



**Corporate Services Policy and  
Performance Board**

**Tuesday, 3 November 2009 6.30 p.m.  
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink that reads 'David WR'.

**Chief Executive**

**BOARD MEMBERSHIP**

<b>Councillor Robert Gilligan (Chairman)</b>	<b>Labour</b>
<b>Councillor Alan Lowe (Vice- Chairman)</b>	<b>Labour</b>
<b>Councillor John Bradshaw</b>	<b>Conservative</b>
<b>Councillor Peter Browne</b>	<b>Conservative</b>
<b>Councillor Ellen Cargill</b>	<b>Labour</b>
<b>Councillor Mark Dennett</b>	<b>Labour</b>
<b>Councillor Susan Edge</b>	<b>Labour</b>
<b>Councillor Diane Inch</b>	<b>Liberal Democrat</b>
<b>Councillor Paul Nolan</b>	<b>Labour</b>
<b>Councillor Ulfar Norddahl</b>	<b>Liberal Democrat</b>
<b>Councillor Kevan Wainwright</b>	<b>Labour</b>

*Please contact Gill Ferguson on 0151 471 7395 or e-mail  
gill.ferguson@halton.gov.uk for further information.  
The next meeting of the Board is on Tuesday, 5 January 2010*

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

**Part I**

<b>Item No.</b>	<b>Page No.</b>
<b>1. MINUTES</b>	
<b>2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)</b>	
<p>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.</p>	
<b>3. PUBLIC QUESTION TIME</b>	<b>1 - 3</b>
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*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:** Corporate Services Policy & Performance Board

**DATE:** 3 November 2009

**REPORTING OFFICER:** Strategic Director, Corporate and Policy

**SUBJECT:** Public Question Time

**WARD(s):** Borough-wide

### **1.0 PURPOSE OF REPORT**

1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).

1.2 Details of any questions received will be circulated at the meeting.

**2.0 RECOMMENDED: That any questions received be dealt with.**

### **3.0 SUPPORTING INFORMATION**

3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-

- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
- (ii) Members of the public can ask questions on any matter relating to the agenda.
- (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
- (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
- (v) The Chair or proper officer may reject a question if it:-
  - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
  - Is defamatory, frivolous, offensive, abusive or racist;
  - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
  - Requires the disclosure of confidential or exempt information.

- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chairperson will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

#### **4.0 POLICY IMPLICATIONS**

None.

#### **5.0 OTHER IMPLICATIONS**

None.

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

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

#### **7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

8.1 There are no background papers under the meaning of the Act.

**REPORT TO:** Corporate Services Policy and Performance Board

**DATE:** 3 November 2009

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Executive Board Minutes

**WARD(s):** Boroughwide

**1.0 PURPOSE OF REPORT**

- 1.1 The Minutes relating to the Corporate Services Portfolio which have been considered by the Executive Board and Executive Board Sub are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

**2.0 RECOMMENDATION: That the Minutes be noted.**

**3.0 POLICY IMPLICATIONS**

- 3.1 None.

**4.0 OTHER IMPLICATIONS**

- 4.1 None.

**5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

**5.1 Children and Young People in Halton**

None

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

None

**5.3 A Healthy Halton**

None

**5.4 A Safer Halton**

None

**5.5 Halton's Urban Renewal**

None

**6.0 RISK ANALYSIS**

6.1 None.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

8.1 There are no background papers under the meaning of the Act.

**APPENDIX 1**

**Extract of Executive Board and Executive Board Sub Committee Minutes Relevant to the Corporate Services Policy and Performance Board**

**EXECUTIVE BOARD MEETING HELD ON 9 SEPTEMBER 2009**

**EXB30 GAMBLING ACT 2005 STATEMENT OF GAMBLING POLICY**

The Board considered a report of the Operational Director, Legal which sought endorsement of the Gambling Policy set out in the report.

The Board was advised that The Gambling Act 2005 required a local authority to produce a Statement of Gambling Policy every three years. The current Gambling Policy had come into effect on 29 January 2007. Therefore, a new statement of gambling policy must be in force by the end of January 2010 and adopted by the Council at least a month before that date. The meeting of the Council on 17 September 2009 would therefore, be a suitable date to consider adopting the statement.

The Board was further advised that the Council could only adopt the statement after a formal consultation in accordance with the 2005 Act. It was suggested that the consultation period begin on or around 11<sup>th</sup> September 2009 and end by 16<sup>th</sup> October 2009. This would allow a reasonable time for consideration of comments from consultees.

RESOLVED: That

- (1) the draft statement of gambling policy attached to the report be the Council's consultation document for the purposes of section 349 Gambling Act 2005;
- (2) the Operational Director, Legal, Organisation Development and Human Resources determine all matters relating to the consultation process; and
- (3) a further report be presented to the Board following the consultation process.

**EXB31 HALTON EFFICIENCY PROGRAMME - DECISIONS AND IMPLEMENTATION**



The Board considered a report of the Chief Executive which outlined that the first wave of Efficiency Programme workstreams were currently entering the implementation stage. This was likely to require that structures within affected areas were amended, resulting in the deletion and creation of posts on the establishment to adopt a more efficient organisational design.

The Board was advised that it was imperative that, after consultation, in the event of a need being identified for changes to staffing structures, these changes are made as quickly as possible in order that new structures could be implemented to achieve enhanced economy, efficiency and effectiveness in provision of public services. The proposal was that changes were made to take effect from 1<sup>st</sup> April 2010, thus securing targeted efficiency savings and related service changes and improvements. The changes would bear on:-

- Management Structures;
- Transactional Support Services;
- Non-Transactional Support Services;
- Green (now – Open) Spaces Service; and
- Property Services.

The Board was further advised that the report sought approval to grant delegated authority to the Chief Executive, in consultation with the Leader of the Council and the Portfolio Holder for Corporate Services, to amend and approve organisational structures, make changes in conditions of service, take decisions on redundancy and other arrangements for termination of employment, and such other decisions as may be necessary to carry through and implement the Efficiency Programme.

In addition, it was reported that this would ensure that momentum was maintained within the programme, and that service improvement and savings could be secured at the earliest opportunity.

It was noted that a Members seminar to look at the progress made on the efficiency programme to date and the future steps of the programme would take place on 17 September 2009.

**RESOLVED:** That the Chief Executive, in consultation with the Leader of the Council and the Portfolio Holder for Corporate Services be authorised to: amend and approve organisational

structures, make changes in conditions of service, take decisions on redundancy and other arrangements for termination of employment, and take such other decisions as may be necessary to carry through and implement the Efficiency Programme.

## **EXECUTIVE BOARD MEETING HELD ON 24 SEPTEMBER 2009**

### **EXB39 HEALTH & COMMUNITY CAPITAL PROGRAMME 2008-09 AND CAPITAL PROGRAMME 2009-10**

The Board received a report of the Strategic Director, Health and Community which informed the Board of the 2008/9 capital programme outturn and the 2009/10 capital programme.

A report was presented to the Board on 2<sup>nd</sup> April 2009 setting out the forecast outturn for the Health and Community capital programme for 2008/9 and the reasons for monies being carried forward to 2009/10, together with a proposed programme of schemes for 2009/10. Due to the delay in announcing the housing grant allocations from the Government Office, the report highlighted that assumptions had been made about the level of resources likely to be available in 2009/10.

The Board was advised that the allocation for the housing programme had been announced as £2.911m, an increase of £2.289m over the 2008/9 allocation. After several years of declining grant in Halton, this level of funding considerably exceeded what was expected and was due to the introduction of a revised funding distribution formula which more closely reflected the priorities in the recently revised Regional Housing Strategy.

Given that the housing programme had been supported by corporate capital growth in recent years when the housing grant was reducing, and the current pressures on the Council in terms of capital, it was proposed that the approved carry forward of £0.736m be vired to support the corporate capital programme.

It was noted that there would be a requirement for some resources to be set aside to fund Halton's share of ICT and Software costs for the development and introduction of a sub-regional Choice Based Lettings Scheme, but the amount involved would not be clear until much later in the financial year. A provisional sum of £50,000 had therefore been included in the programme.

This still left £1.329m of the new housing allocation unallocated. There were a number of potential calls on this fund, but the main priority was in the Housing and Supporting People Strategies was to secure the development of additional extra care housing schemes for the growing population of older people in the Borough.

The Board was advised that a further priority was the Registered Social Landlord (RSL) Partnership Agreement. This partnership between HBC and the RSLs began in July 2008. In 2008/9 the Council identified £467k to be used to fund, on a 50:50 basis, home adaptations within RSL properties.

In 2009/10 the Council had allocated £450k to the Partnership Agreement. To date £410k had been paid, committed to schemes agreed and it was anticipated that the RSLs could carry out further adaptations to a value £400k requiring additional partnership funding of £200k, from the Council, to be match funded by £200k from the RSL.

The report set out the actual funding available for the Health and Community capital programme for 2009/10 after the adjustment detailed within the report.

RESOLVED: That

- (1) the recommendation in 3.3 of the report be approved; and
- (2) the Board recommend the Council to approve the capital programme for 1009/10, as set out in Appendix 1.

EXB42 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 Part 1 of Schedule 12A of the Local Government Act 1972; and
- (2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and

exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

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

EXB43 ACCOMMODATION

The Board received a report of the Strategic Director, Corporate and Policy which sought approval to a number of accommodation proposals aimed at ensuring that Catalyst House is vacated by 1 April 2011, to facilitate the construction of the Mersey Gateway.

RESOLVED: That

- (1) the approach outlined in this report to vacate Catalyst House by 1 April 2011 be approved; and
- (2) the Council's approval be sought to vary the Capital Programme to allow the prudential borrowing of £3m to fund the commencement of the refurbishment of the Municipal Buildings.

**EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 10 SEPT 2009**

**CORPORATE SERVICES PORTFOLIO**

ES18 SPENDING AS AT 30 JUNE 2009

The Sub-Committee considered a report which summarised the overall revenue and capital spending position as at 30<sup>th</sup> June 2009.

In overall terms, revenue expenditure was below the budget profile, however, this was only a guide to eventual spending. It was noted that spending on employees was also below the budget profile; this was primarily due to the

delay in setting the 2009 pay award. The budget included 2.5% for the pay award and the latest offer was around 1%. However, the arbitration decision regarding the 2008 pay award increased the award by 0.3% to 2.75% in total which was 0.25% higher than budget.

It was noted that income was currently below budget profile in a number of areas. At this stage it did not appear that shortfalls in income were having an adverse effect upon the Council's overall net budget, however, this may be due to delays in spending and would need to be kept under close control by Directorates.

With regard to Capital Spending, it was reported that spending to 30<sup>th</sup> June 2009 totalled £3.8m, which was 57% of the planned spending of £6.7m at this stage. However, this only represented 10% of the total capital programme of £36.7m (which assumed a 20% slippage between years).

Although historically, capital expenditure was significantly higher in the latter part of the financial year, it was important that Project Managers maintained pressure to keep projects and spending on schedule and in particular, to ensure that all external funding was maximised.

RESOLVED: That the report be noted.

#### ES19 TREASURY MANAGEMENT 2008/09

The Sub-Committee considered a report, which reviewed activities on Treasury Management for the year 2008/09.

The Annual Report covered:

- the Council's current Treasury Position;
- Performance Management;
- the Borrowing Strategy for 2008/09;
- the Borrowing Outturn for 2008/09;
- Compliance with Treasury limits;
- Investment Strategy;
- Investments Outturn for 2008/09;
- Debt Rescheduling; and
- Other issues.

RESOLVED: That the report be noted.

#### ES20 TREASURY MANAGEMENT 2009/10 1ST QUARTER:

APRIL - JUNE

The Sub-Committee considered a report which updated Members on the activities undertaken on the Money Market as required by the Treasury Management Policy.

It was noted that all the activities, including prudential indicators, complied with policy guidelines. However it was noted that during the quarter the authority exceeded the limit with the National Westminster Bank by a small amount over a weekend rather than place cash with a counterparty. A list of counterparties and their long term rating was circulated with the agenda.

RESOLVED: That the report be noted.

ES21 REVIEW OF THE FAIRER CHARGING POLICY 2009-10

The Sub-Committee considered a report which outlined a revised fairer charging policy for 2009-10. The Department of Health had published a 'Fairer Contributions Guidance Calculating an Individual's Contribution to their Personal Budget' in July 2009. Within this guidance, all Council's with Social Services responsibilities were required to introduce a revised Fairer Charging Policy to take into account personalised budgets.

A personal budget was an upfront allocation of social care resources to a person who is eligible for support. A service user may choose to ask the Council to arrange all the care and support they need, they may choose to receive the whole amount of their personal budget as a direct payment so they can organise their care and support themselves, they may choose to have their personal budget paid to a third party, or they may choose to have mix of the options available.

With a personal budget, the charging system must compare the amount of a service users personal budget for the financial year with the maximum weekly charge they are assessed as being able to afford. This is a fundamental change as it affects the issue of charging service users for a week when they do not receive service, either through choice or circumstances.

At present, if a service user has their care commissioned by the Council and does not have service for

one week; no charge is made for that week. The essence of this change was to bring services that had been commissioned by the Council into line with direct payments.

This would allow all service users irrespective of how they choose to meet their care needs, to have the ability to bank services, to use at a later point within the financial year, for example to purchase additional services whilst taking a holiday.

It was noted that the policy had been written with a view to ensuring any service user currently receiving care services would not be required to contribute an increased amount.

RESOLVED: That the Fairer Charging Policy be approved.

**REPORT TO:** Corporate Services Policy and Performance Board  
**DATE:** 3 November 2009  
**REPORTING OFFICER:** Chief Executive  
**SUBJECT:** Halton Strategic Partnership Board minutes  
**WARD(s):** Boroughwide

**1.0 PURPOSE OF REPORT**

1.1 The Minutes relating to the Corporate Services Portfolio which have been considered by the Halton Strategic Partnership Board are attached at Appendix 1 for information.

**2.0 RECOMMENDATION: That the Minutes be noted.**

**3.0 POLICY IMPLICATIONS**

3.1 None.

**4.0 OTHER IMPLICATIONS**

4.1 None.

**5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

**5.1 Children and Young People in Halton**

None

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

None

**5.3 A Healthy Halton**

None

**5.4 A Safer Halton**

None

**5.5 Halton's Urban Renewal**

None



**6.0 RISK ANALYSIS**

6.1 None.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

8.1 There are no background papers under the meaning of the Act.

**HALTON STRATEGIC PARTNERSHIP BOARD**

*At a meeting of the Halton Strategic Partnership Board on Wednesday, 20 May 2009 at 65 Lugsdale Road Widnes*

Present: Councillors Polhill (Chairman), Hignett, K. Mothersdale, Wright, D. Sproson, F. Johnstone, Wilson, R. Jones, T. Parle, M. Fry, J Rowlands, B. Edwards, Swain, Redmond, N Atkin, D. Parr, Dalby, R. Mackenzie, S. Semoff, Murphy, M. Sheehan, D. Cargill, J. Kirk, Cleworth, Wilson and Hudson

Apologies for Absence: Councillors: None

Absence declared on Council business: : None

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

	<i>Action</i>
EXB57 APOLOGIES	
Gerald Meehan, Chris Koral, Gary Finchett (Martin Cleworth deputising), Ian Williamson (Jim Wilson deputising)	
EXB58 MINUTES OF THE LAST MEETING AND MATTERS ARISING	
The Minutes of the meeting held on 18 <sup>th</sup> February 2009 having been printed and circulated were agreed as a correct record.	
EXB59 CHILDHOOD OBESITY	
The Board received a presentation from the Assistant Director of Public Health.	
Obesity is a priority because it is directly linked to a number of serious diseases such as diabetes, heart disease and cancer. Levels of childhood obesity at year 6 and levels of adult obesity are high in comparison to national and regional averages. In response a service model has been developed with different levels of response according to need. Programmes are now being introduced to scale this response up with the intention of reaching 92% of children and 38% of adults who are overweight or obese by 2012/13.	

In discussion a number of opportunities were identified for Partners to link up activities with this campaign eg through promoting lunchtime walks to all partners.

RESOLVED: That the presentation be noted.

EXB60 COMPREHENSIVE AREA ASSESSMENT - INITIAL FINDINGS

The Board received a presentation from Peter Forrester about the Audit Commission's work to date on the Comprehensive Area Assessment of Halton for 2009 (CAA).

The CAA composes an Area Assessment for Halton together with organisational assessments for four key local public organisations (the Borough Council, Primary Care Trust, Fire and Rescue Service and Police Force).

The Area Assessment is based on 3 questions:-

1. How well do local priorities express community needs and aspirations?
2. How well are the outcomes and improvements needed being delivered?
3. What are the prospects for future improvement?

A report will be published in December 2009, comprising a commentary on the area together with green and red flags to highlight exceptional performance or significant concerns about future improvement.

A number of topics have been identified for further investigation before determining whether or not flags are merited.

The Commission will continue to feedback emerging findings to the Board.

RESOLVED: That the presentation be noted.

EXB61 HALTON STRATEGIC PARTNERSHIP SHOWCASE 2009

Board Members considered a report regarding the Partnership's Annual Conference due to take place in October of this year.

To date the annual conference has taken on a formal format, with presentations and guest speakers targeting partners and active community members.

As an alternative a 'Showcase' is proposed to promote the partnership and related projects locally.

The elements of the day-long event will include taking suitable projects out into the community and the use of Stobart Stadium Halton as an 'Information Hub'. The information hub will provide a space for the public to receive information; it will also offer a networking opportunity for the partners.

The Showcase will be an opportunity for all partners to promote the work that they are delivering to the Halton community and will bring together partnership working under one roof.

RESOLVED: That instead of the usual format of an annual conference the partnership develops a 'showcase' targeted at the local community as set out below:-

- a) The Board agrees to the outlined proposal for the showcase;
- b) Each Partner makes a commitment to be fully involved in the day and in the planning leading up the event;
- c) Partners agree to fund the projects they showcase on the day (e.g. Health Eating project to provide food, leaflets etc, to promote their project); and
- d) That the Partnership Communication Group takes on the co-ordinating role.

#### EXB62 HALTON OBSERVATORY

The Board considered an update report on the Halton Observatory.

The Board were reminded that the Halton Observatory is the partnership's local information system that underpins contributions to many research activities within the partnership. It also provides a one stop data shop for practitioners across Halton to contribute to their own performance monitoring, funding bids etc.

In November 2008, Board Members agreed to continue to support the Halton Observatory, however, there were some concerns raised about the service being provided by Local Futures and it was felt that a review should be conducted to ensure that it provided a better service to users. The report outlined the work of the review and Board Members were asked to agree with the suggestions being put forward. The new Observatory will still provide a one stop data shop but

will be more flexible and provide a variety of summarised information access to key documents. Interactive mapping will be available.

RESOLVED: That the contents of the report be noted and recommendations agreed subject to an additional request from Board Members that Partner Organisations being given Training on the new system and there is an official launch of the new site.

EXB63 REQUEST FOR HSPB MEMBERSHIP

The Board considered a request from Cheshire Police Authority for membership of the Partnership Board.

The Police Authority has statutory duties under the Crime and Disorder Act 1998 and the Children's Act 2004 to participate in those relevant partnerships and trust arrangements that fall under the Local Strategic Partnership.

Board Members were reminded that the Partnership's Constitution states that every endeavour should be made to attend all meetings of the Board, and that substitutes are not generally permitted. A substitute may attend but only with the express prior consent of the Chair who will only grant permission where satisfied that there are extraordinary extenuating circumstance. The Chair also reminded Board Members that those attending meetings should be at a level within the organisation that allows decisions to be made at the table.

RESOLVED: That

The report be noted and the Police Authority be given a place on the Partnership Board.

EXB64 PERFORMANCE MANAGEMENT OF LOCAL AREA AGREEMENT INDICATORS AND WORKING NEIGHBOURHOOD FUND

The Board considered a report that clarified the performance management arrangements for the Local Area Agreement/Sustainable Community Strategy targets, and Working Neighbourhoods Fund projects, to ensure a consistent approach is taken by each Specialist Strategic Partnership. This follows on from an earlier report brought to the Board in November 2008.

The performance management framework has been developed to enable the Halton Strategic Partnership Board

to measure and manage performance around Sustainable Community Strategy outcomes and Local Area Agreement indicators. The framework outlines how performance of these should be monitored through the Halton Strategic Partnership Board structures and the accountability and expectations of each of the partnerships within the structure.

RESOLVED: that the Board approved

- 1) The minimum standards for performance management arrangements for each Specialist Strategic Partnership, as set out in the attached performance management framework.
- 2) The roles and responsibilities at each level of the Halton Strategic Partnership Board structures.
- 3) The updated principles for monitoring Working Neighbourhood Fund projects.

#### EXB65 SUSTAINABLE COMMUNITY STRATEGY REVIEW

The latest draft of the Sustainable Community Strategy was received by the Board. Colleagues discussed the objectives of the review as outlined in the report

The Board was asked to endorse the Strategy and its vision with a view to Halton Borough Council adopting the document on 22<sup>nd</sup> July.

RESOLVED: that

- 1) Electronic and hard copies of the Sustainable Community Strategy be circulated to the Board.
- 2) The draft Sustainable Community Strategy which has been revised as part of the mid term review be approved.
- 3) Authority be delegated to the chair of the Halton Strategic Partnership Board to make any minor editorial amendments on behalf of the Partnership Board.

#### EXB66 LOCAL AREA AGREEMENT

##### **(I) 2008/2009 ANNUAL PERFORMANCE REPORT**

The Board received the LAA Annual Performance Report for 2008/2009. Partners discussed progress so far and were satisfied that the important work being done by the SSPs towards achieving their 3 year targets would continue.

RESOLVED: That Board Members noted the report's content and share with their respective organisations, in particular how the areas of weakness can be addressed.

EXB67 FIRST DRAFT OF THE HALTON CORE STRATEGY CONSULTATION PREFERRED OPTIONS DOCUMENT

The Board received a report from the Divisional Manager Planning and Policy at Halton Borough Council on the production of a core Strategy Preferred Options document.

The Core Strategy is part of the Local Development Framework which provides an overarching strategy for development in Halton up to 2026 and beyond, replacing the Unitary Development Plan.

The Preferred Options document will be the basis for a period of public consultation between mid-September and October 2009.

The report summarised the key contents including vision, objectives and spatial strategy and identified key areas of change. Partners were invited to comment by 31<sup>st</sup> May before it is finalised for publication. There will be a further opportunity to comment during the public consultation in the autumn.

RESOLVED: that

- 1) Board Members forward any comments on the draft Preferred Options document to Andrew Pannell by 31<sup>st</sup> May.
- 2) The status of the document as an evolving draft be noted.

EXB68 SUSTAINABLE COMMUNITIES ACT

Partners received a report on the Sustainable Communities Act 2007. In summary the act has three provisions:-

- i. Local authorities are invited to make suggestions to the Secretary of State for Communities and Local Government aimed at improving the sustainability of local communities. Suggestions must promote economic, social, and environmental well-being. The expectation is that most proposals will originate from community organisations and from partnerships like the Halton Strategic Partnership Board.
- ii. Local authorities will be able to request Local

Spending Reports to help them to prioritise actions. These reports should show all of the government spending in their communities from government departments and their agencies.

- iii. The Act formally changes the name of “Community Strategies” (as set out in the Local Government Act 2000) to “Sustainable Community Strategies”.

RESOLVED: that the report be noted.

EXB69 HALTON STRATEGIC PARTNERSHIP ENGAGEMENT CONSULTATION

The Board received a report detailing a change to the normal engagement process the Partnership undertakes every two years. For the last 7 years, the Partnership has commissioned a telephone survey. This information has been used to set baselines for targets and helped to shape the Partnership’s priorities.

The survey is due to take place again this year, however a large proportion of the questions are very similar to those already asked in the national Place Survey. Therefore it is proposed that the Partnership uses its resources to obtain qualitative rather than quantitative data, and using different methods discover what is behind the Place Survey results. A brief has been prepared and interviews of external, and therefore unbiased, companies are due to take place in May. Partners are being asked to participate in the development of this work.

RESOLVED: that the report be noted.

EXB70 ECONOMIC DOWNTURN UPDATE

The latest statistical information on the impact of the Economic Downturn was brought before the Board for discussion. Board Members provided verbal updates from their own fields.

RESOLVED: that

- 1) The information be noted and Partners use the date in planning delivery of services; and
- 2) Further updates to be brought to the Board as a standing item.

EXB71 NEIGHBOURHOOD MANAGEMENT UPDATE



Board Members were informed of various activities currently being undertaken in the Neighbourhood Management areas.

RESOLVED: that the report be noted.

EXB72 WORKING NEIGHBOURHOOD FUND - FINANCIAL SUMMARY

The Board received the regular item detailing the expenditure for Working Neighbourhood Fund. The figures in this report included the proposed amount of underspend going forward into the next financial year.

RESOLVED: that

The report and its recommendations be agreed as follows:-

- 1) The report's content as a true and accurate record;  
and
- 2) The amount of Working Neighbourhood Fund carried over into 2009-10 be noted.

**(I) LOCAL AREA AGREEMENT REFRESH UPDATE**

The Local Area Agreement is an agreement between local partners and central government on a small number of priority targets for Halton. It was concluded in June 2008, for the period 2008-2011, but is subject to an annual review and "refresh". The 2009 Refresh had been completed in March and the revised agreement was signed by the Secretary of State. During the course of negotiations there was lengthy dialogue over targets for Teenage Pregnancy, Young People not in Employment, Education or Training, and All Age All Cause Mortality. The Partnership had eventually agreed to the targets for these 3 indicators proposed by government, but with some concerns. Additional support and advice was to be provided by colleagues from the Government Office for the Northwest in these areas.

RESOLVED: That the revised Local Area Agreement targets be noted and Board Members would ensure that their organisations are aware of the changes.

*Meeting ended at 12.05 p.m.*

**REPORT TO:** Corporate Services Policy and Performance Board

**DATE:** 3 November 2009

**REPORTING OFFICER:** Strategic Director - Corporate and Policy

**SUBJECT:** Sickness Absence – 1<sup>st</sup> quarter (1 April – 30 June 09)

**WARDS:** Borough-wide

### 1.0 PURPOSE OF THE REPORT

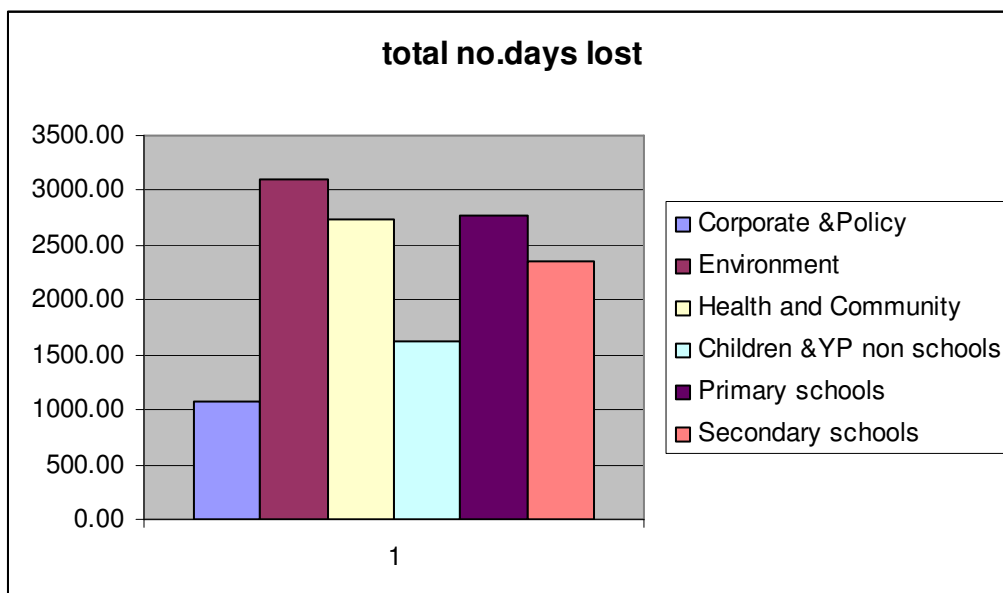
1.1 To provide a report on the number of working days lost in the first quarter of 2009/10, outlining trends and patterns of sickness.

### 2.0 RECOMMENDED:

(1) That the content of the report be noted

### 3.0 SICKNESS STATISTICS

3.1.1 The total number of working days lost due to sickness absence, in the first quarter of the year was 13,616. The breakdown for each directorate is set out below;



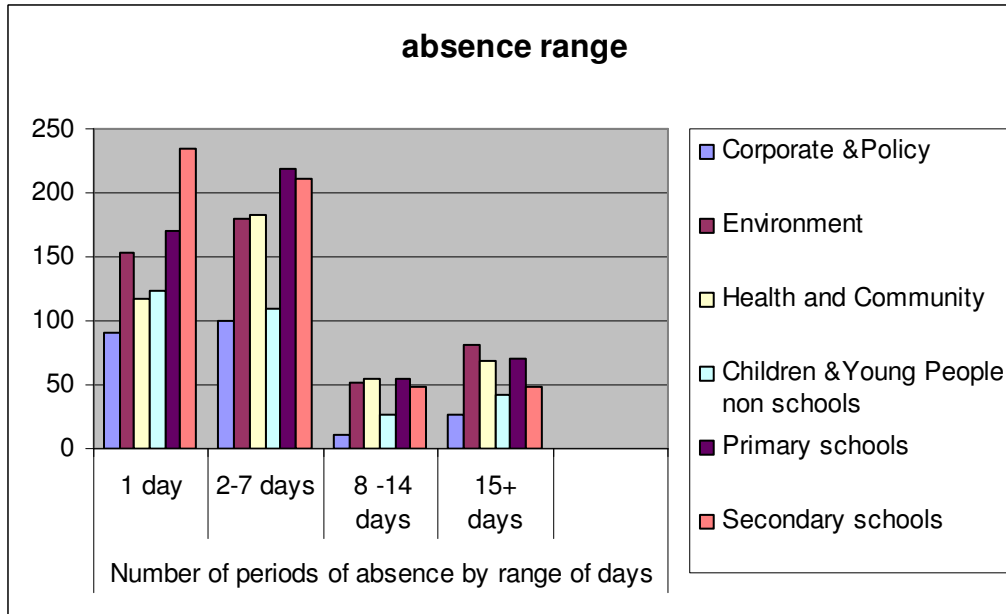
Directorates	Total no.days lost 1 <sup>st</sup> quarter	% sickness absence
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Corporate &Policy	1065.5	2.69
Environment	3090	4.31
Health and Community	2736	5.56
C&YP non schools	1616	5.12
C&YP schools	5108.5	12.40
Total days lost	13616	

The average number of days lost per employee for the first quarter is 2.52. This figure is based on the number of working days lost (working days/shift) to the Authority due to sickness absence. The Audit Commission guidance on calculating this is based on FTE staff.

- 3.2 Length of absences – the data below shows that 76% of all sickness absences are between 1 and 7 days duration. The Chartered Institute of Personnel Development annual survey report on Absence Management suggests that approximately two thirds of all working time lost to absence is accounted for by short term absence and Halton appears to follow this trend. The research also suggests that minor illnesses such as colds, flu and stomach problems are by some way the main cause for short term absence. Again the reasons for short term absence in Halton reflects the national research. The Assistant Personnel/Welfare Officers continue to work with managers, across the Authority, to support them in managing attendance.

	Number of periods of absence by range of days			
	1 day	2-7 days	8 -14 days	15+ days
Corporate &Policy	91	100	11	26
Environment	153	179	51	82
Health and Community	117	183	54	69
Children &Young People non schools	123	110	27	42
Primary schools	170	218	54	70
Secondary schools	234	211	49	49
Totals	888	1001	246	338



#### 4.0 OBSERVATIONS ON DATA

- 4.1 Members asked at the last meeting that information be provided in respect of both school - based and directorate staff.
- 4.2 In the case of School based staff, the total days lost due to depression, personal stress and work related stress account for 27% of the overall schools absence. The second highest reason for absence amongst school staff was musculo - skeletal followed by chest and respiratory infections. HR are currently delivering training to schools in managing attendance and the Assistant Personnel/Welfare Officer is working closely with schools to support them in resolving absence related issues in line with school policy.
- 4.3 The reasons for absence vary across the directorates. Account should be given to the different sizes of directorates and the nature of work. For example absences due to musculo skeletal problems, back problems and heart problems are the main reasons for absence in the directorates which employ mainly former manual workers. This is reflected in the sickness statistics and does reflect the national trend.
- 4.4 Careful monitoring is being carried out and regular reports will be brought forward. Regular meetings also take place with Risk Management to discuss problem areas as they arise and the Assistant Personnel/Welfare Officers continue to support managers across the Authority in managing attendance.

#### 5.0 LONG TERM SICKNESS ABSENCE

All employees who are currently long term sick are being managed and are all accessing the support of the Occupational Health Unit. The

Assistant Personnel/Welfare Officers are continuing to work pro actively with managers to resolve the number of long term sick cases. Quarterly reviews are undertaken.

## **6.0 POLICY IMPLICATIONS**

- 6.1 As we continue to monitor sickness absence across the Authority it is envisaged that the Sickness Absence Policy will be reviewed to ensure absence is managed effectively.

## **7.0 RISK ANALYSIS**

- 7.1 Failure to monitor absence levels and trends may lead to increased levels of ill health and appropriate support may not be given to employees. This may lead to challenge through Tribunal for disability discrimination or insurance claims.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 The Council is better protected from future challenge of Disability discrimination or other discrimination if all employees are treated equally and fairly with regard to their sickness absences.

## **9.0 FINANCIAL IMPLICATIONS**

- 9.1 The Chartered Institute Personnel Development (CIPD) national survey of absence management policy and practice (2008) estimate that the average annual cost of absence is £784 per employee per year. Failure to address levels of sickness absence will lead to increasing costs for the authority.

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

There are no background papers under the meaning of the Act.

**REPORT TO:** Corporate Services Policy and Performance Board  
**DATE:** 3 November 2009  
**REPORTING OFFICER:** Strategic Director Corporate and Policy  
**SUBJECT:** Accident Statistics  
**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 To report on corporate accident statistics for April to September 2009.

## **2.0 RECOMMENDED**

**That the report be noted.**

## **3.0 SUPPORTING INFORMATION**

3.1 A report on corporate accidents and incidents in the first 6 months of the current financial year is appended. There has been a reduction in reported incidents compared with the last two years, especially 'over 3 day' accidents. The appendix provides a detailed breakdown by type of incident and by directorate.

## **4.0 POLICY IMPLICATIONS**

4.1 The provision of a safe working environment, and reduction in accidents is important in order to provide efficient and effective delivery of services (the sixth priority in the Corporate Plan).

## **5.0 OTHER IMPLICATIONS**

5.1 Accidents which lead to lost time have financial implications for the authority (although these are always secondary to our concern for the well being of staff and customers).

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

## **7.0 RISK ANALYSIS**

7.1 There are no particular risks attached to this report. Workplace risk assessments are used to reduce the likelihood of accidents.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 There are no direct implications for equality and diversity.

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

There are no relevant background documents



**CORPORATE ACCIDENT / INCIDENT REPORT**  
**1<sup>st</sup> April to 7<sup>th</sup> September 2009**

**Produced by Risk and Emergency Planning Division**



## **Introduction**

The purpose of this report is to provide:

- Statistics to demonstrate how Halton Borough Council as an employer is meeting specific targets for reductions in major<sup>1</sup> injuries as set out in the government's "Revitalising Health and Safety Strategy"
- Statistics relating to
  - accidents resulting in employees being unable to carry out their normal duties for more than 3 days following the day of the accident (over 3-day injuries<sup>2</sup>)
  - significant<sup>3</sup> accidents
  - "near miss" incidents
- Statistics relating to violent incidents
- Any identified accident / incident trends and supporting information

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<sup>1</sup> As defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 1995

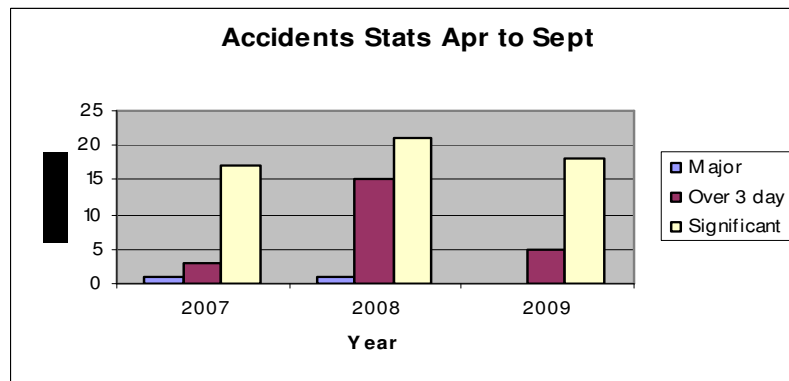
<sup>2</sup> As per footnote number 1

<sup>3</sup> Injuries other than those listed in no's 1 and 2 above, that require more than basic first aid, incur time lost or arise from a failure in health and safety management

<b>CORPORATE ACCIDENT STATISTICS 2009</b>
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**Accident Statistics by Directorate from the 1<sup>st</sup> April to 7<sup>th</sup> September 2009**

<b>Directorate</b>	<b>Major</b>	<b>+ 3-Day</b>	<b>Significant</b>
Children and Young People	<b>0</b>	<b>0</b>	<b>5</b>
Corporate and Policy	<b>0</b>	<b>0</b>	<b>2</b>
Health and Community	<b>0</b>	<b>2</b>	<b>4</b>
Environment	<b>0</b>	<b>3</b>	<b>6</b>
<b>TOTAL 2009</b>	<b>0</b>	<b>5</b>	<b>17</b>
<b>TOTAL 2008</b>	<b>1</b>	<b>15</b>	<b>20</b>
<b>% CHANGE</b>	<b>- 100%</b>	<b>- 70%</b>	<b>-15%</b>



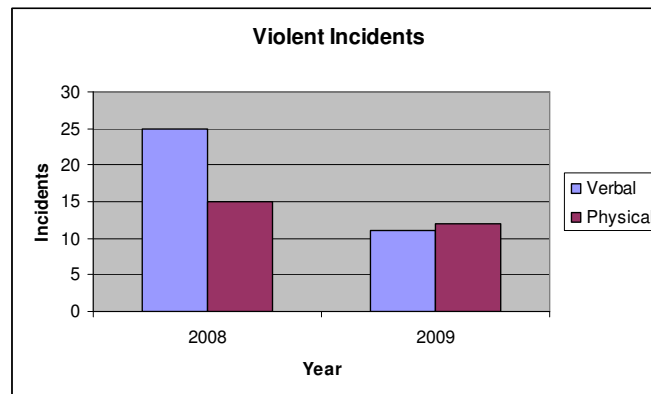
### Further Information

- There has been a reduction in reported incidents reported compared with the last two years, especially 'over 3 day' accidents. Directorate information is provided as below.
- Waste Management and Landscapes Services perennially have the highest number of accidents and last year underwent Health and Safety Audits. The implementation of the recommendations will be reviewed in November this year.
- This year Health and Safety Audits have been conducted at Transport Workshops, Direct Links and Manual Handling requirements.

- Further audits will be conducted at Children's' Home, Home Care and 1<sup>st</sup> Aid provisions. The latter is in line with the amended First Aid Regulations which will reduce the amount of training that is due to be enacted in October, 2009.
- There have been 2 near misses reported this year.

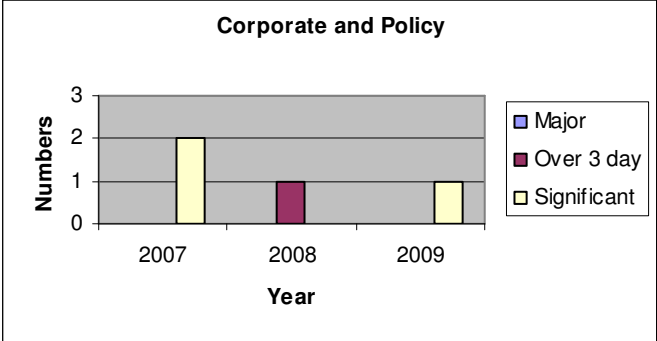
**VIOLENT INCIDENT REPORTS BY DIRECTORATE****1<sup>st</sup> April 2009 to 7<sup>th</sup> September 2009**

<b><u>Directorate</u></b>	<b>Verbal</b>	<b>Physical</b>
Children and Young People	1	0
Corporate and Policy	3	1
Health and Community	7	10
Environment	1	0
<b>TOTAL 1/4/09 to 7/9/09</b>	<b>12</b>	<b>11</b>
<b>TOTAL 1/4/08 to 7/9/08</b>	<b>15</b>	<b>25</b>

**Further Information**

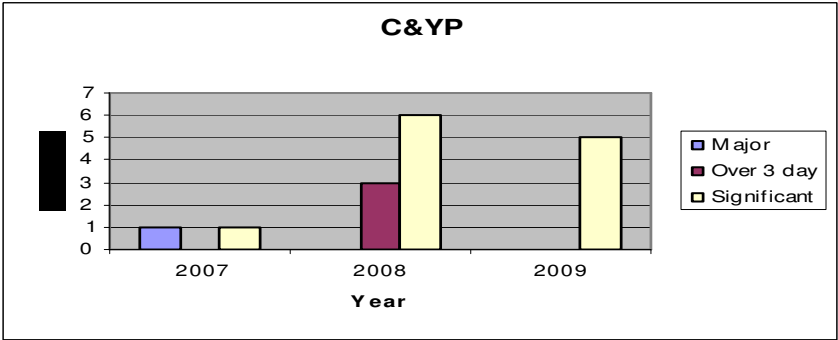
- There has been a reduction in reported incidents compared with the last year.
- There has been a significant decrease in Children and Young People with 14 verbal and 17 physical incidents reported last year and with only 1 verbal incident this year.
- There has been an increase in Health and Community involving service users with 3 verbal and 6 physical incidents last year and 7 verbal and 10 physical incidents this year.

**Corporate and Policy Directorate**



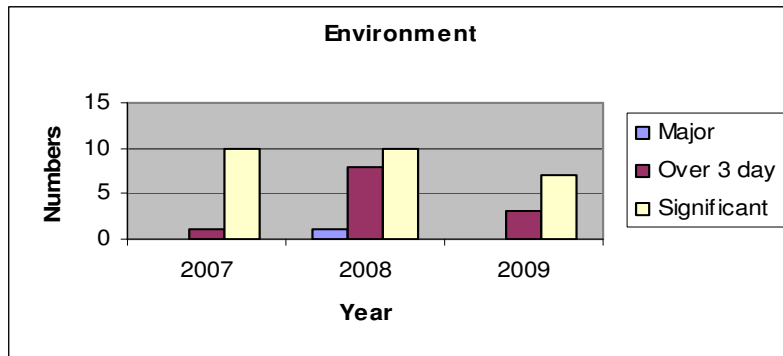
	2007	2008	2009
Major	0	0	0
Over 3 day	0	1	0
Significant	2	0	1

**Children and Young Peoples Directorate**



	2007	2008	2009
Major	1	0	0
Over 3 day	0	3	0
Significant	1	6	5

**Environment Directorate**

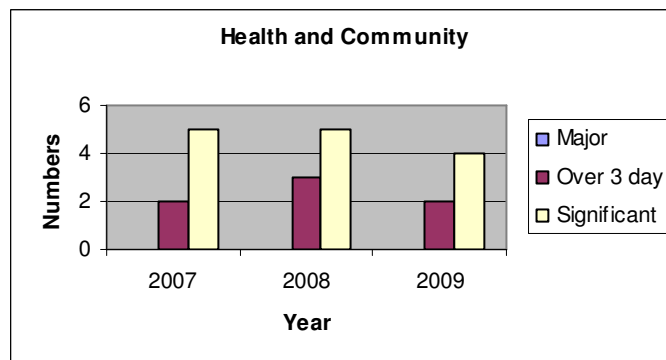


	2007	2008	2009
Major	0	1	0
Over 3 day	1	8	3
Significant	10	10	6

Comments:-

- There is overall reduction in accidents, particular in Landscape Services where for the same period last year there were 5 over 3-day and 6 significant reported accidents, mainly involving use of equipment. This is compared with only 2 significant accidents this year.
- There are a similar number of accidents in Waste Management with 3 over 3-day and 2 significant reported last year. This reflects higher risk of injury arising from carrying out manual tasks whilst working outside.

**Health and Community Directorate**



	2007	2008	2009
Major	0	0	0
Over 3 day	2	3	2
Significant	5	5	4

**REPORT TO:** Corporate Services Policy and Performance Board

**DATE:** 3 November 2009

**REPORTING OFFICER:** Strategic Director Corporate and Policy

**SUBJECT:** Business Planning 2010–13

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 To offer a timely opportunity for Members to contribute to the development of Business Plans for the coming financial year.

## **2.0 IT IS RECOMMENDED THAT:**

**The Board indicates priority areas for service development or improvement over the next 3 years.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 Each Department has been required to develop a medium-term business plan, in parallel with the budget, that is subject to annual review and refresh. The process of developing service plans for the period 2010-2013 is just beginning. Given the changes to departmental structures that are presently emerging, it is proposed that this year, four Directorate Plans will be produced rather than 19 Departmental Service Plans. This will provide a means of setting objectives for newly configured service departments. At this stage members are invited to identify a small number of areas for development or improvement (possibly 3-5) that they would like to see reflected within those plans. Strategic Directors will then develop draft plans which will be available for consideration by PPBs early in the New Year.
- 3.2 Service Objectives and Performance Indicators and targets will be developed by each Department and this information will be included within Appendices to the Directorate Plan. Additionally relevant departments will still be required to provide Quarterly Performance Monitoring Reports in their existing format during the coming 2010 – 11 financial year.
- 3.3 Plans can only be finalised once budget decisions have been confirmed in March.
- 3.4 To assist Members in their considerations it is proposed that the Strategic Director Corporate and Policy will give a short presentation

setting out the key issues and challenges for their Directorate over the coming 3 years.

#### **4.0 POLICY IMPLICATIONS**

4.1 Business Plans form a key part of the Council's policy framework.

#### **5.0 OTHER IMPLICATIONS**

5.1 Directorate Plans will identify resource implications.

#### **6.0 IMPLICATIONS FOR THE COUNCILS PRIORITIES**

6.1 The business planning process is the means by which we ensure that the six corporate priorities are built into our service plans and priorities, and thence cascaded down into team plans and individual action plans.

#### **7.0 RISK ANALYSIS**

7.1 Risk Assessment will continue to form an integral element of Directorate Plan development. This report mitigates the risk of Members not being involved in setting service delivery objectives.

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 Those high priority actions that result from Impact Review and Assessment will be included within Directorate Plans and will continue to be monitored through Departmental Performance Monitoring Reports.

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

There are no relevant background documents to this report