



**Executive Board Sub Committee**

**Thursday, 16 October 2008 10.00 a.m.  
Marketing Suite, Municipal Building**

A handwritten signature in black ink, appearing to read 'David W R'.

**Chief Executive**

**ITEMS TO BE DEALT WITH  
IN THE PRESENCE OF THE PRESS AND PUBLIC**

**PART 1**

<b>Item</b>	<b>Page No</b>
<b>1. MINUTES</b>	
<b>2. DECLARATIONS OF INTEREST</b>	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
<b>3. CORPORATE SERVICES PORTFOLIO</b>	
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<b>4. PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO</b>	

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(A) TRAVELLER TRANSIT SITE - PITCH CHARGES	16 - 19
<b>PART II</b>	
<b>ITEMS CONTAINING “EXEMPT” INFORMATION FALLING WITHIN SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985</b>	
<p>In this case the Sub-Committee has a discretion to exclude the press and public but, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100(A)(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.</p>	
7. PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO	
(A) ENVIRONMENTAL CONSULTANCY SERVICES CONTRACT	20 - 22

***In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.***

**REPORT TO:** Executive Board Sub-Committee  
**DATE:** 16<sup>th</sup> October 2008  
**REPORTING OFFICER:** Strategic Director, Environment  
**SUBJECT:** Invest to Save  
**WARDS:** N/A

## **1.0 PURPOSE OF THE REPORT**

1.1 To update the Sub-Committee on progress with the Invest to Save bids, report on savings achieved to date and seek approval of further bids in relation to Power Perfectors.

## **2.0 RECOMMENDED: That:**

- (1) the report and savings to date be noted; and**
- (2) the Invest to Save bids for Power Perfectors be approved.**

## **3.0 SUPPORTING INFORMATION**

### **3.1 LOCAL AUTHORITY CARBON MANAGEMENT PROGRAMME**

3.1.1 As part of the Invest to Save process four projects were approved in connection with the work the Council was undertaking through the Local Authority Carbon Management Programme.

3.1.2 Details of the projects and ongoing savings achieved to date are set out below.

### **3.2 NETWORKING OF PRINTERS TO MULTI-FUNCTIONAL DEVICES**

3.2.1 An audit of the Council's fleet of photocopiers and printers identified that the Council had in excess of over 400 devices in its main buildings. Predominantly these printers were stand-alone and the aim of the project was to develop a print solution that took advantage of networked multi-functional devices (MFDs) and reduce the number of printers within the Council. The project will see a networked solution for MFDs across the following buildings: –

Runcorn Town Hall  
Municipal Building  
Catalyst House  
John Briggs House  
Rutland House  
Grosvenor House

3.2.2 Phase 1 of the project (Runcorn Town Hall) is now complete in terms of installation but further work is required to install the Equitrac Print solution. A project plan is in place to roll out the MFDs to the other buildings over the coming months. The project will see the fleet printers and photocopiers in those buildings reduce from in excess of 400 to 103.

### **3.3 INVEST TO SAVE FUNDING**

3.3.1 Funding of £60,000 was allocated from the Invest to Save budget. This was primarily to fund additional server capacity to run print software. To date, £8,486 has been committed for the work at Runcorn Town Hall. There still needs to be an IT solution to allow the Equitrac Print system to operate on the Citrix system and this will require some additional software. Further servers will be required as the programme is rolled out to other buildings.

### **3.4 SAVINGS TO DATE**

3.4.1 At Runcorn Town Hall, the Council is currently saving approximately £900 a month on monthly lease and service costs compared with the previous solution. Once the contract is fully rolled out, it is anticipated that a saving in the region of £2,000 - £2,500 per month (£25,000-£30,000 per annum) will be achieved on lease and service costs.

3.4.2 Consumables are included under the current contract. To date, savings of £10,300 have been achieved at Runcorn Town Hall from reduced cartridge orders. As the contract rolls out this is expected to increase to approximately £90,000 per annum.

3.4.3 The Equitrac system which enables the Council to monitor printing patterns could lower costs by a further 10 -15% within Runcorn Town Hall and will be replicated throughout the majority of the Council's estate. This will be created mainly by improved control of colour usage and investigation of users' outputs with a view to redirecting large jobs to the Print Room, which has lower print costs.

3.4.4 The new devices have default settings to mono and duplex printing. Over time this should reduce the volume of paper used. In addition, the new devices are more energy efficient and in addition to using less devices this will result in an electricity consumption saving. A saving will also result now that the Council does not need to replace stand-alone printers. At this stage it is difficult to quantify exact figures for those savings.

### **3.5 INSTALLATION OF POWER PERFECTORS IN COUNCIL BUILDINGS**

3.5.1 The Power Perfector's main feature is its ability to optimise and improve the source of voltage for a whole site and therefore cut energy

consumption and costs. This project is aimed to install Power Perfectors in a range of Council buildings.

### **3.6 INVEST TO SAVE FUNDING**

3.6.1 Funding of £137,000 was allocated from the Invest to Save budget to install Power Perfectors.

### **3.7 SAVINGS TO DATE**

3.7.1 A Power Perfector unit has now been installed at Kingsway Learning Centre and further units will shortly be introduced at The Brindley, Corporate Training Centre and Municipal Building. The total cost of installing Power Perfectors in these buildings is £60,000 and this will result in annual revenue savings of £26,500.

3.7.2 There are plans to roll out Power Perfectors to Halton Stadium, Widnes Market, Waterloo Business Centre, Rutland House and Runcorn Town Hall. The cost of installation in these buildings will be £101,000, which will result in annual revenue savings of £38,000.

### **3.8 REQUEST FOR ADDITIONAL INVEST TO SAVE FUNDING**

3.8.1 Given the savings than can accrue from installing Power Perfectors, further work has been done to assess the potential of installing the devises at Picow Farm, Widnes Direct Link, Halton Lea Direct Link, Runcorn Market and Oak Meadow. The total cost of installing Power Perfectors at these buildings is £52,000 and should result in annual revenue savings of £12,000 per annum. The Sub-Committee's approval is sought to increase the Invest to Save bid from £137,000 to enable these schemes to proceed. The total cost of the Invest to Save bid including fees would be £248,150 which would give annual revenue savings of £75,000 per annum, a payback of approximately 3.3 years.

### **3.9 HALTON STADIUM – INVEST TO SAVE FUNDING**

3.9.1 A funding of £49,000 was allocated to Halton Stadium to undertake a programme of works to improve lighting, heating and water controls. The works have now been completed.

3.9.2 In 2006/07 the Stadium used 1,310,899 kwh of electricity at a cost of £94,307. In 2007/08 the number of kwh reduced by 174,381 kwh to 1,136,518 kwh. The reduction was due to a combination of the technical works and a pro-active energy campaign undertaken by staff. Electricity costs at the Stadium in 2006/2007 were £94,307. Costs for 2007/08 were £87,994.48, a saving of £6,313. The saving has to be seen in the context of rising energy prices and would have been greater if costs had not increased substantially. Reduction in consumption amounts to 13.3%.

### **3.10 ENERGY CAMPAIGN**

3.10.1 This project aims to develop an ongoing staff awareness campaign which would include developing a network of energy champions to take a lead in their service areas for encouraging behavioural change to reduce energy consumption.

### **3.11 FUNDING FROM INVEST TO SAVE**

3.11.1 £10,000 was allocated from the Invest to Save scheme to design an energy campaign and bring in support from the Carbon Trust to train and develop the network.

3.11.2 To date, the campaign has been designed and a network of officers across the Municipal Building, Rutland House, Halton Lea Library, Warrington Road Children's Centre, Halton Stadium and four primary schools has been established. The Carbon Trust will train the network in early October and it is the intention to launch the campaign the week commencing 20<sup>th</sup> October to coincide with the Energy Saving Trust's National Campaign on Energy Awareness. Halton Stadium piloted a similar scheme last year and energy usage reduced each month by between 3,000 -10,000 kw hours. The Carbon Trust estimate that energy consumption can be reduced by between 5% and 15% through good housekeeping. If the Council can target a 10% reduction in energy due to staff awareness, this could achieve a saving of in excess of £20,000 per annum based on current prices. It is anticipated that energy prices will significantly increase in the next few years, which would increase any savings from a reduced consumption across the above buildings.

### **3.12 INVEST TO SAVE BID – LIGHTING UPGRADE**

A project to replace old light fittings and tubes together with the introduction of lighting controls at some of the larger corporate buildings is being drawn up. Once costs and savings have been identified, a further bid for resources from the Invest to Save budget will be brought forward.

## **4.0 POLICY IMPLICATIONS**

4.1 The above actions are in line with the Council's Carbon Management Strategy and Implementation Plan, which was drawn up as part of the Council's involvement in the Local Authority Carbon Management Programme.

## **5.0 OTHER IMPLICATIONS**

5.1 The Council spends in excess of £1m per annum on energy costs in buildings. In the past 12 months prices have been extremely volatile and substantial increases are anticipated when the new gas and

electricity contracts are negotiated. The current gas contract expires on 31<sup>st</sup> March 2009 and current predictions are the Council can expect a 75% increase in costs over the next two-year period. In terms of electricity the Council has two supply contracts. The first a half hourly contract which covers larger buildings. This is a one-year contract and expires on 30<sup>th</sup> September 2008. The current prediction is that there will be an increase of 101% on current costs. The Electric Sub 100kw contract expires on 31<sup>st</sup> March 2009 and current predictions are that prices will increase by 75% over the next two years. These increases would add substantially to the Council's existing costs and across all contracts could add approximately £800,000 to the existing contracts.

Any action the Council can take to reduce energy consumption will help to reduce pressure on these budgets.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 There are no direct implications for the Council's priorities although reducing spend on energy can help direct resources to frontline services.

## **7.0 Children and Young People In Halton**

None.

## **8.0 Employment Learning and Skills in Halton**

None.

## **9.0 Healthy Halton**

None.

## **10.0 A SAFER HALTON**

None.

## **11.0 HALTON'S URBAN RENEWAL**

None.

## **12.0 RISK ANALYSIS**

None.

## **13.0 EQUALITIES AND DIVERSITIES ISSUES**

None.

**14.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Carbon Management Strategy and Implementation Plan	Chief Executive's Office, Municipal Building, Kingsway, Widnes.	Jim Yates, Principal Executive Officer

**REPORT TO:** Executive Board Sub Committee

**DATE:** 16<sup>th</sup> October 2008

**REPORTING OFFICER:** Strategic Director - Environment

**SUBJECT:** Special Education Needs and Health & Community Client Transport Contracts

**WARDS:** Borough-Wide

### **1.0 PURPOSE OF THE REPORT**

1.1 To inform the Executive Board Sub Committee of the decision taken by the Operational Director (Highways, Transportation and Logistics) to award several contracts for the supply of client transport services to 'non lowest price' tenderer's and, in accordance with SO3.2, now advises the Board of the circumstances surrounding this decision.

**2.0 RECOMMENDATION: That the Executive Board Sub Committee support the award of several of the client transport service contracts (as set out in Appendix one) by the Operational Director (Highways, Transportation and Logistics) to 'non lowest priced' tenderers.**

### **3.0 SUPPORTING INFORMATION**

3.1 The Transport Co-ordination Section (part of the Environment Directorate) manage a complex range of client transport contracts and arrangements for clients of both the Children and Young People and Health and Community Directorates. These arrangements which, if not provided by the Council's own in house fleet of passenger transport vehicles, are often contracted out for a period of one to three years to external transport providers, typically licensed taxi and minibus operators. Where possible, however, priority is given to arrange transport for clients on the Council's 'In House Fleet' operation.

3.2 During the last round of client transport tendering, which was carried out in July 2008, 50 new contracts were awarded, the vast majority of which to the lowest priced tenderers. However, 15 contracts (30% of contracts) were awarded to 'non lowest price' tenderers. The reasons for these decisions were mostly operational, (with the most typical being the preferred tenderer being unable to accept the contract due to lack of resources). However, in a small number of cases, the adopted tendering scoring process led to the decision being taken to offer the tender to a 'non lowest price' tenderer on the basis of other considerations (such as quality and accessibility of the vehicles offered by the contractor to be

used, and any previous operational difficulties experienced when using the contractor).

3.3 Each tender was scored using the following price / quality criteria:-

- Price = 50%
- Quality = 50%

Details of the individual tenders which have been awarded to 'non lowest priced' tenders are shown in Appendix one.

## **4.0 POLICY IMPLICATIONS**

None

## **5.0 OTHER IMPLICATIONS**

5.1 This report summarises those client transport contracts which have been awarded to 'non lowest priced' tenderers. The reasons for these decisions were influenced by a range of operational considerations (mostly the lack of available vehicles by contractors). Close monitoring is made of external passenger transport contracts to ensure quality standards are met. All client transport contracts are tendered and appraised according to quality as well as cost considerations. In appraising each tender, the Authority gives due weight and consideration to the quality of the vehicles proposed to be operated, the training of their staff (driver and escort) and the past record in terms of reliability in operating specialist client transport services.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children and Young People in Halton**

All of the client transport contracts are constantly monitored to ensure a high quality of service is offered to clients of the Children and Young People's Directorate.

### **6.2 Employment, Learning and Skills in Halton**

Some of the client transport contracts as specified in this report are to provide accessible transport services for vulnerable young people and adults to facilities providing lifelong learning and skills.

### **6.3 A Healthy Halton**

Many of the client transport contracts identified in this report provide essential access for a wide range of vulnerable children and adults to key facilities across the Borough. Therefore, client transport indirectly helps to ensure vulnerable adults and children live a healthy and active lifestyle.

**6.4 A Safer Halton**

No direct implications arising from this report.

**6.5 Halton's Urban Renewal**

No direct implications arising from this report.

**7.0 RISK ANALYSIS**

None

**8.0 EQUALITY AND DIVERSITY ISSUES**

Client transport service contracts are constantly monitored to ensure the operation of these services embrace equality and diversity issues.

**9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
<b>Tender Book and Contract Files</b>	<b>2<sup>nd</sup> Floor, Rutland House</b>	<b>Jeff Briggs Ext. 3134</b>

## Appendix One

### Details of the client transport tenders awarded to 'non lowest priced' tenderer's

**Contract 2112A:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the lowest bidder having accepted another tendered contract so was unable to fulfil the requirements of this contract. The second lowest tenderer scored poorly on quality. Therefore the tender was offered and accepted to the third lowest priced tenderer.

**Contract 2120A:** This contract was awarded to the tenderer submitting the second lowest bid. This was due to the lowest bidder having accepted another tendered contract so was unable to fulfil the requirements of this contract.

**Contract 2150D:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the first and second lowest bidders declining the offer of the contract due to operational reasons.

**Contract 2400B:** This contract was awarded to the tenderer submitting the second lowest bid. This was due to the lowest bidder declining the offer of the contract.

**Contract 2603A:** This contract was awarded to the tenderer submitting the second lowest bid. This was due to the lowest bidder not being able to submit the acceptance letter with the necessary accompanying documentation in the time period provided (such as proof of CRB cleared drivers and operators licence etc.).

**Contract 2606A:** This contract was awarded to the tenderer submitting the fourth lowest bid. This was due to the lowest bidder not being able to submit the acceptance letter with accompanying documentation, (such as proof of CRB cleared drivers and operators licence etc.), in the time period provided. The second and third lowest bidders declined the offer of the contract.

**Contract 2608C:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the first and second lowest bidders declining the offer of the contract.

**Contract 2610C:** This contract was awarded to the tenderer submitting the second lowest bid. This was due to the lowest bidder declining the offer of the contract.

**Contract 2641A:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the first and second lowest bidders having accepted another tendered contract so were unable to fulfil the requirements of this contract.

**Contract 2642A:** This contract was awarded to the tenderer submitting the fourth lowest bid. This was due to the lowest bidder declining the offer of the contract. The second lowest bidder had accepted another tendered contract so was unable to fulfil the requirements of this contract. The third lowest bidder was not able to submit the acceptance letter with accompanying documentation, (such as proof of CRB cleared drivers and operators licence etc.), in the time period provided.

**Contract 2708A:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the first and second lowest bidders declining the offer of the contract.

**Contract 2730A:** This contract was awarded to the tenderer submitting the sixth lowest bid. This was due to the first, third, fourth and fifth lowest bidders having accepted other tendered contracts so were unable to fulfil the requirements of this contract. The second lowest tenderer declined the offer of the contract.

**Contract 2731A:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the lowest bidder declining the offer of the contract. The second lowest bidder was not being able to submit the acceptance letter with the necessary documentation, (such as proof of CRB cleared drivers and operators licence etc.), in the time period provided.

**Contract 2754A:** This contract was awarded to the tenderer submitting the fourth lowest bid. This was due to the lowest bidder having accepted another tendered contract so was unable to fulfil the requirements of this contract. The second and third lowest tenderers declined the offer of the contract.

**Contract 2770D:** This contract was awarded to the tenderer submitting the fourth lowest bid. This was due to the lowest bidder having accepted other tendered contracts so was unable to fulfil the requirements of this contract. The second lowest bidder was not able to submit the acceptance letter with necessary accompanying documentation, (such as proof of CRB cleared drivers and operators licence etc.), in the time period provided. The third lowest bidder scored poorly in terms of quality considerations.

**REPORT TO:** Executive Board Sub-Committee  
**DATE:** 16<sup>th</sup> October 2008  
**REPORTING OFFICER:** Strategic Director, Environment  
**SUBJECT:** Waste Management Communications Campaign  
**WARD(S):** Borough-wide

## **1. PURPOSE OF REPORT**

- 1.1 To seek approval for the waiving of relevant procurement standing orders for the reasons outlined within the report.

## **2. RECOMMENDED: That:**

- 2.1 **Relevant procurement standing orders be waived and EnviroComms be appointed to deliver a Communications Campaign for Halton; and**
- 2.2 **The Strategic Director for Environment be authorised, in consultation with the Executive Board Member for Environment, to take all steps necessary to develop and implement Communications Campaign in Halton.**

## **3. BACKGROUND**

- 3.1 Halton Borough Councils Municipal Waste Management Strategy highlights the need for effective communications and awareness raising to facilitate a positive behaviour change in Halton. Persuading people to change their attitude towards waste is probably the biggest challenge we face if we are to increase participation with the Councils recycling schemes to the high levels required to meet waste related targets.
- 3.2 The Council has invested significantly to deliver a programme of enhanced kerbside recycling services to meet future targets however, whatever systems are implemented, the Council will only be successful in achieving targets if it has the cooperation of the residents of Halton. Essential to achieving increased cooperation and participation is a raised awareness of waste related issues and this report sets out details of a proposed comprehensive and targeted communications and marketing campaign to bring about such increased awareness amongst the residents of the borough.

## **4. SUPPORTING INFORMATION**

- 4.1 Haltons Waste Strategy sets targets to achieve a minimum of 30% Recycling by 2010 and a minimum of 40% Recycling by 2020.

Following the approval of its Waste Strategy, Halton agreed stretched performance targets for recycling with the Government Office for the North West (GONW). These are contained within Haltons Local Area Agreement and require 28% recycling by 2008/09, 31% by 2009/10 and 34% by 2010/11.

- 4.2 If Haltons LAA waste targets are to be met, an additional 3,500 tonnes of material needs to be diverted in 2008/09 (compared to 2007/08), an additional 2,000 tonnes in 2009/10 and an additional 3,000 tonnes in 2010/11. In total, an extra 8,500 tonnes of recycling materials needs to be collected through the Councils schemes by 2010/11 and to achieve this will require participation levels to be far beyond those required to achieve the performance targets contained within the Councils Waste Strategy and, more significantly, far in excess of those current being achieved.
- 4.3 Effective and efficient communications is widely accepted as a vital element in driving up recycling performance and recognising this fact Members approved revenue growth for 2008/09 and 2009/10 to deliver an enhanced publicity and awareness raising programme. To support the development of this programme EnviroComms, an external communications specialist, were recently commissioned to deliver training to a number of key Council officers, which focussed upon the principals of successful communications and publicity. EnviroComms were also asked to provide proposals to deliver a campaign in Halton to achieve the following outcomes;
- Establishment of existing attitudes and habits towards recycling
  - Increase awareness of recycling and waste minimisation in Halton
  - Enhanced and increased use of existing recycling services and facilities
  - Build awareness of new collection schemes
  - Encourage increased participation and correct use of existing and new collection schemes
  - Maintain awareness of new scheme and other recycling services
  - Maintain highest levels of recycling possible during and beyond campaign
- 4.4 EnviroComms subsequently submitted a proposal that is made up of a number of key components, including;
- A Halton 'Brand' Development
  - Public Roadshows
  - Direct marketing to each household in the borough
  - 'Doorstepping' and community engagement activities
- 4.5 A key part of the proposal, as outlined above, will be a team of trained individuals directly engaging with residents through a programme of visits to households within the borough. This will assist in identifying

attitudes towards recycling, existing barriers to recycling and will increase awareness and use of existing and future recycling services.

- 4.6 In addition, an integrated media and advertising campaign will also be managed and delivered jointly by the Councils Press and Public Relations manager and relevant Waste Management Officers, who have co-ordinated such activities to date. Previous activities include the development of a Joint Communications Strategy with the Merseyside Waste Partnership, and a Local Waste Public Relations Plan that has been used to guide promotions specifically in Halton. However, for the reasons outlined within this report, the Council needs to step up its publicity and promotional activities but currently does not have the internal capacity to do so.
- 4.7 EnviroComms have a proven track record of delivering successful campaigns for local authorities that have resulted in significant increases in recycling performance. The overall cost of the proposal for Halton, which will run for approximately 18 months, is anticipated to be £140k. Standing orders require that a tendering exercise is undertaken where services of this value are to be procured. However, the aim of the campaign is to exceed Halton's LAA recycling targets, and in order to do so, will require its commencement at the earliest opportunity. Any further delay resulting from a potentially lengthy tendering exercise could jeopardise the Council's achievement of such targets. Furthermore, the early introduction of the campaign will increase the level of recyclable materials collected and the Council will benefit from an increased reduction in landfill disposal charges.
- 4.8 The first meeting of with GONW to review the Council's actions to meet the stretched performance targets contained within the Halton LAA is to take place on 26<sup>th</sup> November and it is important to be able to demonstrate that plans are in place by this time. For this reason, and those outlined in paragraph 4.7, it is recommended that all relevant standing orders be waived and that the Strategic Director for Environment be authorised to finalise the proposal details with EnviroComms, in consultation with the Executive Board Member for the Environment, and proceed with the development and implementation of a comprehensive and targeted communications and awareness raising campaign as detailed within this report.
- 4.9 The financial investment in this campaign is considered to represent value for money as a cost/value ratio analysis revealed increased landfill disposal cost savings are achievable as a result.

## **5. FINANCIAL ISSUES**

- 5.1 There are no financial implications as a result of this report as costs will be met from existing revenue budgets.

**6. POLICY IMPLICATIONS**

6.1 There are no policy implications as a result of this report.

**7. OTHER IMPLICATIONS**

7.1 There are no other implications arising from this report.

**8. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

**8.1 Children and Young People in Halton**

No direct impact

**8.2 Employment, Learning and Skills in Halton**

No direct impact

**8.3 A Healthy Halton**

No direct impact

**8.4 A Safer Halton**

No direct impact

**8.5 Halton's Urban Renewal**

No direct impact

**9.0 RISK ANALYSIS**

9.1 There is a significant risk that the Council may fail to meet stretched performance targets contained within the Halton LAA. The implementation of the proposed Communications Campaign will mitigate the risks of failing to meet Haltons waste related targets.

**10. EQUALITY AND DIVERSITY ISSUES**

10.1 There are no equality and diversity issues as a result of this report.

**11.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

11.1 There are no background papers within the meaning of the Act.

**REPORT TO:** Executive Board Sub

**DATE:** 16<sup>th</sup> October 2008

**REPORTING OFFICER:** Strategic Director Health and Community

**SUBJECT:** Traveller Transit Site – Pitch Charges

**WARD(S):** Daresbury

## **1.0 PURPOSE OF REPORT**

1.1 To agree the charge to be made for occupation of pitches at the new Traveller Transit site in Warrington Road, Runcorn.

**2.0 RECOMMENDED – that the Board agree a charge £11 be set initially for a period of six months, and that a further report be then brought to Board to review income against costs in the light of operational experience.**

## **3.0 SUPPORTING INFORMATION**

3.1 At its meeting on the 25<sup>th</sup> September the Board considered a report on proposed charges for occupation of the transit site, but decided to defer a decision on the matter pending further consideration of potential costs to the Council given uncertainty about some of the operational costs.

3.2 In the interim quotations have been obtained for costs associated with the drainage system, which was the single biggest area of uncertainty, and the forecast budget has been amended accordingly.

3.3 The Appendix summarises the cost implications for the Council of a range of potential charge rates and occupancy rates. Occupancy rates cannot be guaranteed but it is not unreasonable to assume that a 90% rate can be achieved. At that level a charge of £11 would cover annual operational costs save for £619.

3.4 Charge rates for private caravan sites vary considerably depending on location and facilities, but for comparison a number of basic private sector caravan sites have been identified in Cheshire, Flintshire and Shropshire with rates averaging £7-9 per night. Higher rates from £15 upwards tend to reflect additional on-site facilities such as launderettes, swimming pools and tennis courts etc.

3.5 It is therefore proposed that a charge £11 be set initially for a period of six months, and that a further report be then brought to Board to review income against costs in the light of operational experience.

#### **4.0 POLICY IMPLICATIONS**

4.1 There are no implications arising from this report.

#### **5.0 OTHER IMPLICATIONS**

5.1 Although there is not currently a separate budget head for costs incurred in dealing with unlawful encampments, conservative estimates provided by relevant Departments suggest the costs over the period April 2005 to March 2007 averaged £117,000 per annum. This facility should enable those costs to be significantly reduced, representing an overall saving to the Authority.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

##### **6.1 Children and Young People in Halton**

Offering Travellers a safe place to stay for a reasonable period should improve access to education.

##### **6.2 Employment, Learning and Skills in Halton**

As above.

##### **6.3 A Healthy Halton**

Travellers have a reduced life expectancy compared to national rates. Stays at the transit site will afford Travellers the opportunity to access health and social care services more readily.

##### **6.4 A Safer Halton**

Roadside encampments are inherently unsafe, and reducing their occurrence through the provision of the transit site will reduce those risks.

##### **6.5 Halton's Urban Renewal**

Proactively managing the problem of unlawful Traveller encampments will lessen the concerns of businesses in the area, particularly those on the industrial estates that historically have seen most encampments, and help to persuade them to remain and develop in Halton.

#### **7.0 RISK ANALYSIS**

7.1 There is a risk that if the charge is set too high it will be unaffordable, the site will be underused and potentially lead to increased numbers of unlawful encampments which can be difficult and expensive to

manage. However the existence of the site does enable Police powers to be used more effectively, which may mitigate this risk.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 The provision of a well managed, safe, sanitary site to accommodate transient Travellers is consistent with the Councils equality and diversity policy.

**9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<u>Document</u>	<u>Place of inspection</u>	<u>Contact Officer</u>
Not applicable		

## APPENDIX

Forecast net cost to the Council

Daily charge	Occupancy rate		
	100%	90%	70%
£10	£1,670	£4,878	£11,294
£11	- £3,062	£619	£7,982
£12	- £7,794	- £3,640	£4,669
£13	- £12,526	- £7,898	£1,357

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted