



**Environment and Urban Renewal Policy
and Performance Board**

**Wednesday, 15 September 2010 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

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

Chief Executive

BOARD MEMBERSHIP

Councillor Ron Hignett (Chairman)	Labour
Councillor Keith Morley (Vice-Chairman)	Labour
Councillor Philip Balmer	Conservative
Councillor Peter Blackmore	Independent
Councillor Ellen Cargill	Labour
Councillor John Gerrard	Labour
Councillor Mike Hodgkinson	Liberal Democrat
Councillor Paul Nolan	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor Dave Thompson	Labour
Councillor Kevan Wainwright	Labour

*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 Wednesday, 24 November 2010*

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

Part I

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1. MINUTES	
2. DECLARATIONS OF INTERESTS (INCLUDING PARTY WHIP DECLARATIONS)	
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.	
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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: Environment and Urban Renewal Policy & Performance Board

DATE: 15th September 2010

REPORTING OFFICER: Strategic Director, Resources

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: Environment and Urban Renewal Policy and Performance Board

DATE: 15th September 2010

REPORTING OFFICER: Chief Executive

SUBJECT: Executive Board Minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Environment and Urban Renewal PPB 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, Executive Board Sub Committee and Executive (Transmodal Implementation) Sub Board Minutes Relevant to the Urban Renewal Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 17th JUNE 2010

**SUSTAINABLE COMMUNITY STRATEGY 2011-2026 AND
8. NEW CORPORATE PLAN**

The Board received a report of the Strategic Director, Resources on the Sustainable Strategy 2011-2026 and new Corporate Plan.

Members were advised that local authorities and their partners had a statutory duty to develop a Sustainable Community Strategy, to set out the strategic direction and long term vision for the economic, social and environmental wellbeing of their area. Targets in the existing Strategy run to March 2011; the Council would need to adopt a new strategy by April 2011.

The draft action plan attached to the report set out the approach and timetable to develop the new strategy. Development of the strategy would be overseen by a steering group including key partners. Members noted that the new edition of the Sustainable Community Strategy (SCS) would look over a longer time period which allowed strategic planning to cover 15 years, to 2026. This would bring major plans like the Core Strategy and Local Transport Plan into alignment and allow for coordinated delivery.

In addition, a new SCS would offer the opportunity to revisit the Corporate Plan and set out Halton's ambitions for the next five years. This approach would allow the Council to set its direction and align with the Key Objectives of the SCS and other major initiatives such as Total Place, 'personalisation' of care packages, tackling climate change and the efficiency agenda.

RESOLVED: The proposed approach for developing a new Sustainable Community Strategy as outlined in Annexe A attached to the report be agreed.

15. REGIONAL LEADERS BOARD (4NW)

The Board received a report advising them that the Government had announced that Central Government grant funding for the Regional Leaders Board (4NW) would cease from 30 September 2010, and as a result, all 4NW staff had been placed 'at risk' of redundancy.

The Board were advised that, at the meeting of the Leaders Board 4NW on 7 June 2010, there was strong commitment from the Sub-Regional Leaders present to maintain the Leaders Board to act as the 'voice' of the North West with Government. The Leaders Forum would be supported by a slimmed-down Secretariat, funded through existing subscriptions.

Members noted that many Leaders had indicated a strong commitment to keep the Board in place, recognising the need to maintain a strong voice for the North West. Attached to the report was a list of proposed subscriptions for each local authority, including Halton's proposed subscription for 2009/10 of £3,852.

RESOLVED: That the report be noted and the Board support the proposal as put by the 4NW Regional Leaders Board to continue with Halton's subscription.

EXECUTIVE BOARD MEETING HELD ON 15TH JULY 2010

24. HALTON HOUSING TRUST PROGRESS REPORT

The Board considered a report of the Strategic Director – Adults and Community which provided a further update on Halton Housing Trust's progress since the last report to Executive Board on the 16th July 2009.

Mr Nick Atkin, Chief Executive Halton Housing Trust and Ingrid Fife, Chair of the Board, Halton Housing Trust attended the meeting to present the report which set out the progress to date in delivering some of the key "pledges" made prior to the stock transfer, and progress in meeting the Tenant Services Authority's regulatory framework.

The Board was advised that the Trust continued to make strong progress in the range and quality of the services provided for their customers. This was underpinned by the Corporate Plan, which provided a clear strategic direction and vision for their role

and contribution to the wider success of Halton.

The report provided information on the following key headlines:-

- The Decent Homes Programme had been delivered 14 months ahead of schedule and had achieved efficiency savings of over £6.5 million. These savings would be reinvested in improving customers homes and neighbourhoods;
- Core performance and the quality of services to customers continued to improve as evidenced by the outcome of recently completed mock Short Notice Inspection;
- The Trust was viewed positively by the regulator, the TSA, and had received an improved Regulatory Judgement. The Trust had also been selected as one of only 39 pilots for the development of “local offers” following the implementation of the TSA’s new Regulatory Framework in April 2010;
- A new Chair, Ingrid Fife, had been appointed following the resignation of the previous and first Chair, David Felix. Ingrid, with the help and support of other members of the Board, was leading a review of the governance arrangements of the Trust to ensure that they remained fit for purpose both now and into the future;
- The continued development of the Neighbourhood Investment Framework outlined how the Trust would invest up to £262 million in the Borough between 2009 and 2015;
- There was strong support and positive contributions towards the Council’s priorities for the Borough. The Trust was working with a cross section of stakeholders to secure some real outcomes for people living within the Borough;
- For the second consecutive year the Trust had taken full advantage of the additional adaptations funding made available by the Council and had significantly reduced the long term backlog;
- The development and acquisition of new homes to

support the Council's Housing Needs Survey and Housing Strategy;

- The Trust implemented the Job Family and Pay Frameworks in May 2009, backdated to 1st April 2008; and
- A formal 5th anniversary celebration event is planned for 6th December 2010.

The Board was advised that as the Trust continued to make improvements to primary business areas and improving core performance the emphasis was now shifting towards considering longer term new business growth and development opportunities. This was underpinned through the continued development of an enhanced customer orientated culture throughout the organisation.

Arising from the presentation Members discussed affordable housing and new build schemes, delivering presentations of the Annual Report to the next round of Area Forums, communication pathways and points of contact for tenants, partnership working to tackle anti-social behaviour issues and the success in keeping rent arrears at a minimum.

RESOLVED: That the progress outlined in the report be noted

EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 1 APRIL 2010

83. RENEWAL OF THE MERSEY FOREST AGREEMENT

The Board considered a report of the Strategic Director, Environment and Economy which advised Members that the original agreement with Mersey Forest had expired and sought support for a further agreement.

The Board was advised that Mersey Forest was the biggest of the UK's 12 Community Forests. It covered 420 square miles (1,082 km²) and was part of a 30-year plan to transform the landscape across Merseyside and North Cheshire. The regeneration of The Mersey Forest was being achieved by a partnership comprising of the Forestry Commission, Natural England, nine local authorities, the Mersey Forest Team and various other organisations and individuals who shared the vision for creating The Forest.

The Board was further advised that in the 19 years since it had been established, over 3,750 hectares of new habitat had been created in the Mersey Forest, and around 10 million new trees planted. In Halton itself during this period, there had been 110 hectares of new woodland planted, 45 hectares of non-woodland habitat created, £2.9 million additional funding brought in, and over two thousand community events organised.

It was reported that Halton Borough Council had been a partner in the Mersey Forest since its inception, and the current Agreement was now due for renewal. The new Agreement would run from the 1st April 2010 until the 31st March 2015.

In addition, the Agreement empowered the nine local authorities to work together to support the work of the Mersey Forest. The new Agreement was very similar to the previous one, with changes being made to reflect the local government re-organisation that took place in Cheshire in April 2009.

RESOLVED: That the existing Mersey Forest Agreement be renewed and the Strategic Director – Environment and Economy in consultation with the Portfolio Holder, Environment, Leisure & Sport, be authorised to determine the terms of the new Agreement following the principles outlined in the report. (1) a restrictive covenant be included on the disposal of land preventing residential use;

(2) an update report be brought back detailing the outcome of the District Valuer's findings on the value of the land; and

(3) approval be given to dispose of the land as identified on the plan to Widnes Regeneration Limited.

NEW SERVICE LEVEL AGREEMENT WITH CHESHIRE 84. WILDLIFE TRUST

The Board considered a report of the Strategic Director, Environment and Economy which sought approval to enter into a three year Service Level Agreement with the Cheshire Wildlife Trust, which would enable the Council to deliver its biodiversity commitments.

The Board was advised that the Council currently had a very basic Service Level Agreement with the Cheshire Wildlife Trust through which they gave advice on nature reserve management.

Prior to December 2008 they had provided assistance to the Nature Conservation Officer. The current agreement would cost £2,400 per year.

The Board was further advised that the Council currently had a Service Level Agreement with 'Record' for the provision of biological recording and GIS analysis. The current agreement cost £2,170 per year.

In addition, the Council's Open Space Services had responsibility for nature conservation and biodiversity. The Division did not have a designated Nature Conservation Officer and therefore needed to deliver this element of its responsibility through partnership working.

RESOLVED: That, in consultation with the Portfolio Holder, Environment, Leisure & Sport, the Council enter into a Service Level Agreement with the Cheshire Wildlife Trust for the provision of Ecological Advice, Biological Recording and advice on Planning matters.

EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 27 MAY 2010

CLEAN NEIGHBOURHOODS & ENVIRONMENT ACT 2005: 3. INTRODUCTION OF DOG CONTROL ORDERS

The Sub Committee was advised that The Clean Neighbourhoods and Environment Act 2005 (CNEA 2005) introduced new powers and fixed penalties for local authorities to counter and reduce environmental crime across the public realm. Local authorities were required to carry out statutory public consultation when proposing the making of a Dog Control Order as outlined in The Dog Control Orders (Procedures) Regulations 2006. Consultation in Halton commenced on 22nd October 2009 and finished on 23rd November 2009. The report outlined the consultation procedure with other primary or secondary authority within the area and also the public consultation process. Although no objections were received, one response was received from English Nature stating that they had no objections to the Orders.

It was noted that anyone who committed an offence under any of the provisions of the Dog Control Orders may be liable to conviction in the Magistrates Court to a fine up to £1000. A fixed penalty notice may as an alternative be offered and paid. This would be £75. Anyone who failed to pay a fixed penalty may be liable for a fine up to £1,000.

The Sub Committee was advised that the Safer Halton Policy and Performance Board had been consulted on the outcome of the consultation and the next steps in the procedure and had supported the move towards implementation of the Orders. The Policy and Performance Board were advised that their comments would be considered and the schedule reviewed in twelve months time.

In considering the report and supporting the implementation of the Orders in principle, the Board requested that more information be provided on the locations affected by the proposal, how they were identified, how they would be specifically affected by the proposals if implemented, and a report be brought back to the next meeting of the Sub-Committee for further consideration.

RESOLVED: That the report be amended and re-submitted for consideration by the Executive Board Sub-Committee on 17 June 2010.

4. TRAVELLER TRANSIT SITE

The Sub-Committee received a report of the Strategic Director, Adults and Community on the budget outturn for the Traveller transit site at Warrington Road, Runcorn.

The report provided details of the running costs for the site following a full financial year in operation. It was noted that an overall occupancy rate of 69% for the year 2009/10 had been achieved. The report also detailed the feasibility and cost of providing a further four pitches for the Sub-Committee's consideration.

RESOLVED: That

- 1) the current daily pitch charge of £11 be increased by 2% in line with other Council fees and charges to £11.22 from 1 June 2010 and the charge be reviewed in line with other Council fees and charges in March 2011; and
- 2) a decision to increase pitch provision be deferred pending the outcome of the Partial Review of the North West Spatial Strategy.

EXECUTIVE BOARD SUB COMMITTEE – 17 JUNE 2010

7. WEED SPRAYING PROGRAMME 2010/11

The Sub-Committee considered a request for retrospective approval to waive standing orders for the commissioning of a borough-wide weed spraying programme for 2010/11.

In March 2009, a tendering exercise had been carried out to procure weed spraying services for the adopted highways and hard surfaced footpath network within the borough. Following an evaluation of four tender bids received, the contract for carrying out the works was awarded to Amenity Contract Services. The contract covered a 12 month period from April 2009, however, the Tender Specification allowed for the contract to be extended to cover a further 12 month period. This extension was at the discretion of the Council.

Following successful completion of the works in 2009/10, and given that Amenity Contract Services had proposed to carry out the works in 2010/11 at the same cost as in 2009/10, the contract to carry out Highway Weed-Spraying Service for 2010/11 was offered to, and accepted by, Amenity Contract Services.

Prior to the commencement of the works, however, the Managing Director of the Amenity Contract Services Ltd informed the Council that the company had entered into administration. Following a meeting with Managing Director of Amenity Contract Services it was established that he was in negotiations with another company, Assist Managed Services, who were seeking to take over the delivery of services that were to have been undertaken by Amenity Contract Services. Assist Managed Services confirmed that they could provide the weed spraying service for the Council using the same working practices and methods that were delivered previously by Amenity Contracting and at the same cost.

It was considered by officers that to carry out a further tendering exercise could have resulted in the following:

- commencement of the works could have been delayed;
- as a result of Amenity Contract Services entering into administration many other local authorities in the region would have been in the same position as Halton and would have required alternative contractors to carry out the works, this could have resulted in reduced market capacity; and

- if the Council had attracted a suitably qualified contractor through a new tendering exercise, it could have resulted in an increased cost.

RESOLVED: That

1) for the purposes of Contract Standing Order 1.6, retrospective approval is given on this occasion to the waiver of Standing Orders 3.1 to 3.7 and Standing Order 3.9, in light of the exceptional circumstances as detailed in paragraph 3.7 of this report;

2) retrospective approval be given to award the contract to undertake the 2010/11 Weed Spraying Programme to Assist Managed Services.

8

**CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005-:
INTRODUCTION OF DOG CONTROL ORDERS**

The Sub-Committee was advised that the Clean Neighbourhoods and Environment Act 2005 brought in new powers for local authorities to be able to deal with problems associated with irresponsible dog ownership. Dog Control Orders replaced the previous system of bylaws for the control of dogs as well as the Dogs (Fouling of Land) Act 1996, the powers of which were repealed upon adoption of dog control orders. These powers enabled local authorities to deal with the minority of irresponsible dog owners.

Members were advised on the progress in the process of declaring Dog Control Orders within the Borough and the findings of the public consultation. They also noted the comments received from the Safer Halton Policy and Performance Board. Comments previously submitted by the Executive Board Sub Committee would be considered as part of the consultation process.

RESOLVED: That

(1) in the light of the consultation exercise, the Board approves the following Dog Control Orders:

- (i) The Fouling of Land by Dogs Order (Appendix 1)
- (ii) The Dogs Exclusion Order (Appendix 2)
- (iii) The Dogs on Leads Order (Appendix 3)
- (iv) The Dogs on Leaders by Direction Order (Appendix 4)

(2) the Operational Director Environment and Regulatory Services, in consultation with the Operational Director Legal and Democratic Services and the Portfolio Holder for Environmental Sustainability be authorised to complete the implementation;

(3) in consultation with the Portfolio Holder for Environmental Sustainability, an immediate review of the Dog Control Orders be commenced; and

(4) in consultation with the Portfolio Holder for Environmental Sustainability a communication strategy and public information campaign be established to advise the public of the implications of the new Dog Control Orders.

EXECUTIVE BOARD SUB COMMITTEE – 8 JULY 2010

14 WIDNES WATERFRONT, ARTS PROJECT CONTRACT

The Sub-Committee considered a report which advised on an increase in expenditure on the Widnes Waterfront Arts Project contract, estimated to be 20%.

Since the tender process, it had been necessary for the contractor to include a further two items of work not originally budgeted for, due to a lack of information at the time of tendering. These were:-

- Reinforcement of a footbridge which formed part of the access route to the site – works included traffic management, provision of reinforcement materials and construction of a temporary diversion route; and
- construction of a maintenance track to and around the base of the Future Flower from the existing footpath.

These additional costs amounted to £26,096.42, approximately 20% above the original tender costs. This cost had been funded using the original NWDA funding contingency sum of £15,199, together with £10,897.42 from the existing allocation of Widnes Waterfront Capital funding.

RESOLVED: That the report be accepted.

15 HISTORIC ENVIRONMENT SERVICE LEVEL AGREEMENT

The Sub-Committee received a report of the Strategic Director, Environment and Economy which sought approval of a three-year renewal of the existing Service Level Agreement (SLA) between Halton Borough Council and Cheshire West and Chester Council in respect of historic environment services.

Members were advised that on 5th March 2009, the Sub-Committee resolved that the SLA for the provision of Historic Environment Services be renewed for a one year period from 1st April 2009 to 31st March 2010, at a cost of £14,335.36. The SLA was extended for one year only as at the time Cheshire Council was undergoing reorganisation.

The report recommended that the SLA be renewed for a further period of three years (2010-13). The cost for year 1 of the SLA would be £14,693.74. The subsequent years would be subject to an adjustment for annual inflation. This would be reviewed at the end of each year.

The SLA represented good value for money in terms of ensuring continual and permanent access to specialist advice on Historic Environment. A private sector alternative would be significantly more expensive, and the appointment of a full time member of staff with the relevant qualifications and experience would also lead to a much greater cost for the Council. Additionally, the SLA incorporates the development and maintenance of Halton's Historic Environment record which was a requirement of Planning Policy Statement (PPS) 5: Planning for the Historic Environment.

The Sub-Committee were advised that as the cost of the SLA exceeded £10,000, the Council's procedures for Standing Orders would have to be complied with. In this case, the Council's Solicitor had agreed that the three written quotations for the order were not required.

RESOLVED: That

1) the Service Level Agreement between Halton Borough Council and Cheshire West and Chester Council for the provision of Historic Environment Services be renewed for a period of three years from 1st April 2010 to 31st March 2013; and

2) Procurement Standing Order 4.1 be waived to allow Cheshire West and Chester Council to supply the

services within the Historic Environment Service Level Agreement without the need for a competitive tender.

16. STREET LIGHTING AND ILLUMINATED/UNLIT TRAFFIC SIGNS TERM MAINTENANCE CONTRACT

The Sub-Committee considered a report of the Strategic Director Environment and Economy on the recent advertisement of the Street Lighting and Illuminated/Unlit Traffic Signs Term Maintenance Contract. The existing contract was due to expire on 31st October 2010. The contract was for five years with an option to extend the contract by up to 5 years with the agreement of both parties. The Authority would support an extension, however, the current contractor was unable to agree to an extension for commercial reasons.

The Sub-Committee noted that the contract had been advertised following the rules defined in the EU Procurement Regulations. Tenders would be invited in early July and evaluated following their return in early August. It was planned to notify the successful tenderer in early September 2010 with the new contract due to commence on Monday 1st November 2010.

RESOLVED: That the report be noted and the Strategic Director for Environment and Economy, in consultation with the Executive Member for Transportation, be authorised to accept the tender for the Maintenance of Street Lighting and Illuminated/Unlit Traffic Signs Term Maintenance Contract.

EXECUTIVE BOARD SUB COMMITTEE – 22 JULY 2010

22. WINTER MAINTENANCE - WEATHER FORECASTING AND SUPPLY OF ROAD SALT

The Sub-Committee was advised that until 31st March 2010 weather data collection/ weather station maintenance was procured under joint collaborative arrangements with Cheshire utilising Vaisala and the Met Office. Vaisala Limited was one of two specialist companies who supplied and maintained the type of sensor system to collect real time data relating to the weather conditions within Halton.

Members noted that changing to an alternative supplier (at a cost of between £30,000 to £40,000) was not

an economic option at present as it would require the total replacement of the hardware embedded in the road surface, together with the replacement of the roadside instrumentation. The costs associated with the Vaisala weather forecasting and data collection were £24,954.32 for 2010/11. This was a saving on last year of £5,000.

It was proposed that the Council continue with the joint collaborative arrangements for weather forecasting and data collection with the Cheshire Councils and Warrington Borough Council until 31st March 2011. During this period a comprehensive review of weather data capture process would be carried out to ensure the most effective and accurate system was being utilised.

In addition, Members were advised that the Council had procured salt from Peacock Salt Limited until the contract ended on the 31st March 2010. During the snow and icy conditions which affected much of mainland Europe, extraordinary demands were placed on salt production and consequently, the reliability of supplies from Peacocks.

At present, Cheshire East and Cheshire and Chester currently had a contract for salt procurement with Salt Union until the 31st March 2013, which included rates for Halton and Warrington Borough Councils. The cost of procuring salt by via the Cheshire Contract for 2010/11 would be £37.36 per tonne. Last year's rate via Peacock's was £37.50 per tonne.

It was therefore proposed that the Council continue with the joint collaborative arrangements for salt procurement with the Cheshire Councils and Warrington Borough Council until 31st March 2013. As a consequence for this coming winter it was intended that Halton's salt would be sourced from Salt Union rather than Peacock's.

It was noted that extension of these arrangements with the Cheshire Councils and Warrington was in keeping with the joint collaborative arrangements for Winter Maintenance highlighted during the Winter Resilience Reviews of 2008/09 and 2009/10.

RESOLVED: That the Sub-Committee

(1) approves a 1 year extension to the current joint collaborative arrangements for weather forecasting and data collection until March 31st 2011; and

(2) the circumstances associated with the current joint collaborative arrangements for salt supply are noted.

23. EXTENSION OF TERM CONTRACT FOR HIGHWAY IMPROVEMENT SCHEMES

The Sub-Committee considered a report of the Strategic Director, Environment and Economy which advised that a Highway Improvement Term Contract with Lambros (Paving Contractors) Limited was formed on 9th July 2007 for an initial period of three years with an option to extend the term, by mutual agreement, for further periods of 12 months, up to a maximum of five years. Members noted that the annual value of works undertaken through the contract had increased since it was originally formed and therefore, Members were requested to consider the extension of the Contract. Lambros had confirmed in writing their desire to extend the Contract.

The Contract included a range of performance measures designed to ensure that works were undertaken to the specified standard and quality and delivered in accordance with the agreed scheme programmes. Throughout the programme of the Contract, Lambros' performance in this respect had been excellent, achieving a high standard of work throughout the Borough and there had not been any cause to issue performance penalties.

If the option to extend the current contract, in accordance with the original procurement strategy were not taken up, then the Council would have to find an alternative way of delivering the range of highway improvement schemes and minor works that had been identified in the Local Transport Plan Implementation Programme for 2010/11. A number of alternatives had been considered:

- Invite "Spot" Tenders for individual schemes and minor works;
- Procure the work through the current Highway Maintenance Term Contract; and
- Procure a new Term Contract to deliver the programme.

The Contract was designed essentially to deliver the quality transport corridor of the integrated transport programme as outlined in the Council's local Transport Plan

2006/7 to 2010/11, valued at around £450,000 per year. However, as the LTP capital allocation increased due to the 25% performance addition, and the contract was utilised to deliver a wider range of highway construction works, the value of instructions through the contract had grown to approximately £800,000 per annum, and a current total spend of £2.4m.

It was proposed that as this was the final year of the three year capital transport settlement and the final year of the LTP2, and funding for highway improvements and capital works was uncertain beyond March 2011, a 12 month extension to the term contract should be granted, as outlined in the original tender documents. Dependent upon future funding availability and continuing good performance by the Contractor, the Contract would be extended for a further 12 month period if necessary, and this would be reported to the Board at the appropriate time.

RESOLVED: That the Highway Improvement Term Contract with Lambros (Paving Contractors) Limited of Longmeadow Road, Knowsley, Prescot be extended for a period of 12 months to July 2011 to enable the delivery of approximately £800,000 worth of highway improvements.

REPORT TO: Environment & Urban Renewal Policy & Performance Board

DATE: 15th September 2010

REPORTING OFFICER: Chief Executive

SUBJECT: Performance Management Reports for Quarter 1 of 2010/11

WARDS: Boroughwide

1.0 PURPOSE OF REPORT

1.1 To consider and raise any questions or points of clarification in respect of the first quarter (April to June 2010) performance management reports detailing progress against service objectives/ milestones and performance targets, and factors affecting the services etc for:

- Employment, Economic Regeneration and Business Development (Business Development & Regional Affairs)
- Highways, Transportation and Logistics
- Environment & Regulatory
- Community Services (Parks & Countryside)
- Prevention & Commissioning (Housing Strategy)

2.0 RECOMMENDED: That the Policy and Performance Board

- 1) Receive the first quarter performance management reports;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Policy and Performance Board.**

3.0 SUPPORTING INFORMATION

3.1 Directorate Overview reports and associated individual Departmental Quarterly Monitoring reports have been previously circulated via a link on the Members Information Bulletin to allow Members access to the reports as soon as they become available. These reports will also provide Members with an opportunity to give advance notice of any questions, points raised or requests for further information, to ensure the appropriate Officers are available at the Board meeting.

3.2 Where a Department presents information to more than one Policy & Performance Board some reconfiguration of the reports has been actioned to reflect Board responsibilities as shown in the following papers.

3.3 The departmental objectives provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance

management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

3.4 Appendix 1 explains how Red, Amber and Green (RAG) symbols have been used reflect progress for both objectives and performance indicators. For 2010/11 direction of travel indicators have also been added where possible, to reflect progress for performance measures compared to the same period last year.

3.5 It should also be noted that for Community Services (Parks and Countryside) there are no key objectives/ milestones, performance indicators or no 'other' objectives and performance indicators reported by exception (being either flagged as either red or amber) to be reported for quarter 1. A full report detailing progress against all key and other objectives/ milestones and performance indicators will be reported for Quarter two.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Directorate Overview report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 Although some objectives link specifically to one priority area, the nature of the cross - cutting activities being reported, means that to a greater or lesser extent a contribution is made to one or more of the Council priorities.

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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




Document

Place of Inspection Contact Officer

Not applicable




Appendix 1 – Explanation of Symbols

Symbols are used in the following manner:

Progress	<u>Objective</u>	<u>Performance Indicator</u>
Green	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an <u>intervention or remedial action</u> taken.</i>

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green	 Indicates that performance is better as compared to the same period last year.
Amber	 Indicates that performance is the same as compared to the same period last year.
Red	 Indicates that performance is worse as compared to the same period last year.
N/A	Indicates that the measure cannot be compared to the same period last year.

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Environment & Economy
<u>Department:</u>	Employment, Economic Regeneration & Business Development
<u>Period:</u>	Quarter 1 - 1 st April – 30 th June 2010

1.0 Introduction

This quarterly monitoring report covers the Employment, Economic Regeneration & Business Development Department first quarter period up to 30th June 2010. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 8.

2.0 Key Developments

Enterprise & Employment

Matrix is the national standard for providers of Information Advice & Guidance. Having achieved the standard in 2007, Halton People In to Jobs (HPiJ) were re-assessed in June 2010 and passed with flying colours. The assessor highlighted the customer focussed approach that HPiJ offers as a particular strength as well as effective partnership working. The assessor has suggested that HPiJ should consider applying for the Matrix Excellence Award – HPiJ working towards this.

Proposals for Department for Work and Pensions (DWP)/ Job Centre Plus (JCP) to introduce the Community Task Force and Flexible New Deal 2 programmes have been shelved by the new Government who have announced that the new Work Programme will be introduced in summer 2011.

DWP/JCP have extended the New Deal Gateway to Work Contract (Warrington) has been extended until the end of the year with the potential of a further extension until 31/3/2011.

The Priority Sector Routeway contract that was due to terminate on 31/12/2010 has been extended to 31/3/2011 and a further £34,600 from the Skills Funding Agency has been requested. The 16-19 NEET Progression Pathway contract that

was due to terminate on 31/12/2010 has been extended until 31/3/2011 and a further £45,000 from the Skills Funding Agency has also been requested.

The number of Liverpool City Region Future Jobs Fund (FjF) jobs approved to 31/3/2011 is 243. 77 FjF jobs have now been filled.

Economy & Development

The level of inward investment enquiries recorded by the Business Development, Inward Investment and Economic Promotion Team remains depressed. The Team, therefore, continue to work with partners to furnish the local business community with the advice and support necessary to survive and prosper during the on-going global slow down. For example, the content of the web site www.runcorn-widnes.com is constantly updated to reflect the changing offer from national and regional business support agencies.

The post of Business Parks Officer has been filled after a period of almost seven months. The new post holder is currently delivering the 2010/2011 programme of initiatives at Astmoor and Halebank Industrial estates which has been in abeyance since the New Year

The Business Development, Inward Investment and Economic Promotion Team are currently working with Liverpool Vision, Halton Chamber of Commerce and Enterprise and the Halton Enterprise Board to ensure that a small group of local companies are able to have a presence at Shanghai World Expo 2010. To date five local companies have been identified who wish to attend World Expo 2010. Each company is meeting individually with UKTI\CBBC to ascertain their individual needs.

Adult Learning & Skills Development

Adult Learning

- 1357 individual learners (equating to 1951 enrolments) joined an adult learning programme during Q1 (making the cumulative totals for the academic year of 2834 and 5217 respectively). Of the 1357, 19% had no previous qualifications; 31% had not done any learning for at least 2 years; 16% had disclosed a disability; 35% reported they wanted additional help with literacy, numeracy and/or ICT; 29% were male; 6% were BME learners; and 30% of all enrolments came from residents from Halton's LSOAs.
- 425 Skills for Life assessments were carried out and from these, 58% of learners enrolled onto literacy, numeracy or employability programmes.
- A total of 58 City and Guilds qualifications were achieved in Q1, which included:
 - 18 Level 1 Literacy
 - 19 Level 2 Literacy
 - 16 Level 1 Numeracy
 - 5 Level 2 Numeracy

- 76 learners completed the generic 2 week HEP Award and 77 completed sector specific employment programmes in logistics, construction or retail
- 100% of learners that sat the exam for the level 2 Diploma in Childcare & Education achieved it
- The Neighbourhood Learning in Deprived Communities Grant Panel met and agreed to invite 9 Community and Voluntary Sector organisations to submit Full Grant Proposals to deliver learning projects in localised communities within Halton. The deadline for submission is 9th August and it is planned that Service Level Agreements will be in place for delivery to commence in September 2010.

Sector initiatives

During Q1 the Halton Employment Partnership, as part of the 3MG skills & recruitment project, handled Tesco's recruitment on their behalf for their flagship chilled distribution centre on 3MG. As a result, Tesco offered jobs to 377 individuals of which 75% are Halton residents (with a 60:40 split between Widnes:Runcorn). In addition, the Halton Employment Partnership handled the smaller scale recruitment on behalf of Norbert Dentressangle for their recycling unit on 3MG. Recruitment was successful, with local people gaining employment (we are waiting on final data from them and will report this next quarter).

It was agreed during Q1 that the Skills for the Science, Technology & Advanced Manufacturing (STAM) Sector Steering Group be merged with the Halton Science Action Group (HSAG). Work on the STAM Routeway continued. The Routeway is a web based resource providing a 'journey' of learning and skills provision, plus a range of support services for children, young people and adults wishing to work towards a career in the STAM sector. The STAM Routeway is due to be completed and launched in the autumn term.

A project manager was appointed in Q1 to drive forward the Construction Employment Integrator (CEI) Model area of work. The initial work programme will focus on working with legal and procurement departments in inserting training and recruitment clauses into procurement documents associated with construction projects. CEI – close liaison with planning and legal departments, particularly around links with Section 106 are key to driving the CEI forward. Similarly, the purchasing of a Skills Forecasting Tool will be central to the work of the CEI.

The analysis of the results of the Business Perceptions Survey 2009/10 commenced in Q1; the bulk of the follow up work will take place in Q2.

The Business Development/Response to Redundancy Group has now been re-formed. Membership includes the Halton Employment Partnership members of JCP, Adult Learning & Skills Development, HPIJ and Business Development. The focus of the group is to consider training and recruitment needs of potential new inward investors and to work in partnership to support local businesses through the economic downturn.

Divisional issues

Consultation with adult learning tutors, unions and HR took place during Q1 with a view to changing some of the tutor contracts in line with changing priorities/government agendas. A review of the whole divisional structure will take place in Q2. It is expected that a very small number of staff may be made redundant.

The Divisional Manager is leading on the departmental Skills Audit and Communications & Marketing Strategy, both in draft at the moment.

3.0 Emerging Issues

Enterprise and Employment

The Government have announced that RDA's will cease to operate on 31/3/2012 and will be on wind down from 1/4/2011. As a result Business Link Northwest will cease to operate at the same time as NWDA.

The recent announcement of the abolition of the NWDA by the coalition government will have a profound impact upon the delivery of economic regeneration across the region. Key will be the devolution of economic regeneration budgets to new Local Economic Partnerships (LEP). A White Paper will be released in late summer outlining governmental thinking regarding the preferred spatial scale and function of LEP's.

The government announcement with regards the scrapping of the building schools for the future (BSF) project is likely to have implications for the department. If the Local Education Partnership (LEP) does not now go ahead it is likely that workload in the future on the secondary sector (for example, in facilities management) will be delivered via this department whereas it would have been delivered via the LEP had this gone ahead.

Adult Learning & Skills Development

The review of the Adult Learning & Skills Development Division will result in a reduced headcount and a reduced frontline service. This will in turn have a knock on effect on the numbers of learners/enrolments and the number of individual qualifications achieved. In addition, new fees will come into force in Q2 and it is expected that these will have a detrimental impact on the number of service users.

As WNF begins to run out, the future of WNF funded projects needs to be considered; in particular, the Halton Employment Partnership, Skills for Life Assessment Service and the qualifications offered in literacy, numeracy and Childcare & Education are all funded through this route.

Possible support from the Halton Employment Partnership will be required with B & M recruitment in Speke.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	13		11		2		0
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The majority of the objectives/ milestones are progressing as planned although some uncertainty around retail investment and Bayer Crop Science Project still remains. Additional details concerning all key objectives/ milestones can be found in Appendix 1.


4.2 Progress against 'other' objectives / milestones

Total	-		-		-		-
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There are no additional objectives/ milestones for the service


5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	2		2		0		0
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The outputs from both the Urban Renewal Strategy & Action Plan and 3MG Masterplan are all progressing well. More information concerning all key indicators can be found in Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	5		3		2		0
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Although good progress is being made towards the outputs of the Widnes Waterfront Programme and the Bayer Forward Strategy there are still issues regarding the Regeneration of Castlefields. Additional details are provided in Appendix 3

6.0 Risk Control Measures

During the production of the 2009-12 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives. Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.

7.0 Progress against high priority equality actions

Any high priority equality actions identified by the service will be reported in quarters 2 and 4.

8.0 Data quality statement


The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

9.0 Appendices



Appendix 1 Progress Against 'key' objectives / milestones
Appendix 2 Progress against 'key' performance indicators
Appendix 3 Progress against 'other' performance indicators
Appendix 4 Progress against risk control measures
Appendix 5 Financial Statement
Appendix 6 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones


Ref	Objective
EEB 5	To implement a regeneration plan for the Widnes Waterfront in accordance with the NWDA Performance Plan resulting in 44 ha. of regenerated land on the Widnes Waterfront.

Milestones	Progress Q 1	Supporting Commentary
Implementation proceeding in accordance with the NWDA performance Plan 10/11 (to be approved April 2010). This will set out the commitment of Halton's Urban Renewal Partnership (URSSP) to deliver a set of projects funded by the NWDA. Mar 2010.		Performance plan with the NWDA for approval




Ref	Objective
EEB 6	To implement the Bayer Crop Science site regeneration in accordance with the NWDA grant funding agreement and the agreed Forward Strategy resulting in the regeneration of 40 acres of brownfield land at the Widnes Waterfront.

Milestones	Progress Q 1	Supporting Commentary
Secure ERDF funding and deliver site infrastructure project by Dec 2010		Application for ERDF funding submitted last year. Finalisation of infrastructure solution will take place after site investigation results.
Take vacant possession of the Bayer site Mar 2011		Completed May 2010

Appendix 1: Progress Against 'key' objectives / milestones



Complete site remediation strategy by Mar 2011		Site investigations underway that will inform development of the strategy
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Ref	Objective
EEB 7	To implement a regeneration plan for Castlefields according to the Castlefields Team Plan and Regeneration Masterplan resulting in the delivery of The Masterplan's vision of an holistically improved estate.


Milestones	Progress Q 1	Supporting Commentary
Implementation according to Masterplan Phase 2: Commence construction of the Village Square Phase 2 Mar 2011 .		Construction commenced and is on programme.
Prepare bid for phase 3 funding of the RSL housing renewal. Mar 2011		Bid submitted to the HCA for a further £3,096,000 to enable the demolition and redevelopment of Woodlands Walk, King Arthurs Walk and Merlin Close. Awaiting response from HCA, this has been delayed due to Coalition Government budget reviews.
Market Lakeside (subject to market review) Sep 2010		Market review underway. Opportunities to be seized as they arise.

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEB 8	Monitor investment levels in the three town centres in order to comply with Community Plan objectives (see Team Plan) and ensure a continued improvement in the quality of Halton's town centres.




Milestones	Progress Q 1	Supporting Commentary
Ensure continued investment in town centres of at least £1 million per annum. Mar 2011.		Further retail investment in Widnes is presently going through the planning system.
Owing to the economic recession, review the feasibility of the Canal Quarter development to achieve the Community Plan objectives and obtain improved facilities in the area. Mar 2011.		This is under review and will be informed by the Masterplan exercise being undertaken on Runcorn Town Centre.

Ref	Objective
EEB 9	Reclamation of contaminated and derelict land, including the 48 hectare St.Michael's Golf Course to produce a safe and attractive replacement course.

Milestones	Progress Q 1	Supporting Commentary
Phase 2, the remediation of the golf course is to be completed by the end of Mar 2011.		On site and on schedule to complete March 2011

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEB 10	To implement a regeneration plan for 3MG (Ditton Strategic Rail Freight Park) resulting in the creation of a regionally-significant rail freight park.

Milestones	Progress Q 1	Supporting Commentary
Subject to market testing, the disposal of Halton Borough Council Field Mar 2011 .		The Council has identified a preferred development partner and is making progress through the legal documentation.
The provision of associated infrastructure, such as rail sidings Mar 2011 .		The infrastructure associated with HBC Fields will be tied up in the development agreement and undertaken by the developer.
Complete the second phase of warehouse development on Stobart land and the improvements to Ditton Brook Mar 2011 .		Stobart are continuing to work with potential end users to bring about the second phase of development.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Corporate Health

There are presently no indicators of this type identified for the service





Fair Access

There are presently no indicators of this type identified for the service

Quality

There are presently no indicators of this type identified for the service

Service Delivery

EEB LI16 Previously MP LI13	Urban Renewal: Outputs as set out in Succession Urban Renewal Strategy and Action Plan (% achieved)	100	100	25			Widnes waterfront, Bayer, 3MG, Castelfields and golf course all progressing.
EEB LI17 Previously MP LI14	3MG: Outputs as set out in Masterplan (% achieved)	100	100	25			On target



Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Quality

There are presently no indicators of this type identified for the service

Service Delivery

EEB LI12 Previously MP LI6	Land reclamation programme (acres)	10	10	0	?		Contract on programme Golf course when completed is 76 acres.
EEB LI15 Previously MP LI12	Castlefields Regeneration: Outputs as set out in Masterplan Phase 2 & SPD (% achieved)	100	100	20%	?		The wider Programme is progressing well, however, the disposal of the two major sites have been put on hold due to the economic climate and will be reviewed in 6 months.

Appendix 4: Risk Control Measures

Ref	Service Area	High Priority Action	Progress	Supporting Commentary
ER1	Impact of the global recession on local business	Increased emphasis on business aftercare and the dissemination of inform to the business community	?	The recent announcement of deep public sector cuts will have a profound impact upon the economy of LCR.
ER1	Impact upon service provision of anticipated reduction in core funding	Review and evaluation of non-essential service delivery	?	To be completed in line with Efficiency Review & organisational budget savings.

Appendix 5 Financial Statement

EMPLOYMENT, ECONOMIC REGENERATION & BUSINESS DEVELOPMENT**Revenue Budget as at 30th June 2010**

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	4,940	1,216	1,164	52	1,169
Premises Support	11	0	0	0	0
Office Accommodation	36	0	0	0	0
Repairs & Maintenance	2,675	932	932	0	1,803
Energy & Water Costs	830	207	163	44	694
NNDR	836	836	922	(86)	925
Rents	1,054	263	263	0	1,222
Property Recharges	568	0	0	0	0
Marketing Programme	43	11	12	(1)	16
Promotions	19	0	0	0	0
Development Projects	49	0	0	0	0
Supplies & Services	1,203	128	131	(3)	517
Transport	72	18	13	5	13
Central Support Services	20	0	0	0	0
Departmental Support Services	0	0	0	0	0
Agency	196	10	9	1	72
Capital Financing	-240	0	0	0	0
Asset Charges	1,657	0	0	0	0
Total Expenditure	13,969	3,621	3,609	12	6,431
Income					
Rent – Markets	-867	-217	-218	1	-218
Rent – Industrial Estates	-979	-245	-225	(20)	-225
Rent – Commercial Accommodation	-519	-130	-97	(33)	-97
Recharge	-692	0	0	0	0
Repair & Maintenance Recharges	-39	0	0	0	0
Sales	-3	-1	-3	2	-3
Support Service Recharge	-1,292	-68	-68	0	-68
Fees & Charges	-332	-64	-66	2	-66
Reimbursements	-437	-31	-31	0	-31
Government grants	-822	-205	-215	10	-215
School's SLA Income	-676	0	0	0	0
Internal Fees (Schools)	-77	0	0	0	0
Recharges to Capital	-827	-22	-22	0	-22
Total Income	-7,562	-983	-945	(38)	-945
Net Expenditure	6,407	2,638	2,664	(26)	5,486

Comments on the above figures:

In overall terms revenue spending to the end of quarter 1 is slightly over budget.

Regarding expenditure, employee costs are under budget for the period, which is mainly due to vacancies that exist within the Enterprise & Employment Team. Also, external funding is being used to fund some posts.

Energy and Water costs are falling due to the negotiation of new contracts and potentially there may be a saving on this account.




NNDR expenditure is over budget for the period which is due to the Council incurring charges for a number of recently purchased vacant industrial units. Runcorn Town Hall, Rutland House and Grosvenor House have also recently had rates reviews which have resulted in NNDR charges increasing on these buildings.

Regarding income, rent from Industrial Units is below budget for the period which again is due to a significant number of vacant units. This will be monitored closely however it is anticipated at this stage that there will be a shortfall in income on this account.

At this stage, it is anticipated that overall revenue spending will be within departmental budget by year-end.




Appendix 6 Explanation of Symbols

Symbols are used in the following manner:

Progress	<u>Objective</u>	<u>Performance Indicator</u>
Green	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an <u>intervention or remedial action</u> taken.</i>

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green	 Indicates that performance is better as compared to the same period last year.
Amber	 Indicates that performance is the same as compared to the same period last year.
Red	 Indicates that performance is worse as compared to the same period last year.
N/A	Indicates that the measure cannot be compared to the same period last year.

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Environment & Economy
<u>Department:</u>	Highways, Transportation & Logistics
<u>Period:</u>	Quarter 1 - 1 st April – 30 th June 2010

1.0 Introduction

This quarterly monitoring report covers the Highways, Transportation & Logistics Department first quarter period up to 30th June 2010. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 8. 0

2.0 Key Developments

Government 'In Year' Funding Cuts

Announcement of details of the Government's spending review in mid June dictated that all Major Maintenance Schemes which had received approval since 01/01/10 (including the SJB Major Maintenance Scheme) were within the scope of this review.

However DfT have now confirmed that Silver Jubilee Bridge (SJB) Major Maintenance Scheme is not one of the projects being cancelled and work is continuing to ensure delivery of the works programme commencing in 2011/12.

A £440,000 (25%) cut to the Integrated Transport Block allocation (down from £1.767M to £1.325M) has necessitated a re-profiling of the implementation programme for 2010/11. Fortunately, programmed schemes such as Widnes railway station 'park and ride' and improvements to Halton Lea South bus station are supported by funding available from S106 Agreements and are able to proceed as planned. However, proposals for car park improvements at Hough Green Station are being reviewed in the light of Merseytravel's withdrawal of funding support for the scheme. Delivery of Quality Transport Corridor schemes, which provide walking, cycling and bus accessibility improvements are largely able to proceed as originally programmed.

Halton's Road Safety Capital Grant of £75,000 has been cut in its entirety and the Road Safety Revenue Grant has been reduced by 27% or £90,000. These cuts will impact on the Cheshire Safer Roads Partnership of which Halton is a member and on the amount of road safety education, training and publicity that can be delivered in 2010/11.

Halton's Primary Route Network (PRN) Grant funding for Major Bridge Maintenance in 2010/11 has been reduced by £440,000 (9%). The 2010/11 maintenance programme has been reviewed in the context of this reduction with the intention of delivering deferred works in 2011/12 using Major Maintenance Scheme funding.

3.0 Emerging Issues

The Government's Spending Review has resulted in the "in year" reductions in Grant funding availability across a number of areas for 2010/11 as described above. Consideration of the implications for budget availability and prioritisation of scheme programmes has been completed to ensure that these reductions in funding may be accommodated this year. However, spending plans for the years 2011/12 to 2014/15 will be published in the Government's Spending Review, expected on Wednesday 20 October 2010. Government Departments including the DfT have been asked to plan for budget savings between 25% to 40%.




4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	19		11		8		0
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Following the May election the coalition government is now reconsidering spending allocations and this may impact upon a number of milestones relating to the Mersey Gateway project. Additional details concerning all key objectives / milestones for the service are provided in Appendix 1.




4.2 Progress against 'other' objectives / milestones

Total	0		0		0		0
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There are presently no additional objectives/ milestones for the service.




5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	3		1		1		1
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For further details please refer to Appendix 3.

5.2 Progress Against 'other' performance indicators

Total	13		7		5		1
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For further details please refer to Appendix 4.

6.0 Risk Control Measures

During the development of the 2010 -11 Service activities, the service was required to undertake a risk assessment of all Key Service Objectives. As a result no 'high' risk, treatment measures were identified for the service.

7.0 Progress against high priority equality actions

As a result of undertaking a departmental Equality Impact Assessment no high priority actions were identified for the service for the period 2010 – 2011

8.0 Data quality statement

The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

9.0 Appendices

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Progress against 'other' performance indicators
- Appendix 4 Financial Statement
- Appendix 5 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
HTL 1	Mersey Gateway – Complete the procedural process to achieve all necessary orders and conditional approval of the Business Case for the construction of the Mersey Gateway within the timescales required.

Milestones	Progress Q 1	Supporting Commentary
Submit Outline Business Case (OBC) to DfT TBA (Under review).	?	The Mersey Gateway is under review by the Coalition Government and the programme and hence milestones will be revised based on the outcome of this review expected in autumn 2010.
DfT Ministerial approval TBA (Under review, previously July 2010).	?	
HM Treasury approval (Chief Secretary TBA (Under review, previously August 2010).	?	
Secretary of State confirms the orders for the construction of the Mersey Gateway October 2010.	?	


Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
HTL 2	Mersey Gateway- Commence the procurement process for the construction of Mersey gateway to ensure that the project can be completed within the required timescales.

Milestones	Progress Q 1	Supporting Commentary
Publish invitation to prospective tenders in the Official Journal of the European Union (OJEU) TBA (Under review).	?	The Mersey Gateway is under review by the Coalition Government and the programme and hence milestones will be revised based on the outcome of this review expected in autumn 2010
Prequalification of bids TBA (Under review).	?	
Commence Competitive Dialogue process TBA (Under review).	?	
Acquire all land interests for the scheme TBA (Under review).	?	






Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
HTL 3	LTP Capital Programme - Deliver the LTP Capital Programmes to ensure that the transport system is maintained and developed to meets local needs

Milestones	Progress Q 1	Supporting Commentary
To deliver the 20010/11 LTP Capital Programme March 2011.		<p>The LTP Capital Programme comprises three funding blocks:</p> <ul style="list-style-type: none"> • Bridge and Road Maintenance is on programme. For details of the Major Bridge Maintenance elements of the programme see HTL5. The design of major road schemes is 90% complete in Q1 for implementation during the summer months. The footway reconstruction programme is in progress with a first (of three) phases of works currently under construction and the remainder of work on target for completion later in the year. • The Integrated Transport programme has been re-profiled to accommodate the revised IT budget allocation. Preliminary design work on the development of Quality Transport Corridor schemes is well advanced with a view to public consultation, where appropriate, during the summer months. Improvement schemes at Halton Lea and Greenoaks bus stations are currently on programme. Improved car parking, access and safety and security improvements at Widnes railway station are at scheme approval stage with Network Rail and Northern Rail, the operating company. Proposals for Hough Green station car park and access improvements are under review in the light of reduced ITB funding from Government and Merseytravel. • The Road Safety capital grant has been cut in its entirety for 2010/11 (see Key Developments above)





Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
HTL 4	Local Transport Plan 3 (LTP3) – Develop a third Local Transport Plan for Halton, monitor progress against the Council's transport goals and submit reports to ensure progress is maintained.

Milestones	Progress Q 1	Supporting Commentary
Executive Board approval for LTP3 strategy consultation document September 2010.		LTP3 strategy consultation document is in preparation for approval by Executive Board on 9 th September 2010.
Progress report on LTP 2 to Members October 2010.		Information for the report is being compiled.
Finalise LTP3 strategy and implementation December 2010.		On track for completion, details will depend on decision on Mersey Gateway.
Executive Board approval for LTP3 January 2011.		On programme.
Submit LTP 3 to DfT. March 2011.		On programme.



Ref	Objective
HTL 5	Silver Jubilee Bridge (SJB) Complex Major Maintenance Scheme – Delivery of the remaining programme of major works identified within the revised SJB Complex Maintenance Strategy to ensure continued unrestricted availability of the SJB crossing and to allow future maintenance to be delivered on a steady state, lifecycle planned basis.

Appendix 1: Progress Against 'key' objectives / milestones

Milestones	Progress Q 1	Supporting Commentary
<p>Complete consideration of implications of approval of Mersey Gateway project for funding and delivery of future major bridge maintenance requirements within SJB Complex September 2010 (depending upon the outcome of the Secretary of State's decision).</p>		<p>Major bridge maintenance activity on SJB, Widnes Approach Viaduct, Runcorn Approach Viaduct, Hutchinson's Sidings Bridge and Station Road Bridge and Footbridge completed or well underway through the Bridge Maintenance Partnership Contract with Balvac.</p> <p>Scope of the Task Order to repaint structural steelwork above deck level in the two end spans has been agreed and establishment of access is imminent.</p> <p>The works programme has been reviewed to make allowance for the £440k "in year" cut in PRN Grant funding availability for 2010/11 announced by DfT.</p>
<p>Initiate formal project management principles and satisfy all other conditions attached to DfT approval of SJB Complex Major Maintenance Scheme October 2010.</p>		<p>Programme Initiation Document in place. Awaiting formal PRINCE2 Practitioner Training to allow the review and development of the PID. Training being procured through Corporate Training Centre and agreement made external training organisation.</p>
<p>Review progress, revise SJB maintenance strategy document and deliver 2010/11 works programme to maximise effectiveness of PRN Grant funding availability prior to its expiry March 2011.</p>		<p>Initial information has been forwarded to Mersey Gateway team regarding the potential savings to the SJB Major Maintenance Scheme should Mersey Gateway approval be confirmed. Further review dependent upon issue of Secretary of State's decision.</p>
<p>Complete procurement of consultancy services framework to ensure continued availability of specialist support beyond expiry of existing framework agreement March 2011.</p>		<p>Procurement Centre of Excellence being engaged to take process forward</p>




Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
HTL 6	Improving the quality and accessibility of public transport services in Halton to encourage the use of sustainable transport and increase its accessibility by vulnerable group.



Milestones	Progress Q 1	Supporting Commentary
Complete Mersey Gateway Sustainable Transport Strategy (MGSTS) document. April 2010		<p>The Mersey Gateway Sustainable Transport Strategy (MGSTS) was agreed and published in February 2009. The MGSTS sets out how the Project can both facilitate and encourage sustainable transport in the Borough, and both provides for, and enables sustainable interventions and initiatives to be developed and implemented.</p> <p>Although the actual document is complete, the overall policy implications are on hold until after the Spending Review in autumn 2010. This is due to the MGSTS being reliant on the Mersey Gateway Project being approved as the Mersey Gateway Project provides some of the funding.</p>
Improvements to local rail station car park. March 2011.		Improved car parking, access and safety and security improvements at Widnes railway station are at scheme approval stage with Network Rail and Northern Rail, the operating company. Proposals for Hough Green station car park and access improvements are under review in the light of reduced ITB funding from Government and Merseytravel.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Fair Access							
<u>HTL LI6</u>	No. of passengers on community based accessible transport	241,810	255,000	56,000			There is a slight variation due to seasonal variations, and the first quarter figure is often lower. However, the figure is still down by in excess of 1,600 as compared with the same quarter of last year.
<u>NI 167</u>	Congestion during morning peak times	N/A Externally Monitored	N/A Externally Monitored	N/A Externally Monitored		N/A	Congestion during morning peak times – monitoring only is required using DfT data.
<u>NI 175</u>	To increase the percentage of households who live in the top five most deprived wards in the Borough, who do not have access to a car living within 40 minutes travel time to: a) Whiston Hospital						These figures are reported annually and relate to the local bus network of services and hospital link which provide access and contribute to the existing target figures. This will be maintained for 2010/11 as funding has been secured for this period.
		100%	100%	Reported Annually	Refer to Comment	N/A	

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
	b) Warrington Hospital	100%	100%	As above	As above	N/A	
	c) Riverside College (Runcorn Campus)	93%	90%	As above	As above	N/A	
	d) Riverside College (Widnes Campus)	98%	95%	As above	As above	N/A	
NI 176	Percentage of people of working age living within a catchment area of a location with more than 500 jobs by public transport and/or walking	-	100%	Reported Annually	Refer to Comment	N/A	This figure is provided directly from the Central Data Hub at DfT and is reported annually.
NI 177	Number of local bus passenger journeys originating in the authority area in one year	6,219,683	6,130,000	1,584,149			Good level of passenger journeys during first quarter, on target for meeting the end of year target. Figure is up by almost 129,000 as compared with the same quarter of the previous year.

Service Delivery							
HTL LI10	No. of people killed or seriously injured (KSI) in road traffic collisions. (5 Year Av.)	54.2	55 (2010)	N/A Reported Annually	Refer to comment	N/A	Annual Figure data not available on quarterly basis

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
<u>HTL LI11</u>	No. of children (<16) killed or seriously injured (KSI) in road traffic collisions. (5 year Av.)	8.6	10 (2010)	N/A Reported Annually	Refer to comment	N/A	Annual Figure data not available on quarterly basis
<u>HTL LI12</u>	No. of people slightly injured in road traffic collisions.	374	430 (2010)	N/A Reported Annually	Refer to comment	N/A	Annual Figure data not available on quarterly basis
<u>HTL LI15</u> Ex BVPI 224b	Condition of Unclassified Roads (% of network where structural maintenance should be considered).	11	9	N/A Reported Annually	Refer to comment	N/A	This figure is reported at year end.
<u>NI 47</u>	Percentage change in number of people killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	5.9%	-9.1% (2010)	N/A Reported Annually	Refer to comment	N/A	Annual Figure data not available on quarterly basis

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
<u>NI 48</u>	The percentage change in number of children killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	0%	0.0% (2010)	N/A Reported Annually	Refer to comment	N/A	Annual Figure data not available on quarterly basis
<u>NI 168</u>	Percentage of principal road network where structural maintenance should be considered	1	2	N/A Reported Annually	Refer to comment	N/A	Annual Figure data not available on quarterly basis
<u>NI 169</u>	Non principal roads where maintenance should be considered	3	4	N/A Reported Annually	Refer to comment	N/A	Annual Figure data not available on quarterly basis
<u>NI 178</u>	Bus service punctuality, Part 1: The proportion of non frequent scheduled services on time (%): a) Percentage of buses starting on time	89.84%	97.6%	Reported Annually	Refer to comment	N/A	These figures are reported annually.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
	b) Percentage of buses on time at intermediate timing points	83.37%	85%	Reported Annually	Refer to comment	N/A	
	Part 2: For frequent services, the excess waiting time (minutes)	0.07	1.05	N/A Reported Annually	Refer to comment	N/A	This figure is provided annually.

Appendix 2: Progress Against 'key' performance indicators



Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
<u>NI 189</u>	Flood and coastal erosion risk management (% of agreed actions to implement long term flood and coastal erosion risk management plans that are being undertaken satisfactorily)	100%	100%	N/A Reported Annually	Refer to comment	N/A	This indicator reports annually based upon satisfactory delivery of Actions contained in SWMP, assessed by Defra. Next report due March 2011.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
NI 198	Children travelling to school – mode of transport usually used (%).						Information is supplied annually by Dept for Education from Annual School Returns, so data is currently not available
	a) Children aged 5 – 10 years:			N/A Reported Annually	Refer to comment	N/A	
	Cars	41.3%	43.5%				
	Car share	3.5%	2.5%				
	Public transport	2.3%	2.2%				
	Walking	52.4%	51.2%				
	Cycling	0.4%	0.5%				
	Other	0.1%	0.1%				
	b) Children aged 11 – 15 years			N/A Reported Annually	Refer to comment	N/A	
	Cars	25.4%	27.8%				
Car share	2.4%	2.6%					
Public transport	21.3%	18.9%					
Walking	48.9%	48.8%					
Cycling	1.7%	0.9%					
Other	0.3%	1.0%					

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Service Delivery							
HTL LI19a	No of sites with new bus shelters	70	75	70			Due to changes in grant allocations from Central Government, this work has so far not progressed. However, it is now the intention that this work will commence during quarter 2

Appendix 4 Financial Statement

HIGHWAYS, TRANSPORTATION & LOGISTICS

Revenue Budget as at 30th June 2010

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	4,039	972	948	24	948
Premises Support	177	4	0	4	0
Other Premises	355	130	110	20	121
Hired & Contracted Services	348	79	65	14	102
Supplies & Services	426	117	110	7	179
Street Lighting	1,873	269	270	(1)	351
Highways Maintenance	2,295	677	661	16	1,406
Bridges	130	14	10	4	85
Eastern Relief Road (met by grant)	219	32	22	10	38
Fleet Transport	2,126	532	560	(28)	560
Bus Support	1,059	287	323	(36)	323
Out of School Transport	51	13	13	0	13
Other Transport	486	123	111	12	111
Finance Charges	591	131	129	2	129
Grants to Voluntary Organisations	122	61	61	0	61
Contribution to Externally Funded Projects	205	51	51	0	51
Central Support Services	0	0	0	0	0
Departmental Support Services	0	0	0	0	0
NRA Levy	59	15	15	0	15
Asset Charges	4,992	0	0	0	0
Total Expenditure	19,553	3,507	3,459	48	4,493
Income					
Sales	-206	-47	-120	73	-120
Fees & Charges	-429	-60	-65	5	-65
Rents	-14	-4	-4	0	-4
Support Service Income	-2,229	-386	-381	(5)	-381
Transport Recharges	-2,618	-653	-636	(17)	-636
Grants & Reimbursements	-461	-93	-63	(30)	-63
Recharge to Capital	-661	0	0	0	0
Total Income	-6,618	-1,243	-1,269	26	-1,269
Net Expenditure	12,935	2,264	2,190	74	3,224

Appendix 4 Financial Statement

Comments on the above figures:

In overall terms revenue spending at the end of quarter 1 is below budget profile. This is due to a number of expenditure budget areas.

Staffing is below budget to date due to vacancies, particularly in the Highway Development section.

Hired and Contracted Services is slightly below budget in a number of areas, the main area being Public Rights of Way. This is due to the Service Level Agreement with Groundwork Merseyside being due for renewal and under discussion.

With regards to works budgets – Street Lighting, Highways Maintenance, Bridges and Eastern Relief Road these budgets usually incur expenditure towards the end of the financial year due to the nature of the work undertaken. As a result these budgets will be spent by the financial year-end.




With regards to Fleet Transport & Bus Support, the overspends are offset by the increase in sales and fees & charges income.

With regards to income, grants and reimbursements is below budget to date due to low fee income from supervision of private sector development. This is a result of the decline in the housing market and it is difficult to estimate what the income received will be.

At this stage it is anticipated that the overall spend will be in line with the Departmental budget by the financial year-end.




Appendix 5 Explanation of Symbols

Symbols are used in the following manner:

Progress	<u>Objective</u>	<u>Performance Indicator</u>
Green	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an <u>intervention or remedial action</u> taken.</i>

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green	 Indicates that performance is better as compared to the same period last year.
Amber	 Indicates that performance is the same as compared to the same period last year.
Red	 Indicates that performance is worse as compared to the same period last year.
N/A	Indicates that the measure cannot be compared to the same period last year.

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Environment & Economy
<u>Department:</u>	Environmental & Regulatory Services
<u>Period:</u>	Quarter 1 - 1 st April – 30 th June 2010

1.0 Introduction

This quarterly monitoring report covers the Environmental & Regulatory Department first quarter period up to 30th June 2010. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 8.

2.0 Key Developments

Open Spaces Division

In the first quarter of 2010/11 a number of key 'Playbuilder' funded Children's playgrounds were formally unveiled. New playgrounds included Town Park, Roehampton Drive and Spike Island. The Playbuilder programme has now been cancelled by Government, which will limit any further developments.

The Open Space Service has started to work towards the creation of a new cemetery for Widnes. The timescale is to have a new cemetery built and ready for burials by April 2012.

Waste & Environmental Improvement Division

The Multi-Material kerbside recycling service was extended to a further 9,000 properties in June, with;

- 5,000 households receiving blue wheeled bins,
- 3,000 households receiving blue boxes, and
- 1,000 multi-occupancy dwellings providing with large communal recycling bins.

An assessment of the provision of multi-material recycling services to all primary schools was completed in this quarter. As a result services will commence to 34 schools in September that currently are not receiving recycling collections.

During quarter 1, arrangements were being put into place for the extension of the RecycleBank 'rewards for recycling' scheme to a further 37,000 households. Residents at those properties will be able to earn reward points for recycling in their blue bins from August. The Council received national TV coverage in June for implementing the innovative scheme and remains only the second authority in the country to have done so.

The Council's efforts to tackle littering and other environmental nuisance are on-going and in June 12 individuals were issued with Fixed Penalty Notices for littering offences.

On 30th June, officer from the Council took part in a very successful 'Operation Rogue Trader' enforcement day. The joint operation was carried out with a number of partner agencies, including The Police, Trading Standards and Courts Officers. The combined efforts of all agencies resulted in a total of 210 stop checks, with the outcomes including;

- 2 Courts warrants executed (£500)
- 8 Arrests
- 7 Detected Road Traffic Offences
- 10 Registered Waste Carrier Applications issued
- 12 Rogue Trader guidance notices issued

During the quarter all primary schools were contacted and encouraged to take up the offer of free provision of "display energy meters" as a way of monitoring electricity use. Back up advice and support was provided by Waste and Environmental Improvement Division.

Regulatory Services

Development Control Management Summary Stats for Q1:

Applications Received – 140

Applications Decided – 125

Applications on hand (undecided) – 157

Pre-Applications – Received – 72

Pre-Applications – Closed - 46

Pre-Applications – On-Hand - 82

N.B. There are certain applications (such as tree preservation orders) that are not counted in the statutory CLG speed of processing statistics (N157). This accounts for the difference between the figures reported above and the figures given for N157.

Summary of major applications received (but not necessarily decided) over the last quarter:

10/00150/FUL - Proposed erection of 20 No. two and three bedroom houses together with associated landscaping on Land Off Rivenmill Close Widnes Cheshire.

10/00180/S73 - Proposed variation of condition Nos 2 & 3 of planning consent 98/00253/OUT to replace extant planning permission and extend time limit for implementation by a further 10 years on Land To North Of Red Brow Lane Daresbury Park Chester Road Runcorn Cheshire.

10/00181/S73 - Proposed variation of Condition Nos. 2 & 3 of planning consent 01/00356/OUT to replace extant planning permission and extend the time limit for implementation by a further 10 years on Land At Daresbury Park Daresbury Warrington Cheshire.

10/00182/S73 - Proposed variation of condition Nos. 2 & 3 of planning consent 02/00054/OUT to replace extant planning permission and extend the time limit for implementation by a further 10 years Land To North Of Red Brow Lane Daresbury Park Runcorn Cheshire.

10/00214/FUL - Proposed erection of mezzanine sales floor and associated internal and external works at ASDA Widnes Road Widnes Cheshire WA8 6AF

10/00222/REM - Application for approval of reserved matters (on 09/00101/FUL) for landscaping details at Ashley Retail Park Lugsdale Road Widnes Cheshire.

10/00254/FUL - Proposed redevelopment of site for the erection of an A1 foodstore (1710sq.m. GEA), 2 No. A1 non-food retail units (1784 sq.m. GEA) and an A4 family pub/restaurant (697 sq.m. GEA) with associated parking, reconfigured vehicular and pedestrian access and landscaping provision at Vestric House West Lane Runcorn Cheshire.

10/00279/FUL - Proposed development of 18 No. courtyard houses, detached garages, private access road and private open space at Former Dawsons Dance Centre Lunts Heath Road Widnes Cheshire.

10/00280/FUL - Proposed two storey office block and car park extension at Rushserve Ltd Waterloo Road Widnes Cheshire.

Changes in the Health & Safety risk rating set by the Health & Safety Executive (HSE) were introduced in April 2010. This rating system focuses less on the inherent risks associated with businesses but more on the history of compliance. It is estimated that this has the potential to raise the ratings of businesses in the Borough which will then require more frequent inspection as a result.

3.0 Emerging Issues

Waste & Environmental Improvement Division

The Government has announced a major review of waste policy, which will begin early 2011.

The review will include:

- the effect of waste policies on local communities and individual households, and how local authorities can best work with people to make the best decisions;
- maximising the contribution of the waste and recycling industries to the UK economically and environmentally;
- how we work towards a “zero waste economy”, and drastically reduce the amount of waste created and valuable resources sent to landfill;; and
- new approaches to dealing with commercial waste and promoting ‘responsibility deals’, reducing the amount of waste generated by production and retail.


The UK has to bring in domestic legislation giving effect to the revised EU Waste Framework Directive (WFD) by 12 December 2010. Defra and the Welsh Assembly Government (WAG) are consulting on draft Regulations to bring the revised WFD into effect in England and Wales. The consultation will run from 8 July to 16 September 2010.

The main new features of the revised WFD are that it requires Member States:

- To apply the “waste hierarchy” as a priority order in waste prevention and management legislation and policy;
- To set up “separate collections” of waste for at least paper, metal, plastic, and glass by 2015 where technically, environmentally and economically practicable. (applies to both household and business waste);
- To recycle 50% of waste from households by 2020;
- To recover 70% of construction and demolition waste by 2020.




4.0 Service Objectives / milestones

4.1 Progress against ‘key’ objectives / milestones

Total	15		14		1		0
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With the exception of the refurbishment of parks, which may not proceed due to the cancellation of the play builder programme, all service objectives are progressing as planned. Additional information can be found in Appendix 1.

4.2 Progress against 'other' objectives / milestones

Total	0		0		0		0
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There are presently no other objectives/ milestones identified for this service.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	4		0		0		4
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It is unlikely that at this stage that the annual targets, predominately in relation to the processing of planning applications, will be achieved. Additional details are provided in Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	7		6		0		1
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Satisfaction with parks and open spaces has declined in quarter 1 and additional details are provided in Appendix 3.

6.0 Risk Control Measures

During the production of the 2009-12 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.

7.0 Progress against high priority equality actions

Any high priority equality actions identified by the service will be reported in quarters 2 and 4.

8.0 Data quality statement


The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

9.0 Appendices


- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Progress against 'other' performance indicators
- Appendix 4 Financial Statement
- Appendix 5 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EAR 1	To address air quality in areas in Halton where ongoing assessments have exceeded national air quality standards set out under the Environment Act 1995, in consultation with all relevant stakeholders.





Milestones	Progress Q 1	Supporting Commentary
Formal/Public declaration of the Air Quality Management Areas (AQMA) March 2011.		All potential partners and participants in a working group have now been contacted and a meeting will be arranged in Autumn to initiate discussions.

Ref	Objective
EAR 2	To prepare and adopt a local development framework (LDF) and to review the LDF on a regular basis ensuring that an up to date development plan is available (statutory requirement). To achieve this by producing the following targets set out in the most current Local Development Scheme (LDS):


Milestones	Progress Q 1	Supporting Commentary
Submissions of the Core Strategy Development Plan Document (DPD) to the Secretary of State February 2011.		The Core Strategy is awaiting the final pieces of evidence upon which to justify policies (affordable housing, flood risk, energy efficiency targets). The impact of the revocation and proposed abolition of the Regional Spatial Strategy (RSS) is being assessed as this document has legally been part of the development plan. Removal of RSS may leave policy gaps in the Core Strategy and these must be revised prior to the November publication. This stage is known as the Publication stage and formal representations against the 'soundness' of the plan can be lodged. The final version of the Core Strategy will be sent to the Secretary of State in February 2011.

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EAR 3	Continue to improve Parks, Sports Grounds, Open Spaces and Local Nature Reserves.

Milestones	Progress Q 1	Supporting Commentary
Runcorn Hill Park - Parks for People bid. Work up bid to 'First Round' submission stage, Dec 2010.		Work on the bid is proceeding to schedule.
Develop plan for new Park and associated landscape improvements at Upton, Mar 2011.		Design work is in progress and it is expected that the new park will be completed by March 2011.
Woodland Expansion - Additional 200m2 of Woodland planted Boroughwide, Mar 2011.		Plans are being drawn up for planting schemes that will be delivered between October and March of this financial year.
Deliver 4 new or refurbished Play Areas through Playbuilder Programme, Mar 2011.		Design work work is in progress and it was expected that the new park would be completed by March 2011. However, with the cancellation of the Playbuilder programme these may now not proceed.



Ref	Objective
EAR 4	Implementation of actions to ensure the Council achieves its targets and objectives relating to waste and climate change.

Milestones	Progress Q 1	Supporting Commentary
Extension of kerbside green waste collection service May 2010.		This was completed ahead of schedule with a further 400 properties added to the scheme in February 2010.


Appendix 1: Progress Against 'key' objectives / milestones

Extension of multi-material recycling service to all properties. June 2010.		See Key Developments
Review of the network of neighbourhood recycling 'Bring Sites' Sep 2010.		This review will be completed by September 2010.
Produce a Schools and Retailers Recycling Communications Pack Sept 2010 (AOF 31)		This work will be completed by September 2010.
Complete a full review and update of the Councils Waste Action Plan Nov 2010.		This review will be completed by September 2010.
Complete a review of the Council's Waste Management Strategy Mar 2011		A review of the issues and options relating to the review of Halton's Waste Management Strategy has commenced.

Ref	Objective
EAR 5	To develop, publish and implement actions arising from an integrated Environmental Nuisance Prevention and Enforcement Strategy. This strategy will allow a co-ordinated response from the Service to reported nuisances and their remedy.

Milestones	Progress Q 1	Supporting Commentary
Develop a Strategy, in consultation with relevant HBC officers, external agencies and other stakeholders. Oct 2010		Work has commenced on the production of a draft Strategy.
Develop Action Plans, in conjunction with other Divisional Managers, for service areas within the Environmental and Regulatory Services Department.		The action Plans will be completed by March 2011.

Appendix 1: Progress Against 'key' objectives / milestones

Mar 2011.		
Implement actions to meet the commitments of the Strategy and Action Plans. Mar 2011.		Actions will be implemented in line with the target date.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Corporate Health

There are presently no indicators of this type identified for the service

Cost & Efficiency

There are presently no indicators of this type identified for the service







Fair Access

There are presently no indicators of this type identified for the service



Quality

There are presently no indicators of this type identified for the service



Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
Service Delivery							
<u>NI 157a</u>	Percentage of major planning applications determined within 13 weeks	60%	60%	42.86%			There were a total of 7 applications determined this quarter. Of these, 3 were determined within 13 weeks. Of the applications determined over this time period 3 related to the Eternit site on Derby Road which had significant Environmental considerations to be taken into account in its determination
<u>NI 157b</u>	Percentage of minor planning applications determined within 8 weeks	90.1%	80%	61.11%			There were a total of 36 applications determined this quarter. Of these 22 were determined within 8 weeks. The development control team has reduced in size and has been affected by transition to and establishment of the administration/ support services.(COE)
<u>NI 157c</u>	Percentage of other planning applications determined within 8 weeks	77.55%	80%	71.95%			There were a total of 82 applications determined this quarter. Of these 59 were determined within 8 weeks. The development control team has reduced in size and has been affected by the transition to and establishment of the administration/ support services.
<u>NI 159</u>	Supply of ready to develop housing sites	131.9%	100%	N/A	Refer to comment	N/A	Data collected annually. April 2011

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
<u>NI 170</u>	Previously developed land that has been vacant or derelict for more than 5 years	2.33%	2.24%	N/A	Refer to comment	N/A	Data collected & reported annually. Actual 2009/10 was 2.33%
<u>EAR LI8</u>	Greenstat-Survey, Satisfaction with the standard of maintenance of trees, flowers and flower beds.	-	70%	60%			This represents a significant drop in satisfaction. The main reason for this score is due to the fact that during the first quarter of 2010/11 there has been a decline in the number of Greenstat surveys undertaken. Only four have been carried out. Managers in Open Space Services are taking steps to address this problem and it is expected that the usual 40 surveys will be carried out in Quarter 2.

Appendix 3: Progress against 'other' performance indicators

Ref	Service Area	High Priority Action			Progress	Supporting Commentary	
Corporate Health							
There are presently no indicators of this type identified for the service							
Cost & Efficiency							
There are presently no indicators of this type identified for the service							
Fair Access							
There are presently no indicators of this type identified for the service							
Quality							
EAR LI2	Satisfaction with the standard of cleanliness and maintenance of parks and green spaces.	94%	90%	60%			This represents a significant drop in satisfaction. The main reason for this score is due to the fact that during the first quarter of 2010/11 there has been a decline in the number of Greenstat surveys undertaken. Only four have been carried out. Managers in Open Space Services are taking steps to address this problem and it is expected that the usual 40 surveys will be carried out in Quarter 2.

Appendix 4 Financial Statement

ENVIRONMENT & ECONOMY DIRECTORATE

ENVIRONMENT & REGULATORY SERVICES

Revenue Budget as at 30th June 2010

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	6753	1655	1717	(62)	1717
Premises Support	0	0	0	0	0
Other Premises	196	30	34	(4)	34
Landscape Maintenance	217	54	27	27	27
Supplies & Services	490	97	63	34	90
Hired & Contracted Services	442	83	79	4	83
Unitary Development Plan	30	0	0	0	0
Trade Waste Tipping	120	30	27	3	27
Use of Transport	2133	538	504	34	504
Grants To Voluntary Organisations	44	38	36	2	36
Recycling	524	150	120	30	120
Waste Disposal	5135	1137	1104	33	1104
Agency Related	19	19	18	1	18
Finance Charges	170	0	0	0	0
Asset Charges	8	0	0	0	0
Central Support Services	0	0	0	0	0
Departmental Support Services	0	0	0	0	0
Total Expenditure	16281	3831	3729	102	3760
Income					
Sales	-64	-5	-1	(4)	-1
Planning Fees	-577	-115	-107	(8)	-107
Building Control Fees	-252	-63	-18	(45)	-18
Pest Control	-69	-17	-19	2	-19
Trade Waste Charges	-346	-87	-78	(9)	-78
Other Fees & Charges	-561	-106	-54	(52)	-54
Rents	-18	-6	-1	(5)	-1
Support Service Income	-315	-16	-17	1	-17
Government Grants	-515	-71	-51	(20)	-51
Reimbursements & Other Grants	-18	0	0	0	0
Schools SLA	-250	-53	-53	0	-53
Non-Revenue	-101	-25	-33	8	-33
Total Income	-3086	-564	-432	(132)	-432
Net Expenditure	13195	3267	3297	(30)	3328

Appendix 4 Financial Statement

Comments on the above figures:

In overall terms revenue spending at the end of quarter 1 is ahead of the budget profile.

Staffing is above budget to date as anticipated savings from the efficiency review have not yet been met. This situation will be closely monitored through out the year.

With regard to landscape maintenance and recycling there have been delays in the start dates of some projects.

With regard to supplies & services, although expenditure appears to be below budget to date this is not the case when commitments are taken into account

With regard to income, Building Control fees are less than budget to date as a result increased competition from the private sector and the current economic climate. Planning fee income is also below budget to date. This is a result of a slow down in the development industry. Income from Open Spaces external works is also lower than anticipated. As a result these income budgets will be closely monitored throughout the year.

At this stage it is anticipated that the overall spend will be in line with the Departmental budget by the end of the financial year.

Appendix 4 Financial Statement

ENVIRONMENTAL & REGULATORY SERVICES DEPARTMENT**Capital Projects as at 30th June 2010**

	2010/11 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Screened Tip Area	25	0	0	25
Improvement To Allotments	85	1	1	84
Hale Park	447	25	25	422
Children's Playground Equipment	93	0	0	93
Milton Avenue	34	30	30	4
Victoria Park	8	4	4	4
Town Park	42	42	42	0
Hallwood/Roehampton	30	30	34	-4
Playground – Wellington Street	0	0	6	-6
Arley Drive	36	0	0	36
Playground – Runcorn Hill Park	0	0	2	-2
Landfill Tax Credit Schemes	340	0	0	340
Litter Bins	20	0	0	20
Recycling Bins	70	70	77	-7
Total Capital Expenditure	1230	202	221	1009

Comments on the above figures:

The programme is a little ahead of target, however, it is expected that the full capital allocation will be spent by the year-end

Appendix 4 Financial Statement

ENVIRONMENTAL & REGULATORY SERVICES DEPARTMENT**Local Strategic Partnership as at 30th June 2010**




	Annual Budget £'000	Budget To Date £'000	Actual Spend To Date £'000	Variance To Date (overspend) £'000
Area Forum				
Area Forum 1	110	27	-1	28
Area Forum 2	89	22	-3	25
Area Forum 3	87	22	6	16
Area Forum 4	127	32	14	18
Area Forum 5	114	29	6	23
Area Forum 6	53	13	0	13
Priority 5 Safer Halton				
Pride of Place Action Team	33	8	0	8
Area Forum Co-Ordinator	42	11	9	2
ASB Commissioned Services	543	136	1	135
Total Capital Expenditure	1218	305	29	276

Comments on the above figures:

Regular monitoring reports are sent to the local Strategic Partnership (LSP) in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget to date are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Neighbourhood Renewal Fund grant is spent during the year.




Appendix 5 Explanation of Symbols

Symbols are used in the following manner:

Progress		<u>Objective</u>	<u>Performance Indicator</u>
Green		Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber		Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red		Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an <u>intervention or remedial action</u> taken.</i>

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green		<i>Indicates that performance is better as compared to the same period last year.</i>
Amber		<i>Indicates that performance is the same as compared to the same period last year.</i>
Red		<i>Indicates that performance is worse as compared to the same period last year.</i>
N/A		<i>Indicates that the measure cannot be compared to the same period last year.</i>

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Adult and Community Directorate
<u>Department:</u>	Prevention and Commissioning Services (Housing Strategy)
<u>Period:</u>	1 st April 2010 – 30 th June 2010

1.0 Introduction

This quarterly monitoring report covers the Prevention and Commissioning Housing Strategy Services first quarter period up to 30th June 2010. It describes key developments and progress against all objectives and performance indicators for the service.

The way in which the Red, Amber and Green, (RAG) symbols and Travel Indicator symbols have been used to reflect progress to date is explained in Appendix 8.

2.0 Key Developments

This service area is working with the Council's Planning Department to introduce an affordable housing policy within the Local Development Framework, and is currently undertaking a Strategic Housing Market Assessment, which will be used to demonstrate and quantify the need for affordable housing. A draft Affordable Housing Policy will then be completed by March 2011 for approval by Members.

Good progress has also been made on the Homelessness Housing Strategies and Repossessions Action Plan.

Firstly, a draft protocol is now in place with C&YP for 16/17yr olds in temporary accommodation with prevention work by Housing Solutions team also reducing the number of people being placed in temporary accommodation. From April to June 2010 52 households approached Housing Solutions for assistance. To date 17 cases have been successfully prevented from becoming homeless, 5 orders for suspended eviction have been obtained and the prevention fund has been used to assist four families.

Secondly, a substantial number of repossessions have been prevented by the Mortgage Rescue officer; with an increased uptake of service noted a following marketing campaign. The current caseload of this officer is 10, out of which 2 are at completion stage and the remaining 8 are at various stages throughout the

process. The service has also successfully negotiated the re purchase of a shared ownership property with a local RSL

3.0 Emerging Issues

No emerging issues have been identified for this service area.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	1		1		0		0
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One key objective has been identified for this service area reported in Appendix 1


4.2 Progress against 'other' objectives / milestones

Total	1		0		1		0
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There is one amber indicators and no red objectives to report this quarter as detailed in Appendix 2.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	0		0		0		0
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No key performance indicators were identified for this service area.

5.2 Progress Against 'other' performance indicators

Total	1		1		0		0
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Only one 'other' indicator was identified for this service area in respect of homeless services, which was on track at the end of quarter 1. Full details will be reported in quarter 2.

6.0 Risk Control Measures

Where a Key Service Objective has been assessed and found to have an associated 'High' risk, progress against the application of risk treatment measures are normally only reported in quarters 2 and 4.

7.0 Progress against high priority equality actions

Any high priority equality actions identified by the service will be reported in quarters 2 and 4

8.0 Data quality statement


The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, sourced externally, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

9.0 Appendices

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'other' objectives / milestones
- Appendix 3 Financial Statement
- Appendix 4 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
PCS 2	Effectively consult and engage with the community of Halton to evaluate service delivery, highlight any areas for improvement and contribute towards the effective re-design of services where required

Milestones	Progress Q 1	Supporting Commentary
Continue to negotiate with housing providers & partners in relation to the provision of further extra care housing tenancies, to ensure requirements are met (including the submission of appropriate funding bids) Mar 2011 . (AOF6 & 7)		Potential sites and opportunities to develop Extra Care Housing continue to be explored on a regular basis. Cosmopolitan Housing Association has submitted a bid to build 90 units of Extra Care to the Homes and Communities Agency.

Appendix 2: Progress Against 'other' objectives / milestones

Ref	Objective
PCS 1	Working in partnership with statutory and non statutory organisations, evaluate, plan, commission and redesign services to ensure that they meet the needs and improve outcomes for the community of Halton.

Milestones	Progress Q 1	Supporting Commentary
<i>Introduce a Choice Based Lettings scheme to improve choice for those on the Housing Register seeking accommodation Dec 2010 (AOF11and 30.)</i>	?	Some delays to progress with regional scheme in obtaining Board approvals. However, scheme is now progressing well, revised timescale for implementation is summer 2011.

Appendix 3: Financial Statement
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ADULTS & COMMUNITY – PREVENTION & COMMISSIONING**Revenue Budget as at 30th June 2010**

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
Expenditure					
Employees	4,080	1,012	1,061	(49)	1,359
Premises Support	4	0	0	0	0
Other Premises	47	30	31	(1)	58
Supplies & Services	1,268	188	180	8	171
Contracts & SLA's	448	139	141	(2)	141
Transport	60	15	16	(1)	16
Community Care:					
Residential Care	4,201	900	844	56	844
Nursing Care	1,423	320	205	115	205
Homecare	3,742	827	691	136	691
Direct Payments	2,863	614	628	(14)	628
Supported Living	576	123	127	(4)	127
Day Care	235	50	39	11	39
Supporting People Payments to Providers	6,861	1,598	1,599	(1)	1,599
Other Agency	237	35	32	3	32
Asset Charges	61	0	0	0	0
	26,106	5,851	5,594	257	5,910
Total Expenditure					
Income					
Residential Fees	-1,502	-437	-392	(45)	-392
Nursing Fees	-331	-5	-2	(3)	-2
Direct Payment charges	-91	-21	-22	1	-22
Fees & Charges	-564	-130	-132	2	-132
Receivership Income	-19	-5	-9	4	-9
Sales Income	-21	-3	-2	(1)	-2
Rents Income	-100	-100	-100	0	-100
PCT reimbursement for salary costs	-488	0	0	0	0
Other PCT reimbursements	-233	-25	-28	3	-28
Government Grant Income:					
Supporting People Main Grant	-661	-159	-158	(1)	-158
Social Care Reform Grant	-653	-653	-653	0	-653
Mortgage Rescue Scheme	-78	-78	-78	0	-78
Homelessness Grant	-30	-30	-31	1	-31
Aids Support Grant	-11	0	0	0	0
Learning Disabilities Campus Closure	-94	-94	-94	0	-94
Other Income	-9	-8	-12	4	-12
	4,885	-1,748	-1,713	(35)	1,713
Total Income					
	21,221	4,103	3,881	222	4,197
Net Expenditure					

Appendix 3: Financial Statement
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Comments on the above figures:

In overall terms revenue spending at the end of quarter 1 is £222k below budget profile, due to expenditure relating to the community care budget being less than anticipated at this stage of the financial year.

The ongoing transfer of expenditure to continuing health care funding continues during the first quarter of the financial year however service users packages are now being reviewed by the Primary Care Trust and some have been found to no longer meet the continuing health care criteria. These service users care packages will now be met from the Local Authority's community care budget and this budget must be scrutinised closely throughout the year to ensure a balanced budget at year end. The community care budget, including income, is currently £252k under budget profile. The Community Care budget, across the Directorate, will be realigned during quarter 2 to reflect more accurately services provided to service users.




Employee costs are over budget profile by £49k due to the Principal & Practice Managers receiving back dated pay relating to the Job Evaluation process totalling £61k.

HOUSING STRATEGY & SUPPORT SERVICES
Capital Projects as at 30th June 2010

	2010/11 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<u>Private Sector Housing</u>				
Housing Grants/Loans	168	42	90	78
Disabled Facilities Grants	25	6	0	25
Joint Funding RSL Adaptations	278	70	74	204
Energy Promotion	37	9	0	37
Housing Program 2009-2011 SCE	1,640	410	36	1,604
Housing Program 2009-2011 DFG	568	142	0	568
Extra care housing	1,366	341	0	1,366
	4,082	1,020	200	3,882




Appendix 4: Explanation of Symbols

Symbols are used in the following manner:

Progress	<u>Objective</u>	<u>Performance Indicator</u>
Green	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
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Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green	 Indicates that performance is better as compared to the same period last year.
Amber	 Indicates that performance is the same as compared to the same period last year.
Red	 Indicates that performance is worse as compared to the same period last year.
N/A	Indicates that the measure cannot be compared to the same period last year.

REPORT TO: Environment & Urban Renewal Policy and Performance Board

DATE: 15th September 2010

REPORTING OFFICER: Strategic Director, Environment and Economy

SUBJECT: Household Waste Collection Policy

WARD(S): Borough-wide

1. PURPOSE OF REPORT

To provide Members with a draft Household Waste Collection Policy document for comment and endorsement.

2. RECOMMENDED: That:

- 1) Members receive and comment upon the report;**
- 2) The Policy & Performance Board endorse the draft Household Waste Collection Policy document; and**
- 3) A report be presented to the Executive Board recommending the adoption of the Household Waste Collection Policy.**

3. BACKGROUND

- 3.1 The Safer Halton Policy and Performance Board work programme of Topics for examination included various aspects of waste management. It was agreed by Members of the Board that the Waste Management Working Party would produce a document that set out the Council's policies and service standards relating to household waste collection.
- 3.2 Following the work carried out by the Working Party, a draft Halton Policy document was produced and is attached as Appendix 1.

4. SUPPORTING INFORMATION

- 4.1 Whilst the Council has adopted a number of policies relating to its waste and recycling collection services, there is currently no single written policy document approved by Members that sets out the Council's policies on how waste collection services will be delivered. Having such a document will make it clear to householders what they can expect from the Council and also what is expected of them.

- 4.2 Additionally, as a result of the implementation of new services during recent years, it was important to review existing policies to ensure that they remain fit for purpose to support the Council in meeting its waste related targets and objectives, and that services continue to be delivered as efficiently and effectively as possible.
- 4.3 The policies with the draft Household Waste Collection Policy document have been developed taking into account the pressures the Council faces, both in terms of meeting landfill diversion targets and the increasing costs of waste treatment and disposal. It has drawn upon best practice and common approaches adopted by local authorities across the country. The draft Policy sets out both existing and new policies and Members' attention is drawn in particular to the policies on charging and collecting side waste as detailed in paragraphs 4.4 to 4.13 below.

Policies on Charging

- 4.4 Financial pressures and the increasing costs of dealing with waste necessitated a review of the Council's policies on charging for services where legislation allows. This has resulted in revised policies on charging for the collection of bulky household waste and a new policy regarding the provision of wheeled bins.
- 4.5 Currently, residents can have up to 10 items of furniture removed for a charge of £10. It is proposed that from April 2011 the charge is increased to £15 and that the number of items collected per £15 charge is reduced to five. The new proposed payment structure reflects the increasing costs of collecting and disposing of bulky household items. The new lower limit on items per collection has been established to encourage the re-use/recycling of items. The Council will promote the use of local organisations that collect/receive bulky items for re-use purposes.
- 4.6 At present, the provision of new and replacement wheeled bins is free of charge and there is no limit on the number of replacement wheeled bins that a householder can request. Between 1st April 2009 and 31st March 2010, a total of 2,510 replacement residual waste wheeled bins were delivered to domestic properties. Using an average cost of £16.00 per 240ltr bin, excluding delivery costs, this amounts to an estimated annual cost of £40k, which is in excess of the current budgetary provision of £31,720.
- 4.7 The draft Policy includes making a charge for new and replacement wheeled bins. By giving the wheeled bin a value it is believed that residents would have a sense of ownership and responsibility which would reduce the likelihood of negligence and abandonment. Introducing a charging policy will reduce the numbers of wheeled bins left out after collection, particularly in rear entry areas, pavements and highways. This would reduce the opportunity for bin fires, anti-social behaviour and theft, as well as improving the visual appearance and

cleanliness of neighbourhoods. The number of potential obstructions to other highway users would be dramatically reduced.

- 4.8 It is proposed that a charge for the provision and delivery of new and replacement wheeled bins be introduced on a phased basis as follows;
 - 4.8.1 From April 2011 residents will be required to make a contribution of £12.50 towards the costs of new and replacement bins.
 - 4.8.2 From April 2012 residents will be required to pay £25.00 to meet the full cost of receiving a new or replacement wheeled bin.
- 4.9 So as not to discourage residents from recycling, replacement blue or green bins will continue to be provided free of charge.

Side Waste

- 4.10 It is the current policy of the Council not to collect side waste placed alongside wheeled bins for collection. This policy was approved by the Executive Board in April 2005 (minute EXB53/2005 refers) however, to date, this policy has not been applied. Instead, the Council has maintained a progressive approach of education and awareness raising of waste matters in an attempt to engage with householders to reduce the amount of residual waste presented for collection.
- 4.11 Communication and awareness raising campaigns will continue, however, as a result of the increasing costs of disposing of residual waste, and the failure of many residents to cease placing out side waste for collection, it is now being recommended that the Council applies its policy of not collecting side waste, other than in exceptional circumstances, such as during the Christmas holiday period or other unavoidable disruptions in service.
- 4.12 All residents who have wheeled bins are now provided with kerbside multi-material recycling collections. Residents are able to have additional or larger bins for recycling to ensure that they have sufficient capacity for recycling. The 'no side waste' policy will encourage residents to accept responsibility for their waste and to think about minimising their waste, and recycle more of what they do produce.
- 4.13 To apply a consistent approach to encouraging positive behavioural change, waste minimisation and increased recycling, the draft Policy limits the number of sacks that will be taken from properties that do not have wheeled bins. Residents in such properties are provided with a kerbside multi-material recycling collection service using boxes and are also able to request additional boxes to meet their individual capacity requirements.
- 4.14 The attached Policy document seeks to ensure that the Council provides high quality, cost effective services that are applied fairly and consistently to all households. In addition to setting out clear and

robust waste collection policies the document sets out pledges to residents on the level of service that they can expect to receive from the Council.

- 4.15 Members are asked to comment upon the attached draft Policy document and make recommendations concerning its adoption to the Executive Board. The production of the draft Policy document brings to an end the work of the Waste Working Party. Members of the Working Party were Councillors Thompson (Chair), Osborne, Stockton, Redhead and Shepherd, who are all thanked for their contributions to the development of the Policy.

5. FINANCIAL IMPLICATIONS

- 5.1 Although not quantifiable, the adoption of the proposed Policies will have significant positive financial implications for the Council, both from additional income received to offset current spend and also from an anticipated increase in both recycling and levels of waste diverted from landfill.

6. POLICY IMPLICATIONS

- 6.1 This report will result in new or updated policies relating to the Council's waste collection service, the details of which are contained within 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, but the Policy will contribute towards for improving the environment and the appearance of the borough and shall have an overall beneficial affect on well-being.

8.4 A Safer Halton

The Council is committed to dealing with environmental nuisance. The policies contained with the attached document will contribute towards improving environmental standards and reducing environmental crime.

This will have a positive impact upon the Safer Halton Priority, and contribute towards the 'Cleaner, Greener, Safer' agenda.

8.5 Halton's Urban Renewal

No direct impact, but overall environmental benefits will make the borough a more attractive location for investment.

9.0 RISK ANALYSIS

9.1 The Household Waste Collection Policy document sets out clearly the Waste Collection services to be delivered by the Council as well as the actions required by householders in relation those services. The key risk in failing to maintain and publish an up to date Household Waste Collection Policy is that residents may not fully understand the level of service to be provided to them and what responsibilities they have. This could lead to a reduction in the effectiveness of the Council's services, increased costs, customer complaints and poor satisfaction levels amongst residents.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 The Policy is not intended to have either a positive or negative impact upon equality and diversity or apply differently to any particular group. The Waste and Environmental Improvement Division will continue to invite and seek feedback on its waste collection services and policies and will respond to any suggestion of differential impact.

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.



Halton Borough Council

DRAFT

Household Waste Collection Policy and Customer Service Assurances

August 2010

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1. Introduction

Waste policy has become an increasingly important issue in recent years. The Council (Halton Borough Council) has produced this document to make clear its policies regarding the complex area of the delivery of waste services. The policy aims to show how the Council will manage its waste collection services across the borough and meet its legal and customer based requirements.

To support this Waste Collection Policy, Halton will be signing up to a Waste Collection Commitment, which is a nationally recognised voluntary service-level agreement. By signing up to the Commitment, a local authority is committing to ensuring that the needs of its residents are central to the design and delivery of their waste and recycling collection services. Participating local authorities that sign up to the agreement will review not only how they design and operate their services but also how they communicate with their service users. Ultimately, it is hoped that the level of service that residents can expect to receive will be made clearer and that satisfaction with collection services will be improved.

Further information on the principles set out in the Waste Collection Commitment will be available as a separate document and also on the Councils' website which is available at www.halton.gov.uk.

The Council is committed to providing high quality and value-for-money services that meet the individual needs and circumstances of the residents of the borough. This document also sets out the standards and levels of service that residents can expect to receive from the Council.

2. General Service Provision

The Council introduced wheeled bins into Halton in the late 1980's. It remains the Council's policy that all suitable¹ properties are served by this collection method and that wheeled bins should be used where provided.

The collection point for wheeled bins is generally from the curtilage of a residents' property. In the case of terraced properties, the collection point for wheeled bins is the 'throat' to the entry serving the properties.

The different make up of areas in Halton means that there is a need to find arrangements that best fit local circumstances whilst working within the general principles of the Councils' policy. This means that in applying its policy, the Council may determine different collection arrangements for different areas.

In all cases, it is residents' responsibility to place and return bins or boxes to and from their designated collection point. (The Council offers an 'assisted pull out' service where residents are considered unable to put out a wheeled bin for collection by reason of age or infirmity – See Section 13).

In some cases the Council may require receptacles to be placed on a highway for collection. This requires the consent of the Highway Authority, which has been received. The Council has also determined that wheeled bins are the occupiers' responsibility whilst within the curtilage of their dwelling and that they become the Councils' responsibility when placed on the highway, but only at times and places specified by the Council. These responsibilities shall only extend to such matters as loss or damage to the receptacle, and not to damage or other matters caused as a result of the receptacle being on the highway.

Residual Waste Collections

- (i) Residents at suitable¹ residential properties will be provided with a 140 or 240 litre black coloured wheeled bin and that is to be used to store / collect the residual waste (non-recyclable waste) that households generate, and that cannot be recycled or composted through the Council's kerbside recycling schemes, or at the Council's Household Waste Recycling Facilities.
- (ii) Properties that are not suitable for residual waste collections using wheeled bins will be provided with a sack collection service.
- (iii) Residents in multi-occupancy dwellings will be served by communal waste receptacles.

Kerbside Recycling Services

Residents at suitable¹ residential properties will receive the following kerbside recycling collection services;

- (i) A 140 or 240 litre blue coloured wheeled bin, which is to be used to store / collect the following types of dry recyclable waste¹: glass bottles and jars; aluminium and steel cans; paper, magazines, newspapers, catalogues and directories; plastic bottles; and cardboard. Residents can request additional 140 or 240 litre blue bins.
- (ii) A 240 litre Green coloured wheeled bin, which is to be used to store / collect garden waste materials that households generate. These materials include grass cuttings; hedge clippings; cut flowers / plants; twigs and small branches up to 9cm diameter; leaves; and bark. Due to seasonal growth this service does not operate during the winter months. Residents can request additional green bins.

Residents that occupy properties that are not suitable² for either or both of the above services will be provided recycling services either through the provision of a 44 litre box or, in the case of multi-occupancy dwellings, through communal recycling facilities.

The recycling services described above will help to increase recycling and reduce the amount of residual waste sent to landfill. This will help the Council meet its recycling and landfill diversion targets. The Council has resolved (minute EXB53/2005) that residents must use all receptacles for their designated purpose where they have been provided by the Council.

The provision of other recycling services to households will be reviewed as part of the future up-dating of the Council's Waste Management Strategy and supporting Action Plans.

Notes:

¹ Detailed advice on the types of materials that can be placed in the different coloured receptacles will be provided from time to time by way of leaflets, stickers on bins and publications in the local press etc. Additionally residents can telephone the Contact Centre on 0303 333 4300, visit the Halton Direct Link shops or go to www.halton.gov.uk for further advice.

² Suitable properties shall be determined by the Council on a case by case basis. Examples of unsuitable properties may include terraced housing and flats etc where insufficient storage space for multiple bins

3. Waste Minimisation

The Council limits the volume of residual waste that it will collect from households to a standard sized 240 litre³ wheeled bin. Waste minimisation is necessary to help the Council meet strict, legally binding targets for diverting Biodegradable Waste from landfill set by the E.U and U.K governments.

Multi-Material recycling and Green Waste collection services are provided to maximise the amount of household waste generated in the borough that is reused, recycled or composted. The expansion of these services will help the Council meet recycling targets set by E.U and U.K governments.

This policy follows the objectives set out in the Council's Municipal Waste Management Strategy which recognises the legal status of the Waste Hierarchy in European and UK legislation. The Waste Hierarchy is set out in the table below.

Step 1	Reduce	Reduce the amount of waste being created. <i>e.g. Using real nappies instead of disposables.</i> <i>e.g. Buy products with less packaging.</i>
Step 2	Re-use	Re-use items instead of throwing them away. <i>e.g. Donating unwanted clothing to charity.</i> <i>e.g. Re-using bottles and jars.</i>
Step 3	Recycle or Compost	Recycle or compost items so they can be made into other products. <i>e.g. Paper / Glass can be recycled into new products.</i> <i>e.g. Garden waste can create a nutrient rich mulch for gardens.</i>
Step 4	Recover	Recover value from the remaining waste. <i>e.g. Waste can be processed in energy-from-waste plants to produce electricity.</i> <i>e.g. Landfill gas can be collected and used for energy</i>
Step 5	Disposal	Disposal is the last resort and is only to be undertaken when as much waste as possible (or practical) has been reused, recycled and recovered. <i>e.g. Waste to landfill.</i>

Notes:

³Additional capacity may be provided following assessment by Council officers. However, provision will normally be limited to households that have 6 or more occupants or where excess waste is created by virtue of medical need (See Section 6 Additional Bin Capacity Requirements and section 19 re: clinical waste).

The Council will promote the waste hierarchy through;

- (i) On-going communications and awareness raising campaigns
- (ii) Educational programmes for schools and community groups;
- (iii) Service policies, standards and strategies;
- (iv) Community engagement activities and advice to householders;
- (v) The Council's website, Civic Magazine, publications, road shows, exhibitions and presentations.

4. Provision of New and Replacement Bins

Under Section 46 of the Environmental Protection Act 1990 the Council can specify the type and size of container that a resident must present their waste in. The Council may also levy a charge to the resident for the provision of the waste receptacle. It is the policy of the Council that a charge is made for the delivery of new or replacement wheeled bins. The Council's charging policy is designed to encourage residents to take more responsibility for their bins and thereby reduce the number of losses and thefts by:

1. Reducing the number of bins being left out on the street outside of the normal day of waste collection. *This will also help reduce anti-social behaviour and environmental crime.*
2. Encouraging residents to make bins identifiable to their household through street name / house number markings. *The Council will provide suitable stickers for the identification of wheeled bins on request and in areas experiencing problems with bin retention such as terraced properties. All new and replacement bins will have address labels on them.*

Bins will continue to be provided for free in the following circumstances:

- (i) Where an existing bin of any type has been recorded as damaged by Council operatives or equipment during the collection process;
- (ii) Where a recycling bin is being delivered to new properties or existing properties.

Where a resident's bin is damaged as a result of the collection process, a card will be posted to the relevant property to advise the householder.

The circumstances for charging for new / replacement bins are as follows:

- (i) Where a bin is reported lost or stolen;
- (ii) Where a bin is reported as vandalised / damaged (except those which have been damaged by the Council during the collection process);
- (iii) Where a residual waste bin is required for new properties or for new occupants of existing properties.

- (iv) Where provision of a second residual waste bin is required and an application for a second bin has been approved.

Where a replacement bin is provided by the Council, the householder will be charged an amount relative to the costs incurred by the Council in purchasing and delivering the bin. Charges for the provision of bins will be applied from April 2011. Charges for bins will be publicised by the Council and will be reviewed annually.

Where a bin is damaged but is repairable, the Council will carry out the repair at no charge to the resident.

A householder does not have to buy a replacement / new bin from the Council. Residents can make arrangements to purchase a bin from an outside supplier provided the replacement bin(s) are of the same size, colour and specification as those bins supplied by the Council for the use in which they are intended. The householder must have written approval from the Council that a bin that it intends to purchase is to the standard and specification required by the Council. Unsuitable bins may cause injury to staff and/or damage to the collection vehicle and the council will not empty bins which do not comply with our specification or safety requirements.

Responsible Landlords or Management Development Companies shall be charged for the provision of new or replacement bins for multi-occupancy dwellings and shall also be responsible for the maintenance of bins at such properties.

5. Excess Waste / Side Waste

Residual Wheeled Bin Collection

The Council has approved a policy of not removing waste presented for collection alongside residual wheeled bins, subject to certain exceptions, i.e. during Christmas holiday periods or other disruptions in service. It is likely that households producing side waste on a regular basis are not separating out their recyclable materials or have inadequate bin provision for the number of people residing at their address. The Council encourages residents to recycle as much as they can and will provide sufficient receptacles to ensure individual household capacity requirements are met. Residents will be offered additional or larger blue bins for recycling. The 'no side waste' policy will:

- Improve the environmental quality of an area by reducing litter escaping from loose sacks;
- Encourage the use of the kerbside recycling scheme and maximise the Council's recycling performance;
- Encourage waste minimisation habits amongst householders;
- Reduce the risk of injury to waste collection crews, as manual handling of loose waste will be minimised.

For the reasons outlined above, the Council will limit the number of sacks collected from properties that do not have wheeled bins to 5 sacks per household per week. This is considered equivalent in size and weight to a domestic wheeled bin.

Residents should not present bins that are so overloaded that pushing it causes waste to fall out or presents a health and safety risk to operatives. Adopting this approach will deter abuse of the 'no side' waste policy where a resident piles waste on top of their bin.

Recycling Collections

To maximise the level of recycling materials collected, the Council will remove additional recycling and garden waste material placed next to the blue or green bins respectively. Additional waste for recycling should, where possible, be appropriately contained - e.g. contained in a cardboard box. Glass bottles and jars should only be placed in the bin and not alongside it. In the case of green waste, additional materials should be placed in a sack which will be emptied and either returned to the resident by placing under the bin lid or disposed of separately to prevent contamination.

6. Additional Bin Capacity Requirements

The Council will normally only collect a maximum of 240 litres of residual waste contained within the black wheeled bin provided. This is because of the need to meet legally binding waste minimisation and recycling targets for local authorities. However, the Council recognises that some households may produce more than 240 litres of residual waste each week despite taking an active part in the Councils' recycling service as required under this policy. Where this is the case the Council will consider providing additional residual waste capacity (bin(s)) following assessment of household needs and approval by Waste Management Officers.

In the case of requests for additional capacity, the Council will work with the household to make sure that every reasonable effort to divert recyclables out of the residual waste stream into the recycling wheeled bin has been made, and that extra waste is being generated on a regular basis.

In order to qualify for an additional bin, households will have to demonstrate that they have gone through the above stages and will usually need to demonstrate that recycling services are being fully utilised at the property and meet one of the criteria shown in (i) and (ii) below:

- (i) There are 6 or more people in permanent residence at the property*
- (ii) There are large quantities of non hazardous medical waste generated on the property*

** Households that request a larger residual waste bin will have to fill in an application form (see Appendix A).*

Some residents may have bin capacity issues because they are not recycling or not recycling everything they could. Those residents who contact the Council to say they cannot fit all their waste in their waste wheeled bin will be offered the following advice or guidance -

Stage 1 Discuss their concerns with the Council Customer Service advisors or Waste Management Officers

Stage 2 Officer to visit them and discuss their waste and recycling problems

Stage 3 Information to help them to sort their waste for recycling

If the waste can be contained in their waste wheeled bin through the use of their recycling receptacles, residents will not be offered a larger or second waste wheeled bin. If as a result of the above process the residual waste still exceeds the volume of their waste bin this will be exchanged for a larger or additional bin. This will be subject to an annual review to ensure the correct capacity is provided for the resident's up to date requirements.

Where a resident who does not meet the required criteria is discovered to have either a larger or additional residual waste bins, these will be removed by the Council.

7. Missed Collections

Information on waste and recycling collections is available from the Council website, the Council's Halton Direct Link shops or by phoning the Contact Centre. Residents are also provided with calendars for recycling collections. Despite the best efforts of the Council to avoid service failures it will occasionally be the case that a collection is missed due to a vehicle breakdown, accident or other operational problems such as inclement weather. Where collections are missed through such circumstances the Council will endeavour to arrange for the collection crew to return to collect waste on the next working day. If this is not possible then collection will take place on the next scheduled collection day. In the case of missed residual waste collections and where collection cannot be re-made until the following week, then a reasonable amount of waste contained in sacks will be collected from the side of the bin during the next scheduled collection.

Where a collection has been missed to an individual property and the resident informs the Council by no later than noon on the day of the missed collection, the Council will return that day. Where the Council is informed after noon, the collection will be made by noon the following working day.

In the case of missed recycling collections, where collection cannot be re-made until the following fortnight, households may place out for collection additional materials that are boxed (or bagged) appropriately, safely and neatly and these will be collected from the side of the bin during the next scheduled collection.

8. Bank Holidays

Waste collection services operate to their normal scheduled collection day at all times of the year other than Bank Holidays, Easter, Christmas and the New Year period.

The Council will usually re-schedule collections 1 day later than normal on Bank Holiday weeks. Any planned changes as a result of Bank Holidays will be published on the Council's website and in the local press.

During Christmas and the New Year period householders will be advised of their revised collection days by way of a variety of methods, which may include:

- (i) Stickers / calendars placed on bin(s);
- (ii) Recycling calendars detailing collections for the following year;
- (iii) The Council website; and
- (iv) Adverts in the local press

9. Contaminated Contents in Bins

Bins that contain items other than those which are accepted will be deemed as contaminated and may not be emptied. If there is too much contamination in recycling bins it could jeopardise the whole load collected by the recycling vehicle, which may ultimately mean that recyclable materials are sent to landfill for disposal. If bins are found to be contaminated, they will be subject to either:

- (i) Safe removal of offending items and the bin being emptied, or
- (ii) Bin being left un-emptied

In both cases an advisory sticker will be placed on the bin advising the resident what action has been taken, why, and how to rectify the situation. It will also advise when the next bin collection will be.

An up to date list of accepted items can be found by visiting the Council website or by contacting the Council. If contamination becomes a regular occurrence, a Council officer will visit the resident to discuss the situation.

10. Bin too heavy

When a bin is presented for collection with contents that make it too heavy, unsafe or difficult to manoeuvre and position safely onto the vehicle lift, it will be left un-emptied. Residents should therefore monitor the contents and weights of all their bins to ensure they remain safe for collection. When a bin is found to be too heavy, the householder will be notified by way of a sticker on the bin or by a visit from a Council Officer. They will be asked to remove offending materials, properly dispose of them and to notify the Council when complete. Collection services will resume on the next scheduled collection date.

The most likely reason for a black wheeled bin being too heavy is that it contains unacceptable amounts of building material(s), bulky items and / or other non-domestic waste items such as vehicle parts.

The most likely reason for a green wheeled bin being too heavy is that it contains soil. Soil is not accepted at our composting facility and should be taken directly to one of the Council's Household Waste Recycling Centres at either Johnsons Lane in Widnes or Picow Farm Road in Runcorn.

The most likely reason for a blue wheeled bin being too heavy is that it contains unacceptable non-recyclable materials or if it has been overloaded with an unusual amount of heavy materials, for example following a clear out of magazines and catalogues resulting in excessive weight. Residents are advised to fill bins sensibly, by spreading the load over several collections if necessary.

11. Preparation for Collection

All bins should be placed out for collection (normally) at the curtilage of the property by 07.00 Hours on the collection day but no earlier than 18:00 Hours on the evening prior to collection.

Whilst awaiting collection, all bins must be in a safe location (normally) at the curtilage of the property and they must not be placed in a position likely to cause an obstruction to public footpaths or highways.

After emptying the bin, the collection crew will return it to a safe location as close to the collection position as possible. Residents should then return bins to within the boundary of their property by 18:00 Hours on the day of collection.

12. Access for Collection Vehicles

Residents are asked to leave reasonable vehicular access for Refuse and Recycling Collection vehicles in order that collections are not missed. Where the Council is experiencing difficulty making collections, crew members will leave stickers on bins advising residents of the difficulties and asking for their assistance.

Developers are required to contact the Council with regards to access for refuse collection vehicles and the design of refuse/recycling receptacle storage areas. Further details are contained in the Council's Supplementary Planning Document – Design of New Residential Developments.

13. Assisted Collections

Where a resident is unable to move their bin(s) to the curtilage of their property for collection due to infirmity or ill health etc, the Council is able to offer an assisted collection service, subject to satisfactory completion of an application form. Upon acceptance of such an application the property details will be entered on the collection crew's round schedule and the crew will then collect the bin from the premises, empty it and return it to the property.

Householders that request assistance to empty their bin(s) will need to fill in an application form (see Appendix B) and will be visited by a Waste Management Officer to assess their case. This service will be reviewed annually to prevent abuse and minimise costs by ensuring that households still qualify for this assistance. Residents that require help in completing the application for assisted collection will be visited by a Waste Management Officer.

14. Litter Issues arising from Waste Collections

The Council's collection crews will leave an area as clean as possible after collections have taken place. All crews are equipped to deal with spillages that occur during, or as a result of, waste and recycling collections. Any issues that crews cannot deal with directly will be cleared with the support of the Council's cleaning teams by the end of the day that collection has taken place.

15. Bulky Household Waste Collection

The Council provides a separate collection of bulky household waste items. A standard charge per collection will be made for the collection of up to 5 bulky domestic waste items. If more than 5 items are required to be collected, an additional charge will be made. The maximum number of items that will be collected from any one property at any one time is 10.

Charges for the collection of bulky items will be publicised by the Council and reviewed annually.

The maximum limit collected applies to all items. For example, and the avoidance of doubt, a 3 piece suite i.e. a sofa and 2 chairs, is defined as 3 separate items. A mattress, a bed base and a head board is also defined as 3 separate items.

The following conditions apply to the bulky household waste collection service;

1. Only those items specified for collection when the request is made to the Council will be collected;
2. Payment of the relevant charge must be made prior to the collection;
3. Payments are to be made via the Council's Halton Direct Link shops or Contact Centre. Payment can be made by Credit / Debit Card, cheque or cash.
4. Items will be collected from a resident's property and must not be placed on the highway. In respect of collections from terraced properties, and only if the items cannot be stored within a resident's property or the Council could not gain access to the property, items can be placed at the rear of a resident's property but no earlier than 18.00 hours on the day before the specified date of collection.
5. Where a householder requires assistance due to ill-health, age or infirmity, collections can take place from inside the householder's property. This is only where it is safe to do so and if the householder agrees to allow access and signs an indemnity form for any damage that may occur during collection. A Council Officer will be present during such a collection.
6. If a collection is not made on the day specified due to unforeseen operational circumstances, a member of Council's Waste Team will contact the resident and rearrange the collection. The rearranged collection will be made within 2 working days.
7. Cancellation of a Bulky Household Waste collection request must be made no later than 2 working days prior to the agreed collection date. Where a cancellation has been made within less than 2 working days before a collection is due, a resident may still be charged.
8. In the event that a resident does not present their Bulky Waste items presented for collection on the agreed collection date a refund will not be made. A card will be posted by the collection crew to confirm that a visit was made but the items were not available for collection.
9. Where a collection is rearranged due to a resident not presenting the items on the specified date a further charge of £15 will be applicable.
10. Where a cancellation is made as a result of the Council's failure to collect on the agreed day, a full refund will be made.

To encourage the re-use of unwanted bulky items the Council will, where available, provide residents with details of organisations who may be able to collect/receive items as an alternative to the chargeable collection service provided by the Council.

16. Equality of Access to Services

All residents are provided with the full services available for their specific location and circumstances. Special requests and arrangements will be considered by the Council to ensure equal access to services.

17. Transient, Seasonal, Student or Hard to Reach Populations

Services will be delivered to the above groups of people by the Council as and when necessary and will take account of their particular circumstances.

18. Inclement Weather

In the event of inclement weather (e.g. snow or ice) the Principal Waste Officer will assess whether it is safe to attempt to carry out the waste and recycling collections. Only if the outcome of the assessment is that it is safe to do so, the Officer will authorise the commencement of collections.

Whilst on site, Waste and Recycling Collection Driver/Chargehands have the discretion to abandon collections if they consider that road or footway conditions are dangerous.

In the event that bins are not collected due to inclement weather, the Council will attempt to make collections the following day. If collections cannot be made the following day, they will be carried out on the next scheduled collection day. Reasonable amounts of side waste presented on the next collection date after a disruption in service will be collected.

During periods where inclement weather causes disruption to waste and recycling collection services, priority will be given to collecting waste from properties not served by wheeled bins.

During periods of inclement weather the Council's waste and recycling collection plans/schedules will be communicated through the local media and will be available on the Council's web site. Information will also be available through Council's Halton Direct Link shops and Contact Centre.

19. Clinical and Hazardous household waste

The Council does not carry out collections of hazardous household wastes. However, the Council may make arrangements for the collection and appropriate disposal of certain hazardous wastes, (i.e. solvent based paints, solvents and garden chemicals) through the use of licensed waste operators. The Council would recharge householders for all costs associated with providing this service.

Arrangements can be made through the Council for the collection of clinical waste. The majority of clinical waste generated from domestic premises is low grade, e.g. incontinence pads and these can be safely disposed of in the residual (black) bin, provided the waste is double wrapped in plastic. Where bin capacity is a problem, an additional bin may be provided by the Council. For higher-grade clinical wastes that have arisen due to medical treatment, residents should seek disposal advice from their local Health visitor or Primary Care Trust.

20. Educational Establishments and Charities

Educational establishments and charitable organisations are classed as 'Schedule 2' properties for which a charge for collection can be made. These properties will be treated the same as normal domestic properties and will be offered both residual waste and recycling collections through the provision of the most suitable receptacles for the particular property.

RELEVANT LEGISLATION

The Household Waste Duty of Care Regulations 2005 - *SI 2005 No 2900*

It is the duty of the occupier of any domestic property in England to take all such measures as are reasonable in the circumstances to ensure that any transfer of household waste produced on the property is to an authorised person or to a person for authorised transport purposes. This is either the Council or the holder of a waste carriers licence (a person licensed to transport controlled waste).

Waste Minimisation Act 1998

This Act enables certain local authorities to make arrangements to minimise the generation of waste in their area and for related purposes. Under the Act, a relevant authority may do, or arrange to do anything, which in its opinion is necessary or expedient for the purpose of minimising the quantities of controlled waste of any description, generated in its area. A “relevant authority” is defined as a waste collection authority or a waste disposal authority.

Collection of Controlled Waste - *S.45 Environmental Protection Act 1990*

The Council has a duty to arrange to collect household waste in its area except where such waste is situated in a place from which the cost of collecting it would be unreasonably high or where arrangements for the waste’s disposal have been or can reasonably be expected to be made by a person who controls that waste.

In addition, Halton Borough Council has a duty to arrange to collect commercial waste from premises in its area, when requested to do so, by the occupier.

The Controlled Waste Regulations 1992

Schedule 1 of The Controlled Waste Regulations 1992 states the type of waste which should be treated as household waste and as such be collected free of charge. Schedule 2 states the type of waste which should be treated as household but where a collection charge can be made. All other waste is classified as Schedule 3 for which a collection and disposal charge can be made.

Receptacles for Household Waste - S.46 Environmental Protection Act 1990

Where the Council arranges for the collection of household waste from any premises, the authority may, by notice served on them, require the occupier to place the waste for collection in receptacles (bins) of a kind and number specified. Requirements must be reasonable, but, separate receptacles / compartments may be required to be used for waste which is to be recycled and waste which is not.

Such a notice may make provision with respect to -

1. The size, construction and maintenance of the receptacles;
2. The placing of receptacle for the purpose of emptying and access to them;
3. The placing of receptacles for emptying on highways;
4. The substances or articles that may or may not be put into the receptacles
5. Steps to be taken to facilitate the collection of waste.

CUSTOMER SERVICE ASSURANCES

Our pledges to you.....

- We will provide you with high quality and efficient waste and recycling collection services
- We will collect household waste on the same day every week apart from Bank Holidays.
- We will provide a multi-material recycling collection service to all households on the same day every two weeks, apart from Bank Holidays.
- We will advise you of your designated day for waste and recycling collections and inform you in advance of any planned changes
- On occasions of extreme inclement weather we will keep you up to date with information on the Council's web site and through the local media.
- We will provide you with additional recycling bins to ensure you have sufficient recycling capacity to meet your individual requirements
- We will provide a replacement larger bin for those who cannot accommodate their residual waste in the standard container and who meet the set criteria
- We will provide free of charge replacement bins and boxes damaged by either Council staff or vehicles during the collection.
- We will provide replacement wheeled bins and boxes within 5 working days of a request being made
- We will provide free additional green 240 litre wheeled bins for garden waste for those suitable properties that generate more garden waste than can be accommodated in one bin.
- We will provide free additional blue 140 or 240 litre wheeled bins for those suitable properties that generate more recyclable materials than can be accommodated in one bin.
- We will provide free additional 44 litre recycling boxes for dry recyclable waste if requested.
- Any additional recycling bins or boxes will be delivered within 10 working days.
- We will provide an assisted collection for those residents who are physically unable to place containers at the kerbside and who have no one else to do so
- We will ensure that our web pages are up to date with current information on all of our waste collections services.
- Customer Service Advisors will be available to provide information on your collection services either by telephone or in person at the Council's Direct Link shops.
- We will return bins and recycling boxes to the point from which they were collected.
- We will ensure that any spillages encountered during collections are cleared up.
- We will monitor and check that our collection teams deliver these standards.
- We will make sure that all reported missed collections to individual properties are collected by 5.00pm the same day if notified before 12 noon, and by 12 noon on the next working day if notified after 12 noon.
- We will monitor and check that our collection teams and officers deliver these standards.
- We will promote and advertise our Customer Service Assurances and continue to seek feedback from you on the services and standards we provide to you.

What we would ask of you.....

- Please try to reduce, reuse and recycle as much as possible and make use of all the recycling services provided to you.
- Please ensure that all waste is placed within the receptacles provided.
- Please only place the waste stream associated with the individual bins or boxes into those containers as follows:
 - ✓ Residual waste in the black coloured wheeled bin or refuse sack
 - ✓ Garden waste in the green coloured bin
 - ✓ Paper, glass bottles and jars, metal tins and cans, cardboard and plastic bottles in the blue coloured wheeled or recycling box.
- Please put your bin or box out by 7am on your normal collection day at your normal collection point and do not cause obstruction or inconvenience for other members of the public.
- Please return your bin or box to your property as soon as practical after emptying and no later than 6pm on the day of collection to avoid obstruction/inconvenience to other residents and to reduce the risk of anti-social behaviour.
- Please do not park your vehicle in a manner that is likely to cause access difficulties for the refuse vehicles on collection days
- Please be patient with us during times were collections are disrupted due to periods of severe inclement weather
- For residents served by a sack collection service, please safely wrap broken glass in a bag or box and label it so injury is not caused to collection staff.
- Please make use of the Council's Recycling and Household Waste Centres for items that cannot be recycled through the recycling services delivered directly to your property. Full details of the locations, times of opening and material that can be deposited at the Centres are available from the Council.
- Please let us know if our services or standards fall below those that we have pledged to deliver.
- Your views are important so please let us know if you have any comments on any aspects of our services.
- Please contact us;
 - ✓ By phoning our Contact Centre on 0303 333 4300
 - ✓ By email on recycling@halton.gov.uk
 - ✓ Through our web site at www.halton.gov.uk
 - ✓ In person by visiting one of our Direct Link shops (*Details of shop locations and opening times can be found on our web site or by telephone*)
 - ✓ In writing to; Halton Borough Council
Waste and Recycling Services Team
Rutland House
Halton Lea
Runcorn
WA7 2GW

Appendix A

APPLICATION FOR A LARGER WHEELED BIN*For Council Use Only*

Reference No:	Application for a Larger Wheeled Bin	Date Received:

The Council collects 240 litres of general waste contained within a wheeled bin each week.

The only exceptions to this policy are as follows;

- (i) There are 6 or more people in permanent residence at the property.
- (ii) There are large quantities of non-hazardous medical waste generated.

Where this is the case we will provide additional capacity through a larger (or in some cases a second) bin.

If you meet the above criteria and wish to apply for a larger bin please complete the attached form.

Name:	
Address:	
Postal Code:	
Telephone Number:	
E-mail address: (if available)	

Please allow 7 working days for the Council to receive and process your form. An Officer may contact you for additional information.

Please return this form to:

Halton Borough Council
Waste & Recycling Team
Lowerhouse Lane Depot
Widnes WA8 7AW

1. Details of ALL permanent residents
(Please list name of main contact first)

Title	Forename	Surname

2. Is your wheeled bin full every week? Yes / No
3. How much extra waste, which does not fit in your wheeled bin, does your household produce each week?
_____ normal refuse sacks
4. How often do you use the Councils' Recycling and Household Waste Centres

5. Please tell us which of these you currently use:
- | | |
|---|----------|
| Blue bin – dry multi-material recyclables | Yes / No |
| Green bin – garden waste | Yes / No |

6. Please explain your reasons for needing a larger bin:

ASSISTED COLLECTION FORM

Your Ref:
 Our Ref: Assisted collection form1
 Date:
 Please Ask For: Waste and Recycling Services Team
 Tel: 0303 333 4300
 Email: recycling@halton.gov.uk

Dear Sir/Madam

WHEELED BIN – ASSISTED COLLECTION FORM

Thank you for your recent enquiry. If by virtue of age or infirmity you are unable to wheel your bin to the boundary of your property, and have no-one able to assist you, please complete the form below.

All sections must be completed

Name:	
Address:	
Postal Code:	
Telephone Number: <i>(You or a relative or carer)</i>	
E-mail address: <i>(if available)</i>	

Nature of Infirmity:

.....

.....

.....

.....

Please list details of **any** adults living with you, and please state whether they have any infirmity:

A decision on your request will be made as soon as possible and will involve a visit to you. In cases of extreme difficulty please contact our office on the above number.

Yours sincerely

Waste and Recycling Team Officer

REPORT TO: Environment and Urban Renewal Policy and Performance Board

DATE: 15th September 2010

REPORTING OFFICER: Strategic Director, Environment and Economy

SUBJECT: Mersey Gateway Environmental Trust

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 At a previous meeting, (URB item 36, November 25th 2009) the Board received a report on a number of biodiversity initiatives, including the establishment of the Mersey Gateway Environmental Trust, as part of the mitigation scheme for the Mersey Gateway. This meeting resolved that a letter be sent to the Strategic Director, Environment on behalf of the Board requesting further information and the justification for the establishment of a charitable trust in relation to the Mersey Gateway Nature Reserve. This letter was subsequently written and responded to. This report provides a further update on progress in the establishment of the Trust and the reasons for its establishment.

2.0 RECOMMENDATION: That

- (1) **The Board notes the progress on establishing the Mersey Gateway Environmental Trust.**

3.0 BACKGROUND

Establishment of a Charitable Trust

- 3.1 The Mersey Gateway Environmental Trust is the long-term vehicle for the nature conservation mitigation plan to deliver lasting benefits associated with the Mersey Gateway and related environmental initiatives.
- 3.2 The Mersey Gateway, through the private sector (the Concessionaire), will be required to produce long term mitigation to nature reserve standard for a minimum of 28 hectares of saltmarsh on the Upper Mersey Estuary (UME). The delivery of the mitigation plan over the entire 25–30 year length of the contract has been recognised as a potentially difficult area for the Concessionaire to implement. The establishment of a Trust to carry out this function on behalf of the Concessionaire is seen an efficient and expedient method to achieve this.

- 3.3 A comparative exercise was carried out to see if there are advantages of approaching an existing trust to carry out the Mersey Gateway functions, rather than establish a new Trust. The advantages of using an existing trust include no need to go through the registration procedure with the Charity Commission and Companies House or to set up new systems such as a trust office, financial management, insurance documentation for land, buildings and public liability. There could be shared savings on overheads and stationary, equipment such as computer servers and back-up facilities: this would be attractive to the Concessionaire as every cost item will be scrutinised during the tender process. There would be no need to attract new directors as they would already be in place and appointed by the established trust. Finally, there is considerable expertise in running environmental charities in Cheshire and Merseyside, including Cheshire Wildlife Trust, Groundwork Trust, Cheshire Landscape Trust and the Healthy Waterways Trust (part of the Mersey Basin Campaign).
- 3.4 However, there are specific advantages to the Mersey Gateway in forming a new Trust. The Trust will be dedicated to the task in hand i.e. delivering benefits to the Upper Mersey Estuary, and will not become part of an existing Trust's objectives and strategies. It allows for a new director structure to be set up, with hand picked locally based Trustees and who are nominated by the two local councils. The most important consideration has been that a new trust can give the Concessionaire a sense of security – it is not inheriting any unwanted baggage that could be associated with an existing Trust. Finally, a number of existing charities in the region that were looked at are going through a modernising process themselves, so the examples of economies of scale are not so advantageous.
- 3.5 As the long term funding of the Trust is seen as coming from the Concessionaire once the bridge is in operation, a great deal of weight was given to this factor. The intention is to have the Trust set up and in place by the time the tendering period commences, to allow it to shadow the environmental mitigation progress of the Bridge and to become integrated into the Bridge delivery process.

Scope and role of the Trust

- 3.6 The scope and role of the Trust is set out in its Objectives, which are:
- (a) To promote saltmarsh management for nature conservation purposes, including grassland management by livestock grazing and cutting, pool and creek management and annual maintenance work
 - (b) To assist in the implementation of the Mersey Gateway Biodiversity Management Plan

- (c) To manage land as a Local Nature Reserve
- (d) To monitor fish movements
- (e) To advance the education of the public in the biodiversity of the Upper Mersey Estuary
- (f) To promote, organise and encourage study and research for the advancement of knowledge of biodiversity in the Upper Mersey Estuary.
- (g) To become a grant making body to other charitable organisations

3.7 It is envisaged the Trust will develop its vision in line with the Mersey Gateway environmental mitigation scheme. The Trust is not considering in its remit the current functions carried out by the Borough Council such as the grass cutting at Spike Island and the running of Wigg Island Visitor Centre. The relationship with the council's existing functions in the estuary area is seen as complementary. For example, by being able to fund raise, the Trust can give an opportunity back to the Council at both Wigg Island and Spike Island as and when the detail of the COPE* is produced and the detailed impact is known.

* Construction and Operation Code of Practice for Environmental Management

3.8 The vision will bring something new to the estuary; there is scope to be involved in new ways of addressing issues such as climate change and managed coastal retreat through an ecosystem services approach to the long term management of the estuary.

3.9 To do this requires a boundary based on the ecological functioning of the Upper Mersey Estuary and related ecological areas. The boundary of the Trust's area has a natural termination at the eastern end by the tidal extent of the water system at Howley Weir in Warrington. There are strong ecological connections with the disused St. Helens canal, Manchester Ship canal and land at Oxmoor and Halton Moss through biological recording and survey work, for instance Lapwings rest on the mudflats in the estuary and also breed on Oxmoor Local Nature Reserve. Related ecological areas can also be some way away from the estuary, for instance, bird breeding areas are often different from their wintering quarters or migratory routes. A map of the Trust area is in Appendix 1.

Progress so far

3.10 The first Directors meeting took place on 21st June 2010, with a second meeting on 28th July 2010. It was agreed that the focus of the Trust will

be on action and developing practical projects while the Mersey Gateway progresses to the tender stage. Initially there are 6 nominated Directors covering a wide range of skills. The nominated Director for Halton Borough Council is Councillor Rob Polhill and Councillor Mike Biggin has been nominated by Warrington. The two parish council representatives are Peter Edmonds (Moore Parish Council) and Yousuf Shaikh (Walton Parish Council). The two local resident directorships have been accepted by Professor David Norman and Liz Newton: David is well known to Halton as a recent director of Daresbury Laboratories and as chair of Cheshire Wildlife Trust, while Liz is the regional director of Natural England and lives in Walton. Both Peter Edmonds and Professor Norman are members of the Halton Natural Environment Roundtable.

- 3.11 Registration with Companies House and the Charity Commission is progressing and should be completed in early October.
- 3.12 To take forward the practical actions, the Trust will be administered by the biodiversity officer from the Mersey Gateway team. Officer time is available for company secretary duties for the development of the Trust; to identify and secure grant aid relevant to biodiversity objectives; and to develop and monitor science based research projects in conjunction with academic institutions.

4.0 POLICY IMPLICATIONS

- 4.1 As with many of the biodiversity initiatives undertaken in Halton, the establishment of a charitable trust is in the forefront of current options to protect and enhance our local environment. The recent White Paper on the environment, "An invitation to shape the Nature of England" gives two examples where the establishment of the Trust fits into current thinking. Firstly, within the framework of the coalition government, local authorities have a key role in protecting and enhancing the natural environment, "where individuals and communities are more able to take on responsibility to improve their environment". It is expected that the Trust can operate where local authorities are not able e.g. in securing grant aid, providing advocacy role and attracting third sector and business support. It could make the most of established contacts with local environmental community groups and statutory agencies that have a stake in the long-term vision for the Upper Mersey Estuary.
- 4.2 The white paper also recognises that some issues will require partnership working between neighbouring local authorities, because nature and its services do not align themselves neatly into administrative boundaries. The Trust is a good example of a joint local authority initiative.

5.0 OTHER IMPLICATIONS

- 5.1 Section 41 of the Natural Environment and Rural Communities Act places greater responsibility upon public sector bodies to consider biodiversity in the work they do.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 **Children and Young People in Halton.** There will be opportunities under the new Artery of Life project to contribute to Key Objective E: To ensure that all children and young people in Halton have positive futures after school by embracing life-long learning, employment opportunities and enjoying a positive standard of living.
- 6.2 **Employment, Learning and Skills in Halton.** There will be an indirect contribution to Key Objective B: To develop a culture where learning is valued and to raise skill levels throughout the adult population and in the local workforce.
- 6.3 **A Healthy Halton.** There will be opportunities for biodiversity activities to contribute to Key Objective C: To promote a healthy living environment and lifestyles to protect the health of the public, sustain individual good health and well-being, and help prevent and efficiently manage illness.
- 6.4 **A Safer Halton.** There will be opportunities to contribute to Key Objective C: To create and sustain better neighbourhoods that are well designed, well built, well maintained, safe and valued by the people who live in them, reflecting the priorities of residents. For instance, The Artery of Life project will be targeted towards certain postcode areas, as demanded by the application guidelines.
- 6.5 **Halton's Urban Renewal.** There will be opportunities to contribute to Key Objective E: To enhance, promote and celebrate the quality of the built and natural environment in Halton. Objective E also addresses tackling the legacy of contamination and dereliction to further improve the Borough's image. In particular, in Area of Focus 12, examples of future planned activity include "Creating local nature reserves and wild spaces that support the Council's efforts to deliver urban renewal and a better quality of life in Halton." The Mersey Gateway nature reserve and the Artery of Life project will be a main delivery mechanism for this Area of Focus.

7.0 RISK ANALYSIS

- 7.1 If the decision to proceed with the Mersey Gateway is not given by central government, the long term funding for the Trust will not be available. The Trust does have the ability to fund raise but a decision will be needed by the directors on continuing with the organisation.

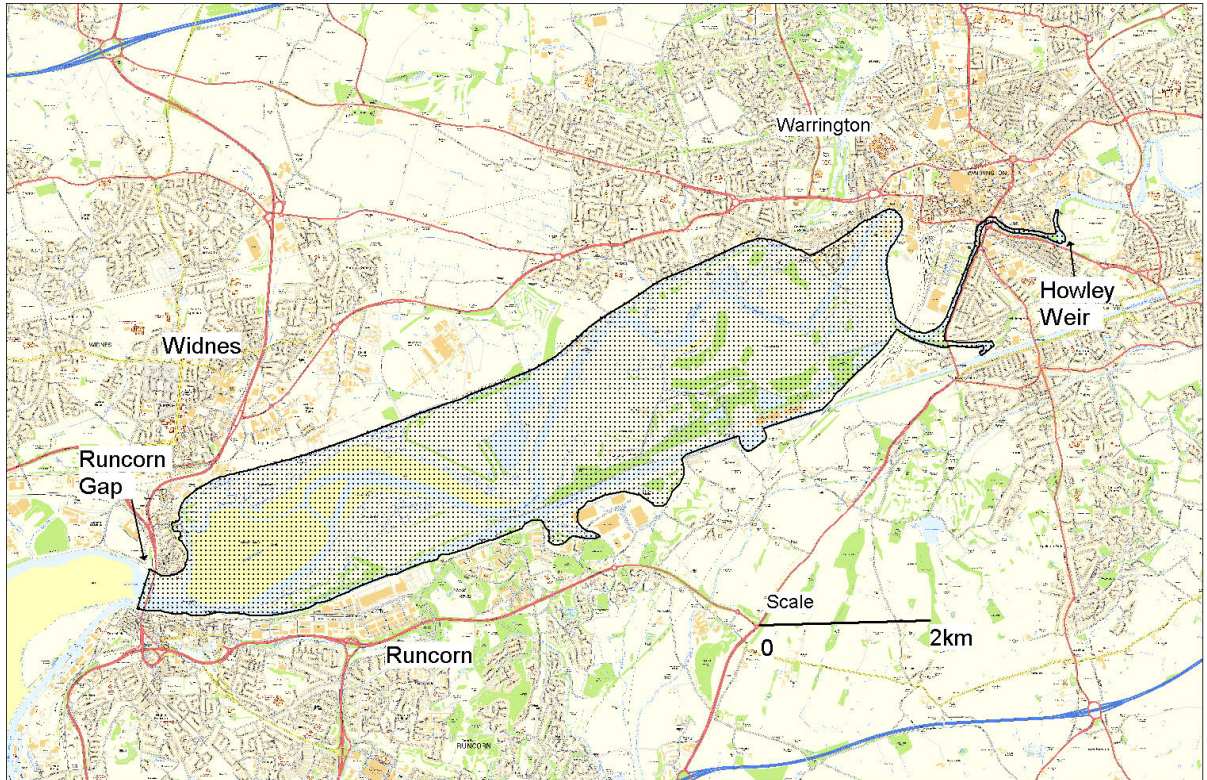
8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Biodiversity initiatives provide an opportunity to improve accessibility to services, education and employment for all.

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

Document	Place of Inspection	Contact Officer
Files maintained by the Mersey Gateway Project Team	Turnstone Business Park, Widnes	Paul Oldfield
An invitation to shape the Nature of England – government white paper. Discussion document. Defra July 2010.	Turnstone Business Park, Widnes	Turnstone Business Park, Widnes

APPENDIX 1 LOCATION OF TRUST AREA



REPORT TO: Environment and Urban Renewal
Policy and Performance Board

DATE: 15 September 2010

REPORTING OFFICER: Strategic Director - Resources

SUBJECT: Sustainable Community Strategy
2011 – 2026

WARDS: All

1.0 PURPOSE OF THE REPORT

- 1.1 This report seeks to update Members on the progress of the new Sustainable Community Strategy (SCS) 2011-2026 and present the emerging vision, key objectives and long term priorities that the plan seeks to deliver upon. The content of this report serves as an introduction to a presentation to be given during the meeting that covers the detail of the content within the emerging draft SCS.
- 1.2 The drafting of a new SCS offers the opportunity to revisit the high level objectives under each of the current five key priorities and reflect the current public priorities and needs. There are a multitude of changes proposed for the public sector and uncertainty over financing mechanisms, but these factors will not change the long term challenges the borough faces. It is important the overarching priorities for the borough are scrutinised so that decisions about the allocation of resources can be made when organisational architectures and funding mechanisms become clearer.

2.0 RECOMMENDATION: That

- (1) Members consider and comment upon the five overarching priorities for the emerging Sustainable Community Strategy 2011-2026.**
- (2) Members consider the suggested vision, strategic objectives and challenges contained in Section 6.0 and their alignment with their knowledge of local needs.**

3.0 SUPPORTING INFORMATION

- 3.1 The purpose of the Sustainable Community Strategy is to look at what life in Halton is like now, set out how we would like it to change and identify the key things (objectives) required to make this change happen. It is a statutory requirement.

- 3.2 The targets in Halton’s existing strategy run to 31 March 2011, Halton Strategic Partnership must therefore produce a new Sustainable Community Strategy for adoption by the Council by April 2011.
- 3.3 The Sustainable Community Strategy will not be delivered in isolation but will dovetail with the wide framework of statutory plans the Council and partners produce to steer corporate direction and inform the community. Examples include the Children and Young People’s Plan, Local Development Framework, and Local Transport Plan. The new Sustainable Community Strategy (SCS) will cover the period from 2011 to 2026. This is the time scale as other major plans, such as the Core Strategy and Local Transport Plan 3, allowing coordinated delivery.
- 3.4 The available evidence, such as the State of the Borough Report, Places Survey, and Joint Strategic Needs Assessments for Health and Community Safety has been reviewed. This information was the subject of a presentation to Full Council on 21 July 2010. From this evidence, it is apparent that the high level vision and five strategic priorities of Halton’s current SCS continue to reflect the long term and intransigent nature of Halton’s challenges and therefore it is proposed that they remain largely unchanged.
- 3.5 The current phase of work is to seek endorsement of the proposed emerging issues / themes and long term challenges that Halton needs to tackle. Once these have been agreed, detailed policy options can be worked up to provide a range of potential interventions to deal with the challenges that Halton faces. The most effective and realistic of these alternatives will be chosen by the Council and its partners later this year for the five year delivery plan.
- 3.6 The five year delivery plan will contain the detail of the planned intervention and prevention activities that will be undertaken to bring about positive change upon Halton priority areas. The inclusion of a five year delivery plan will allow for a regular review of the selected intervention and prevention measures on a shorter timescale to enable changing circumstances throughout the lifetime of the full SCS to be reflected.
- 3.7 Timescales and Approval Process
- 3.8 The key dates in the drafting process are as follows:

Date	Stage
September PPBs	Consultation report on emerging themes and challenges at Policy and Performance Boards.
September SSPs	Consultation report on emerging themes and challenges at Special Strategic Partnership (SSP) meetings.
29 September	Approval of draft SCS for public consultation by Halton Strategic Partnership Board (HSPB).

14 October	Approval of draft SCS for public consultation by Executive Board.
29 October	My Halton event. Publicise public consultations.
November	Public consultation on Core Strategy Development Plan Document and draft Sustainable Community Strategy.
December	Final draft SCS issued to elected members and Partners for consultation.
27 January 2011	Executive Board to ratify strategy and sign off final document
11 February	Halton Strategic Partnership Board (HSPB) to ratify strategy and sign off final document
20 April 2011	Adoption at Full Council meeting.
April 2011	Implementation begins.

4.0 POLICY IMPLICATIONS

4.1 The SCS will impact upon many policy areas and have wide ranging impacts on, but not exclusively, social inclusion, poverty, equality and diversity, physical development, environmental quality and health care.

4.2 SCS Vision

4.3 The overall vision contained in the last SCS would still appear to be relevant and it is not recommended that this be changed:

Halton will be a thriving and vibrant borough where people can learn and develop their skills, enjoy a good quality life with good health; a high quality, modern urban environment; the opportunity for all to fulfil their potential; greater wealth and equality; sustained by a thriving business community; and within safer, stronger and more attractive neighbourhoods.

4.4 SCS Priorities

4.5 A summary of the priorities suggested for the SCS are covered in section 6.0 of this report.

4.6 The selection of remedies to tackle the long term challenges under each of the five SCS Priorities will reflect a focus on a united multi-agency response, the holistic understanding of the total public sector investment within an area, and activities that provide early intervention and prevention rather than reactive measures and cures for avoidable situations.

5.0 OTHER IMPLICATIONS

5.1 The draft Development Plan at Annexe A takes into account statutory guidance on the development of Sustainable Community Strategies and the duty to inform, consult and involve local people. It is imperative that

partners continue to play an integral role in the development of the Strategy through the Halton Strategic Partnership structure.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 For each of the Council's priorities the SCS drafting process allows the review of the baseline information and evidence that underpins this current priority and associated Key Objectives. The new SCS will ensure that the most pressing priorities are identified and addressed.

6.2 A Healthy Halton

6.3 There are no proposed changes to the title of this strategic priority. The vision for this priority will be:

6.4 *To create a healthier community and work to promote well being and a positive experience of life with good health, not simply an absence of disease, and offer opportunities for people to take responsibility for their health with the necessary support available.*

6.5 The strategic objectives of this priority are as follows:

- To understand fully the causes of ill health in Halton and act together to improve the overall health and well-being of local people
- To lay firm foundations for a healthy start in life and support those most in need in the community
- To reduce the burden of disease and preventable causes of death in Halton
- To respond to the needs of an ageing population improving their quality of life and thus enabling them to lead longer, active and more fulfilled lives.
- To remove barriers that disable people and contribute to poor health

6.6 The long term policy priorities for this priority will include:

- Reducing death rates from some of the major causes of death in Halton by reducing smoking levels, increasing exercise and physical activity, improving diet and improving the early detection and treatment of disease.
- Reducing health inequalities by addressing the wider determinants of health such as poverty, unemployment, education, housing and crime.
- "Building" healthy individuals from the earliest stages of life.
- Addressing the needs of older people, enabling them to lead longer, active and healthier lives.
- Increasing community participation and engagement in health issues at an appropriate level based on the health needs of individual communities.

- Developing planned health services (such as planned operations and routine appointments for existing health problems).
- Early detection and screening for depression.
- Developing urgent care services (health services you need in an emergency or when your GP practice is closed).
- Optimising organisational and partnership working arrangements to ensure effective delivery of public health and health improvement.

6.7 Employment, Learning and Skills in Halton

6.8 There are no proposed changes to the title of this strategic priority. The vision for this priority will be:

6.9 To create an economically prosperous borough that encourages investment, enterprise and business growth, and improves the opportunities for learning and development together with the skills and employment prospects of both residents and workforce so that they are able to feel included socially and financially.

6.10 The strategic objectives of this priority are as follows:

- To develop a strong, diverse, competitive and sustainable knowledge-based local economy.
- To foster a culture of enterprise and entrepreneurship and make Halton an ideal place to start and grow economic activity
- To develop a culture where learning is valued and raise skill levels throughout the adult population and in the local workforce
- To promote and increase the employability of local people and remove any barriers to employment to get more people into work
- To maximise an individual's potential to increase and manage their income, including access to appropriate, supportive advice services.

6.11 Research indicates that the long term challenges for this priority include:

- Narrow the gap between deprived and non-deprived areas within the borough
- Development and investment
- Enterprise and business support
- Promotion and marketing
- Targeted investment in skills, a vibrant employment market and creating a strong culture of entrepreneurship.
- Ensure that no area of Halton has unemployment at more than 20% above the borough average
- To reduce the number of adults of working age claiming out of work benefits in the worst performing neighbourhoods
- Encourage digital inclusion and digital life skills
- Tackle worklessness, focussing on reducing the number of Job Seeker Allowance claimants
- Tackle the low wage economy

- Encourage the growth of new businesses and improve business survival
- Improve the skill base within the borough including vocational qualifications.

6.12 Children and Young People in Halton

6.13 There are no proposed changes to the title of this strategic priority. The vision for this priority is:

6.14 *Halton's ambition is to build stronger, safer communities which are able to support the development and learning of children and young people so they grow up feeling safe, secure, happy and healthy, and are ready to be Halton's present and Halton's future.*

6.15 There are three options for the strategic objectives contained in the SCS for this priority. The option chosen for the SCS will also be the basis for the new Children & Young People's Plan that will also be written and published by April 2011. The three policy options are to:

- 1) Continue to frame all work within the existing four overarching priorities for children and young people. These are:
 - Children and young people are physically, emotionally and sexually healthy
 - Every young person is successful when they leave school
 - Children and young people do well wherever they live and whatever their needs
 - Children and young people feel safe at home , in school and in their communities
- 2) Amend the priorities in line with the five Every Child Matters outcomes.
- 3) Develop new priorities that reflect both the development of additional areas of focus within Halton's Children's Trust since the current priorities were implemented, and also the new policy framework for children's services being developed by the government.

6.16 Research indicates that the long term challenges for this priority include:

- Emotional health of children and young people
- Positive activities for young people
- Supporting the teenage pregnancy strategy
- Supporting the childhood obesity strategy
- Support for young people to achieve through education, employment or training (reducing NEET)
- Remove socio-economic barriers to early development
- Continue to improve educational attainment
- Reduce child poverty

- Encourage a healthy weight for children
- Creating opportunities / facilities / amenities for children and young people
- Ensure that low cost transport options are available to allow children and young people to access the activities that matter to them.

6.17 A Safer Halton

6.18 There are no proposed changes to the title of this strategic priority. The vision for this priority will be:

6.19 To ensure pleasant, safe and secure neighbourhood environments, with attractive, safe surroundings, good quality local amenities, and the ability of people to enjoy life where they live in strong and resilient communities.

6.20 The strategic objectives of this priority are as follows:

- To investigate and tackle the underlying causes of crime and disorder and respond effectively to public concern by reducing crime levels
- To reduce fear of crime and increase public confidence in the police, council and other agencies to respond to reports of crime and anti social behaviour
- To tackle alcohol and drug/substance misuse problems, and the resulting harm that is caused to communities, families and individuals
- To create and sustain better neighbourhoods that are well designed, well built, well maintained, safe and valued by the people who live in them, reflecting the priorities of residents
- To tackle the problem of domestic abuse in all its forms, supporting the victims and their families and taking enforcement action against perpetrators.
- To reduce the levels of crime that disproportionately affects some of the more deprived areas
- Safeguarding adults who are more vulnerable within the community to physical, financial, sexual and emotional abuse.
- Safeguarding vulnerable children, who are often part of families where there are drug and alcohol problems or where relationships are abusive or violent
- To consult and engage with communities to identify problems and put in place effective measures to address them.
- To monitor and work together to tackle any potential tensions within communities, in particular those that may lead to extremist activity.
- To promote community cohesion and adopt a zero tolerance to all forms of hate crime within Halton, so that no-one is unfairly victimised

6.21 Research indicates that the long term challenges for this priority include:

- To address public perceptions of crime and drug abuse, through more effective communication of information and of positive news stories and locality working/ community engagement.
- To tackle alcohol related crime and anti social behaviour through greater enforcement activity, focused on the night time economy and in other problem areas
- To tackle drug abuse and drug related crime, through provision of effective treatment services and interventions for users and taking appropriate enforcement action. Collaborative working through Ashley House is central to success
- To deliver a wider integrated offender management programme to repeat offenders. This will involve a partnership approach to offer support to perpetrators, such as access to drug and alcohol treatment services to help them to change their behaviour. Where this approach fails we will take appropriate enforcement action.
- To reduce the number of fatal and serious road accidents through enforcement activities, bike safety, driver engagement days and community speed watch projects. Particular attention will be given to educating young people on the risks and causation factors e.g. alcohol.
- To tackle serious acquisitive crime, including burglary, personal and business robbery and vehicle crime with a focus on bringing offenders to justice, targeting prolific offenders, providing accessible crime prevention advice, responding to victims, promoting 'Crimestoppers', disrupting the stolen goods market and delivering 'Smartwarter' property marking neighbourhoods within those high risk communities.
- Tackling public perceptions of drug dealing in the borough through undertaking a Mapping exercise to show where drug perceptions are out of line with actual drug-related activity and making the public aware of police activity to tackle drugs. Use of the New Places Survey data 2010
- Tackle anti social behaviour within neighbourhoods, through a 'whole family' approach.
- Providing activities, advice and support for young people within Halton, particularly for older children and teenagers.
- Tackling domestic abuse within Halton, supporting the victim and their families and taking appropriate action to deal with offenders. In particular we need to identify interventions that work to address repeat offenders where current approaches are not working.
- Safeguarding adults, identifying abuse early and working together to put in place effective measures to address these. Raise awareness of domestic abuse issues to vulnerable people, such as LGBT, disabled, elderly, those with long term illnesses and BME who for whatever reason are not reporting domestic abuse. As part of improving the levels of reporting in response to these groups, train and develop the skills of the workforce dealing with families, so that all staff have basic awareness of the domestic abuse issues so identification and the response is improved. Domestic abuse and alcohol are often underlying factors in child neglect and abuse and resulting behavioural problems in young people

- Safeguarding vulnerable children, in particular those that come from families where there is a history of domestic abuse or drug and alcohol problems. Adopt a 'think family' approach, to ensure that we tackle the underlying causes and not just address the problem.
- To promote understanding and recognition that DA is a crime not a relationship issue to be tolerated. We need to target the whole community not just the victims to address the general trend of people reporting domestic abuse mainly to friends and family and not the police. This trend has been highlighted in a recent data analysis of the BCS and some local data indicating that 60% told friends and family in 2008/9 vs 16% telling the police.
- Improving local conditions and encouraging people to get involved to help shape what happens in their local area via the continued provision of Locality Area Forums, Police Community Action Meetings (CAMs), Homewatch Schemes and 'Face the People' Sessions.
- Support our diverse community where all residents are able to live without fear of abuse or hate crime
- Improving safety and security for transport users
- Designing out crime and managing spaces to maximise natural surveillance etc, so that people feel safer

6.22 Halton's Urban Renewal

6.23 It is proposed to change the title of this strategic priority to 'Halton's Environmental Quality and Urban Regeneration'. The vision for this priority will be:

6.24 To transform the urban fabric and infrastructure, to develop exciting places and spaces and to create a vibrant and accessible borough that makes Halton a place where people are proud to live and see a promising future for themselves and their families.

6.25 The strategic objectives of this priority are as follows:

- Ensure that development achieves high standards of design, safety and sustainability including in regard to its contribution to, and effects of, climate change and provides a positive contribution to its locality.
- To create and sustain a twenty first century business environment with the required variety and quality of sites and premises. Improving digital, road, rail, freight and green infrastructure that will support high levels of investment and economic growth and increase Halton's competitiveness
- To promote the Borough's major employment sites
- Realise the potential of the Mersey Gateway Bridge and the Silver Jubilee Bridge in Halton in order to fully achieve economic growth and environmental benefits, fully deliver sustainable travel options and reduce congestion.

- To revitalise the town centres into dynamic, well-designed high quality commercial, social and cultural areas that can continue to meet the needs of local people, investors, businesses and visitors;
- Ensure Halton's residents enjoy access to a network of community services and facilities providing opportunities to pursue active and healthy lifestyles and allowing them to participate fully in their local community
- Manage the multifunctional value of the Borough's Green infrastructure resource, whilst protecting and seeking enhancements to important local habitats, geology and landscapes, aquatic environments and species
- To ensure Halton designs in and maintains high levels of accessibility to places and spaces, so that opportunity and need are matched, and provide excellent connectivity to the wider world through transport and ICT links;
- Minimise waste generation and maximise reuse, recycling, composting and energy recovery within the Halton waste stream to support sustainable and effective waste management.
- Provide good quality, affordable accommodation to meet the needs of all sections of society
- To enhance, promote and celebrate the quality of the built and natural environment in Halton including tackling the legacy of contamination and dereliction, to further improve the borough's image and boost the confidence and aspirations of local people and business.

6.26 Research indicates that the long term challenges for this priority include:

- Long term commitments for new development:
 - Widnes Waterfront including Venture Fields
 - Windmill Hill
 - Castlefields
 - Canal Quarter
 - West Bank
 - 3MG
 - Sandymoor
 - Daresbury
- Work with partners and the local community to support The Mersey Gateway Bridge to fully realise its social, economic and environmental benefits.
- Fully utilise the borough's rail, road, commercial waterways and digital and other infrastructure in order to maximise the potential for economic development and sustained economic growth, whilst reducing congestion and air pollution.
- Adapt to climate change and pursue low carbon management and low carbon economy.
- Improve municipal and household recycling rates to bring it in line with regional and national rates

- Improve and maintain the Borough's transport and highway network to promote greater accessibility and connectivity and resilience whilst contributing to improved air quality and sustainable development.
- Continue to reduce CO₂ emissions within the Borough (including industry and road transport).
- Provide high quality, reliable and accessible low carbon public transport to ensure people can reach work/education/training/health services and social activities. Improve public transport information and local bus services and promote cycling and walking
- Increase the provision of decent homes at a price that people can afford including a focus on the need for extra care housing
- Continue to maintain a hierarchy of Parks and open spaces
- Conserve and manage the historic and natural environment in order to maximise the social, cultural and environmental benefits through its contribution to improving the Borough's image.
- Work with partners, private sector organisations and the local community to achieve Borough wide digital connectivity.
- Continue to pursue casualty reduction rates and targets on our roads focusing more particularly on high risk groups including young people and motorcyclists.

6.27 Cross Cutting Issues

The following issues require a comprehensive and integrated approach to tackle them and therefore the issues are too broad to be encompassed by a single theme:

- Providing for the ageing population
- Narrowing the gap between deprived and non-deprived areas within the borough addressing health and socio-economic inequality.
- Improving educational attainment and increasing access to training opportunities for those living in deprived areas
- Improving access to services such as social and leisure facilities, supermarkets, health services and transport.
- Understanding how knowledge and perceptions of health related issues can affect the local population
- Reducing social isolation
- Maximising community resources and facilitating effective community engagement and participation in public sector activities in Halton.
- Integrated delivery of services
- Increase community satisfaction with Halton as a place to live.
- Running services effectively and efficiently to meet customer needs and increase public satisfaction with all public services in Halton.
- Promoting equality in service provision, working to ensure there is no discrimination and actively promoting good relations between different sections of the community
- Ensuring socio-economic factors are taken into account at all stages of the strategic decision taking and policy making processes

7.0 RISK ANALYSIS

- 7.1 It is vital that rapid progress is made on the Sustainable Community Strategy to ensure that Halton Strategic Partnership continues to be clear about its priorities for service delivery, setting out the steps needed to bring about improvements to those areas of greatest concern to the people of Halton.
- 7.2 Delay to the SCS will:
- Reduce the Partnership's ability to take account of the local community's aspirations, needs and priorities;
 - Have serious implications for Partnership co-ordination between all the public, private, voluntary and community organisations that operate locally.
 - Potentially reduce the effectiveness of the Partnership through fragmentation of strategies.
- 7.3 These risks are mitigated by a monthly review of all significant risk factors highlighted by the project's risk assessment.
- 7.4 The availability of funding will impact upon the range of options and activities that can be put forward in the delivery plan component of the final SCS. Until a clearer financial picture emerges following the Comprehensive Spending Review in October no decision on the range of measure can be made.

8.0 EQUALITY AND DIVERSITY ISSUES

Building stronger communities through community engagement must continue to be a key outcome for the strategy. The Halton Strategic Partnership is already committed to equality regardless of age, sex, caring responsibility, race, religion, marital status, maternity issues, gender reassignment, socio economic need, sexuality or disability.

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

Document	Place of Inspection	Contact Officer
A Community Strategy for a Sustainable Halton 2006-2011	Municipal Building, Widnes	Tim Gibbs
Refresh SCS 2006-2011 (published September 2009)	Municipal Building, Widnes	Tim Gibbs

REPORT TO: Urban Renewal Policy & Performance Board
DATE: 15 September 2010
REPORTING OFFICER: Strategic Director, Adults & Community
SUBJECT: Halton Cemeteries
WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 To consider revisions to the council's policy on memorial safety testing in the light of new guidance issued by The Ministry of Justice.
- 1.2 To assess a partnership approach with Knowsley Metropolitan Borough Council for the use of Widnes crematorium by Knowsley residents.
- 1.3 To update members on the progress in developing new cemetery space in Halton.
- 1.4 To consider the provision of a fixed price funeral service to Halton residents in conjunction with local funeral directors.

2.0 RECOMMENDATION:

That members of the Board:

i) Comment on the:

- **revised draft memorial safety policy;**
- **principle of a partnership agreement with Knowsley for the provision of cremation services;**
- **policy allowing the pre purchase of graves;**
- **proposed fixed price funeral option to Halton residents.**

ii) Note the progress on the establishment of new cemetery space.

3.0 MEMORIAL SAFETY TESTING

- 3.1 The council, as the owner of the cemeteries has a duty to ensure that the memorials (headstones) are safe and do not pose a risk to the public or employees. The Ministry of Justice produce safety

standards and The Institute of Cemeteries and Crematorium Management (ICCM) produce guidelines on the practical application of these standards. All memorials in Halton are safety tested on a 5 year rolling programme.

3.2 Memorial safety testing is carried out by Bereavement Services staff that are trained in these duties. On 17th June 2010 Halton hosted a national training day run by the ICCM on the implementation of the new guidelines.

3.3 Since the introduction of memorial safety testing in 1998 all cemeteries across the country have experienced complaints from the families/grave owners. These complaints occur where the grave owners dispute the findings of a safety test and any action then taken to render them safe. The Ministry of Justice has responded to this and has issued new guidance that gives greater freedom for authorities to determine whether memorials pose a risk. The Council's revised policy is attached as Appendix 1.

3.4 Memorial safety testing in consecrated areas of the Council's cemeteries is subject to certain restrictions and require the Council to obtain special authorisations (known as faculties) from the Church of England authorities. These faculties often contain conditions which are impractical for the Council to comply with. Where conflicts arise between the various duties of the Council health and safety considerations override all other matters. It is recommended that this policy be endorsed.

4.0 **Crematorium – partnership with Knowsley**

4.1 The crematorium in Widnes is used predominantly by Widnes residents. Runcorn residents almost exclusively use Walton Lea. The issue of access routes to the Widnes Crematorium and potential delays on the Runcorn-Widnes bridge are thought to be major factors in this. As a consequence the crematorium has significant spare capacity.

4.2 Knowsley Metropolitan Borough Council does not operate a crematorium. They rely on neighbouring authorities, but would like to offer this service to Knowsley residents. Initial discussions have favoured the establishment of a partnership agreement with Knowsley that would promote Widnes Crematorium to Knowsley residents. Such an agreement would offer a service improvement to Knowsley residents whilst improving the usage and return from the Widnes crematorium for Halton (currently Knowsley residents have to pay an "out of Borough" charge when using neighbouring Crematoria, whereas Widnes Crematorium do not impose an additional charge to non-residents of Halton Borough).

4.3 Although only initial discussions have taken place the potential of any agreement to benefit both parties exists and could progress to a

formal sharing of facilities.

5.0 NEW CEMETERY SPACE

5.1 Both Widnes and Runcorn cemeteries have space for approximately a further 6 years of burials. In March 2009 The Executive Board resolved to continue to provide burial space in both Runcorn and Widnes.

5.2 For Runcorn the existing cemetery is to be extended onto vacant land, in the council's ownership, adjacent to the existing cemetery. This project is well advanced. A feasibility study, ground investigation, topographical survey and cost planning have been undertaken. The project is now moving into the design and planning approval stage. Budgetary provision (£330,000) has been made to undertake this work that will provide a further 10 years of burial space.

5.3 Provision of further burial space in Widnes is more complex as the council does not own adjoining vacant land that could be used for this purpose. The Executive Board resolved that Widnes cemetery would be extended onto the adjacent garden centre site or a new cemetery built if this option did not provide value for money.

5.4 A feasibility study has been carried out on the extension option. This has included the identification of land values, the design and costing of a civil engineering scheme to integrate the site with the existing cemetery, rights of way diversion, contamination and planning issues. There is therefore confidence around the practicality and costs involved in extending the cemetery onto this site. However, the council does not own this land and there are businesses based on this site that would need to be relocated or extinguished. It is anticipated that a compulsory purchase order would be required to acquire this site. No approach has therefore been made to the current owners until or unless a firm decision is made to pursue the extension option.

5.5 The extension to Widnes cemetery would offer a further 12 years of burial space. The cost estimate in the Executive report of March 2009 indicated a cost of £2.1M. This figure is of the right order but the work undertaken to date indicates that this is likely to be a minimum figure. The joint officer working group, now being led by the Environment and Economy Directorate, who have undertaken this work, have concluded that this offers poor value for money.

5.6 At the same time other potential sites in Widnes that could host a new cemetery and provide 60 years of burial space have been investigated. As part of this work sites both privately owned and within the ownership of the Council have been considered.

5.7 Although no conclusion has yet been reached it is hoped to present to Members a detailed assessment of the options available shortly.

6.0 **PRE PURCHASED GRAVES**

6.1 Both Runcorn and Widnes cemeteries have approximately 6 years of burial space remaining. As the burial space is seen to reduce an increasing number of comments and enquiries are being made to Bereavement Services staff about the diminishing grave space. At the moment the council does not restrict when a grave can be purchased or how many. There is concern that as grave space is seen to decline there could be an acceleration in the pre purchasing of graves that would further reduce the remaining years left at each site.

6.2 It is recommended that to provide continuity of burial space the pre purchasing of graves is temporarily suspended pending the establishment of new cemetery space in both Runcorn and Widnes.

7.0 **MUNICIPAL FUNERAL SERVICE**

7.1 In order to offer a new funeral service Bereavement Services are seeking to liaise with local funeral directors with the aim of offering a low cost, but dignified funeral service to local residents. This would enable families to have a simple, "no frills" funeral package for an all inclusive price (to be negotiated). The price would include: collection of the deceased within the Borough's boundary (during business hours), provision of Chapel of Rest (during business hours), simple coffin, motor hearse, clergy fees, cremation/burial fees and the use of the Crematorium chapel. Limousines, church services, press notices, floral tributes, and embalming will not be included.

8.0 **POLICY IMPLICATIONS**

8.1 Contained within the report.

9.0 **FINANCIAL IMPLICATIONS**

9.1 None

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

10.1 **Children & Young People in Halton**

None identified.

10.2 **Employment, Learning & Skills in Halton**

Reduced cost of funerals to provide a more equitable charging structure.

10.3 **A Healthy Halton**

Cemetery development will offer continuity of burial space in Halton.

10.4 **A Safer Halton**

Partnership arrangements offer the opportunity for improved value for money.

10.5 **Halton's Urban Renewal**

The provision of a new cemetery in Widnes will require the allocation of approximately 5.5 hectares of land. There is an opportunity cost associated with this land use.

11.0 **RISK ANALYSIS**

11.1 If the right to pre purchase grave space is not suspended then there is a risk that there will be not being continuity of burials in Widnes.

12.0 **EQUALITY AND DIVERSITY ISSUES**

12.1 The provision of basic low cost funeral services shall make burials accessible to those suffering financial disadvantage.

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

None

HALTON BOROUGH COUNCIL
ADULTS & COMMUNITY DIRECTORATE
BEREAVEMENT SERVICES

MEMORIAL INSPECTION PROCEDURE

1. Introduction

Over the last 30 years, eight people have been killed when a memorial has fallen on them. Since 1992, following an accident in Preston, there has been heightened awareness about the dangers of memorials. In 1994 the Memorial Advisory Bureau produced “A Guide to Best Practice” for Burial Grounds and Memorials”. In 1996 the Confederation of Burial Authorities (CBA) commissioned some research into the problem of dangerous memorials and the National Association of Memorial Masons (NAMM) issued a set of installation guidelines in their Recommended Code of Working Practice.

Since that time, the Institute of Cemetery and Crematorium Management (ICCM) have published management guidance in their publication “The Management of Memorials” which is based on the research carried out by the CBA and supported by the Health and Safety Executive (HSE)

In 2009, the Ministry of Justice issued a publication “Managing the Safety of Burial Ground Memorials – Practical Advice for dealing with Unstable Memorials”

Under the Health and Safety at Work Act 1974 Halton Borough Council has a duty to ensure its Cemeteries are safe for all visitors. As a result of Risk Management initiatives the following procedure has been introduced to ensure that any risk to these visitors from unsafe or unstable memorials are reduced. All memorials in Widnes Runcorn and Halton Cemeteries will be inspected and risk assessed on a regular basis to assess their stability and gauge their condition.

Following an initial inspection and risk assessment of all memorials, subsequent inspections and risk assessments will take place within 1 year or within 5 years depending on a memorial’s categorisation (see 2.2 below).

New memorials or memorials removed and replaced by masons will be inspected and risk assessed within 1 year of their installation / re-installation. Memorials that are reported as being unsafe by cemetery visitors will be inspected and risk assessed as soon as is practicably possible.

Detailed records of the memorials will be kept and a photographic record made to ensure any deterioration between inspections can be noted.

2. Inspection and Risk Assessment Criteria

2.1. Records

As already highlighted, detailed records of all memorials are maintained and the Inspecting Officer will be required to update the Erasmus spreadsheet so that a complete safety history of every headstone memorial is maintained, including a new photographic record if the memorial has been found to be unsafe.

The Inspecting Officer will need to carry out a thorough inspection and risk assessment of the memorial and assess its condition based on the criteria set out in Section 3 of the Procedure.

2.2. Category

Each memorial inspected and risk assessed will be placed into a category depending upon its size, condition, angle of lean, stability and risk posed. Remedial action will be directly related to which category the memorial is placed.

Category 1a - Very unstable – high risk - to be temporarily made safe when discovered, but if this is not possible, to be laid-down flat when discovered.

Category 1 – Safe

Category 2 – Cracked joints etc. with the potential to become unstable – medium risk

Category 3 – to be made safe

Category 4 – headstones that have been made temporarily safe – low risk.

N.B. if the inspecting Officer is unsure whether to classify a memorial 2 or 3, they should always decide on the side of safety and classify 3.

2.3. Factors which affect the safety and stability of memorials

The following factors should be taken into consideration when assessing the condition and stability of memorials.

- i) The Physical shape, height and slenderness of the memorial.
Clearly taller, larger memorials are potentially more dangerous. Multi-part memorials, which depend on bonding of their parts for stability, can present a risk where the joint has failed. Some memorials may also be made of material which more readily erodes and becomes unsafe.
- ii) The Condition of the Memorial - It may be cracked, perished, frost damaged or otherwise weakened.
- iii) Movement of the Memorial
Any movement, however slight is an indication of instability. An inspection for movement should be carried out cautiously and from the side of the stone using two hands for larger memorials in accordance with section 3.3 of this policy.
- iv) The Joints
The joints between the plate (upright piece of stone containing the inscription) and the base should be checked, together with the joint between the base and sub-base.
- v) The condition and adequacy of the foundation
Different types of stone have different foundations. The area of foundation and depth are crucial in determining the overall stability of the stone. Where brickwork has been used as a foundation, the condition of the pointing can deteriorate allowing voids to form under the stone.
- vi) The ground conditions/location
Sloping or uneven ground or ground recently disturbed by excavation may present an increased risk.

Memorials alongside or within a short distance of paths, are more likely to present a risk to visitors than those which are less accessible. Less frequented areas may need greater maintenance as relatives are no longer tending memorials.

3. Memorial Testing Procedure

Testing will be carried out by trained staff. (ICCM or other recognised body)

3.1 Visual inspection and Photographic Record

Before any manual inspection of the memorial takes place a thorough visual inspection should be carried out and the physical characteristics of the memorial noted. A Photographic Record should be made and stored on the Cemeteries database. The inspecting officer should determine the size, type, material and construction of the memorial and any likely hazards i.e. poor foundations, before continuing. The physical dimensions of the memorial should be taken and recorded and the type of memorial noted.

3.2 Condition of the memorial

The inspecting officer should check the condition of the memorial, paying particular attention to the condition of the joints, foundations, general damage or whether there is evidence of cracking or flaking.

3.3 Movement of the memorial

An initial inspection of movement should be carried out by standing to one side of the memorial and applying a firm but steady pressure in different directions to determine to what degree if any the headstone is loose. Great care should be taken when applying this pressure as the memorial may give way and begin to fall. If so, move backwards away from the memorial, making no attempt to slow the fall. **Do not, under any circumstances, attempt to stop the memorial falling.**

The Inspecting Officer will need to assess via this inspection and risk assessment whether any movement/failure is severe enough to warrant a Category 1a, 2 or 3.

Hand testing is appropriate for many memorials, such as the modern lawn type as well as smaller stepped designs and tiered crosses.

Much larger, heavier memorials, such as older columns or obelisk types, may require an assessment by a specialist engineer or competent monumental mason.

Many memorials installed in recent years on independent foundations are fitted with a ground anchor system. These memorials may move, even rock if the base to foundation joint is broken, but do so within designed tolerance limits and represent no danger as the memorial will lock on the ground anchor.

4. Memorial Type

A) Single Slab

Placed directly onto the ground covering part or the whole of the grave. A visual inspection should be carried out noting the condition and any ground subsidence. As these memorials are already laid flat the angle of lean can be omitted.

B) Single Slab Placed on Square Plinth or Foundations

This memorial is the same as the Single Slab but is supported above the ground by a foundation. The full inspection procedure should be carried out with great care being taken when carrying out the movement test. The physical hand test should be carried out by standing to one side of the memorial, and applying a firm but steady pressure to a gradual build up of a force of approximately 35 Newtons (circa 35kg) at the apex of the memorial or as high up the memorial as can comfortably be reached by the operative.

C) Headstone and Kerbstones

This type of memorial has an upright piece of stone at the head of the grave with kerbs that cover the grave its self. The full inspection procedure should be carried out with particular attention paid to the joint between the kerbs and headstone and any subsidence.

D) Plain Kerb Stones

This memorial consists of a set of kerbs covering the whole grave space. A visual inspection should be carried out noting the condition and any ground subsidence. As these memorials are already laid flat the angle of lean can be omitted.

E) Open Book

As the name suggests these memorials consist of an open book supported by rear angle that is doweled to the base. If the memorial is less than 30cm high from ground level, then only a visual and movement test will be required.

F) Multi Based Cross

This memorial consists of two or more bases of decreasing width topped with a cross. The full inspection procedure should be carried out with particular attention paid to the joint between the cross and base.

G) Gothic

These stones are normally over 1.3 metres high and have a gothic top. The full inspection procedure should be carried out with particular attention paid to the joint between the base and foundation, as they may have originally been part of a kerb set, which would have added stability.

H) Lawn Memorial

A number of types exist, however they are all under 1metre in height and often have a basic L shape. The full inspection procedure should be carried out. Particular attention should be paid to the joint between the plate and base.

5. Legal Position if the Memorial is found to be Unsafe or Remedial Work is Required

Although the memorial remains the property and responsibility of the owner of the Exclusive Right of Burial, the Council will need to take action if the memorial is in danger of falling, the owner cannot be contacted or the owner refuses to take action to rectify the problem.

The Council has powers to take action or effect repairs on unsafe memorials under Schedule 3 of the Local Authorities' Cemeteries Order 1977, which states " that such powers should not be construed as authorising any action in relation to any vault, tombstone or other memorial other than to remove a danger which arises by reason of the condition of the vault, tombstone or memorial".

There would be two options available to the Council if a memorial is found to be in imminent danger of collapse or becomes unstable from its foundations:

- i) the memorial could be made temporarily safe or laid-flat prior to any further action.
- ii) the area surrounding the memorial could be cordoned-off and a label placed on the memorial advising the memorial is dangerous.

Once the memorial has been made safe or found to be unsafe, the Council shall make every effort to contact the grave owner to advise them of their responsibility. Addresses will be checked from either:-

- paperwork held on file
- names and addresses held on the Gower grave record
- Council Tax records

Letters will be sent to grave owners/applicants of the last interment, where a current address is held on file. **No contact will be made with applicants of interments which took place more than 30 years ago.**

A notice shall be placed in the local press on an annual basis, in April, to advise that memorial testing is being carried out within the Borough's three cemeteries.

Advisory notices will be placed on the section of the cemetery to be tested, a minimum of two weeks in advance of any testing, to notify the public that this work is to be carried out.

Note: unstable headstones will normally be made physically safe. Headstones will only be cordoned or taped off as a last resort. This is so as to preserve the character and appearance of the cemeteries.

For headstones over 6'7" if no contact can be made or the owner refuses to take action, then the only option available will be to temporarily cordon the memorial off until a registered Monumental Mason can safely dismantle the memorial / lay the memorial flat.

6. Re-Inspection of Memorials

Re-inspection frequencies are detailed below. Each time a headstone is re-inspected / re-risk assessed, it shall be classified in accordance with 2.2 above.

All memorials will be tested within a five year period.

In addition to this, headstones in the vicinity of graves which are to be re-opened and which could pose a danger to cemetery workers excavating or backfilling the grave to be re-opened (or indeed the funeral party standing around such grave) they shall be inspected prior to the commencement of any excavation work. Every effort will be made to contact the relevant grave owner in accordance with the procedure set out in section 5.

7. Access to records

Article 10(1) of the Local Authorities Cemeteries Order 1977 states that "the Register, which must at all reasonable times be available for inspection by any person free of charge."

Reasonable in Halton's case meaning any time between 8.45 a.m. and 4.15p.m, Monday to Friday by prior appointment.

8. Training and Competence of inspecting officers

The inspecting officer will be trained in accordance with the guidelines laid down by the Institute of Burial and Cremation Management (ICCM) and the National Association of Memorial Masons (NAMM)

Peer reviews of inspecting officers will be undertaken annually to ensure that inspection competence has been maintained and that best practice can be shared between inspectors to aid continual improvement.

Under the Health and Safety at Work Act 1974 and the Management of Health and Welfare at Work Regulations 1999, a full risk assessment of the task will be carried out.

9. Tools and Personal Protective Equipment

9.1 Tools:

- Tape measure
- Protractor
- Spirit level
- Hazard tape
- Hammer
- Warning signs
- Drill/drill bits
- Generator
- Steel plates
- Steel pins
- Trolley
- Gantry
- Make safe rods

9.2 Personal protective equipment

- Gloves
- Safety boots with steel toe and full ankle protection
- Goggles/eye protection
- Ear defenders

10 Supervision of this Memorial Inspection Procedure

The Bereavement Services Manager is responsible for ensuring that this procedure is followed, with particular regard to the re-inspection of memorials within the specified timescales, health and safety issues relating to headstone safety and headstone testing, and the training/competence of memorial inspectors.

REPORT TO: Environment and Urban Renewal Policy & Performance Board

DATE: 15th September 2010

REPORTING OFFICER: Strategic Director, Environment & Economy

SUBJECT: 3MG skills and recruitment project

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 To update members on the 3MG skills and recruitment project which involved the Halton Employment Partnership handling the recruitment for the new Tesco chilled distribution centre and the Norbert Dentressangle recycling unit associated with it.
- 1.2 To share with PPB members the 3MG Skills & Recruitment Evaluation Report and agree some recommendations. about future skills and recruitment support.

2.0 RECOMMENDATIONS: That

- 1. the report be received; and**
- 2. consideration is given to how similar projects can take place in the future in light of the withdrawal of Working Neighbourhoods Funding.**

3.0 BACKGROUND

- 3.1 Following research with local employers in the borough, the Halton Employment Partnership (HEP) was established to offer a one stop shop service to local businesses and residents. The HEP can support companies and individuals with pre recruitment training, skills training, sourcing of apprenticeships and other workforce development needs. It can also provide employers with a recruitment and selection package of support. The Halton Investors' Handbook set out the offer to employers and this was shared with Stobarts as the 3MG landowner.
- 3.2 Initial HEP partners included the Halton Strategic Partnership, Halton Borough Council (including Adult Learning and Skills Development, Halton People into Jobs, Education Business Partnership and Major Projects), Job Centre Plus, Riverside College Halton, Sector Skills Councils, the Skills Funding Agency, and local training providers.

- 3.3 The Mersey Multimodal Gateway (3MG) is a 44 acre development established by Stobarts in partnership with Halton Borough Council, and a 528,000 sq ft chilled distribution centre provides the centre piece for the development. Following discussions between HEP and Stobarts over a 12 month period, Stobarts introduced HEP to their first tenant – Tesco – and the complete employment offer was presented to Tesco. Following on from this, HEP managed the Tesco and Norbert Dentressangle recruitment for the 3MG site.

4.0 SUPPORTING INFORMATION

- 4.1 This was the first major recruitment project that the HEP had managed and the project was undertaken in a number of stages:
1. Commitment and buy-in from the Chief Executive (HBC) and the Employment, Learning & Skills Specialist Strategic Partnership
 2. Development of technical elements including a bespoke recruitment database, training of staff to handle recruitment hotline and compilation of a Frequently Asked Questions resource
 3. Identification of suitable accommodation for the various elements of the project including handling of returned application forms and interview base
 4. Identification of 3MG skills and recruitment project team and establishment of roles and responsibilities
 5. Preparation of literature to be sent out to potential job applicants
 6. Collating details of individuals who had already expressed an interest in 3MG jobs
 7. Registering names onto the bespoke database
 8. Delivery of pre recruitment programmes to those individuals that requested them
 9. Scoring of completed job application forms
 10. Arrangement of interview schedule
 11. Holding of interviews over an 8 week period
 12. Opening of the Tesco/Norbert depot and first people going into work
 13. Contacting all applicants to inform them of their outcome (successful or not)
 14. Close of project and analysis of job outcomes
 15. Evaluation of project
- 4.2 Tesco provided weekly statistics on job offers and these in turn were shared with HEP partners and other key stakeholders from partner organisations.
- 4.3 The full evaluation report is included at Appendix 1. However, in summary, the following job outcomes were achieved:

Tesco

- There were 377 new job starts at the Tesco distribution centre
- 75% of these were Halton residents

- 46% of the starters were previously unemployed and 82% of these were Halton unemployed residents. i.e. nearly 38% of the total new starters at Tesco were previously unemployed Halton residents
- There was a Widnes: Runcorn job outcome split of 60:40
- Of the 377 new job starters, 25 were female and 352 male
- Of the 377, 113 were married and 264 were single.
- 30% (i.e. 111) of the new starters were registered HPIJ clients

Norbert Dentressangle

Of the 20 available jobs, the following were offered to local people:

- Shift coordinator - 1
- Chargehand - 4
- Bridge person - 2

In addition to this, a number of warehouse operative posts were offered but at the time of writing this report, these statistics had not yet been provided.

- 4.4 To ensure that the 3MG Jobs project was successful, agreeing roles and responsibilities of the HEP team was key. Each HEP partner involved in the 3MG skills and recruitment project was given a particular role to play. Roles and responsibilities ranged from project management, IT database development, dealing with calls coming into the 3MG Jobs hotline and opening and sending out of application forms.
- 4.5 Both Tesco and Norbert Dentressangle were very pleased with the support offered through HEP and comments made ranged from the high calibre of applicants being presented to the company to the professionalism of the HEP staff in handling the recruitment process.
- 4.6 The Halton Employment Partnership and its activities are funded through Working Neighbourhoods Funding (WNF), which is due to cease on 31st March 2011. HEP was able to gain insight into the types of jobs that would become available on the 3MG site. They were able to develop, alongside other providers, a range of sector specific employability programmes that were targeted, in the main, at local unemployed people. The result of this was that when the jobs became available, there was a readily available workforce – which is the key message contained within the Investors' Handbook around the Halton Employment Partnership, and is reflected in the feedback from Tesco and Norbert Dentressangle.

5.0 FINANCE IMPLICATIONS

- 5.1 The HEP as a collaborative has demonstrated that presenting businesses with a 'one stop shop' approach for recruitment and training cuts out many unnecessary layers of bureaucracy for them. It is also a great way to utilise the various expertise that individual partners can bring to the table. Being able to present potential investors with the 'complete employment offer' is a valuable resource for the local authority, but with that comes the need to finance this resource.

- 5.2 All existing WNF projects are to be reviewed during August/September 2010 and decisions made about which projects warrant further investment. The long term benefits brought by the Tesco/Norbert's recruitment will no doubt include an improved local economy and, it could be argued that, the complete employment offer should continue to be something Halton offers its future investors.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Supports key objectives C and E.

Logistics continues to be a growth sector in the borough. Ensuring children and young people are offered the opportunity to explore training and qualifications in this area will put them in good stead to apply for future jobs in this sector.

6.2 Employment, Learning and Skills in Halton

Supports key objectives B and C.

The 3MG Skills and Recruitment project supported those individuals from Halton, particularly those from priority groups, in gaining the skills needed to apply for and secure employment in one of the key growth sectors in the borough

6.3 A Healthy Halton

Supports key objectives B, C and E.

6.3 A Safer Halton

None applicable

6.4 Halton's Urban Renewal

Supports key objectives A and E.

The 3MG physical development brings many benefits to Halton in its own right. However, marrying up the physical aspects of urban renewal to the social aspects of employment, learning and skills allows for additional benefits to the local economy.

7.0 RISK ANALYSIS

- 7.1 None applicable

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 The Halton Employment Partnership operates within the LSP framework, which in turn operates under the Council's Equality and Diversity policy.

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

- 9.1 There are no background documents under the meaning of this Act.

A Complete Employment Offer



3MG SKILLS & RECRUITMENT PROJECT

EVALUATION REPORT

August 2010

1.0 Introduction

- 1.1 Following research with local employers in the borough, the Halton Employment Partnership (HEP) was established to offer a one stop shop service to local businesses and residents. The HEP brings together expertise from various employment, learning and skills agencies who are ready to work together on a 'complete employment offer'.
- 1.2 Initial HEP partners included the Halton Strategic Partnership, Halton Borough Council (including Adult Learning and Skills Development, Halton People into Jobs, Education Business Partnership and Major Projects), Job Centre Plus, Riverside College Halton, Sector Skills Councils, the Skills Funding Agency, and local training providers. The 3MG recruitment project saw the number of partners involved in offering the 'complete employment offer' increase to include additional Halton Borough Council departments (Halton Direct Link, Corporate IT, Stobart Stadium Halton, Corporate Training, the Mersey Gateway Team, External Funding and Resources).
- 1.3 The HEP provides a single point of contact for local employers and local people and can support companies and individuals with pre recruitment training, skills training, sourcing of apprenticeships and other workforce development needs. It can also provide employers with a recruitment and selection package of support.
- 1.4 The Mersey Multimodal Gateway (3MG) is a 44 acre development established by Stobarts in partnership with Halton Borough Council, and a 528,000 sq ft chilled distribution centre provides the centre piece for the development. Following discussions between HEP and Stobarts over a 12 month period, Stobarts introduced HEP to their first tenant – Tesco – and the complete employment offer was presented to Tesco.
- 1.5 As a result of circumstances surrounding the closure of Tesco's other distribution centres in Middleton and Middleton, there was a lot of sensitivity associated with the recruitment project for the 3MG site. Initial discussions indicated 400+ new jobs at Tesco the majority of which would be Warehouse Operatives, with others being Maintenance Operatives and Clerical Officers.
- 1.6 Tesco advised HEP on the application process they use, including the use of a scoring matrix which identifies applicants in a red, amber or green category. Tesco wished to interview all green applicants and were keen to be presented with local people with some previous experience. Prior to the recruitment project commencing, it was agreed that Halton residents scoring green would take priority, followed by non

Halton residents and that the HEP would wait further instruction from Tesco.

- 1.7 Around the time that HEP was introduced to Tesco, they were also introduced to Norbert Dentressangle, the recycling partners of Tesco. They too were closing down other recycling sites and relocating to 3MG and were pleased to be presented with the complete employment offer.
- 1.8 This was the first major recruitment project that the HEP had managed and the project was undertaken in a number of stages.

2.0 Stages of Development of the 3MG/Tesco Recruitment Project

2.1 Late 2008

Stage 1 'Commitment and buy-in'

- Commitment from Halton's Employment, Learning & Skills Specialist Strategic Partnership to the establishment of the Halton Employment Partnership and a 'complete employment offer'
- Production of Halton's Investors' Handbook for Logistics Sector employers
- Introduction to Tesco Limited and Norbert Dentressangle facilitated by Stobarts
- Negotiation of a 'bespoke' offer for both customers
- Commitment and buy-in to HEP offer from Halton Borough Council's Chief Executive and partners
- Commitment from HEP partners to provide staff to support the recruitment drive (HEP partners committed to second staff to the project)

2.2 Early 2009

Stage 2 'Nuts and bolts'

- Development of a technical database by Corporate IT, Halton Direct Link and the HEP to support the project and capture information relating to applicants and applications made
- Identification of anticipated 'Frequently Asked Questions' (FAQs) from interested applicants
- Training staff from HEP partners to use and maintain database
- Training of HEP staff to work in Halton Direct Link Call Centre and man the dedicated phone line
- At this stage partners including Major Projects, HPIJ, HEP team and Jobcentre Plus were collecting details of interest in potential 3MG jobs

2.3 Stage 3 'Filling in the gaps'

- Marketing campaign developed with Corporate Communications
- Accommodation secured for different phases of project including Corporate Training Centre at HBC as the base for HEP administrative staff (to deal with incoming and outgoing application forms), and rooms allocated at Stobart Stadium for the interview process.

- Dedicated HEP PO Box set up and HEP stationery ordered
- IT suite established at the Stobart Stadium in preparation for Tesco management staff training
- HEP partners continued to maintain records of those people who registered an interest in 3MG jobs.

2.4 At this stage, however, the project was 'put on hold' as a result of the sensitivities associated with the closure of the Middleton and Middlewich sites. This was quite a disappointment to the project team as all systems were in place ready to go live. This delay meant that several staff that were originally involved and trained ready to support the project moved on to other work/roles within their organisations. The marketing campaign was again put on hold (in the end, the marketing campaign was not needed because 7000+ people came forward without any publicity). The IT suite at the Stadium was also not used as a management training facility by Tesco, but was used later as an admin office by Tesco/HEP staff.

2.5 February 2010

Stage 4 'Round 2!'

- Indication from Tesco Limited that the recruitment drive would start in the very near future – no definite dates given at this stage – negotiations continued to take place with existing staff at Middleton and Middlewich sites
- Project meeting called between all HEP partners to plan and agree the final package of support to Tesco
- HEP partners identified the final project team – this included interviewing some HPIJ clients to work on the project answering calls at Halton Direct Link Contact Centre
- Some members of original team had moved on or changed roles, therefore new staff had to be identified and trained accordingly
- Corporate IDs, e-mail accounts, internet access, and security passes for non HBC staff were arranged
- Access to the bespoke 3MG database was set up for the HEP recruitment team

2.6 **Stage 5 'Final touches'**

- Tesco advised that they would supply application forms, 3 job descriptions and company information for inclusion in the application packs
- Covering letter from HEP was agreed and printing was arranged
- Corporate Training Centre base was prepared – this included a room to compile the application packs and another room (Flexible Working Suite) to receive, mark and store completed application forms. In addition, this room housed a number of networked PCs allowing the bespoke database to be updated as applications were scored
- Daily postage collection from Sorting Office organised
- Postage charging, consignment notes, courier collection service organised through Corporate Resources

2.7 **Stage 6 'Spreading the word'**

- The 3MG Jobs website, text and email facilities were finalised in terms of content
- Further planning meetings took place and project staff were given a final brief before 'going live'
- HEP produced a letter for all those people who had previously expressed an interest in 3MG jobs with the various partners (JCP, HPIJ, HEP, Major Projects, JCP). The letter advised that interest in 3MG/Tesco jobs could be officially registered on the 3MG database from 17th February. It also asked if individuals were interested in any pre recruitment training.

2.8 **Stage 7 'Registrations come rolling in'**

- Registrations of interest were received from 17th February by 'phone, online, by text, email and through visiting Halton Direct Link offices
- All registrations were entered on the 3MG Jobs database in preparation for sending out application packs
- Live enquiries were dealt with by Halton Direct Link Contact Centre advisers
- E-mail enquiries and those not dealt with at the Contact Centre, were forwarded to the HEP e-mail inbox to be dealt with by HEP staff
- All requests for pre recruitment training were also sent to the HEP email inbox

2.9 March 2010

Stage 8 'Project begins to roll out'

- HEP staff contacted those individuals who had requested pre recruitment training by telephone
- HEP staff organised and delivered pre recruitment sessions at 4 venues across Halton
- The 3MG project team were still awaiting application pack content from Tesco
- Original plan to issue packs by the end of April was revised and messages changed to say packs would be issued by the end of May
- Registrations of interest continued to be received and processed
- The 3MG Jobs database was 'cleansed' to delete any duplicated registrations

2.10 End March 2010 – May 2010

Stage 9 'The core of the project'

- At a meeting held on the 30th March with Tesco they confirmed they wanted to start interviewing from the 12th April
- A template for the interview schedule was supplied by Tesco
- At this point, HEP were advised by Tesco to initially focus on the recruitment of Warehouse Operatives
- Received applications for Maintenance and Clerical positions were scored with the intention that these would be interviewed at a later date

- HEP recruitment staff were brought together to work on processing applications over at the Corporate Training Centre
- Application pack content collected from Tesco staff – however only the Warehouse Operative job descriptions were received and only 2000 application forms at this stage
- Application packs were collated at the Corporate Training base and were sent out to those people on the database, together with a covering letter from HEP, which provided guidance on returning applications
- Contact Centre IT staff developed 'labels run' for application packs
- Application packs were sent out to people on the database in batches of 500 and in order of date of registration of interest – the database was automatically updated with this information and the date of dispatch
- A consignment note for post was requested and collected each day
- A courier service collected post from the Corporate Training Centre each day and delivered it to the Sorting Office

2.11 **Stage 10 'Identifying interviewees'**

- A mail merge for interview letters was developed by Contact Centre IT staff
- Each day, HEP staff collected returned applications from the P O Box
- On receipt, applications were scored as per the Tesco scoring matrix
- The date of receipt and scores were entered on to the 3MG Jobs database
- 'Greens' and, later, 'ambers' with experience, were allocated interviews dates/times as per the Tesco schedule
- Interview letters were sent out each day – first 2 week's interviewees were also contacted by telephone to give them their interview information as Tesco's timescale was extremely tight
- Tesco is a Local Employment Partnership (LEP) employer, meaning that they are committed to taking on local unemployed people. As such, Jobcentre Plus had a supply of LEP forms which collected information about the employment status of the interviewees as they arrived for interview
- Registrations of interest in 3MG Jobs continued to be made
- Further application forms were supplied by Tesco and more packs sent out
- HEP staff based at the Corporate Training Centre dealt with requests for interview rearrangements and rescheduled accordingly
- 'Regret' letters sent out regularly to 'red' applicants advising them that they had not been successful with their application
- During Stages 9 & 10 of the project, 4 - 8 staff would be working at the Corporate Training Centre base

2.12 **Stage 11 'Interviews get underway'**

- HEP/Tesco negotiated facilities at the Stobart Stadium with the Stadium Manager

- 4 more HEP staff were allocated to work alongside Tesco at the Stadium in support of interview process; this included a 'meet and greet' service, photocopying of documents and other administration support
- HEP staff later gave support at the actual 3MG Tesco depot to the Drug and Alcohol testing process
- Weekly meetings took place between HBC's Skills and Recruitment Manager (Inward Investment) and Tesco's Project Manager
- Scored and sorted application forms were delivered to the Stadium each week in readiness for the following week's interviews
- Tesco's Project Manager emailed list of job offers to the 3MG Jobs Project Director (Divisional Manager Adult Learning & Skills Development) at the end of each week; these were disseminated to relevant stakeholders

2.13 End May to June 2010

Stage 12 'Depot opens'

- Tesco depot opened end May 2010 and recruitment staff moved from the Stadium to the 3MG depot
- HEP staff continued to support Tesco HR staff at depot with interview process and administration, and drug and alcohol testing

2.14 **Stage 13 'Closing the application process loop'**

- HEP staff based at the Corporate Training Centre continued to arrange interviews until early June
- The remaining 'red' regret letters were sent out to unsuccessful applicants
- After negotiations with Tesco and with support from Contact Centre IT staff, the Tesco 'keeping your details on file' letter was sent out to the remaining applicants which ensured that all applicants had then received some form of response from HEP/Tesco.

2.15 **Stage 14 'Project ends'**

- Project ended – messages on 3MG phone line, text service, e-mail service and websites were changed to indicate that the recruitment for Tesco had ended
- Corporate Training Centre base was cleared
- All Tesco documentation handed over to Tesco

2.16 July 2010

Stage 15

- Evaluation meeting for HEP partners involved in the Tesco recruitment was held to determine the key learning points from the 3MG Jobs project and agree content for the evaluation report
- Production of draft evaluation report by Skills and Recruitment Manager

2.17 August 2010

- Final evaluation report completed

3.0 Recruitment on behalf of Norbert Dentressangle

- 3.1 The HEP recruitment team were also able to assist Norbert Dentressangle, the recycling partners of Tesco Limited, in recruiting to a number of posts at their 3MG site. Using existing information from the 3MG Jobs database 500+ Norbert application packs were sent out to potential candidates. In this instance, Norbert's requested the applications to be returned directly to themselves and they made their own interview arrangements.
- 3.2 Types of jobs available were Shift Co-ordinators, Charge hands, Bridge person and Operatives. The numbers of jobs available to local people was small, at around 20 and this was as a result of staff at the Middleton site transferring across.
- 3.2 As with the Tesco recruitment, Contact Centre IT staff developed appropriate mail merge documents to contact relevant applicants. HEP assisted in collating application packs, sending these out with HEP cover letters and dealing with any enquiries that came up.
- 3.3 The HBC Skills & Recruitment Manager liaised regularly with the HR Manager at Norbert's to ensure a smooth recruitment process.

4.0 Project Reporting and Monitoring

- 4.1 The 3MG Jobs database was developed to be able to produce statistics on the volumes of registrations of interest, applications received, applications scored and the results, correspondence issued to applicants and job outcomes. Reports on these statistics could be run at any time.
- 4.2 The database also contained the facility to record any comments or enquiries, and the responses to those enquiries. In addition, the database also recorded requests for pre recruitment support. These statistics were regularly shared with partners.
- 4.3 Progress throughout the project was reported on in a number of ways including:
- Quarterly report on the HEP Working Neighbourhood Fund Service Level Agreement to the Employment, Learning & Skills SSP
 - Monthly report from the Employment, Economic Regeneration & Business Development Department to the Chief Executive
 - Regular reporting to the Skills sub-group of the SSP
 - Regular e-mails and reporting to HBC senior management and partners from 3MG Project Director (Divisional Manager Adult Learning and Skills Development)
 - Weekly 1:1s between Skills Recruitment Manager and 3MG Project Director

4.4 Throughout the later stages of the project the Skills and Recruitment Manager supplied the Tesco Project Manager with weekly statistics on registrations of interest, applications received and interviews scheduled. The Tesco Project Manager provided weekly statistics to the 3MG Project Director on job outcomes.

5.0 Roles and responsibilities within the 3MG Jobs project

5.1 To ensure that the 3MG Jobs project was successful, agreeing roles and responsibilities of the HEP team was key. The Divisional Manager for Adult Learning & Skills Development 3MG Jobs acted as the Project Director and she worked very closely the 3MG manager for Major Projects to secure the buy-in from the landlords (Stobarts) and their customers (Tesco and Norbert Dentressangle).

5.2 The Skills & Recruitment Manager (within Adult Learning & Skills Development) took on the role of 3MG jobs Project Manager and managed the operational side of the project, assisted by the Account Manager from Jobcentre Plus.

5.3 The Head of Customer Service at the council supervised the Contact Centre elements of the project, including overseeing the bespoke database and various methods of registering interest in the jobs (e.g. telephone, email, website etc). IT colleagues within the Contact Centre developed the 3MG Jobs bespoke database including setting up the mechanism for creating mail merges and label runs and developing appropriate reports. The bespoke database became the key ingredient of the overall project, which would not have been so successful without it.

5.4 A range of different departments and partners assisted in the project by seconding staff across to work on the recruitment project. Staff from the following organisations/departments were seconded to the HEP team:

- Adult Learning & Skills Development
- Jobcentre Plus
- Halton People into Jobs Intermediate Labour Market placement students
- External Funding (HBC)
- The Mersey Gateway Team (HBC)
- Riverside College business admin students

In addition, the following partners were key to the project:

- Halton People into Jobs – in offering Next Step Information, Advice & Guidance to potential candidates
- Stadium Manager – in securing suitable accommodation for Tesco and the interviews
- Corporate Resources – in organising the PO Box and courier service

- Corporate Training Centre staff – in offering up two rooms as the 3MG Jobs base
- Corporate IT – in organising corporate ID badges and email accounts.
- The Halton Employment Partnership Award team, Riverside College Halton and Ergon Solutions – in running pre recruitment programmes for applicants.

5.5 The Skills & Recruitment Manager organised the working rotas on a weekly basis, in partnership with Jobcentre Plus Account Manager to ensure that all key roles and responsibilities were covered. These included:

- Collection of post from Post Office
- Receipting returned application forms
- Sorting forms into job categories
- Scoring application forms using Tesco's matrix
- Inputting information onto the bespoke database
- Collation of application packs
- Printing of letters and labels
- Organising interview schedule
- Meeting and greeting at interviews
- Photocopying of proof of working in UK documents
- Organisation and delivery of pre recruitment programmes
- Admin duties for Tesco at both the Stadium and the 3MG depot
- Update meetings between Tesco and HEP
- Updating of content for website and messages for Halton Direct Link
- Project monitoring and reporting to senior officers and partners.

5.6 All key partners involved in the 3MG Jobs project were invited to a final evaluation meeting on 23rd July 2010, at which all final statistics and results were shared and the project evaluated.

6.0 Final Statistics

6.1 Tesco Project Final Statistics

Final Statistics from 3MG database:

- 7063 Registrations of Interest
- 4043 Completed applications received and processed
- 1298 Interviews scheduled

Responses to registrations and applications:

All those who registered interest were sent an application pack.

All applicants received some form of response to their application as follows:

- 'Green' applicants plus 'ambers' with logistics experience – sent Tesco

interview letter

- 'Red' applicants and 'ambers' not offered an interview – sent Tesco 'red' letter
- Maintenance and Clerical applicants sent 'keeping your details on file' letter

This means that a total of 4000+ letters were produced and sent out by the recruitment team, in addition to 7000+ application packs.

Response to enquiries:

HEP staff dealt with 2571 requests for pre recruitment training and 427 queries from the HEP mailbox, plus additional queries from other sources.

Pre Recruitment Sessions:

31 pre recruitment sessions were organised with 553 people booking on to the sessions. The sessions were delivered by HEP training staff and Riverside College at 4 different locations across Widnes and Runcorn. Average attendance at the sessions was just over 50%.

Contact Centre Statistics:

6232 calls were made to the 3MG phone line at the Contact Centre -3714 were answered and dealt with, 1915 were abandoned and average waiting time was 43 seconds.

Job Outcomes:

377 successful applicants had been made job offers by end June:

W/c 10th May – 55 starts of which 100% were Halton residents

W/c 17th May – 50 starts of which 75% were Halton residents.

W/c 24 May – 50 starts of which 72% were Halton residents.

W/c 31 May – 38 starts of which 68.5% were Halton residents

W/c 7 June – 34 starts of which 80% were Halton residents

W/c 14 June – 31 starts of which 58% were Halton residents

W/c 21 June – 31 starts of which 84% were Halton residents

W/c 28 June – 47 starts of which 66% were Halton residents

W/c 5 July – 41 starts of which 63.4% were Halton residents

This means that of the **377** new starts, **75% were Halton residents** (with a 60:40 split between Widnes:Runcorn).

Of the 377, 25 are female and 352 male; 113 are married and 264 are single.

111 of starters were HPIJ clients.

Job Centre Plus analysis:

46% of the starters were previously unemployed and 82% of these were Halton unemployed residents. i.e. nearly 38% of the total new starters at Tesco were previously unemployed Halton residents. This figure can be broken down further into **JCP** Priority Groups (PG), as follows:

PG1 – 15 individuals

Jobless Lone Parents including those on JSA.
 Customers participating in New Deal for Disabled People or in receipt of a benefit due to a health condition or disability**
 Other Income Support, Carers Allowance and Bereavement Benefit customers who do not have the Person with Disability marker set

PG2 – 63 individuals

Jobseeker’s Regime and Flexible New Deal Stage 4 customers
 Customers on JSA New Deals (New Deal 50 Plus, New Deal 25 Plus and New Deal for Young People) in non Jobseeker’s Regime and Flexible New Deal (JRFND) districts
 New Deal for Partners and Partner WFIs
 Employment Zones (for New Deal 25 plus and NDYP returner customers)
 Unemployed customers with disabilities not included in Priority Customer Group 1
 Customers claiming JSA for 6 months and over
 Customers in receipt of JSA for under 6 months where the customer has been fast-tracked to Stage 3 in JRFND districts
 Disadvantaged customers (Ex-offenders, refugees, drug misusers, alcohol misusers or homeless people)
 Customers in receipt of Pension Credit

PG3 – 50 individuals

Customers claiming JSA for under 6 months (including JRFND Stages 1 &2 customers).

PG4 – 14 individuals

Unemployed customers not claiming benefits.

6.2 Norbert Dentressangle Project Final Statistics

Number of applications for each post

Shift coordinator - 6
 Charge hand - 14
 Bridge person - 25
 Operative – 48*

Number of interviews offered for each post

Shift coordinator - 3
 Chargehand - 20
 Bridgeperson - 12

Number of posts recruited to

Shift coordinator - 1
 Chargehand - 4
 Bridge person - 2

*the HEP project team is still awaiting more information regarding the Operative posts.

7.0 Lessons Learned

7.1 The 3MG Jobs Project Evaluation Group agreed that the following key 'lessons' have been learnt and should inform any future recruitment projects:

1. HEP needs early engagement with employer offering new jobs
2. The Partnership needs a clear (and unchangeable, if possible) brief from the employer as to their requirements
3. Project managers must negotiate reasonable timescales with employers within which HEP staff can work and deliver an effective service
4. The content of application packs should be agreed at an early stage and the content must be provided by the employer 'up front'
5. A clear offer should be made by HEP regarding what it can, and cannot, offer to support the employer including a limit on financial assistance
6. Strong partnership commitment and dedicated staff are essential to the success of any recruitment project
7. A dedicated venue with telephone line is necessary for HEP staff to be able to offer deliver an efficient service and to be able to deal with all enquiries first hand
8. More information needs to be gathered from applicants
9. There is a need to involve more support from experts at an earlier stage e.g. Resources/Procurement regarding postal arrangements
10. Staff need to make clear from start of project that it will not deal with agencies, only individuals
11. The Contact Centre will not offer text facility in future; many texts contained spelling errors
12. HEP need to consider the use of address authentication software
13. Agreed FAQs should go on to the website and be regularly updated as any new questions arise
14. Need to develop the facility for applicants to query database themselves via website to track the progress of their application
15. Any diversity targets the employer wishes support to achieve should be agreed with the employer up front

16. Dedicated telephone number for the recruitment base and include this on all correspondence to applicants

8.0 Publicity

8.1 Prior to going live with the 3MG Jobs Tesco/Norbert recruitment, a number of publicity and marketing activities had taken place:

- Distribution of Investors' Handbook to Tesco, Norbert's and Stobarts
- Development of a marketing campaign
- Press release in Weekly News about job creation at the 3MG site.

8.2 As the project commenced, there was additional publicity including

- Stobarts Marketing day at 3MG site
- Production and circulation of a HEP learner case study (i.e. unemployed employability learner who had been supported with pre recruitment training and had obtained employment at Tesco)
- Quote from Tesco sent to David Lyon, Business Development, HBC to assist in promotion of Halton as a business location to inward investors
- Submission of an LGA report from the 3MG Jobs Project Director (Head of Adult Learning & Skills Development)

8.3 Now this particular recruitment project has ended a number of other publications and marketing avenues will be explored including:

- Account Manager, Job Centre Plus, is to put forward the 3MG Tesco Project for the Civil Service Awards 2010 as a good example of collaborative working
- Press release to be organised through Communications and Marketing, HBC (for publication mid August)
- Case Studies of successful applicants to be produced and utilised in further publications
- Promotion of Partnership to be undertaken using quotes from Tesco on their response to the project

9.0 Feedback from the employers

9.1 Throughout the course of the recruitment project the response from Tesco staff to the service and support given by members of the HEP recruitment team was always very positive and good working relationships were quickly developed. The following is a quote from Tesco's Project Manager who managed the opening of the Tesco Widnes distribution centre:

"Over the last few months Tesco have worked in partnership with Halton Borough Council and the Halton Employment Partnership for the opening of the new Tesco Distribution Centre in Widnes.

The service provided has been excellent with support offered around pre-employment, training and recruitment.

The entire Tesco application form process has been managed through the Halton Employment Partnership, including collating initial interest from local residents, issuing and screening of application forms and booking in all staff interviews.

A Recruitment Centre was established at the Stobart Stadium Halton and additional support was provided by the Halton Employment Partnership in terms of a meet and greet facility, interviewee welfare and co-ordination of the interview schedule.

The overall service has been of a high standard and it has been a fantastic benefit to Tesco in terms of a smooth opening of the new Widnes site. Through this partnership arrangement, we have been able to recruit 75% of the workforce from the local area.

All Halton Employment Partnership staff that have helped and supported have been very professional and all the work has been to a very high standard.

I would recommend the support of the Halton Employment Partnership to other businesses”.

- 9.2 Responses from Norbert's on the support given by HEP was equally positive. The following quotes are from Norbert's 3MG Depot Manager and their HR Business Partner:

'We received a very good response for all of the roles that were on offer at Widnes and the applicants were also of a high standard.'

'We have had a great response - so thank you very much for your support!'

10.0 The Future

- 10.1 The Tesco/Norbert Dentressangle recruitment project was hugely successful in terms of offering a full package of support from pre recruitment support and training to administrative support to Tesco during the interview process – and, of course, in helping local people obtain employment. Through early discussions with Tesco, facilitated by the Major Projects department in the council initially, HEP was able to gain insight into the types of jobs that would become available on the 3MG site. They were able to develop, alongside other providers, a range of sector specific employability programmes that were targeted, in the main, at local unemployed people. The result of this was that when the jobs became available, there was a readily available workforce – which is the key message contained within the Investors' Handbook around the Halton Employment Partnership.

- 10.2 The concept of the Halton Employment Partnership and the development of sector specific pre employment programmes related to growth sectors in the borough were developed by the Employment, Learning & Skills Specialist Strategic Partnership back in 2008. The recruitment at 3MG helped see the concept develop into reality. The level of success of the project would not have been possible without the use of Working Neighbourhoods Funding, which paid for a full time Skills & Recruitment Manager to oversee the project on an operational basis, as well as funding the various pre employment programmes (HEP Award in Logistics, Fork Lift Truck Licences, Interview Techniques short courses, etc).
- 10.3 The HEP as a collaborative has demonstrated that presenting businesses with a 'one stop shop' approach for recruitment and training cuts out many unnecessary layers of bureaucracy for them. It is also a great way to utilise the various expertise that individual partners can bring to the table. Being able to present potential investors with the 'complete employment offer' is a valuable resource for the local authority, but with that comes the need to finance this resource.
- 10.5 All existing WNF projects are to be reviewed during August/September 2010 and decisions made about which projects warrant further investment. The long term benefits brought by the Tesco/Norbert's recruitment will no doubt include an improved local economy and, it could be argued that the complete employment offer should continue to be something Halton offers its future investors.

August 2010