion of the information Members noted the success of pupils from Ormiston Bollinbroke and asked for comparisons of the cohort from 5 years ago in terms of where pupils lived. In response it was noted that this piece of work could be investigated.

The Board wished to place on record its congratulations to pupils in Halton for their academic achievements.

RESOLVED: the Quarter 1 monitoring reports and comments made be noted.

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EMPLOYMENT, LEARNING, SKILLS AND COMMUNITY POLICY AND PERFORMANCE BOARD

At a meeting of the Employment, Learning, Skills and Community Policy and Performance Board on Monday, 16 September 2013 in The Board Room - Municipal Building, Widnes

Present: Councillors C. Plumpton Walsh (Vice-Chairman), Cassidy, Howard, P. Lloyd Jones, Logan, MacManus, Parker, Roberts, Rowe and Zygadlo

Apologies for Absence: Councillor Edge

Absence declared on Council business: None

Officers present: Lynsey Carr, L. Derbyshire, D. Houghton, W Rourke and S. Saunders

Also in attendance: In Accordance with Standing Order 33, Councillor E Jones, Portfolio Holder Economic Development

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

| | <i>Action</i> |
|---|--|
| ELS12 APPOINTMENT OF CHAIRMAN FOR THE MEETING | <p>The Board was advised that Councillor Carol Plumpton-Walsh would be Chairman for the meeting.</p> <p>RESOLVED: That Councillor Carol Plumpton Walsh be appointed Chairman for the duration of the meeting.</p> <p>Councillor C Plumpton Walsh Vice Chairman of the Board (in the Chair)</p> |
| ELS13 MINUTES | <p>The Minutes from the meeting held on 5 June 2013, were taken as read and signed as a correct record.</p> |
| ELS14 PUBLIC QUESTION TIME | <p>The Board was advised that no public question had been received.</p> |

ELS15 EXECUTIVE BOARD MINUTES

The Board considered the minutes of the meeting of the Executive Board relevant to the Employment, Learning, Skills and Community Portfolio since the last meeting of the Board.

It was noted that some departments across the Council had offered work experience placements and graduate internships in the past. It was agreed that a breakdown of the placements, where and the types of placements would be circulated to Members of the Board. The Board also noted that a workshop had been undertaken to secure more placements and an update would be given at the next meeting.

RESOLVED: That the minutes and comment raised be noted.

ELS16 SSP MINUTES

The Board received the minutes of the Employment Learning Skills Specialist Strategic Partnership from 13 May 2013.

The Board noted that the public jobs fair themed 'It Pays to Work', which had been held at St George's Hall, Liverpool on 4 July 2013 had been a huge success and many Halton residents had attended.

It was noted that the SSP minutes on the agenda were not the latest available and clarity was sought on whether the Board could receive draft minutes at future meetings. In response, it was reported that the most recent minutes would be circulated to all Members of the Board.

It was noted that Connexions were leading on awareness raising of apprenticeships in schools in other Authorities and also had contracts in the National Careers Service.

RESOLVED: That the minutes and comments raised be noted.

ELS17 QUARTERLY MONITORING REPORTS

The Board considered a report of the Strategic Director, Policy and Resources, which introduced, through the submission of a structured thematic performance report,

the progress of key performance indicators, milestones and targets relating to health in Quarter 1 of 2013-14. This included a description of factors which were affecting the service.

The following points arose from the discussion:-

- It was noted that Sci-Tech Daresbury had developed a stand alone proposition and clarity was sought on why a joint proposal had not been considered. In response, it was reported that the Authority had worked closely with Sci-Tech Daresbury and because of their specialist nature and the tight timeframe and that they were very well resourced, they had developed a stand alone proposition;
- Page 19 – Clarity was sought on the areas for concern on Raising Skills for life. In response an update was given on the reasons for the issue of concern notice. It was also reported in order to address this issue, the way the programme was delivered had changed to termly rather than yearly. The improvement plan had been accepted and there was no longer an issue;
- Page 21 – The number of starts on the DWP work programme – Clarity was sought on whether this figure would remain low for the remainder of the year. In response, it was reported that there was no specific reason for the low numbers and a 25% contingency had been put in place to deal with this matter;
- Page 23 – Clarity was sought on the number of employees the financial statement represented and it was requested that this information be included in future reports. In response, it was reported that in the Children and Enterprise Department there were 165 full time equivalent employees;
- It was noted that the Board did not receive many reports regarding the Community aspect of their remit. In response, it was reported that future meetings would contain a more balanced agenda to cover all aspects within the Board's remit; and
- Clarity was sought on the current situation regarding the libraries in the Borough. In

response, it was reported that there were no current plans to close any libraries. However, it was highlighted that with the Government budgetary cuts where significant savings had to be found, there was no guarantee that there would be no changes in the future.

RESOLVED: That the report and comments raised be noted.

ELS18 PRESENTATION ON HALTON'S WORK PROGRAMME CONTRACTS

The Board received a presentation from Siobhan Saunders and Lynsey Carr, Employment, Learning and Skills, on the progress regarding Halton's Work Programme Contracts.

The presentation:-

- Set out the background to the work programme;
- Outlined Halton's Work Programme; the delivery, the process and the customer journey;
- Detailed the performance against targets via good news stories;
- Explained Year 1 and Year 2's delivery and the lessons learned; and
- Set out the challenges and opportunities for Years 3 – 5 of the work programme.

The following comments arose from the presentation:-

- It was noted that to date there had been approximately 700 referrals from A4E and 1700 from Ingeus.
- It was noted that an individual's situation, regarding their entitlements, would be assessed in order to ensure that they would not be worse off in employment;
- It was noted that customers accessed the service via Job Centre Plus, which was in the form of an automatic referral after 9 months;
- A member of the Board raised concern at the

suitability of the placements; whether health and safety checks were undertaken and training given to individuals. He indicated that a family member had been injured on a placement and he had been placed in an unsuitable environment. In response it was reported that it would not have been a placement sources by Halton. All Halton work placements had been assessed for their suitability, strict additional guidelines had been given out, the individual would also be assessed, and health and safety procedures had all been checked. In addition, it was reported that a formal complaint could be made through the complaints procedure at the Job Centre. If the placement was via A4E, they should complain directly via their complaints procedure.

- The Portfolio holder, Economic Development, Councillor Jones reported that Halton People into Jobs had been very successful and had achieved excellent outcomes. However, the programme had been replaced by the Government to a contract with private providers. He highlighted that the change represented a huge internal cultural change for employees and he gave credit to Officers who had managed the change, the terms and conditions and the expectations. He reported that the Council had been keen to deliver the new programme in order to retain some of the elements in a contract that the Council valued, to protect employees jobs and to ensure that residents had direct involvement with the clients. In conclusion, he reported that the programme had been successful for two years.
- Concern was raised regarding zero contracts and that some of the jobs were only for 13 or 26 weeks. In response, it was reported that the Authority were not encouraging people to take on agency work, but to obtain permanent employment. In addition, it was reported that it was the payments that were for 13 or 26 weeks not the employment. It was also highlighted that the public sector ethos was to ensure the sustainability of the employment and the Scrutiny Topic Group were also considering this matter;
- It was noted that a contact centre in Sheffield undertook the random allocation to ensure that it was a fair allocation. It was reported that up to

date statistics had been requested on this information.

- Clarity was sought on the funding for a certificate for a customer, if it was required to obtain an interview. In response, it was reported that whether it was funded or not was based on the likelihood of the person obtaining a job from having the certificate. It was also reported that work took place with the customer and a letter was sometimes sent to the employer asking if the certificate was essential and if it was, it would be funded. The Authority also worked with other organisations to enable the individual to obtain the certificate free of charge or undergo training to increase their chances of gaining employment;
- It was noted that when a customer commenced work, an assessment was completed. If it was agency work they would be considered as a high risk and extra support would be provided. The customer would continue to be job matched to ensure that they had an opportunity of long term employment. The customer would indicate how often and how they would like to be contacted and determine how the support would be provided. The minimum contact with a customer would be every four weeks;
- Clarity was sought on the percentage of staff sickness. In response, it was reported, that previously over a six month period there had not been a full capacity of staff at any one time. However, this had greatly improved, the sickness absence had been managed and dealt with and the actual figures would be circulated to Members of the Board for information.
- Clarity was sought on the percentage of customers who achieved employment and whether they were full time or part time. In response, it was reported that part time or full time work was for 30 hours or more, which was a requirement of Job Seekers Allowance. However, it was reported that some customers, preferred part time work initially in order to build up their confidence before commencing full time employment; and
- The Board noted the significant demand on debt

services in the Borough. It was also noted that all available services were considered regarding debt management; A4E undertook staff training and Ingeus put customers on financial training courses.

RESOLVED: That

- (1) The presentation and comments raised be noted; and
- (2) Siobhan Saunders and Lynsey Carr be thanked for their informative presentation.

ELS19 LIVERPOOL CITY REGION ENTERPRISE STRATEGY

The Board considered a report of the Strategic Director, Children and Enterprise which informed Members of the preparations being made to develop an Enterprise Strategy for the Liverpool City Region.

The Board was advised that Partners in the Liverpool City Region (LCR) were developing an Enterprise Strategy to capture and evaluate existing evidence on economic development in Liverpool City Region and the wider economy to inform the design and development of a future enterprise programme. The Enterprise Strategy would contribute to the City Region's submission on ERDF 2014-2020 programmes.

The strategy was being developed so that the LCR was able to develop and deliver a coherent plan of action to tackle the chronic shortage of businesses that would impede economic performance and address the gap of 17,000 business, creating an environment where business were created and grow at a rate above targeted levels.

The Board noted the developments that the strategy would include and the key question that needed to be considered.

It was reported that Members would be kept informed of the development of the Strategy.

In respect of whether there were structural issues that must be addressed before economic potential could be realised, it was noted that earlier reports had highlighted skill shortages; that health statistics were poor in the Borough; the impact debt problems would have on employment and the challenges facing the Authority in local people being able

to embrace the job opportunities.

RESOLVED: That

- (1) The report and comments raised be noted; and
- (2) The draft Strategy be circulated to the Board as it is produced.

ELS20 EMPLOYMENT LEARNING & SKILLS QUARTERLY POLICY UPDATE

The Board considered a report of the Strategic Director, Children and Enterprise which informed Members of recent national policy announcements relevant to employment, learning and skills.

The Board was advised that a number of policy, legislation, consultation and guidance documents, had been issued by Government departments and agencies that had varying degrees of relevance to issues on the employment, learning and skills agenda and related topics.

The Board was further advised that the report represented a brief summary of key announcements with observations of local relevance, where appropriate, so that Members could consider whether to initiate a more detailed scrutiny and/or report to a future meeting.

The following points arose from the discussion:-

- In respect of Halton being able to access European Structural Funds via the Liverpool City Region arrangements, it was noted that match funding would need to be identified as part of the process for schemes to commence;
- In respect of the business rates retention scheme, local authorities would be able to come together on a voluntary basis to pool their business rates, to create scope to generate additional growth, clarity was sought on how this would operate. In response, it was reported that there was currently no indication on how this would operate, as it was only an option, giving local authorities the flexibility to consider. However, this discussion was taking place via the Executive Board. In addition, it was reported that the promotion of businesses in the Borough was very specific to re-investment in the Borough. However, there

were opportunities within the Borough and this could be dealt with on a case by case perspective;

- It was noted that in respect of European Funding, the application deadline for the Grundtvig visits/exchange grants was 17 September 2013 and that to date, there had been no applications;
- It was noted that Glasgow University had undertaken a study which showed that there was no evidence of generational poverty. It was reported that the study had been undertaken by several universities around the country to ensure that the information was accurate. It had showed that there were very few second generation families and most single generation families were not workless but had been in and out of numerous jobs for various reasons. It was agreed that the research report would be circulated to all Members of the Board; and
- Clarity was sought on how Erasmus+ (2014-2020) could be accessed and whether there was any projects that could be applied for. In response, it was reported that it was a competitive bidding process to the European Union which was primarily for schools and colleges and was available to the Authority.

RESOLVED: That the report and comments raised be noted.

Meeting ended at 8.40 p.m.

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HEALTH POLICY AND PERFORMANCE BOARD

At a meeting of the Health Policy and Performance Board held on Tuesday, 10 September 2013 at Council Chamber, Runcorn Town Hall

Present: Councillors E. Cargill (Chairman), J. Lowe (Vice-Chairman), Baker, Dennett, V. Hill, Hodge, Horabin, C. Loftus, Sinnott, Wallace, Zygadlo and Mr J Chiocchi

Apologies for Absence: None

Absence declared on Council business: None

Officers present: L. Derbyshire, H. Moir, B. Kaye, D. Nolan, E. O'Meara, L. Smith, P. Ventre and L Wilson

Also in attendance: D. Robinson, J. Eyre, J. Heritage (5 Boroughs Partnership), D. Sweeney (NHS, CCG), S. Banks (CCG), Dr A. Blakey and one member of the public

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

| | <i>Action</i> |
|------------------------------------|---|
| HEA18 MINUTES | <p>The Minutes of the meeting held on 4 June 2013 having been printed and circulated were signed as a correct record.</p> |
| HEA19 PUBLIC QUESTION TIME | <p>The Board was advised that no public questions had been received.</p> |
| HEA20 HEALTH AND WELLBEING MINUTES | <p>The Minutes of the Health and Wellbeing Board of its meetings held on 13 March 2013 and 22 May 2013 were submitted to the Board for consideration.</p> <p>RESOLVED: That the minutes be noted.</p> |

(Note: Mr J Chiocchi, Co-optee, declared a Disclosable Other Interest in the following item of business as 5 Boroughs Partnership were his

previous employer).

HEA21 5BOROUGH PARTNERSHIP - UPDATE ON SERVICE REDESIGN AND PRESENTATION

The Board received a report of the Strategic Director, Communities, which set out the local progress in implementing two service developments within the 5Boroughs Partnership NHS Foundation Trust: the Later Life and Memory Service (LLAMS) and the Acute Care Pathway (ACP).

The Board was advised that proposals for a new approach to delivering services for people with memory loss, and for adults with mental illnesses, had been presented in detail to the Board in January 2012. The Acute Care Pathway had been developed specifically for people with significant mental illnesses, and arose because of concerns expressed by patients and carers that transfers of care between the complex range of community services, and by GPs who were concerned about the pathways between their service and the hospital.

The Board was further advised that as a result of these concerns, the 5Boroughs had taken the opportunity to fully review, with their partners, the structure and type of service they delivered, with the ACP as the final outcome.

It was reported that the changes required to implement the Acute Care Pathway were now in place. New teams had been set up and all necessary procedures within the 5Boroughs had been developed. It was highlighted that it was too early to see the full results of the service redesign. Initial analysis had suggested that there was less use of inpatient beds, as more people were being supported in the community. The implications for the Council were also similarly unclear at this stage; if more people were being treated in the community, there was a potential increase in demand for the kinds of community-based services that the Council either provided or commissioned, with a risk of additional costs to the Authority as a result. This was being monitored both through the local Steering Group and the Mental Health Strategic Partnership Board.

The Board also received a presentation on the mental health services in Halton; Later Life and Memory Services (LLAMS) and Adult Acute Services, from Mr Julian Eyre and Mr John Heritage.

The following comments arose from the presentation:-

- Clarity was sought on how people were supported in the community and what treatment they would receive and who would provide it. In response, it was reported that the memory service would be the first point of call. The services and interventions ranged from a cognitive stimulation service, carers support and signposting in order to help individuals retain their independence. When an individual deteriorated further, the community health team would give support and where appropriate, prescribe drugs;
- It was noted that care in the community had a financial impact on the Council and clarity was sought on how this would be managed if the cost continued to rise with the current budgetary cuts. In response, it was reported that a broader strategic approach would be taken which would not result in having an adverse impact on Council services;
- It was noted that the response time to people being assessed was; emergencies within 24 hours, an urgent referral 72 hours and a referral 10 days. A speed care package was also implemented;
- It was noted that the hours an individual received and what was provided in respect of home treatment depended on the individual's needs. This could range from 20 minutes a day to several visits a day with varying hours provided;
- Clarity was sought on who was responsible for the care package on discharge as it was not always available. In response, it was reported that daily meetings took place on the wards and the delays in discharge care packages were reported to the Council; and
- The Members requested that further update reports be presented to the Board.

RESOLVED: That

- (1) the report, presentation and comments raised be noted; and
- (2) Mr Eyre and Mr Heritage be thanked for their

informative presentation.

HEA22 WARRINGTON & HALTON HOSPITALS NHS FOUNDATION TRUST : DEMENTIA FRIENDLY ENVIRONMENTS

The Board considered a report of the Strategic Director, Communities, which provided the Members with an update on the Warrington & Halton Hospitals NHS Foundation Trust bid for 'Dementia Friendly Environments' funding from the Department of Health.

The Board was advised that one hundred and sixteen hospitals and care homes had been awarded a share of a £50 million fund from the Department of Health. The money would be used to launch care environment pilot projects designed for the needs of people with dementia.

The Board was further advised that the funding had been awarded to projects that demonstrated how practical changes to the environment within which people with dementia were treated in would make a tangible improvement to their condition.

It was reported that the projects would form part of the first national pilot to showcase the best examples of dementia friendly environments across England, to build evidence around the type of physical changes that had the most benefit for dementia patients.

Furthermore, it was reported that Warrington & Halton Hospitals NHS Foundation Trust had been successful in their bid for the Dementia Care Scheme funding. The total value of the funding awarded was £1,053,322, which would be used to transform the care environment for patients with dementia in hospital.

In conclusion, it was reported that plans for the funding included a redesign of an existing ward at Warrington Hospital and a new garden area to promote relaxation, stimulation and a calmer environment for patients with dementia.

It was suggested that Elected Members visit the new site when it had been developed.

Further information was sought on the refurbishment of the ward. In response, it was reported that when the details were available they would be circulated to Members. However, it was reported that the refurbishment would

include new equipment and new technology to meet the dementia challenge. It was noted that the ward would have toilet and carers facilities available. It was agreed that the information would be circulated to Members when it was available.

RESOLVED: That the report and comments raised be noted.

HEA23 PERFORMANCE MANAGEMENT REPORTS, QUARTER 1
2013–14

The Board considered a report of the Strategic Director, Policy and Resources, which introduced, through the submission of a structured thematic performance report, the progress of key performance indicators, milestones and targets relating to health in Quarter 1 of 2013-14. This included a description of factors which were affecting the service.

The following questions were submitted prior to the meeting:-

- 1 Page 40 Warrington & Halton Hospitals, were successful in their bid for Dementia Care scheme funding £1,053,322, and plan to redesign an existing ward and a new garden area, my questions are:-

What is the total estimated costs for this project?

- 2 What will be done with any funding not spent on the project?

Response

Simon Wright advises that the bid was for £1,053,322 and the cost is for the bid submitted – the full capital cost

- 3 Page 45 Carers. What exactly is a pooled budget? And what are the contributions from the various providers? Have carers centres got capacity to carry out assessments? Are they also going to carry out annual reviews of assessments?

Response

Both Halton Borough Council & Halton CCG

were funding work on around the carers agenda. This year Halton Borough Council are investing £509,640 and Halton CCG £358,943, a total of £868,583. Both organisations have agreed to combine their funding to achieve the aims of the Carers Strategy.

A ‘task and finish’ group with membership from the Carers Centre and Adult Social Care and chaired by the Divisional Manager Mental Health, was currently reviewing carers assessments.

- 4 Page 115 E-Learning. How is e-learning evaluated? How do you assess knowledge learned or gained?

Response

At the end of the Dementia e-learning module the employee completes an evaluation questionnaire regarding their learning experience. To ensure that the employee has met the learning outcome an assessment is undertaken with a pass rate of 80%. Each employee shall then discuss their learning with line manager to ensure a transfer of knowledge into working practice.

The following questions/comments were raised at the meeting:-

- It was noted that carers would not be disadvantaged by the pooled budget and the direct payment system. Consultation on this matter would also take place at a very early stage. It was also noted that pooled budgets were complex and a report would be presented to the Board for discussion in the future;
- Page 44, regarding all surgeries receiving a letter, it was noted that some surgeries had not. In response, it was reported that only six surgeries had been identified to be the key surgeries for the pilot. It was agreed that the details of the six surgeries would be circulated to all Members of the Board; and
- Page 45 – It was noted that the four homes were St Lukes in Widnes, Beechcroft and Widnes Hall

and Lodge and St Patricks. It was reported that the project was looking at how care homes were commissioned, what was commissioned and how it could be improved. It was noted that some homes worked better than others, i.e. they had better equipment, pharmacy support and prescriptions of medications etc. It was also reported that progress reports would be presented to the Board.

RESOLVED: that the report and comments raised be noted.

HEA24 LONGER LIVES

The Board considered a report of the Director of Public Health on information relating to the new Longer Lives website and provided some explanation regarding the findings from a local perspective.

The Board was advised that on 12 June 2013 Public Health England had launched the new Longer Lives website. The website had been specifically designed to provide local authorities and the NHS with an insight into the top causes of avoidable early death in their areas such as heart disease, stroke and cancer, and how they compared to other areas with a similar social and economic profile.

The Board was further advised that the website was intended to support Local Authorities in identifying their priorities and to help guide their health and wellbeing strategies. Using a traffic-light rating system, the website ranked areas showing those above average in tackling avoidable deaths as green, while those that still had more to do, were red.

Furthermore, it was reported that the Longer Lives website used 2011 data and compared Halton to the rest of England. It also compared Halton to areas with similar levels of deprivation but with very different ethnic groups with different lifestyle habits. Next to these areas we were a little better or worse than average for liver disease, lung disease, heart disease and stroke. However, Halton were the worst in the group for cancer.

The graphs set out in Appendix 1 to the report showed how Halton compared to the usual industrial hinterlands statistical neighbours; Salford, St Helens and Hartlepool that had very similar problems. These graphs indicated that Halton was on a par with these areas for the diseases

outlined in Longer Lives.

The following comments arose from the discussion:-

- It was suggested that cancer in the Borough was increasing and clarity was sought on what was being done about it. In response it was reported that the Health and Wellbeing Board had developed an action plan to address this issue and it was agreed that the action plan would be circulated to all Members of the Board;
- It was reported that the Borough had previously been the centre of a chemical industry and as a result of that some areas of the Borough could become problematic with an increase in the number of various forms of cancer. It was suggested that the outputs of industrial factories in the Borough be monitored, including how and where the waste from the factories was being disposed. It was also suggested that the sites be surveyed. In response, it was reported that this would be considered and the industries monitored;
- It was suggested that comparisons should be made to areas with similar environments i.e. high industrial areas;
- It was reported that progress was being made in heart disease which had reduced in 10 years by 47% and smoking had also decreased in the Borough;
- It was reported that the Patient Participation Group in West Bank had identified that not many people had taken up the option of screening. The practice were looking at ways to encourage people to undertake screening; and
- It was noted that the Scrutiny Topic Group on Public Health would present an update report to the Board at its January meeting

RESOLVED: That the report and comments raised be noted.

HEA25 FALLS STRATEGY 2013 - 2018

The Board considered a report of the Strategic

Director, Communities, which presented Members with Halton Borough Council's (HBCs) and NHS Halton Clinical Commissioning Group's joint Falls Strategy 2013 – 2018 set out in Appendix 1, for review and comment.

The Board was advised that falls had been identified as a particular risk in Halton due to higher levels of falls in older people, as well as higher levels of hospital admissions due to falls. The Halton average of hip fractures in people over 65 was 499 per 100,000, compared with a national average of 452 per 100,000.

The Board was further advised there would be significant cost savings due to the reduced need for rehabilitation and reduced hospital attendances. The Falls Strategy set an explanation to the importance of understanding the complexities of both the cause and effect of falls; in particular the high risk of social isolation that falls could cause.

It was reported that the Strategy also aimed to identify the areas that needed to improve in Halton and to do this it recommended a number of outcomes that formed the basis for the action plan and the implementation of the strategy. The Strategy linked directly with the outcomes of the Scrutiny Review on Falls Prevention that had been presented to the Board in June 2013. The outcomes of the Scrutiny Review and the Falls Strategy were also scheduled to be presented to HBC's Executive Board on 19th September 2013.

Furthermore, it was reported that the implementation of the Strategy would be through the multi-disciplinary Falls Steering Group. This Group would report to the Urgent Care Partnership Board and performance would be reported to the Health and Wellbeing Board on a quarterly basis.

It was reported that an Older People's Day & World Mental Health days would take place in October 2013. Leaflets on the activities were available at the meeting.

RESOLVED: That the report and associated appendices be noted.

HEA26 CARE QUALITY COMMISSION (CQC) – INSPECTION OF ACUTE TRUSTS

The Board considered a report of the Strategic Director, Communities, which provided Members with details of how the Care Quality Commission (CQC) will lead and undertake their new approach to inspecting NHS hospitals.

The Board was advised that Professor Sir Mike Richards had now taken the post of the new Chief Inspector of hospitals at the CQC. Professor Richards had stated that his first priority would be to oversee a radical change to how CQC inspect acute hospitals and has published early plans as to how the CQC would do this in addition to a list of the first wave of Trusts CQC would be inspecting using the new approach. The inspections would be a mixture of unannounced and announced and they would include inspections in the evenings and weekends, and by the end of 2015 all acute hospitals would have been inspected.

The Board was further advised that using the CQC's new surveillance model the first wave of 18 NHS Trusts to be inspected in this new way had been identified (attached at Appendix 1 to the report). CQC would complete those inspections by the end of 2013 and publish their findings in a clear, timely and accessible way.

It was reported that the 18 Trusts on the list represented the variation in NHS hospital care. CQC had identified six Trusts that were a priority for inspection because they had high risk scores. There were a further six that their model gave an indication of a low risk, and six others between these extremes, one of which was the Royal Liverpool and Broadgreen University Hospitals NHS Trust.

It was also reported that CQC had written to the 18 Trusts that were on the list explaining their new approach. They had also written to the Chief Executives of Monitor, the Trust Development Authority and NHS England requesting discussions to inform the selection of further Trusts to be included in the next wave from January 2014.

The following comments arose from the discussion:-

- Concern was raised at the previous performance of the CQC and it was suggested that they be invited to the PPB. In response, it was reported that the CQC had recognised that they had failed in some areas and as a result they had been re-organised and were keen to become involved with PPB's locally. It was also reported that the CQC bulletin would be circulated to Members of the Board. It was agreed that the CQC be invited to a future meeting of the Board;
- It was noted that at a local operational level, HBC had very good links with the CQC and the

Safeguarding Unit also worked very closely with them. There were also two representatives on the Safeguarding Adults Board; and

- The Board noted the excellent work undertaken by Halton Borough Staff regarding this matter.

RESOLVED: That the report and comments raised be noted.

HEA27 SECTOR LED IMPROVEMENT IN ADULT SOCIAL CARE

The Board considered a report of the Strategic Director, Communities which gave the Members information on the approach to Sector Led Improvement (SLI) in Adult Social Care developed in the Northwest (NW) region by the Association of Directors of Adult Social Services (ADASS).

The Board was advised that with the Government deciding to reduce the burden of nationally imposed inspection and assessment regimes, such as the Care Quality Commission's inspection of Adult Social Care and the Comprehensive Area Assessment, a new approach to improvement, being overseen by the Local Government Association and with the support of Government, was being developed. This approach, SLI, was underpinned by a number of principles, including :-

- Councils being responsible for their own performance and improvement and for leading the delivery of improved outcomes for local people in their area;
- Councils being primarily accountable to local communities (not government or the inspectorates) and stronger accountability through increased transparency helps local people drive further improvement; and
- Councils having a collective responsibility for the performance of the sector as a whole (evidenced by sharing best practice, offering member and officer peers, etc.)

The Board was further advised that SLI in adult social care was being taken forward nationally by the Towards Excellence in Adult Social Care (TEASC) Board. TEASC was the Partnership Board established to oversee the development of a new approach to sector-led improvement in adult social care. The Board included representatives

from the Association of Directors of Adult Social Services (ADASS), the Local Government Association (LGA), the Care Quality Commission (CQC), the Department of Health (DH), Social Care Institute for Excellence, SOLACE (Society of Local Authority Chief Executives) and the Think Local Act Personal partnership.

It was reported that the NW Towards Excellence Board agreed that Local Authority engagement with and support for the North West's approach to SLI would best be achieved by inviting each of the 23 upper tier local authorities in the region to take a report through its Cabinet / Executive Board to get formal agreement to signing a Memorandum of Understanding (MoU); attached at Appendix 1 to the report. A report had been presented to the Executive Board on 23 May 2013 outlining the process of SLI and as a result the MoU had been signed.

The Board noted that a report would be presented to the January meeting detailing the comparative work that had taken place.

Clarity was sought on the acceptable amount of time for staff to undertake on sharing good practice before it impacted on their workload or became unmanageable. In response, it was reported that it was anticipated to be no more than three days a year, but this was subject to how it was developed. The details were currently being developed and it would be monitored

RESOLVED: that the Board note the contents of the report and the NW approach to SLI in Adult Social Care.

HEA28 DOMICILIARY CARE ACROSS THE BOROUGH

The Board considered a report of the Strategic Director, Communities which gave the Members an update on the current home care provision in the Borough.

The Board was advised that there were different options of purchasing domiciliary care in Halton. Individuals could choose to buy care through a direct payment or a commissioned care route. When individuals opted for the commissioned route, they could be reassured that all the care providers were monitored by the Quality Assurance Team (QAT) and by the Care Regulator, Care Quality Commission (CQC).

The Board was further advised that providers in Halton were rated as the following:-

Six – Green (Good / Excellent);
Four – Amber (Adequate / Satisfactory); and
None were rated as Red (Poor- with actions).

It was reported that adequate rated services received additional monitoring and spot checks to improve standards within agreed timescales. The CQC had rated two domiciliary care services as requiring minor improvement actions and the rest had been fully compliant.

Furthermore, it was reported that there had been a drop in performance across domiciliary care in Halton from the last period. Three providers fell from a good rating to adequate. The main theme was a lack of training in areas such as safeguarding, risk assessments, dementia, challenging behaviour and pressure care. A number of HBC E learning modules were available for providers to access free of charge and additional training was available at a charge of £50 per person. However, providers were reporting difficulties sustaining levels of good quality training in the current financial climate where the Providers operational costs were increasing and the Councils budgets were reducing. QA officers would continue to monitor the levels of training undertaken within each agency and contract compliance action plans were in place to ensure that required levels of training were maintained.

In conclusion, it was reported that there was a formal tender process for domiciliary home care in Halton starting in September 2013. As part of this process, financial standing, recruitment, quality, performance and policies and procedures would be evaluated.

The following comments arose from the discussion:-

- Clarity was sought on whether it was possible to terminate a contract early. In response, it was reported that if possible defaulting on a contract was avoided and actions put into place to avoid this course of action; and
- Concern was raised that most care providers in agency work were on a minimum wage or were on a zero contract and moved frequently between establishments. This did not provide any stability or they were unable to build a sense of pride into their work due to the constant change. In response, it was reported that agencies had zero contracts, but all employees received regular

supervision and training and they also ensured the continuity of care. The impact of zero contracts had been acknowledged, but it was reported that some zero contracts provided employees with some levels of flexibility. In addition, it was reported that the service would be going out to tender next month, with a view of providing the best possible stability for carers. It was also reported that the tendering process would take six months to complete and the contracts would be awarded at the end of March 2014.

RESOLVED: That the report and comments raised be noted.

HEA29 SAFEGUARDING ADULTS UPDATE

The Board considered a report of the Strategic Director, Communities, which gave the Members an update on the key issues and progression of the agenda for safeguarding 'vulnerable adults' (i.e. adults at risk of abuse) in Halton.

The Board was advised that the Integrated Adult Safeguarding Unit was now fully operational and funded jointly with the CCG. The Unit operated with a multidisciplinary team, including: Social Workers, Positive Behavioural Analyst, GP, Registered Nurse and Pharmacy Technician. The integrated approach ensured that the unit had the right mix of skills and knowledge to enable them to lead on the investigation of complex safeguarding investigations across Health and Social Care.

The Board was further advised that events at Winterbourne had highlighted the particular vulnerability of people with learning disabilities/Autistic Spectrum Disorder who challenged services. There was now a strong and growing evidence base for the effectiveness of behaviour analytic approaches and these had been shown to significantly reduce the frequency, intensity and duration of challenging behaviour. Having a Positive Behaviour Analyst within the Unit also helped to focus exclusively upon that group of people who were funded (in part or fully) by the NHS and who exhibited behaviour that challenge services.

The Board noted the various activities that had taken place that were set out in paragraphs 3.3 to 3.9 of the report.

The Board noted how the E Learning was monitored

and that it could be assessed from their work base. It was also noted that it was easy to do online. It was reported that E Learning was only one of many ways of learning that was available. Individuals could also work through the various courses. It was also noted that E Learning was not used in isolation and individuals would be constantly assessed.

It was reported that morning and afternoon training sessions would take place in February for Members.

RESOLVED: That the reports and comments raised be noted.

HEA30 COMPLEX CARE – JOINT WORKING AGREEMENT

The Board considered a report of the Strategic Director, Communities, which provided a summary of the background to the development of the Joint Working Agreement, including pooled budget arrangements, between Halton Borough Council (HBC) and NHS Halton Clinical Commissioning Group (HCCG), which aimed to improve the quality and efficiency of meeting the needs of people with complex health and social care needs within Halton.

The Board was advised that on the 1 April 2013, HBC and HCCG commenced a Joint Working Agreement for the management of a Pooled Budget between the two organisations covering spend on service packages in the following areas: -

- Adult Social Care;
- Continuing Healthcare;
- Funded Nursing Care;
- Joint Funded Care;
- Intermediate Care;
- End of Life Care;
- Equipment Services; and
- Ad-hoc Grants

The Board was further advised that It was envisaged that the pooling of funds would ensure high quality, safe, efficient and effective health and social care services which would be commissioned and provided in the most appropriate and timely way in order to meet the health and social care needs of people in the Borough.

It was reported that the overall governance arrangements for managing the Joint Working Agreement, lay with the newly established Complex Care Board which was chaired by HBC's Executive Board Portfolio holder

(Health and Wellbeing), Cllr Marie Wright, and had senior management representation from across HBC and HCCG.

It was agreed that Members receive an update report on a quarterly basis

RESOLVED: That the report and comments raised be noted.

Meeting ended at 9.00 p.m.

SAFER POLICY AND PERFORMANCE BOARD

At a meeting of the Safer Policy and Performance Board on Tuesday, 17 September 2013 at the Council Chamber, Runcorn Town Hall

Present: Councillors Cllr Osborne (Chairman), N. Plumpton Walsh (Vice-Chairman), Gerrard, Gilligan, M Lloyd Jones, Nolan and Sinnott

Apologies for Absence: Councillors: Edge, V. Hill and Lea

Absence declared on Council business: None

Officers present: M. Andrews, L. Derbyshire, H. Moir, C. Patino, S. Semoff and E Sutton-Thompson

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

| | <i>Action</i> |
|-------------------------------|--|
| SAF10 MINUTES | |
| | The Minutes of the meeting held on 11 June 2013 were taken as read and signed as a correct record. |
| SAF11 CHAIRMAN'S ANNOUNCEMENT | |
| | The Chairman of the Board reported that he had requested a response to his concerns regarding the incident on the Silver Jubilee Bridge (SJB) and the child walking home from a nursery in Halton. He read out the responses as follows:- |
| | <p><u>The Silver Jubilee Bridge Incident</u></p> <p>Cheshire Police have been contacted and they are trying to find out some more information, regarding how access was gained to the bridge. When I get a response I will circulate to Members of the Board.</p> <p>In the meantime the Bridges Section have prepared the following comments:-</p> <p>With reference to unauthorised access of the SJB</p> |

structure i.e. climbing, we have a range of systems currently in place to deter this activity. We have installed locked gates at footway level and at a higher level on the arch. These are surrounded by anti-climb fencing to prevent anyone from bypassing them by climbing around. There are anti-climb devices on the steelwork at the approach to the bridge and also on the lower arch. There is also signage in place stating it is an offence to climb the bridge. However, if someone wanted to climb the bridge it offered almost unlimited possibilities due to the nature of its construction for an agile person.

NURSERY RESPONSE

Windmill Hill Nursery is a private and voluntary setting. The role of HBC officers is to provide advice and support. It does not act as a regulatory body, this is the remit of Ofsted who check through inspection, the compliance of settings with the statutory requirements of the Early Years Foundation Stage Framework.

Following the incident Ofsted were carrying out investigations and the outcomes of any investigation or inspection would be made public in due course, via the Ofsted website.

The following comments arose from the discussion:-

- It was noted that the new bridge would commence next year and there would need to be a plan in place to prevent people from climbing the bridge during the construction phase and after it had been built;
- It was noted that the Chairman had arranged a meeting with various agencies to look at additional preventative measures being placed on the bridge; and
- It was noted that the Council only had an advisory capacity in respect of private nurseries.

RESOLVED: That the verbal report be noted.

SAF12 PUBLIC QUESTION TIME

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

SAF13 SSP MINUTES

The minutes from the last Safer Halton Partnership (SHP) meeting held on 15 May 2013 were presented to the Board for information.

RESOLVED: That the report be noted.

SAF14 PERFORMANCE MANAGEMENT REPORTS QUARTER 1, 2013-14

The Board considered a report of the Strategic Director, Policy and Resources, which introduced, through the submission of a structured thematic performance report, the progress of key performance indicators, milestones and targets relating to safety in Quarter 1 of 2013-14. This included a description of factors which were affecting the service.

RESOLVED: that the report be noted.

SAF15 DRAFT HATE CRIME AND HARASSMENT REDUCTION STRATEGY AND ACTION PLAN

The Board considered a report of the Strategic Director, Communities which presented Members with the draft Hate Crime and Harassment Reduction Strategy and Action Plan as part of a wider consultation process.

The Board was advised that the Strategy and Action Plan has now been reviewed and updated, following the launch of the Government's plan to tackle Hate Crime "Challenge It, Report It, Stop It: The Government's Plan to Tackle Hate Crime" March 2012. This document followed the "Hidden in Plain Sight Inquiry into Disability-Related Harassment" and the later "Out in the Open Tackling Disability related harassment – A manifesto for change", both published by the Equality and Human Rights Commission.

The Board was further advised that Cheshire Constabulary had responded to the Government's Plan to tackle hate crime by updating their Hate Crime Action Plan. Work had taken place in conjunction with Cheshire Constabulary and the Council's Action Plan had been aligned with theirs. The attached Action Plan was based on the Criminal Justice Board's Plan.

It was reported that the revised Strategy and Action Plan continued to promote effective and co-ordinated action against hate crime. Work continued with the Safer Halton

Partners, including the Police, voluntary sector support groups and the Council to gain a better understanding of reported incidents within Halton. Consideration was also being given to how better support could be given to victims by developing confidence in the criminal justice system to bring perpetrators to justice, more alliance of services and reporting mechanisms and more importantly preventing hate crime from occurring in the first place.

The following comments arose from the discussion:-

- It was noted that the Anti-Bullying Policy was available for any schools to adopt, It was also noted that the Anti-Bullying Launch would take place on 15 November 2013;
- It was noted that a Hate Crime Scrutiny Panel had been established; and
- It was noted that Halton's ethnicity was growing rapidly and the strategy would help the Authority to deal with any issues

RESOLVED: That

- (1) the Board endorse the Draft Strategy and Action Plan, before its submission to the Strategic Partnership Board and Executive Board for approval; and
- (2) the comments raised be noted.

SAF16 SAFEGUARDING ADULTS UPDATE

The Board considered a report of the Strategic Director, Communities, which gave Members an update on the key issues and progression of the agenda for safeguarding 'vulnerable adults' (i.e. adults at risk of abuse) in Halton.

The Board was advised that the Integrated Adult Safeguarding Unit was now fully operational and funded jointly with the CCG. The Unit operated with a multidisciplinary team, including: Social Workers, Positive Behavioural Analyst, GP, Registered Nurse and Pharmacy Technician. The integrated approach ensured that the unit had the right mix of skills and knowledge to enable them to lead on the investigation of complex safeguarding investigations across Health and Social Care.

The Board was further advised that events at Winterbourne had highlighted the particular vulnerability of people with learning disabilities/Autistic Spectrum Disorder who challenged services. There was now a strong and growing evidence base for the effectiveness of behaviour analytic approaches and these had been shown to significantly reduce the frequency, intensity and duration of challenging behaviour. Having a Positive Behaviour Analyst within the Unit also helped to focus exclusively upon that group of people who are funded (in part or fully) by the NHS and who exhibited behaviour that challenged services.

The Board noted the various activities that had taken place that were set out in paragraphs 3.3 to 3.9 of the report.

The following comments arose from the discussion:-

- Concern was raised that Members had agreed to undertake visits to care homes and Members had been CRB checked but visits were not being undertaken. In addition, it was reported that the Quality Assurance Manager post was vacant and clarity was sought on whether the vacancy would have a negative impact on the service. In response, it was reported that visits to care homes was part of the Quality Assurance Team and information would be circulated to Members on why the visits were not taking place. It was also reported that recruitment would take place to fill the Quality Assurance Manager post in the near future.
- Clarity was sought on which PPB was responsible for monitoring deaths in homes. In response, it was reported that it was a complex issue and clarity would be sought.

RESOLVED: That the reports and comments raised be noted.

SAF17 DOMESTIC ABUSE AND SEXUAL VIOLENCE

The Board considered a report of the Strategic Director, Communities, which gave Members an update in relation to the activities being supported across the Borough in response to domestic abuse and sexual violence.

The Board was advised that the Home Office definition of domestic abuse had been amended from March 2013 with two important changes: firstly, the inclusion of and the

recognition of 16 and 17-year-olds as victims of domestic abuse and; secondly, spelling out controlling and coercive behaviour in the definition strengthened the message that all domestic violence was abuse but not all domestic abuse was violence. Many victims were constantly being controlled by their partners but may not realise the implications on their safety and safety of their children.

The Board was further advised that a locally delivered perpetrator programme was currently under development. Initial discussions with Halton Clinical Commissioning Group (CCG) and a locally commissioned provider had all been well received; funding was in place to deliver a one 26 week programme for 8 male perpetrators. The programme would be initially delivered as a pilot. However, it was reported that if it was successful the CCG had agreed to assist in determining a sustainable pathway. It was highlighted that the service would only be available to adult male perpetrators as some of the content would be delivered in a group setting.

Furthermore, it was reported that the Children and Enterprise Directorate were currently commissioning a service for children and young people affected by domestic violence, based on an analysis of need in Halton. The Board noted the activities the service would provide.

It was also reported that following the amendment of the definition of domestic violence to include 16 and 17 years old young people, the Government had funded Co-Ordinated Action Against Domestic Abuse (CAADA) to support local authorities to train a Young Persons Independent Domestic Violence Advocate (YIDVA), and to develop performance reporting systems to help each area to identify their local issues. The YIDVA for Halton had recently started and would be attending training by September 2013.

In conclusion, it was reported that the Rape and Sexual Abuse Support Centre (RASASC) had published a review of the service (Cheshire and Merseyside) - Supporting Survivors: The value.

The report summarised the hard and soft findings of the review and the importance of the service in the current environment - an environment that was financially challenging but where demand was increasing. The profile of sexual violence had increased on the political, health and criminal justice agenda, but better funding was required to enable RASASC to support and counsel more survivors through the legal system and beyond, and to launch vital

prevention schemes.

The following comments arose from the discussion:-

- It was noted that the UK Children and Families Minister MP Edward Timpson had stated that a new law placing a legal duty on social workers, doctors and teachers to report child abuse would not have saved Daniel Pelka, and that mandatory reporting was not the answer to providing better protection for children against physical and emotional abuse and neglect;
- The Board agreed that lessons should be learned from the Victoria Climbié and Daniel Pelka incidents and agencies should be sharing information;
- It was agreed that the case histories enabled Members to have a greater understanding of the issue;
- It was noted that Halton Borough Council had very good reporting structures in place and good working relationships. However, concern was raised regarding the future with the budgetary situation and staff losses;
- The Board noted that a lot of good work was taking place in the Borough to address domestic and sexual violence. It was also reported that the Police and Crime Commissioner was keen on dealing with this issue, particularly the malicious use of Police time; and
- The Board congratulated Officers on the work they had undertaken and the content of the report. It was also agreed that the Board receive regular update reports.

RESOLVED: That the report and comments raised be noted.

SAF18 BONFIRE REMOVAL INITIATIVE

The Board received a verbal update from on the proposed operation of the 2013 Bonfire Removal Initiative.

The Board was advised that each year, the Safer Halton Partnership delivered a 'Bonfire Removal Initiative'

which set out to improve community safety by removing unauthorised and uncontrolled bonfires before they were ignited. The Initiative, which had been successfully operating in Halton since 1999, covered 'Mischief Night' and not only resulted in the physical removal of unauthorised bonfire material and debris, but also included preventative measures being put into place in known 'hot spot' areas and education and community safety messages being delivered across the Borough.

The Board was further advised that most of the initiatives would remain the same as last year. The fencing had been very well received by everyone last year, and it had resulted in significantly reducing the number of waste ground that needed to be cleaned up. Therefore, the fencing would be put into place again this year.

It was reported that discussions had taken place with housing partners, the Police and Cheshire Fire and Rescue Service and funding had been jointly established to deal with issues around Mischief Night and Bonfire Night.

Furthermore, it was reported that the event may be policed differently but all the activities would be the same as last year.

It was noted that only five housing associations had contributed to the cost because they were the only ones that had land that may be used for a bonfire;

It was noted that the Board would receive a full debriefing report after the event had taken place;

The Chairman reported that the Area Forums had previously contributed to the cost of the bonfire event and mischief night, but that funding had now ceased. He asked Members to support a funding application to all the Area Forums to contribute a small amount of money, whatever they felt was appropriate, to the initiative. He highlighted that the initiative benefitted the community and helped prevent serious incidents in the Borough from burns etc. He added, that if the initiative ceased young people in the Borough would be at risk and there would be an increase in litter, rogue fires and fly tipping. In reply, a Member commented that a strong case should also be put forward for it to be provided from mainstream funding in order to retain its sustainability.

It was reported that the Bonfire event and the Vintage Rally event provided Halton with a unique opportunity to

secure a sponsor and this would offset the cost of the events. In addition, sponsorship was a way forward for events that are held in the future.

RESOLVED: That the verbal report and comments raised be noted.

SAF19 DRAFT NIGHT TIME ECONOMY SCRUTINY REVIEW REPORT & RECOMMENDATIONS

The Chairman vacated the Chair to allow the Vice Chairman to present the findings of the Topic Group

Councillor N Plumpton Walsh
Vice Chairman of the Board
(in the chair)

The Board considered a report of the Strategic Director, Communities, which presented Members with the draft Scrutiny Review of the Night Time Economy Report and recommendations.

The Board was advised that the report, attached as Appendix 1, had been commissioned by the Board. A scrutiny review working group had been established with seven Members from the Board, the Operational Director, the Community Safety Manager, the Commissioning Manager and Principal Policy Officer.

The Board was further advised that the report had been commissioned because the night time economy brought many positive benefits to the Borough, from job creation, spending in the local economy and provision of a diverse range of activities for local people, including restaurants, arts centre, ice rink, cinemas, etc. However, to continue the development of the thriving night time economy, it was important that it was accessible, safe, clean, well-managed and offered a range of activities to suit residents across a wide age range and attract visitors to the Borough.

The Board noted the recommendations set out in paragraph 5 of the report.

The Vice Chairman reported that it had been a good review and thanked all the Officers and Members who had taken part for their excellent work. He reported that due to budgetary restraints he would highlight the key priorities within the recommendations in the report and sought agreement for the report's recommendations, with the

priorities highlighted to be presented to the Executive Board for approval.

The following priorities were highlighted and agreed by Members:-

- 1 Area Forums be consulted regarding the possibility of funding a pilot radio scheme for taxi operators in Halton;
- 2 Whilst Members recognised that it cannot be an enforceable condition through licensing, Members were keen for establishments to be encouraged to participate in the Pub Watch Scheme, which was recognised as best practice;
- 3 Investigate the possibility of developing a mandatory Code of Conduct for licensed premises;
- 4 Look to introduce an alcohol free bar in Halton;
- 5 The NTE Scrutiny Group recognised that we needed to build on the existing partnership approach, but we also needed to investigate potential ways to get local landlords and businesses on board to bring about change. A possible example was for landlords who were often best placed to identify vulnerable people who regularly drank to excess working with health care teams to help signpost individuals to services where appropriate;
- 6 Look to extend the wrist band scheme (used to identify over 18's, following age checks) at the Stadium to other establishments;
- 7 The Council was currently exploring the opportunity of a scheme to enforce Fixed Penalty Notices. As yet no decision had been made;
- 8 Investigate the possibility of working with food establishments in town centres and colour coding packaging from each business establishment, so that we could identify where the litter is from;
- 9 Investigate options to provide additional CCTV monitoring capability at peak times, possibly by using police officers on restricted duties. Other options may be possible but required further

consideration due to Data Protection and cost issues.

Councillor S Osborne
Chairman of the Board
(In the Chair)

The Chairman congratulated everyone who had taken part in the review and indicated how important it was as it had an effect on waste, waste enforcement, domestic violence and alcohol abuse.

The Board supported all the recommendations in the report and the priorities highlighted above and recommended that they be presented to the Executive Board for approval.

RESOLVED: That

- (1) the report and comments raised be noted;
- (2) Members and Officers be congratulated on the excellent work they have undertaken on the review;
- (3) the Board endorse the recommendations in the report, including the priorities listed in 1 – 9 above; and
- (4) the report recommendations be presented to the Executive Board for approval, with the recommendations listed in 1-9 above be given priority for approval.

Meeting ended at 7.37 p.m.

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ENVIRONMENT AND URBAN RENEWAL POLICY AND PERFORMANCE BOARD

At a meeting of the Environment and Urban Renewal Policy and Performance Board on Wednesday, 11 September 2013 at the Civic Suite, Town Hall, Runcorn

Present: Councillors Gerrard (Chairman), P. Hignett, MacManus, T. McInerney, Sinnott, Thompson, Woolfall and Zygadillo

Apologies for Absence: Councillor J. Bradshaw and Fraser

Absence declared on Council business: Councillor Keith Morley

Officers present: M. Noone, G. Ferguson, A. Cross, T. Gibbs, S. Rimmer and J. Unsworth

Also in attendance: Two Members of the public. Councillors R. Hignett and J. Stockton in accordance with Standing Order 33.

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

| | <i>Action</i> |
|-------------------------------|---|
| EUR16 MINUTES | |
| | The Minutes of the meeting held on 12 th June 2013 having been printed and circulated were signed as a correct record. |
| EUR17 PUBLIC QUESTION TIME | |
| | It was confirmed that one public question had been received and would be submitted and addressed as part of Minute No 21. |
| EUR18 EXECUTIVE BOARD MINUTES | |
| | The Board considered the Minutes of the meetings of the Executive Board relevant to the Environment and Urban Renewal Policy and Performance Board. |
| | RESOLVED: That the Minutes be received. |
| EUR19 SSP MINUTES | |
| | The Board received the draft Minutes relating to the |

Environment and Urban Renewal Specialist Strategic Partnership from 7th May 2013.

RESOLVED: That the Minutes be received.

EUR20 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 1 OF 2013/14

The Board received a report of the Chief Executive which detailed the first quarter Management Report 2013/14 on progress against objectives/milestones and performance targets, in relation to the Environment and Regeneration Priority and described factors affecting the following service functions:-

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

It was noted that Councillor MacManus had submitted a number of questions and a written response had been provided.

RESOLVED: That the Board receive the first quarter performance management reports.

EUR21 PETITION REQUESTING THE INTRODUCTION OF BOLLARDS AND WAITING RESTRICTIONS TO PREVENT PARKING ON PART OF CRONTON LANE, WIDNES

The Board was advised a petition had been received from 18 residents of Cronton Lane, Widnes, to request the introduction of bollards and waiting restrictions to prevent parking on part of Cronton Lane, Widnes. The petition raised concerns over abuse of the existing waiting restrictions in the area, obstruction of driveway entrances and sight lines, and vehicles being parked on the footway. It requested that the existing "At Any Time" waiting restrictions at the east end of Cronton Lane be extended in effect as far as Hill View and that drivers be prevented from driving up onto the footway by the installation of a number of bollards on both sides of the road, installed as per the existing units in the area which had proved effective in stopping "driving on" near the Cronton Lane shops.

Members were advised that the requested waiting restrictions and installation of bollards would not be problem-

free and a number of issues needed to be considered:-

- Problems for the customers of the shops and potentially displacement of parking onto Norlands Lane, where parking was already becoming an issue and other adjacent roads;
- These measures would be visually detrimental to the area;
- Extra waiting restrictions could potentially be abused by “just for a minute” parkers. Parking in this area was mainly by customers of the shops, which was mainly short stay with a frequent turnover and by residents;
- The measures would be highly inconvenient for the residents themselves as it would prevent them from parking outside their own homes;
- These proposals could trigger objections from customers of nearby shops and business owners, as happened on previous occasions; and
- There have been no other requests for parking restrictions in this area.

It was noted that Ward Councillors had contacted Cheshire Police for more enforcement of the existing waiting restrictions. However, this could be exacerbated by the existing complaint. They had also been asked to ensure parked vehicles did not cause an obstruction to through traffic.

In accordance with Standing Order No.34 (9), the following public question was submitted to the Board by Mrs Upton from Cronton Lane, Widnes, by email:

“The residents of Cronton Lane have asked for an extension of the current double yellow lines and/or bollards along Cronton Lane because, at the moment we are at risk of having an accident trying to exit their own drives and pedestrians being injured on the paths as vehicles mount the kerb at speed to park. We have photographs to prove this. We need safety to be taken into account and H bars are not generally long enough over drives to clear a path of sight. We would like you to consider the safety of the residents and pedestrians that use the busy Cronton Lane.”

In response Officers advised the Board that in

addition to the issues previously highlighted, when the existing waiting restrictions were proposed in 2002, a counter petition was submitted. Also to install bollards without extending the existing waiting restriction would result in drivers parking vehicles on the carriageway causing an obstruction. It was noted that Cronton Lane was part of a major bus route into Liverpool.

Arising from the discussion, it was agreed that Officers should carry out a wider consultation exercise on the request to install bollards and waiting restrictions on part of Cronton Lane and a further report be brought back to the Board.

RESOLVED: That

1. with regard to the residents request for waiting restrictions and bollards on part of Cronton Lane, wider consultation be carried out to seek views on the proposal from the surrounding area, following which a further report be brought back to the Board; and
2. on behalf of the Board the Operational Director Policy, Planning and Transportation write to the Police to request enforcement of the existing waiting restrictions in Cronton Lane.

Strategic Director
Policy and
Resources

EUR22 FIXED PENALTY NOTICES

The Board considered a report of the Strategic Director, Communities, which outlined the research carried out by officers into schemes whereby private environmental enforcement companies issue Fixed Penalty Notices (FPNs) for litter and dog control offences on behalf of local authorities. The report provided Members with details of such schemes and the potential benefits.

At present, the Council had an Environmental Enforcement Team that sat within the Waste and Environmental Improvement Division. Over time, the Team's ability to undertake enforcement patrols had reduced as a result of increased involvement in activities to tackle a wide range of Environmental nuisance and anti-social behaviour related offences. The team also provided an increasing level of support to ensure that residents complied with the requirements of the Council's Household Waste Collection Policy. It was noted that the reduced amount of time that could be committed to carrying out enforcement patrols was affecting the Council's ability to both deter environmental crime offences and tackle those who commit them.

It was proposed that under the terms of any agreement with an external enforcement company, no targets would be set for the issuing of FPNs and the company would be prohibited from introducing any financial incentives for its Enforcement Officers that would be linked in any way to the number of FPNs issued by individual officers. As part of the research undertaken into private environmental enforcement schemes, Officers had contacted a number of other local authorities and a summary of their experiences was outlined in the report.

Members were advised that, whilst at present there was a high level of payment for FPN's issued in Halton (approximately 85%), not all individuals paid their penalty notices, which resulted in Court proceedings being initiated. If an increased number of FPNs were to be issued, the amount of Court cases would increase. Dealing with non-payment of FPNs was resource intensive and required work from Officers of both the Environmental Enforcement Team and the Council's Legal Services Team.

It was noted that there would be no cost to the Council if it were to engage the services of a private enforcement company. The service would be self-financing, with the company receiving a fixed sum for each FPN issued and the Council receiving the balance from any Penalty Notice paid, which could lead to an increase in income.

Arising from the discussion the following comments were made:

- The Council should consider employing staff to provide a FPNs service if the pilot scheme proves to be financially successful; and
- A smoking cessation course should be offered as an alternative to a fine for those people with smoking related litter offences.

RESOLVED: That

- (1) the report be received; and
- (2) a report be presented to the Executive Board recommending the approval of a pilot scheme for the issuing of Fixed Penalty Notices for litter and dog control offences by a private enforcement company on behalf of the Council.

Strategic Director
Communities

EUR23 OBJECTIONS TO PROPOSED 20MPH SPEED LIMITS,

The Board considered a report of the Strategic Director, Policy and Resources, which outlined objections that had been received following public consultation on a proposed Traffic Regulation Order to introduce a 20mph speed limit on roads within the Halton Castle ward. The purpose of 20mph speed limits was to encourage lower driving speeds and create a safer environment for vulnerable road users in essentially residential areas, redressing the balance between people and traffic.

Members were advised that following an extensive consultation exercise, two objections had been received. In addition, two residents requested the introduction of 20mph limits on Castlefields Avenue East and North, however these routes were presently not suited to a 20mph limit, although this situation could be reviewed in the future as the continuing regeneration of the neighbourhood may change the character of these two roads.

It was noted that the 20mph speed limit proposals had the support of Ward Councillors, Executive Board Member for Transportation, the Castlefields Implementation Group and Cheshire Police had been consulted and raised no objections.

RESOLVED: The Executive Board be recommended that:

- (1) notice be given of the Council's intention to introduce an Order to implement a 20mph speed limit on those roads listed in Appendix B; and
- (2) the objectors be notified accordingly.

Strategic Director
Policy and
Resources

EUR24 PARTIAL GREEN BELT REVIEW - NORTH WIDNES AND HALE GREEN STUDY

The Board received a presentation which provided an overview of the methodology for the Widnes and Hale Green Belt Study (the Partial Green Belt Review). The Green Belt Study would not release or allocate land for development but would be a key evidence-based document for the Delivery and Allocations Local Plan, which would identify land to meet development needs.

It was noted that following a recent examination of the Core Strategy Local Plan, the Government appointed

Inspector concluded that there was insufficient identified land within Widnes/Hale to deliver the level of development to meet the assessed requirements, particularly for housing.

In order to have the Plan found "sound" the Council had to commit to undertaking a review of the Borough's Green Belt boundaries across Widnes and Hale to ensure there was sufficient development land for the longer term needs to 2028 and beyond. The Inspector also ruled that a partial Green Belt Review should take place in the early part of the Core Strategy's plan period (2010-2018) and inform the development of the Delivery and Allocations Local Plan.

Members were also advised on the consultation process for the proposed methodology, project timetable and received a detailed technical report which listed the scoring for each of the four stages within the Green Belt Review Methodology.

RESOLVED: That the proposed methodology be noted.

EUR25 USE OF SECTION 215 NOTICES UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

The Board received a presentation on the powers available under Section 215 of the Town and Country Planning Act 1990, to require the owner and occupier of land which the Authority considers to be in such a condition as to adversely affect the amenity of the area to take steps to remedy that adverse condition. This would take the form of a formal Section 215 Notice and 28 days' notice had to be given. Failure to comply with such notice was a criminal offence, and the Act also made provision for the Council to carry out works in default and recover its costs from the landowner.

The presentation outlined to Members examples of where a Section 215 Notice had been applied, and the financial and resource implications. It was noted that a significant financial implication was carrying out works in default, pending recovery of such costs from the person responsible. The Authority would consider such action on a case by case basis and take into account the financial implications at that time. Whilst Section 215 powers were a useful addition to the statutory enforcement powers available to the Authority, the practice of the Authority was to resolve cases through negotiation and informal means.

RESOLVED: That the powers available to the Council

under Section 215 of the Town and Country Planning Act, together with the potential financial and resource implications of applying them, be noted.

Meeting ended at 8.45 p.m.

CORPORATE POLICY AND PERFORMANCE BOARD

At a meeting of the Corporate Policy and Performance Board on Tuesday, 3 September 2013 in the Civic Suite, Town Hall, Runcorn

Present: Councillors Gilligan (Chairman), Roberts (Vice-Chairman), E. Cargill, Dennett, S. Hill, C. Loftus, A. Lowe, A. McInerney, N. Plumpton Walsh and G. Stockton

Apologies for Absence: Councillor Wainwright

Absence declared on Council business: None

Officers present: M. Reaney, A. Jones, I. Leivesley, J. Gallagher and B. Hilton

Also in attendance: None

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

| | <i>Action</i> |
|------------------------------|---|
| CS10 MINUTES | <p>The Minutes from the meeting held on 21 May 2013 were taken as read and signed as a correct record.</p> |
| CS11 PUBLIC QUESTION TIME | <p>The Board was advised that no public questions had been received.</p> |
| CS12 EXECUTIVE BOARD MINUTES | <p>The Executive Board Minutes relating to the Corporate Policy and Performance Board were attached at Appendix 1 for Members information.</p> <p>EXB 7 – Councillor Loftus wished to record his thanks to the Property Services Department for their assistance with an Area Forum Project on Beechwood.</p> <p>RESOLVED: That the Minutes be noted.</p> |

CS13 SSP MINUTES

The Minutes of the Halton Strategic Partnership Board (HSPB) meeting held on 12 June 2013 were attached for Members information at Appendix 1.

It was reported that the HSPB working party would report back to the next meeting of the Corporate Policy and Performance Board.

RESOLVED: That the Minutes be noted.

CS14 THE PEOPLE PLAN (2012-2015)

The Board received a report and presentation on the progress made on the delivery of the Council's People Plan, which was adopted by the Executive Board at its meeting on 29 March 2012, following a recommendation from this Board.

The aim of the People Plan was to place the workforce at the heart of the organisation as it recognised that this was our most valuable asset. The People Plan was built around 4 key strategic aims:

- To attract, develop and retain excellent people;
- To provide excellence in leadership and management development;
- Being an excellent employer; and
- Promoting organisational excellence.

Each strategic aim contained a number of objectives, actions, and success measures, with linked outcomes and timescales. It was noted that the Plan was monitored by the Organisational Development Group chaired by the Strategic Director, Policy and Resources, with the membership across the three Directorates, and included the Trade Unions.

It was reported that the People Plan had successfully implemented the following projects:

- Maintained and updated the Organisation's Workforce Profile;
- Ensured continued investment in the workforce;
- Devised and implemented a Talent Strategy;
- Devised and introduced an Employee Recognition and Award Scheme;
- Implemented a Healthy Workforce initiative; and
- Met Legislative requirements.

The report went on to discuss these in detail together with the challenges expected over the next 12 months, specifically:

- Devising and implementing a ‘Talent Pool’;
- Devising and implementing an Organisational Succession Plan;
- Developing a learning and development plan, a Managers’ Guide; and
- Developing more effective leaders.

It was reported that these developments would affect all employees within the organisation with development opportunities being made available to everyone regardless of position.

The following points were noted following Members queries:

- The Employee Development Review (EDR) was a yearly appraisal with a 6 month review;
- The revision of the EDR had included the reformatting of the form which had taken it from 14 pages to 4 to make it more user friendly;
- Halton did not currently have a Graduate Scheme but this was an integral part of the implementation of the Talent Strategy, together with the Apprenticeship Strategy and Volunteer Strategy;
- A Healthy Workforce Portal had been established for staff as part of the Health Workforce Initiative and was available at:
<http://intranet/HealthyWorkforcePortal/Pages/default.aspx>
- It was agreed that the progress of the People Plan should be shared with all Members so the update would be included on the next Members bulletin.

The Chairman gave thanks to the officers involved in the implementation of the People Plan and Members were thanked for their commitment to the Council’s investment in training.

It was noted that a further progress report would be provided to the Board in 12 months’ time.

RESOLVED: That the Board:

1. note the progress to date; and
2. supports the continued implementation of the Council's People Plan 2012-2015.

CS15 LAND AND PROPERTY UPDATE

The Board received a report that provided members with an update in respect of activities relating to the Council's land and property portfolio.

It was reported that in managing the Council's land and property portfolio, the Economy, Enterprise and Property Department had concentrated resources on the following areas:

- Accommodation and agile working;
- Maintenance of Council properties;
- Investment properties; and
- Disposal of surplus land and buildings.

Members were provided with a summary of activities in each of these areas.

It was noted that with regards to the Council's accommodation plan to reduce the number of office bases to three, this was progressing and a number of leases had not been renewed. This had effectively accelerated implementation of the Council's agile working policy. Members commented that the utilisation of space was good in that more work stations had been created despite the loss of accommodation, which had been helped by the agile working policy.

RESOLVED: That the Board note the progress being made in the management of the Council's land and property assets.

CS16 DISCRETIONARY SUPPORT SCHEME

An update on the implementation of the Discretionary Support Scheme after the first three months of its operation was provided to the Board.

Members were reminded that the Discretionary Support Scheme, previously administered by the Department of Work and Pensions (DWP), was abolished by the Welfare Reform Act from April 2013. Crisis Loans and Community Care Grants were replaced by a new service administered by the Council, which was in place and

introduced in Halton in April. The introduction of this was done to a very tight timescale and happened during a time of significant change for the Revenues and Benefits Team. Payments from the scheme had been made against a set of criteria previously agreed with a working party whose membership was drawn from this Board. Halton had been allocated funding over a three year period, details of which were set out in the report.

It was noted that this funding was not ringfenced; however, the DWP stated that although they did not expect local authorities to replicate the existing scheme, it was the intention of Government that the funding would be used by Councils to provide support to vulnerable people in their area.

The Board was advised that the Working Party had requested that the core element of the current DWP scheme be retained where possible, namely: to provide assistance with living expenses due to emergencies or crisis; and to provide assistance for vulnerable people to help them return to or remain in the community, or to ease exceptional pressure on families. In addition to this the Working Party agreed that no cash payments would be made; that no payments for fuel would be made; and that the application process be either by phone or intranet. These characteristics of the scheme were agreed, given the need for the Council to develop a scheme within the resources available. It was agreed that the scheme be reviewed after the first three months of its operation.

Members were referred to Appendices 1, 2, 3, and 4 of the report and advised that a total of £20,000 had been paid out of the Scheme by the end of Quarter 1. It was reported that the decision not to pay cash had seen a dramatic reduction in payments made from the fund, which was the case with most other authorities. Additionally, the decision not to pay fuel would also appear to have led to a reduction in applications. It was noted that many people had been more than satisfied with the service, although feedback from external organisations had asked for consideration to be given to making payments for fuel and improving the standard of furniture and food provided.

It was suggested that a further report be submitted to the Working Party by the end of October on the options for fuel payment for further consideration. Also the use of second hand furniture as an alternative to purchasing new furniture would be monitored and feedback given to the Working Party in October. Members also requested that

grant funding for the food banks be looked at by the Working Party.

RESOLVED: That

1. the report be noted; and
2. a further paper regarding the provision of fuel be submitted to the Corporate Policy and Performance Working Party before the end of October.

CS17 LIVING WAGE TOPIC GROUP

A report was presented to the Board which recommended the establishment of a Topic Group to examine the implications for the Council of introducing 'The Living Wage' and for that Topic Group to make recommendations to the Corporate Policy and Performance Board (CPPB).

The Board was advised that the 'Living Wage' was defined by the Living Wage Foundation as the hourly rate of pay deemed adequate for a worker to provide their family with the essentials of life. In London the current rate was £8.55 per hour. Outside of London the current rate was £7.45 per hour. Whilst the Council clearly adhered to the National Minimum Wage (NMW), it did have employees paid below the Living Wage.

It was noted that unlike the NMW, the Living Wage had no statutory basis but it had been adopted voluntarily by a range of public and private sector organisations, including a small number of local authorities. The campaign for the Living Wage offered accreditation to employers that paid the Living Wage, provided support and advice to employers and sought to influence employers to adopt this.

It was therefore suggested that the Corporate Policy and Performance Board establish a Topic Group to look at this issue in some detail and examine the implications for the Council if it was to introduce the Living Wage. They would then be required to make recommendations to the Executive Board.

The establishment of the Topic Group was agreed and the Chairman opened up the Membership to all Corporate PPB Members. Details of the Group's first meeting would be conveyed to Members when known.

RESOLVED: That a Topic Group be established by

the Corporate PPB to examine the implications for the Council of introducing the 'Living Wage'.

CS18 PERFORMANCE MONITORING REPORTS - QUARTER 1

The Board received the performance management reports for quarter 1 of 2013/14 and were requested to consider and raise any questions or points of clarification, in respect of performance management for the first quarter period to June 2013.

The reports related to the following functional areas which reported to the Corporate Policy and Performance Board:

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

It was noted that the reports detailed progress against service objectives, milestones and performance targets and provided information relating to key developments and emerging issues that had arisen during the period.

In relation to the performance data Members requested a report on ICT security activities at the next meeting.

RESOLVED: That the Policy and Performance Board note the performance management reports for quarter one of 2013/14.

CS19 SICKNESS ABSENCE - 1ST QUARTER 2013/2014

The Board received a report which presented the number of working days lost in the first quarter of 2013-14.

The information provided a breakdown for each directorate (Policy and Resources, Communities, Children and Enterprise) and also a breakdown for Primary Schools and Secondary Schools. It was reported that the cumulative number of working days lost due to sickness absence per employee, at the end of the 1st quarter of 2013/14, was 2.63. This had increased when compared to 2.22 days per employee for the same period 2012-13.

The data also presented information on the length of absences and the top seven reasons for sickness absence in this first quarter.

Members noted the observations made on the data and the comparisons with the same period last year.

RESOLVED: That the Board note the contents of the report.

Meeting ended at 7.55 p.m.

BUSINESS EFFICIENCY BOARD

At a meeting of the Business Efficiency Board held on Wednesday, 18 September 2013 at the Civic Suite, Town Hall, Runcorn

Present: Councillors M Lloyd Jones (Vice-Chairman), Cole, Fry, McDermott, MacManus, N. Plumpton Walsh, Roberts, G. Stockton and Wainwright

Apologies for Absence: Councillors Lea and A. Lowe

Absence declared on Council business: None

Officers present: I. Leivesley, M. Murphy, C. Williams, S. Baker, G. Ferguson and E. Dawson

Also in attendance: None

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

| | <i>Action</i> |
|--|---|
| BEB15 MINUTES | <p>The Minutes of the meeting held on 22nd May and 26th June 2013 were taken as read and signed as a correct record.</p> |
| BEB16 FRAUD AND CORRUPTION - ANNUAL UPDATE | <p>The Board considered a report of the Strategic Director, Policy and Resources, which provided an update with details of developments in respect of the Council's counter fraud and corruption arrangements.</p> <p>It was reported that the Council had a well-established framework of policies, procedures and functions that collectively helped to manage the risk of fraud and corruption. Key elements of the framework were set out in the report for information.</p> <p>The report identified the key fraud risks faced by local authorities which were set out in the report for information.</p> <p>Members were provided with information regarding the Benefits Investigation Unit (BIS), Single Fraud Initiative</p> |

Service (SFIS) and National Fraud Initiative (NFI). It was noted that from 2015 the Cabinet Office would take responsibility for the NFI.

RESOLVED: That the Board endorse the actions being taken to counter fraud and corruption.

BEB17 ANNUAL GOVERNANCE STATEMENT 2012/13

The Board received a report of the Strategic Director, Policy and Resources which enabled Members to consider and approve the Annual Governance Statement (AGS) for 2012/13.

It was noted that the AGS had been previously submitted to the Board on 26th June 2013 and a number of changes to the document were agreed.

It was reported that under the Accounts and Audit Regulations 2011 the Council had to produce an Annual Governance Statement, in a format recommended by CIPFA/SOLACE, to accompany the Statement of Accounts.

Appended to the report for information was the updated 2012/13 draft AGS and a Development Plan that set out the actions agreed to further develop the Council's governance framework.

RESOLVED: That

1. the Council's Annual Governance Statement, as amended by the Board at its meeting on 26th June 2013, be approved; and
2. the Annual Governance Statement to be signed by the Council Leader and Chief Executive be approved.

Leader/Chief Executive

BEB18 EFFICIENCY PROGRAMME UPDATE

The Board considered a report of the Strategic Director, Policy and Resources which informed Members of progress made to date with the Efficiency Programme.

It was noted that up to date workstream information was available via the Efficiency Programme Office's team site at: <http://hbc/Teams/EFFIC/Pages/Home.aspx>

The report set out updates on progress to date of current workstreams as follows:

- Review of Waste Management (Wave 3);
- Review of Library Services (Wave 5);
- Review of Learning & Achievement (Wave 5);
- Review of Halton Supported Housing Network (Wave 5);
- Supplier Relationship Review (Wave 5);
- Review of Highway Services (Wave 5);
- Review of Child Protection (Children in Need Service) (Wave 4);
- Review of Employment, Learning & Skills (Wave 4); and
- Review of Intermediate Care (Adult Social Care) (Wave 4).

RESOLVED: That the report and comments made be noted.

BEB19 2012/13 STATEMENT OF ACCOUNTS, AUDIT FINDINGS REPORT AND LETTER OF REPRESENTATION

The Board received a report of the Operational Director, Finance which sought approval of the Annual Statement of Accounts and set out the report of the External Auditor on the 2012/13 financial statement and requested approval of the Council's Letter of Representation.

Members were informed of the Statement of Accounts, which detailed the Council's financial performance for the year in terms of revenue and capital spending and presented the year-end financial position as reflected in the balance sheet.

It was reported that the Statement for 2012/13 had been prepared in full compliance with International Financial Reporting Standards (IFRS) and as a result there had been relatively few changes in the format from last year.

The report set out key sections within the Statement and it was noted that in overall net terms the Council had underspent its 2012/13 revenue budget by £502,000. The overall outturn report was presented to Executive Board and departmental outturn reports were available on the Council's Intranet. The Board was advised that as a result the Council's General Fund Balance would increase by £502,000 to £8,067,000.

With regard to capital expenditure, this was £50.3m compared with planned expenditure of £57.8m. This represented 87% delivery of the capital programme for which 20% slippage was anticipated throughout the year.

The District Auditor presented the Audit Findings Report which summarised the findings from the 2012/13 external audit.

The Board wished to place on record their thanks to Colette Williams from Grant Thornton for the audit and also to Ed Dawson and his team for all the work carried out in producing the Statement.

RESOLVED: That

1. the draft Letter of Representation in Appendix 1 be approved and any subsequent additions or amendments be approved by the Chair of the Business Efficiency Board in conjunction with the Operational Director Finance;
2. the External Auditor's draft 2012/13 Audit Findings Report in Appendix 2 be received and any subsequent additions or amendments be approved by the Chair of the Business Efficiency Board in conjunction with the Operational Director Finance; and
3. the Council's draft 2012/13 Statement of Accounts be approved and any subsequent additions or amendments be approved by the Chair of the Business Efficiency Board in conjunction with the Operational Director Finance.

Operational
Director Finance

BEB20 ARRANGEMENTS FOR SECURING FINANCIAL RESILIENCE

The Board received a report of the Operational Director, Finance, which sought approval for the report prepared by the Council's external auditor (Grant Thornton) to determine whether the Council had proper arrangements in place for securing financial resilience.

In light of the financial challenges facing the Council over the medium term it was vital that the Council had a strong financial base in place in order to be able to deal with the future funding cuts and also allow it to continue to grow. During the period 2011/12-2014/15 Local Government spending would be cut by 33% which would be followed by a further 10% cut in year 2015/16. Financial austerity was expected to continue until at least 2017/18.

The External Auditor had reviewed the financial resilience of the Council by reviewing:

- Key indicators of financial performance;
- The approach to strategic financial planning;
- The approach to financial governance; and
- The approach to financial control.

It was noted that the overall conclusion from the External Auditor was that the Council had good arrangements in place for securing financial resilience. Arrangements met or exceeded adequate standards and key characteristics of good practice appeared to be in place.

RESOLVED: That the report entitled Review of Halton Borough Council's Arrangements for Securing Financial Resilience for the year ended 31st March 2013, be received.

BEB21 2012/13 GRANT CERTIFICATION WORK PLAN

The Board received an update report on the work the Council's External Auditor (Grant Thornton) would undertake on certification of claims for grant the Council had been in receipt of during 2012/13. Various grant paying bodies required external certification of claims for grant or subsidy and returns of financial information.

Members noted the grant certification work plan which provided a summary of the expected claims and returns for the year end 31st March 2013 as identified by the Council. The indicative fee for the cost of the works for expected claims and returns was £17,851.

RESOLVED: That the grant certification work plan be approved.

BEB22 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) Whether Members of the press and public

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

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

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

Councillor Roberts declared a disclosable other interest in the following item due to being a governor of a school.

BEB23 INTERNAL AUDIT - QUARTER 1 PROGRESS REPORT

The Board considered a report of the Operational Director, Finance which provided a summary of internal audit work completed since the last progress report.

The report set out key issues, recommendations and actions from the internal audit work completed.

RESOLVED: That the Internal Audit work completed for the quarter be received.

DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 1 July 2013 at Civic Suite, Town Hall, Runcorn

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), Baker, Cole, R. Hignett, S. Hill, C. Loftus, Morley and Osborne

Apologies for Absence: Councillors A. McInerney, T. McInerney, C. Plumpton Walsh and Rowe

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, M. Noone, A. Plant, R. Cooper, G. Henry, A. Evans and J. Farmer

Also in attendance: Councillors Wright, Edge, Philbin, Jones, M Bradshaw, J Bradshaw, and 68 Members of the public.

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE COMMITTEE

| | <i>Action</i> |
|--|---|
| DEV9 MINUTES | <p>The Minutes of the meeting held on 10 June 2013, having been printed and circulated, were taken as read and signed as a correct record.</p> |
| DEV10 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE | <p>The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.</p> |
| DEV11 - 12/00370/COU - PROPOSED CHANGE OF USE FROM OFFICES (B1) TO CHEMIST/PHARMACY AND NEW SHOP, INCLUDING STEPPED AND RAMPED ACCESSES, SHOP FRONT AND CAR PARKING AT WHITFIELD & BROWN, APPLETON VILLAGE, WIDNES | <p>The consultation procedure undertaken was outlined in the report together with background information in respect of the site.</p> <p>Members were reminded that this application was presented at the February Committee meeting at which it</p> |

was approved subject to conditions and a Section 106 Agreement volunteered by the applicant to restrict the site being used for the purposes of a needle exchange. It was reported that since that time the applicant has had further consultations with the NHS which had culminated in a request for the proposal to be approved without the Section 106. This was due to the NHS requirement for pharmacies to provide a full range of dispensing operations.

Since the publication of the agenda an additional petition of 206 signatures had been received objecting to a chemist which would be used for methadone dispensation and a needle exchange on the grounds that: it was too close to a school, nursery and park; it could cause anti-social behaviour and traffic problems in the area; and questioned the need for such long opening hours in a residential area.

The Committee was addressed by Ann Marie Sheridan, a local resident who opposed the application. She informed the Committee that a further petition had been submitted containing 586 signatures objecting to the application on the following grounds: its proximity to a school, nursery and church; additional traffic; parking issues at peak times; hours of opening too long; and that the methadone dispensation and needle exchange operation was unacceptable to residents. She requested that strict conditions be placed upon this and that the opening hours be reduced.

Mr Jon Moorehouse, a representative of the applicant then addressed the Committee. He stated that since the application had been approved the NHS had requested that they operate as a pharmacy dispensing prescription drugs and were therefore requested by them not to enter into the Section 106 Agreement. He requested therefore that they be allowed to operate the pharmacy as other pharmacies are permitted to do.

Councillor Philbin addressed the Committee and raised his concerns on behalf of local residents that the removal of the Section 106 Agreement would leave provision for methadone dispensation and a needle exchange operation in the future. With this in mind he requested the Committee to review the opening hours and keep them in line with the proposed surgery hours.

In response to the representations made, Officers reminded Members that the application before the Committee was not the provision of a methadone and needle exchange operation at the pharmacy, for reasons

explained in the report and at the meeting. Since issues relating to parking, hours of use, Town Centre Policies and sustainability were already considered and previously approved when the original application was considered, it was not appropriate to consider them again in the absence of any evidence.

Following Members' debate, a motion was made to approve the application subject to imposing restricted hours of opening due to the removal of the Section 106 Agreement. This however was not supported and a vote was made to approve the application.

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

1. Amended plans (BE1);
2. Statutory three year period for implementation (BE1);
3. Materials (BE2);
4. Hours of opening (BE1);
5. Amended plans to show provision of access and car parking and defined gross retail area (BE1, TP6, TC6 and CS5);
6. Provision of plans showing a lighting scheme (BE1);
7. Lighting details shall be installed to comply with the recommendations of the Institute of Lighting Engineers (BE1);
8. Details of emergency access onto alleyway to ensure it does not open outwards (BE1);
9. Details of improvements to vehicle access to be approved (BE1);
10. Restriction of retail area to 110 square metres with a gross area no greater than 190 square metres (BE1, H8, TC6 and CS5);
11. Boundary treatment details to include colour coating (BE22);
12. Installation of boundary to rear of the site within an agreed timescale (BE1);
13. Details of provision of cycle parking (TP7)
14. Details of refuse storage (BE1);
15. Details of security shutters to be approved (BE2);
16. No deliveries to the site shall take place outside the permitted opening hours of 0700 to 2300 Monday to Friday; 0800 to 2200 Saturday; 1000 to 1600 Sunday (BE1);
17. Details of alarm and CCTV system to be submitted (BE1 and BE2); and
18. All external lighting shall be compliant with the Institute of Lighting Engineers Guidance Notes for the Reduction of Obtrusive Light (BE1 and PR4).

Councillor Osborne declared a Disclosable Other Interest in the following item as he was employed by the Co-operative, a business within the vicinity of the proposed application site. He did not vote on the item.

DEV12 - 12/00517/FUL - PROPOSED DEVELOPMENT OF TWO RETAIL UNITS, A 375 M² UNIT FOR A1 USE CLASS AND A 93 M² UNIT FOR A1, A2 OR A3, USE CLASS, TOGETHER WITH ASSOCIATED PARKING, SERVICING AND SITE ACCESS AT ETERNIT UK, EVIRITE WORKS, DERBY ROAD, WIDNES

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

The Committee was addressed by Mrs Gaur, a local resident who opposed the application. She argued that there were already shops existing in Farnworth village so there was no need for any more. Also, the development would impact on the quality of life for local residents as there would be an increase in traffic, noise and anti-social behaviour. Adding to this would be the long hours of trading and the selling of alcohol.

Mr Reay, the Applicant, then addressed the Committee. He advised that the site would house two retail units none of which would be a take away. He said that the development would complement Farnworth village and serve all existing residents and future residents, as there was further house building planned. He said it was good use of a brownfield site and would provide employment opportunities.

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

1. Statutory 3 Year period for implementation (BE1);
2. Material details / samples (BE2);
3. External lighting details (PR4);
4. Levels existing / proposed (BE1);
5. Finished floor levels (BE1);
6. Hard and soft landscaping (BE1);
7. Ground investigation and implementation of measures required in risk identification (PR14);
8. External servicing details (BE1);
9. Waste details – including provision of waste bins prior to occupation – commercial and customers bins (BE1);
10. Boundary Treatment (BE22);

- 11. Drainage (BE1);
- 12. Surface water drainage and discharge (BE1);
- 13. Parking layout prior to occupation (BE1);
- 14. Construction management plan including the commissioning of an as built survey to be submitted on completion of development (BE1);
- 15. Noise emanating from shop limit (PR2);
- 16. Shop opening times (PR2);
- 17. Roller shutter details (BE1); and
- 18. Restriction on use of the units A1, A2, A3 (BE1).

DEV13 - 12/00542/FUL - PROPOSED DEMOLITION OF EXISTING STEEL FRAMED, BLOCK WALLED, ASBESTOS ROOFED BUILDINGS AND REPLACEMENT WITH ONE DETACHED AND 4 SEMI DETACHED HOUSES AT CRANSHAW HALL FARM, CRANSHAW LANE, WIDNES

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

Members agreed that the scheme complied with the adopted planning policies of the Council and approved the application as recommended in the report.

RESOLVED: That the application be approved subject to referral to and the application not being called in by the Secretary of State:

- a) the applicant entering into a legal or other appropriate agreement relating to the phasing and completion of the previously approved remediation and barn conversion works.
- b) that if the S106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director – Policy, Planning and Transportation, in consultation with the Chairman or Vice Chairman of the Committee to refuse the application.
- c) and subject to the following planning Conditions:
 - 1. Standard condition specifying commencement within 3 year timescale;
 - 2. Condition specifying amended plans (BE1);
 - 3. Submission and agreement of a phasing plan for development (GE1);
 - 4. Submission and agreement of a construction and

- environmental management plan (BE1);
5. Materials condition, requiring development be carried out in accordance with the approved details (BE2);
 6. Landscaping condition, requiring the submission of hard and soft landscaping (BE2);
 7. Boundary treatments requiring development be carried out in accordance with the approved details (BE2);
 8. Wheel cleansing facilities to be submitted and approved in writing (BE1);
 9. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
 10. Vehicle access, parking and servicing to be constructed prior to occupation of properties/commencement of use (BE1);
 11. Finished floor and site levels, requiring development be carried out in accordance with the approved details (BE1);
 12. Conditions relating to restriction of permitted development rights relating to extensions, dormers, outbuildings and to boundary fences (BE1);
 13. Site investigation, including mitigation to be submitted and approved in writing (PR14);
 14. Conditions relating to hedgerow protection during construction (BE1);
 15. Submission and agreement of biodiversity plan including native planting and bird nesting boxes (BE1 and GE21);
 16. Submission and agreement of biodiversity plan including native planting and bird nesting boxes (BE1 and GE21);
 17. Grampian condition relating to off-site works to Bridleway including passing places, speed restriction and visibility splays footway to frontages to Barrows Green Lane and speed reduction measures (TP7, TP9 and TP15);
 18. Conditions relating to submission and agreement of schemes of surface water management, to dispose of foul drainage and to treat and remove suspended solids from surface water run-off during construction (PR16); and
 19. Condition relating to archaeological watching brief (BE6).

DEV14 - 13/00174/FUL - PROPOSED 39 NO SELF CONTAINED APARTMENTS PROVIDING SHORT TERM ACCOMMODATION WITH ASSOCIATED CAR PARKING AND LANDSCAPING AT 88A - 92 ALBERT ROAD, WIDNES

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

Officers' reported that since the publication of the report five objections had been received from local residents raising concerns relating to: loss of property values; potential for anti-social behaviour and crime increases; impact on emergency services resources; proximity to facilities within the town centre such as pubs; loss of residential amenity; the adverse effect on character of existing established neighbourhood; mis-representations made within the application and concerns over the future of the site if the development goes ahead.

In response it was noted that the local Police Liaison Officer had raised no objections but recommended that a 'standard of security' be added to the Conditions. Further, it was commented that this type of housing accommodation was needed in the Borough and this particular site was a character building which would improve the street scene of Albert Road and regenerate a vacant town centre site. Furthermore, it complied with the relevant Halton Core Strategy Local Plan Policies and UDP Policies.

The Committee received Mr Sheeran, a local resident who opposed the application. He raised concerns over how the property would be staffed and managed and whether or not the occupants would be required to sign agreements whilst using the premises. He also feared an increase in crime and the loss of property values in the area.

Mr Nick Kollakis, the applicant, then addressed the Committee and advised that not one of the objectors had attended consultation meetings to voice their concerns. He provided information regarding homelessness and the importance of providing support to vulnerable homeless people. He further stated that there was a need to increase the supply of housing of this type and urged the Committee to approve the application.

Councillor Jones then addressed the Committee stating that although people understood the need for this type of housing, the residents still had concerns over: their

property values; potential for an increase in anti-social behaviour; drain on local resources and amenities; the misrepresentation of the application which provided an unrealistic view to residents; how the building would be managed; and how would drugs and alcohol consumption be monitored. He requested that they be provided with some reassurance and that local Councillors be involved.

The application was moved and seconded and Members agreed to approve subject to the addition to the Section 106 Agreement and Conditions.

RESOLVED: That the application be approved subject to:

- a) the entering into of a legal agreement or other agreement for the provision of:
 1. a financial contribution towards town centre retail frontage improvements. This was agreed on the basis the previously approved schemes had an active ground floor retail frontage; and
 2. the provision of a liaison group and an open day, so that Ward Councillors could be involved.
- b) and subject to the following Conditions:
 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. Landscaping condition, requiring the submission of both hard and soft landscaping (BE2);
 5. Wheel wash condition required for construction phase (BE1);
 6. Parking conditions to ensure parking and servicing areas is 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 and E5);
 7. Boundary treatment condition is required to ensure details are provided prior to the commencement of development (BE2);
 8. Construction hours to be adhered to throughout the course of the development (BE1);
 9. Condition requiring the submission of any external flues (BE2);
 10. Condition requiring the submission of any external

- air condition or hear exchanger units (BE2);
- 11. Condition requiring the submission and approval of shutters and shutters should not have projecting boxes and shall be perforated (BE2);
 - 12. Condition requiring a travel plan prior to occupation (TP16);
 - 13. Condition requiring approval of details of secure cycle storage (TP6);
 - 14. Condition requiring a scheme of security measures to be approved in writing (BE1);
 - 15. Condition requiring a construction traffic management plan prior to commencement (BE1);
 - 16. Condition specifying use restriction (BE1);
 - 17. Condition requiring details of existing and proposed finished site levels and finished floor levels (BE1).
- c) that if the S106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director – Policy, Planning and Transportation in consultation with the Chairman or Vice Chairman of the Committee to refuse the application on the grounds that it failed to comply with Policy S25 (Planning Obligations).

DEV15 - 13/00190/FUL - PROPOSED 900 PLACE SECONDARY SCHOOL WITH SPORTS AND ARTS/MEDIA CENTRE, ALSO FOR COMMUNITY USE, ALONG WITH MEANS OF ACCESS, CAR AND COACH PARKING, COACH LAY-BY, EXTERNAL SPORTS AND PLAY AREAS AND ASSOCIATED LANDSCAPING AND BOUNDARY TREATMENT ON LAND TO THE SOUTH OF WHARFORD LANE AND TO THE EAST OF OTTERBURN STREET

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

It was reported that there had been 4 objections and 6 representations in support of the application, not 2 and 4 as stated on the report front sheet. It was also reported that since the report was written, a further 9 letters of support had been received. Sandymoor Parish Council had submitted representations in the form of comments and observations which referred mainly to the potential for flooding of the site; traffic around Newmoore Lane and Wharfard Lane and the possible provision of a haul road to alleviate this; and the use of Section 106 monies.

It was noted that the reference to Moore Parish Council's concerns on the scheme in the report were an error and Moore Parish Council did not make any comments on this application. Further, the following was noted:

- A crime impact statement had been produced as advised by Cheshire Police, which did not raise any significant planning issues;
- That landscaping details had been amended and ecology features had been incorporated into the scheme;
- The applicant had confirmed that they would use screwed piles which would substantially reduce noise and vibration from piling activities; this would be covered by an additional condition;
- It had been agreed by the Applicant and the Council's Highways Engineers' that a traffic table would be provided at the junction of Newmoore Lane and Wharford Lane; this traffic calming measure would be secured by a Grampian style condition; and
- Amended plans for the car park and layby had been supplied and it was agreed that drop off and collection of children would be managed by the school in accordance with the management plan, yet to be agreed by the Council. This would be covered by a condition.

Mr John Dempsey, a resident of Newmoore Lane, addressed the Committee opposing the scheme. He commented that the provision of a secondary school was not part of the Council's plans, although a primary school was. He referred to the site as contentious as it was a flood plain and commented that there were better sites on Sandymoor for a secondary school. He stated that the new junction would double the volume of traffic and the use of a traffic table would be ineffective.

Mr Andrew Green Howard, the Headteacher of Sandymoor School, then addressed the Committee. He provided information to Members on how the school was started and the aspirations of the residents of Sandymoor and surrounding areas with regards to providing education for their children locally, so they did not have to leave the area or travel out of the Borough. He said that taking into consideration the future plans for Sandymoor's development (an additional 2500 homes), the School would be a welcome additional provision in the area.

Ms Freeman, the Agent for the Applicant, then addressed the Committee in support of the Application. She

stated that they were aware of the concerns of local people with regards to the flood risk; however this had been fully assessed and addressed. She commented that the school would be an asset for the local community and for Halton. Further, that it was of a high design standard and would be run to a high standard and provide employment opportunities.

Reverend Canon David Felix addressed Members advising that the Parish Council had discussed the application at a recent meeting and had made observations relating to three main aspects: the deviation from the original application in that there were 30 less houses; the potential for flooding of the site; and the junction/traffic problems. He advised that the Parish Council were not involved with the applicant or application process in any way.

The Chairman tabled a letter from the Department for Education, which was a response to a request for information under the Freedom of Information Act (FOI) 2000, relating to an impact assessment on Sandymoor Free School. Following debate it was commented that the letter was not clear as to whether it referred to a 'needs' assessment or a 'sustainability' assessment. Members agreed that this information would be helpful in determining the application and therefore moved that the application be deferred until such time as the Department for Education could confirm the nature of the assessment referred to in the letter. The Committee was advised that if it was a needs assessment it would not be relevant to the committee, but if it was a sustainability assessment, it was capable of being relevant.

RESOLVED: That the application be deferred pending further information from the Department of Education on the nature of the impact assessment.

Councillor Cole declared a Disclosable Other Interest in the following item as he was a Board Member of Halton Housing Trust. He did not take part in any debate or vote on the item. Councillor Morley declared a Disclosable Other Interest in the following item as he has been involved with the application as Ward Councillor for Broadheath. He did not take part in any debate or vote on the application.

DEV16 - 12/00513/OUT - OUTLINE APPLICATION FOR 36 DWELLINGS COMPRISING 20 X 2 BED HOUSES AND 16 X 1 BED APARTMENTS ON SITE OF FORMER ST MARIES ARLFC, BRENTFIELD, WIDNES

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

It was reported that since the publication of the agenda a letter had been received from Derek Twigg MP asking that the objections of a resident were considered, these were dealt with in the report. He also wished to note his personal objection to the application.

Sports England had confirmed that they would withdraw their objection subject to a condition relating to the upgrade and maintenance of the Prescott Road pitches and the signing of a memorandum of understanding to cover the various land arrangements and pitch upgrades. The terms of the legal agreement referred to in the recommendation of the report also needed to be extended to include financial payment to the Council to cover the cost of the playing field restoration and on-going maintenance.

It was noted that a further planning condition was recommended requiring details of reserved matters for plots 25-36 to provide for side and front aspect windows only to maintain the privacy of adjoining existing residents.

The Committee was addressed by Mr David Griffiths, a local resident who objected to the application. He stated that the scheme would have an adverse effect on the neighbourhood with the loss of privacy and increase in noise. He also stated that the loss of the Club would be detrimental to the community and that this multi sports facility should be kept for use by them. He also raised concerns regarding the increase in traffic and therefore road safety, the 40 foot reduction of greenspace and the relocation of a fence.

Members raised queries relating to the Sports for England playing fields strategy which were clarified by Officers. Members moved to approve the application which was agreed.

RESOLVED: That the application be approved subject to:

- a) the applicant entering into a Section 106 Agreement or other agreement for the provision of a financial contribution for compensation for loss of and towards off-site open space, to secure a minimum of 25% of total residential units for affordable housing provision and land transfer of retained playing pitches to

Widnes RUFC; and

- b) conditions relating to the following:
 - 1. Standard conditions relating to Outline Planning Permission (BE1);
 - 2. Condition specifying amended plans (BE1);
 - 3. Requiring submission and agreement of a Construction Management Plan including vehicle access routes and construction car parking (BE1);
 - 4. Materials condition, requiring the submission and approval of the materials to be used (BE2);
 - 5. Landscaping condition, requiring the submission of both hard and soft landscaping to include replacement tree planting (BE2);
 - 6. Boundary treatments including retaining walls to be submitted and approved in writing (BE2);
 - 7. Wheel cleansing facilities to be submitted and approved in writing (BE1);
 - 8. Construction and delivery hours to be adhered to be adhered to throughout the course of the development (BE1);
 - 9. Vehicle access, parking and servicing to be constructed prior to occupation of properties / commencement of use (BE1);
 - 10. Submission and agreement of finished floor and site levels (BE1);
 - 11. Site investigation including mitigation to be submitted and approved in writing (PR14);
 - 12. Submission and agreement of cycle parking (TP6);
 - 13. Conditions relating to tree protection during construction (BE1);
 - 14. Submission and agreement of street lighting details; and
 - 15. Submission and agreement of biodiversity enhancement features including native wildlife friendly planting, bird nest boxes and insect house (BE1 and GE21).
- c) that if the S106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director – Planning, Policy and Transportation, in consultation with the Chairman or Vice Chairman of the Committee to refuse the application.

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DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 5 August 2013 at the Civic Suite, Town Hall, Runcorn

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), Baker, Cole, R. Hignett, S. Hill, C. Loftus, A. McInerney, T. McInerney, Morley and Rowe

Apologies for Absence: Councillors Osborne and C. Plumpton Walsh

Absence declared on Council business: None

Officers present: A. Jones, J. Tully, T. Gibbs, M. Noone, A. Plant, R. Cooper, G. Henry, J. Farmer and J. Eaton

Also in attendance: Councillor J Bradshaw and 25 Members of the Public

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE COMMITTEE

| | <i>Action</i> |
|---|---|
| DEV17 MINUTES | <p>The Minutes of the meeting held on 1 July 2013, having been printed and circulated, were taken as read and signed as a correct record.</p> |
| DEV18 LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 URGENT BUSINESS | <p>The Committee was advised that one matter had arisen which required immediate attention by the Committee (Minute Dev 24 refers). Therefore, pursuant to Section 100 B (4) and 100 E, and due to the need for a decision from the Committee relating to the second Ineos Public Inquiry, the Chairman ruled that the item be considered as a matter of urgency.</p> |
| DEV19 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE | <p>The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.</p> |

DEV20 - 12/00427/FUL - PROPOSED DEMOLITION OF INDOOR TENNIS BUILDING AND ERECTION OF 5 NO. DWELLINGS AND CONVERSION OF EXISTING OFFICES TO 8 NO. DWELLINGS AT COMMONSIDE FARM, DARESBURY

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

RESOLVED: That the application be approved subject to:

- a) the entering into of a Legal Agreement for the provision of a financial contribution towards off-site public open space to be spent within the Parish of Daresbury;
- b) that if the Section 106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director – Policy, Planning and Transportation, in consultation with the Chairman or Vice Chairman of the Committee to refuse the application on the grounds that it failed to comply with Policy S25 (Planning Obligations);
- c) and the following Conditions:
 1. Standard 3 year permission (BE1);
 2. Condition specifying amended plans (BE1);
 3. Materials condition, requiring the submission and approval of the materials to be used (BE2);
 4. Removal of permitted development rights for extensions, outbuildings and boundary treatment;
 5. Boundary treatments to be submitted and approved in writing (BE2);
 6. Conditions relating to restriction of permitted development rights relating to extensions, outbuildings and boundary fences (BE1);
 7. Construction Management Plan including wheel cleansing facilities to be submitted and approved in writing (BE1);
 8. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
 9. Requiring provision of bin and recycling facilities prior to occupation (BE1);
 10. Final details of cycle storage facilities (BE1);
 11. Details of the permissive path as shown on the plan linking the development with Daresbury

- Village (TP7);
- 12. Retention of trees and details of any planting scheme (BE1);
 - 13. Provision of bat boxes and nesting boxes;
 - 14. Maintenance of Habitat Links;
 - 15. No works to be undertaken during the bird nesting season.

DEV21 - 13/00039/FUL - PROPOSED RESIDENTIAL DEVELOPMENT CONSISTING OF 92 NO. DWELLINGS AS AMENDMENT TO PART OF PREVIOUS PLANNING PERMISSION 11/00184/FUL (REDUCING TOTAL NUMBER OF DWELLINGS FROM 143 TO 126) AT REDROW SITE, LUNTS HEATH ROAD, WIDNES

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

RESOLVED: That authority be delegated to the Operational Director – Policy, Planning and Transportation, in consultation with the Chairman or Vice Chairman to approve the application subject to Conditions, any such further conditions which arise as a result of amended plans, and:

- a) the entering into of a Legal Agreement including provision of a financial contribution towards off-site public open space, adoption of on-site open space, public transport/bus stops and Greenway improvements as required;
- b) that if the Section 106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director – Policy, Planning and Transportation, in consultation with the Chairman or Vice Chairman of the Committee to refuse the application; and
- c) conditions relating to the following:
 - 1. Condition specifying amended plans (BE1);
 - 2. Requiring that no development shall begin until written details and agreement of construction vehicle access routes and construction car parking and management plan (BE1);
 - 3. Materials condition, requiring the submission and approval of the materials to be used (BE2);
 - 4. Landscaping condition, requiring the submission

- of both hard and soft landscaping to include tree and hedgerow planting (BE2);
- 5. Boundary treatments including retaining walls to be submitted and approved in writing (BE2);
 - 6. Construction Management Plan including wheel cleansing facilities to be submitted and approved in writing (BE1);
 - 7. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
 - 8. Vehicle access, parking and servicing to be constructed prior to occupation of properties/commencement of use (BE1);
 - 9. Submission and agreement of finished floor and site levels (BE1);
 - 10. Condition restricting permitted development rights relating to frontage boundary fences (BE1);
 - 11. Condition restricting permitted development rights relating to addition of windows/dormers (BE1);
 - 12. Condition restricting permitted development rights relating to extensions and outbuildings for specified plots (BE1);
 - 13. Site investigation, including mitigation to be submitted and approved in writing (PR14);
 - 14. Submission and agreement of a scheme of biodiversity features including landscape planting, log piles, bat and bird boxes (BE1 and GE21);
 - 15. Conditions relating to tree and hedgerow protection during construction including special/construction working methods for driveways beneath trees (BE1);
 - 16. Submission and agreement of detailed construction of surface water detention pond (BE1);
 - 17. Survey for ground nesting birds to be submitted and approved (BE1 and GE21);
 - 18. Grampian conditions relating to off-site highway works to Lunts Heath Road entrance and to provide 3m wide cycle/footpath to site frontage with Wilmere Lane up to junction with Lunts Heath Road (TP6 and TP9);
 - 19. Grampian conditions relating to off-site works replacement highway tree planting (BE1);
 - 20. Phasing of the greenway;
 - 21. Submission and agreement of site and finished floor levels (BE1);
 - 22. Requiring submission, agreement and implementation of detailed method statement for removal or long term management/eradication of Japanese knotweed (BE1);
 - 23. Requiring the development be carried out in

accordance with the approved PRA and appropriate mitigation measures (PR16); and

24. Submission, agreement and implementation of a surface water regulation scheme (PR16).

DEV22 - 13/00175/FUL - PROPOSED NEW FOOD PRODUCTION FACILITY, WAREHOUSE, TANK FARM, VEHICLE ACCESS AND EXTERNAL WORKS ON LAND TO THE NORTH OF EASTER PARK, GORSEY LANE, WIDNES

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

Officers advised the Committee that issues raised relating to odour, emissions and noise had been reviewed by the Environmental Health Officer who was satisfied that these could be controlled through the permitting process and that they were unlikely to result in future nuisance.

Additionally, the Highways Department had advised that they were satisfied that final design details of the proposed new access and any highways improvements on Johnsons Lane could be addressed by condition.

In summary, the Committee was advised that this development would provide significant investment in a currently vacant employment site that would provide employment opportunities in the area: 60 full time and 15 part time jobs. Further, the proposal was considered to comply with the relevant planning policies.

The Committee was addressed by Mr Andrew Strickland, on behalf of the applicant, who thanked the Planning Department for their co-operation and reiterated the Officer's update.

Members agreed to approve the application subject to the Conditions listed.

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

1. Time limits condition;
2. Approved plans (BE1);
3. Materials (BE2);
4. Drainage conditions including Environment Agency surface water and overland flow conditions, and full design and maintenance details of the Sustainable Urban Drainage (BE1);

5. Boundary treatment (BE22);
6. Submission and agreement of finished floor and site levels (BE1);
7. Prior to commencement bin storage facilities to be submitted and agreed (BE1);
8. Condition restricting no outdoor storage (BE1 and E5);
9. Travel plan (TP16);
10. Prior to commencement submission and agreement for new vehicle access and associated highways works (BE1);
11. Vehicle access, parking and servicing to be constructed prior to occupation of properties/commencement of use (BE1);
12. Condition(s) relating to full details of hard and soft landscaping, including planting scheme, maintenance, and replacement planting (BE1).

DEV23 - 13/00190/FUL - PROPOSED 900 PLACE SECONDARY SCHOOL WITH SPORTS AND ART/MEDIA CENTRE, ALSO FOR COMMUNITY USE, ALONG WITH MEANS OF ACCESS, CAR AND COACH PARKING, COACH LAY-BY, EXTERNAL SPORTS AND PLAY AREAS AND ASSOCIATED LANDSCAPING AND BOUNDARY TREATMENT, ON LAND TO THE SOUTH OF WHARFORD LANE AND TO THE EAST OF OTTERBURN STREET, SANDYMOOR

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

It was noted that this application was deferred from the July Committee so that further information could be obtained from the Department of Education on the nature of the impact assessment referred to in a Freedom of Information (FOI) request that was tabled at the meeting.

It was reported that a response had been received from the Education Funding Agency (EFA) on behalf of the Department of Education (DfE), dated 15 July 2013, which stated that the analysis undertaken and referred to in the letter (FOI request) was not considered a sustainability assessment. The Committee was advised therefore that the assessment was not material to the determination of the application in this case.

Members were advised that United Utilities had confirmed that they raised no objections in principle to the scheme. Further, it was reported that two further letters of

representation had been received objecting to the scheme, raising issues relating to flooding, noise and disturbance from construction and deliveries particularly for residents of Newmoore Lane. These issues had been addressed in the report. It was noted that one letter made reference to a petition of 168 signatures objecting to the scheme but this had not been submitted to date.

Officers advised that the Environment Agency had confirmed that the additional flood risk information was acceptable and that the flood risk conditions previously requested were no longer appropriate. A condition that the development be carried out in accordance with the approved details was however required, and would be dealt with through the terms of the suggested conditions already listed in the recommendation.

The Council's Highways Engineer advised that speed limits needed to be lowered on the junction of Newmoore Lane and Wharfard Lane to ensure adequate visibility from driveways. It was noted that there was no evidence from traffic accident records to suggest that the junction was unsafe.

The Committee was addressed by Mr Dempsey, a local resident. He tabled the petition referred to above by Officers - 168 residents objecting to the location of the School, this was passed to Members. He commented that the junction at Newmoore Lane and Wharfard Lane would not cope with the increase in traffic which would exist despite claims that some pupils would be cycling to school. He also referred to the issues related to building on a flood plain and that this could worsen in future. He reiterated that the residents were not objecting to the school itself, but to the location of the site where it was to be built.

Mrs Freeman, a representative of the agent for the applicant and resident of Sandymoor, then addressed the Committee. She referred to a letter she sent to Members dated 2 August 2013, which aside from providing clarification over the FOI request and response, responded to matters that were raised at the last meeting:

- The school site would be 150 metres away from the flood plain and matters relating to the potential flood risk and the need for a related sequential test were fully addressed in the Committee report;
- The drop off and collection points would be managed by the School in accordance with a travel plan;
- The lay-by and drop off point immediately outside the

- School was to be extended;
- A ‘traffic table’ would be provided at the junction of Newmoore Lane and Wharford Lane as a means of traffic calming;
 - Piling would be of the ‘screwed’ type thus alleviating any vibrations;

She further stated that with regards to the objections over the location of the School, the Committee had already approved the temporary site which was nearby the site for the permanent School, and that this information was provided in the report for the temporary School at the time.

The Committee was then addressed by Councillor Bradshaw, Ward Councillor for Daresbury, who supported the application. He urged the Committee to approve the application now that the requested information had been provided from the EFA. He argued that the School would be good for local people especially as there was new house building planned on Sandymoor in the near future.

Mr Tully, the Council’s Solicitor, provided clarification on the participation of Councillors’ McInerney at the meeting. He advised the Committee that the Councillors had no Discloseable Personal Interest or Other Discloseable Interest to declare. Further he advised that following discussion with the Councillors that there was no question of predetermination or bias issues arising relating to the application and therefore, there was no impediment for them taking part in the debate and voting.

An Officer then read out the nature of the petition provided by Mr Dempsey to the Committee, and reiterated the responses given in the letter from the applicant’s agent in relation to flooding and traffic issues.

Councillor Nolan, the Chairman, wished to correct a statement made by Graham Evans MP to Eric Pickles MP in the House of Commons, regarding the decision of the Committee on the Sandymoor School application at the July Committee. The Chairman confirmed that the application was ‘deferred’, **not** ‘refused’ as Mr Evans had stated. Further, he wished to correct Mr Evans’ statement that the Committee was “Unite backed”. In actual fact only 4 members of the Committee (out of 13) held membership with the Union. Councillor Nolan advised the Committee that he would be writing to Eric Pickles MP with the correct information.

Members debated the application taking into

consideration the representations made and additional information supplied by the Applicant and Officers. The application was moved and seconded, the majority of Members then voted to approve the scheme, subject to the Conditions listed below.

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

1. Standard 3 year permission to commence development (BE1);
2. Conditions specifying and requiring development be carried out in accordance with approved plans (BE1);
3. Requiring development to be carried out in accordance with Construction Method Statement (BE1);
4. Materials condition, requiring the development to be carried out as approved (BE2);
5. Landscaping condition, requiring the development to be carried out as approved (BE2);
6. Lighting condition, requiring the development to be carried out as approved (PR4);
7. Condition requiring installation and screening of external plant prior to occupation and operation/maintenance in accordance with manufacturer's instructions (PR2/3);
8. Condition requiring boundary treatments to be carried out in accordance with the approved details and additional details to be submitted and approved in writing prior to occupation (BE22);
9. Conditions relating to drainage details as required by the Environment Agency (PR15/16);
10. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
11. Conditions requiring vehicle access, parking and servicing and coach drop off to be constructed prior to occupation/commencement of use (BE1);
12. Condition relating to the implementation of bin store provision (BE1);
13. Condition(s) relating to site and finished floor and site levels requiring the development to be carried out as approved (BE1);
14. Condition relating to site remediation and validation (PR14);
15. Conditions relating to tree protection (boundary trees) during construction (BE1);
16. Condition relating to Travel Plan implementation (TP16);
17. Requiring implementation of cycle parking (TP6);
18. Requiring implementation of a scheme of biodiversity

enhancement features to be implemented in accordance with scheme to be submitted and agreed (BE1 and GE21);

19. Requiring piling to be screwed piles (BE1);
20. Grampian style condition requiring provision of a highway traffic table prior to commencement of use (TP18); and
21. Submission, agreement and implementation of drop-off/collection management plan (TP18).

DEV24 PUBLIC INQUIRY RELATING TO 13/00011S73 - PROPOSED VARIATION OF CONDITION 57 OF BEER PERMISSION 01.08.10.04/8C (HALTON REF 07/00068/ELC) TO VARY (BY INCREASE) THE MAXIMUM AMOUNT OF REFUSE DERIVED FUEL (RDF) WHICH MAY BE TRANSPORTED BY ROAD TO THE ENERGY FROM WASTE FACILITY (EFW) FROM 85,000 TONNES PER ANNUM TO 480,000 TONNES PER ANNUM AT INEOS CHLOR SOUTH PARADE, RUNCORN, AND TO PLACE AN OBLIGATION ON THE OPERATOR OF THE EFW FACILITY TO REPORT ANNUALLY TO HALTON BOROUGH COUNCIL THE ACTIONS TAKEN TO SECURE THE DELIVERY OF RDF BY RAIL AND OR WATER OVER THE PREVIOUS 12 MONTH PERIOD TOGETHER WITH RECOMMENDATIONS FOR THE YEAR AHEAD

The Committee was provided with an update on the position relating to the above Application/Appeal. The application was refused at the June Committee meeting for the following reason:

“That the application be refused to minimise road traffic movements in the locality.”

On 4 July 2013 the Council received notice that the applicant had referred the matter to the Secretary of State by way of appeal against the Council decision. This meant that the application would be determined by the Secretary of State following a Public Inquiry. Although at this stage there were no details available as to the timetable to be adopted by the Secretary of State, the Council would have to make preparations relating to the position to be taken by the Council in respect of the appeal, and the Committee must be advised as to the logistics of holding the appeal and being represented at the appeal. The Committee was advised of the possible cost implications on the Council.

Members were advised of the ways that the appeal could be approached. Option 10.4 in the report was moved and seconded as the most cost effective approach to the

appeal and Members were in favour of this. It was agreed therefore, that Option 10.4 would be adopted.

RESOLVED: That option 10.4 be adopted as the most cost effective approach to the appeal.

Meeting ended at 7.45 p.m.

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DEVELOPMENT CONTROL COMMITTEE

At a meeting of the Development Control Committee on Monday, 9 September 2013 at the Civic Suite, Town Hall, Runcorn

Present: Councillors Nolan (Chairman), Thompson (Vice-Chairman), Baker, S. Hill, C. Loftus, A. McInerney, T. McInerney, C. Plumpton Walsh and Rowe

Apologies for Absence: Councillors Cole and Osborne

Absence declared on Council business: Councillor Keith Morley

Officers present: A. Jones, L. Davies, T. Gibbs, M. Noone, A. Plant, J. Eaton and R. Wakefield

Also in attendance: Two Members of the Public

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE COMMITTEE

| | <i>Action</i> |
|---|---|
| DEV25 MINUTES | <p>The Minutes of the meeting held on 5 August 2013, having been printed and circulated, were taken as read and signed as a correct record.</p> |
| DEV26 PLANNING APPLICATIONS TO BE DETERMINED BY THE COMMITTEE | <p>The Committee considered the following applications for planning permission and, in accordance with its powers and duties, made the decisions described below.</p> |
| DEV27 - 13/00188/FUL - PROPOSED RE-PLAN OF PLOTS 12 - 52 TO THE RESIDENTIAL DEVELOPMENT APPROVED UNDER APPLICATION REFERENCE 12/00238/FUL (RESIDENTIAL DEVELOPMENT CONSISTING OF 87 NO. DWELLINGS, ROADS AND ANCILLARY DEVELOPMENT) ON LAND AT THE BARGE, CASTLEFIELDS AVENUE EAST, RUNCORN | <p>The consultation procedure undertaken was outlined in the report together with background information in respect of the site.</p> |

RESOLVED: That the application be approved subject to:

- a) the entering into a Legal Agreement or other appropriate agreement requiring a financial contribution towards Sustainable Urban Drainage (SUD) maintenance;
- b) that if the S106 Agreement or alternative arrangement was not executed within a reasonable period of time, authority be delegated to the Operational Director – Policy, Planning and Transportation, in consultation with the Chairman or Vice Chairman of the Committee to refuse the application;
- c) and the following Conditions:
 - 1. Standard 3 year permission (BE1);
 - 2. Condition specifying amended plans (BE1);
 - 3. Materials condition, requiring the submission and approval of the materials to be used (BE2);
 - 4. Landscaping condition, requiring the submission of hard landscaping materials (BE2);
 - 5. Requiring implementation of soft landscaping in accordance with the approved details and requiring all replacement tree planting (BE2);
 - 6. Boundary treatments including retaining walls to be submitted and approved in writing (BE2);
 - 7. Wheel cleansing facilities to be submitted and approved in writing (BE1);
 - 8. Conditions relating to protection of retained trees (BE1);
 - 9. Condition requiring retention of existing sandstone feature wall (BE1);
 - 10. Requiring development be carried out in accordance with approved finished floor and site levels (BE1);
 - 11. Construction and delivery hours to be adhered to throughout the course of the development (BE1);
 - 12. Vehicle access, parking and servicing to be constructed prior to occupation of properties/commencement of use (BE1);
 - 13. Condition restricting permitted development rights relating to boundary fences (BE1);
 - 14. Conditions requiring submission and agreement of scheme to limit surface water run-off and manage risk of flooding from overland flow of surface water (PR16);
 - 15. Site investigation, including mitigation to be

- submitted and approved in writing (PR14);
16. Conditions requiring development be carried out in accordance with the recommendation of the submitted ecological assessment (GE21);
17. Submission and agreement of bird nesting boxes and hedgehog box (GE21);
18. Conditions relating to tree protection during construction (BE1); and
19. Submission and agreement of a SUDs management and monitoring report (BE1/PR16).

DEV28 - 13/00256/FUL - PROPOSED EXTENSION TO AN EXISTING PHARMACEUTICAL BUILDING AT 9 ARKWRIGHT ROAD, RUNCORN, CHESHIRE, WA7 1NU

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

It was reported that an amended plan had been submitted to address observations made by the Council's Highways Officer, in relation to the number of disabled parking spaces and cycle parking provision. Confirmation that this addressed the parking layout requirement had been received.

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

1. Time limit condition;
2. Approved plans (BE1);
3. Materials as detailed on submitted plans (BE2);
4. Ground contamination (PR14);
5. Travel plan (TP16);
6. Provision of parking and servicing to be agreed and be constructed prior to occupation of the extension (BE1); and
7. Cycle parking provision (TP6).

DEV29 MISCELLANEOUS ITEMS

The following items had been withdrawn:

13/00001/FUL - Proposed demolition of the existing bridge cottage and provision of two temporary buildings to provide meeting room, training room and canteen and changing facilities at Runcorn Rowing Club, Bridge Cottage, Cholmondeley Road, Runcorn, Cheshire, WA7 4XT.

13/00081/HSC - Application for hazardous substance

consent at 6 Pembroke Court, Runcorn, Cheshire, WA7 1TG.

13/00106/FUL - Proposed single storey front extension including alterations to the boundary at Falkirk Avenue, Widnes, Cheshire, WA8 9DX.

13/00119/FUL - Proposed two storey side extension and erection of front porch at 52 Briarfield Avenue, Widnes, Cheshire, WA8 8JZ.

13/00132/FUL - Proposed construction of a temporary haul road including temporary bridge at Land to the South of Wharfard Lane, Sandymoor, Runcorn, Cheshire.

13/00150/FUL - Proposed single storey rear extension at 40 Chedworth Drive, Widnes, Cheshire, WA8 4SB.

13/00155/HSC - Application for hazardous substance consent at 10 Christleton Court, Runcorn, Cheshire, WA7 1ST.

13/00205/S73 - Proposed renewal of 10/00245/S73 to vary condition 2 of original planning permission 07/00096/COU at Lunts Bridge Farm, Lunts Heath Road, Widnes, Cheshire, WA8 5RY.

13/00252/COU - Proposed new single storey outbuilding to provide a 10 place cattery with associated outside exercise space and secure landscaped garden at 7 Stockham Lane, Runcorn, Cheshire, WA7 2PS.

13/00294/TCA - Proposed crown lifting and removal of Ivy from trees T1,2,3,4,7,9,10,11,12 and felling of trees T5,6 and 8, all situated in a conservation area at Millennium Green, Halton Village, Runcorn, Cheshire.

The following Appeal Decisions had been made:

11/00084/BOUND

APP/D0650/C/12/2188034 - Erection Of Pallisafe Fence In Place Of Wire Mesh Fence at John Wall Drainage Services Ltd, Chapel Court, 42 Page Lane, Widnes, Cheshire, WA8 0AB.

Dismissed

12/00300/FUL

APP/D0650/D/12/2187532 - Proposed two storey rear extension and extension to the roof to include additional third floor at 9 Fernwood, Norton, Runcorn, Cheshire, WA7 6UT

Dismissed

11/00423/COU

APP/D0650/A/12/2182367 - Proposed conversion of vacant shop and accommodation into two self-contained flats at 2 Windermere Street, Widnes, Cheshire, WA8 9LL

Allowed

09/00551/FUL

APP/D0650/A/12/2182041 - Conversion of former agricultural buildings to three residential units, White House Farm, Barkers Hollow Road, Dutton, Warrington, WA4 4LW

Allowed

11/00413/FUL

APP/D0650/A/12/2181408 - Proposed construction of 1 no. dwelling at Land off South Lane accessed via Mill Green Lane, Widnes, Cheshire.

Dismissed

11/00433/OUT

APP/D0650/A/12/2178227 - Outline Application (with all matters reserved) for the construction of 1 no. single storey dwelling at Tunnel Top Cottage, Northwich Road, Dutton, Warrington, WA4 4JY.

Dismissed

The following Appeals had been received / were in progress:

13/00011/S73

APP/D0650/A/13/2201280 - Proposed variation of condition 57 of BERR permission 01.08.10.04/8C (Halton Ref 07/00068/ELC) to vary (by increase) the maximum amount of Refuse Derived Fuel (RDF) which may be transported by

road to the energy from waste facility (EfW) from 85,000 tonnes per annum up to 480,000 tonnes per annum at Ineos Chlor South Parade, Runcorn. And to place an obligation on the operator of the EfW facility to report annually to Halton Borough Council the actions taken to secure the delivery of RDF by rail and or water over the previous 12 month period together with recommendations for the year ahead at Runcorn Energy From Waste Facility, Barlow Way, Off Picow Farm Road, Runcorn, Cheshire, WA7 4HG.

13/00061/FUL

APP/D0650/A/13/2201486 - Proposed erection of 2 metre high vehicle entrance gates to replace existing gates and provision of a pedestrian gate at entrance to Ponderosa Caravan Park on Ponderosa Caravan Park, Chester Road, Runcorn, Cheshire, WA4 4BE.

13/00022/GNWORK

APP/D0650/C/13/2197680 - The construction of an area of a hard-standing (including scraping of topsoil and deposit of material) at Land at Sandy Lane, Preston Brook, Runcorn, Cheshire, WA7 3AW.

12/00428/S73

APP/D0650/A/13/2196163 - Proposed removal of condition 1 from Planning Permission APP/D0650/C/10/2126943 to allow the permanent retention of a mixed use for the keeping of horses and a residential gypsy caravan site at Land south-west of junction between, Newton Lane and Chester Road, Daresbury, Warrington, Cheshire, WA4 4AJ.

12/00444/FUL

APP/D0650/A/13/2195692 - Resubmission of planning application 11/00429/FUL for part demolition of existing building and change of use of site to metal recycling facility, including construction of a two storey office building, siting of weighbridge and associated cabin, erection of various 6m, 7m, and 8m high boundary treatments and siting of external plant and machinery and associated works at land at Everite Road, Widnes, WA8 8PT.

12/00343/COND

APP/D0650/A/13/2191269 - The appeal relates to the Council's non-determination of an application submitted to discharge planning conditions 15, 29, 52 and 62 attached to the deemed grant of planning permission granted pursuant to the section 36 Electricity Act 1989 (Ref 01.08.10.04/8C) consent to the construction of a combined heat and power energy from waste fuelled generating station at Runcorn in Cheshire, and to the operation of that generating station at

Runcorn Energy from Waste Facility, Barlow Way, Runcorn,
Cheshire.

Meeting ended at 6.40 p.m.

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STANDARDS COMMITTEE

At a meeting of the Standards Committee Wednesday, 4 September 2013 Marketing Suite, Municipal Building

Present: Councillors P. Lloyd Jones (Chairman), Cole, J. Lowe, T. McInerney, Parker, Wainwright, Woolfall and Mr A. Luxton (Co-optee)

Apologies for Absence: Councillors M. Bradshaw and McDermott and Mr R Radley

Absence declared on Council business: None

Officers present: M. Reaney and A. Scott

Also in attendance: Professor D Norman and Mrs D Howard

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE COMMITTEE

| | <i>Action</i> |
|--------------|---|
| STC1 MINUTES | <p>The minutes of the meeting held on 13 February 2013, having been printed and circulated, were signed as a correct record.</p> <p>In considering the minutes, the following points were raised:-</p> <ul style="list-style-type: none"> • STC11 – the importance of ensuring that all Parish Council Register of Interest forms were completed and returned to the Monitoring Officer. • STC12 an invitation be extended to the Leader of the Council and to the Chief Executive to attend the next meeting of the Committee, to discuss their respective roles and responsibilities relating to leadership in public office. • STC13 – Dispensations in Budget Decisions – the Monitoring Officer advised the Committee that prior to the meeting of full Council which |

considered and set the Council Tax for 2013/14, the majority of Members had applied for a dispensation which enabled them to take part in discussions and decision making.

STC2 STANDARDS COMMITTEE ANNUAL REPORT

The Committee considered a report of the Operational Director, Legal and Democratic Services /Monitoring Officer, which summarised the work of the Committee in the last Municipal Year.

The Committee noted that there had been major changes to the Standards Committee following on from the implementation of the relevant provisions of the Localism Act 2011. The Standards Committee was now made up of nine Elected Members and two co-opted Independent Members - Mr Tony Luxton and Mrs Anita Morris. It was reported that the positions for the two co-opted Parish Council Members had remained vacant throughout the year.

It was further noted that the Council had appointed three independent persons under the provision of the Localism Act, and all were invited to each meeting of the Committee. The Committee met three times during the year.

The Monitoring Officer reported that upon inspection, he was satisfied that the Register of Gifts and Hospitality was being used appropriately by Elected Members. In addition, the Committee had received a report on the changes to the format for the consideration of complaints, which had been approved and formally endorsed by full Council. A revised Code of Conduct for Members and Co-opted members had been considered by the Committee and referred to full Council for adoption in July 2012. This incorporated the new Statutory Classes of Disclosable Pecuniary Interests and Other Disclosable Interests.

It was also reported that training was made available to all Members of the Council on the effects of the new Code and the registration and declaration requirements. Members considered the frequency and effectiveness of training for Elected Members on such issues including the promotion of high standards of conduct by Councillors. Consideration was given to the production of a concise document which acted as an aide memoir for Members. In addition, Members also requested clarity on the definition of a politically restricted post and requested details of such posts identified within the Authority.

Other guidance and documents considered by the Committee during the year included the Department for Communities and Local Government guidance on personal interests, a report on Standards in Public Life, the role of Parish Clerks and consideration of the position with regard to dispensations for Members taking decisions on the setting of Council Tax.

RESOLVED: That

- 1) the report be noted and referred to Council for information; and
- 2) a report be brought to the next meeting of the Committee which provided detail on the politically restricted posts identified within Halton Borough Council.

STC3 DECLARATION OF INTERESTS OF MEMBERS

The Committee considered a report of the Operational Director, Legal and Democratic Services/Monitoring Officer, on the local application of the systems for the Declarations of Interests by Members in order to maintain the values of good governance and ethical behaviour.

Members were reminded that the fourth annual report on Declarations of Interest by Members was considered at its meeting on 17 July 2012. This highlighted the importance of integrity in local government, with the report introducing the new concept of disclosable pecuniary interests and other disclosable interests, which had been established by the Localism Act 2011. Members were reminded that failure to disclose a disclosable pecuniary interest or to take part in a decision when they existed, could amount to a criminal offence.

The new Code of Conduct had been considered and approved by the Committee at the same meeting, and was subsequently adopted by full Council in July 2012. It was reported that, following adoption, the Register of Interests was updated to take account of the requirements of the Act, and the necessary publication on the Council's web site of Members' interests completed.

It was noted that the Council had a challenging culture on Declarations of Interests for which the prime responsibility rested with individual Members. However, the

report outlined how the practical expression of the culture operated, which included a reminder at the start of meetings, guidance available from the Monitoring Officer, the completion of the Register of Interests, the annual opportunity to update the Declaration forms as well as engaged involvement by the Standards Committee.

The report further updated Members on the Register of Gifts and Hospitality in which Members declared any gifts or hospitality worth £50 or more, which had been received in connection with official duties as a Member. The Monitoring Officer regularly inspected the Register and it was reported that between 1 May 2012 and 30 April 2013 there had been six entries made by Members and twenty by Officers.

RESOLVED: That the report be noted.

STC4 STANDARDS UPDATE

The Operational Director, Legal and Democratic Services/ Monitoring Officer provided the Committee with an update on issues which had arisen in other parts of the country, which provided an insight into the kind of issues faced and the manner in which they had proceeded.

Details on recent cases were given from the following authorities:

- Cornwall;
- Cheshire West and Chester;
- Wigan;
- Cheshire East;
- Sheffield;
- Cotswold District;
- Weymouth and Portland;
- Westbury (Wiltshire);
- Kirklees;
- Thanet (Kent); and
- Scarborough.

The Committee commented that they found these reports to be very useful and helpful in terms of Members' learning and development, and that there was potential to share best practice.

RESOLVED: That the report be noted.

REGULATORY COMMITTEE

At a meeting of the Regulatory Committee on Wednesday, 25 September 2013 in the Council Chamber, Runcorn Town Hall

Present: Councillors K. Loftus (Chairman), Wallace (Vice-Chairman), P. Hignett, Howard, Lea, A. Lowe, McDermott and G. Stockton

Apologies for Absence: Councillors Fry and Nelson

Absence declared on Council business: None

Officers present: G. Ferguson, K. Cleary, J. Tully and J. Findlow

Also in attendance: 1 Member of the public

ITEMS DEALT WITH UNDER DUTIES EXERCISABLE BY THE COMMITTEE

| | <i>Action</i> |
|-------------------------|--|
| REG1 MINUTES | <p>The minutes of the meeting held on 15th May 2013 were taken as read and signed as a correct record.</p> |
| REG2 HYPNOTISM ACT 1952 | <p>The Committee considered an application for an authorisation under the Hypnotism Act 1952 for a performance of hypnotism to take place on 31st December 2013 at the Mill Brow Social Club in Widnes.</p> <p>Under the Hypnotism Act 1952 a performance of hypnotism required an authorisation to be issued by the Council. It was noted that existing delegations within the Council's constitution did not include the Hypnotism Act 1952 and it was recommended that the delegation be put in place.</p> <p>RESOLVED: That</p> <ol style="list-style-type: none"> 1. the application be approved; and 2. the Operational Director Legal and Democratic be authorised to determine applications for |

Operational
Director Legal
and Democratic

authorisations under the Hypnotism Act 52 as amended.

REG3 SCRAP METAL DEALERS ACT 2013

The Committee received a report which advised that the Scrap Metal Dealers Act 2013 would replace (in addition to other legislation) the Scrap Metal Dealers Act 1964 and the Motor Salvage Operators provisions in the Vehicles (Crime) Act 2001. It was noted that the 2013 Act would be brought into effect from 1st October 2013. From the date the Act comes into effect the Council was required to set the fees to be charged for the licences and determine applications.

Members noted that there were 28 registered scrap metal dealers and 4 licensed motor salvage operators operating in Halton. No charges applied for registering scrap metal dealers under the 1964 Act. However charges did apply for licensing as motor salvage operators. Charges would apply under the new legislation to everyone carrying out activities designated under it.

RESOLVED: That

1. the Operational Director Legal and Democratic, in consultation with the Chairman of the Regulatory Committee, be authorised with respect to the Scrap Metal Dealers Act 2013 ("the 2013 Act") to determine the level of fees to be charged by the Council; and
2. the Operational Director Legal and Democratic be authorised with respect to the 2013 Act to determine applications and take all other actions and decisions under the 2013 Act.

Operational
Director Legal
and Democratic

REG4 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 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.

REG5 TAXI LICENSING MATTER

The Committee considered a request for an exemption from age restrictions in respect of a licensed Private Hire Vehicle as set out in the Council's policy.

RESOLVED: That the application be refused.

Meeting ended at 7.20 p.m.

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