

# Public Document Pack



## Executive Board Sub Committee

Thursday, 30 June 2011 10.00 a.m.  
Marketing Suite, Municipal Building

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

**Chief Executive**

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

#### **PART 1**

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<b>1. MINUTES</b>	
<b>2. DECLARATION OF INTEREST</b>	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
<b>3. CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO</b>	
<b>(A) EXTENDING SERVICE LEVEL AGREEMENTS FOR PUPIL REFERRAL UNIT PROVISION:</b>	<b>1 - 3</b>

*Please contact Gill Ferguson on 0151 471 7395 or e-mail [gill.ferguson@halton.gov.uk](mailto:gill.ferguson@halton.gov.uk) for further information.  
The next meeting of the Committee is on Friday, 15 July 2011*

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<b>(B) ADVANCES LEVEL PERFORMANCE SYSTEMS</b>	<b>4 - 6</b>
<b>4. RESOURCES PORTFOLIO</b>	
<b>(A) DISCRETIONARY NON DOMESTIC RATE RELIEF</b>	<b>7 - 10</b>
<b>5. TRANSPORTATION PORTFOLIO</b>	
<b>(A) PASSENGER TRANSPORT TENDERS</b>	<b>11 - 17</b>

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

**REPORT TO:** Executive Board Sub Committee

**DATE:** 30<sup>th</sup> June 2011

**REPORTING OFFICER:** Strategic Director, Children & Enterprise

**SUBJECT:** Extending Service Level Agreements for Pupil Referral Unit Provision

**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To seek agreement to allow for the extension of Service Level Agreements for a period of 12 months for current providers of education to KS4 Pupil Referral Unit learners in order to secure the continuity of education for these vulnerable learners.

**2.0 RECOMMENDATION: That**

- i) **Under procurement Standing Order 1.8.2 Standing Orders 3.1 and 3.2 be waived in respect of the current provision of education for KS4 Pupil Referral Unit (PRU) learners with the intention to extend existing contracts to August 2012 in view of the exceptional circumstances following a recent procurement process that resulted in no contracts able to be awarded. There would be insufficient time to conduct a further tender exercise as provision needs to be in place before September 2011.**
- ii) **The 14-19 Divisional Manager be authorised to negotiate a 12 month extension with providers where a Service Level Agreement is already in place.**

**3.0 SUPPORTING INFORMATION**

3.1 In April 2011 the Procurement team supported the 14-19 Division to procure provision for the KS4 PRU from September 2011, advertising the tender opportunity with The Chest, the Council's e-tendering facility hosted by Due North.

3.2 After the assessment of the Pre Qualification Questionnaire (PQQ) and Invitation to Tender (ITT) Documentation of those providers who submitted a tender all providers failed to progress further in the process as they did not pass Gateway questions on the PQQ or failed to meet the minimum standards for information within the ITT Document.

3.3 The timescale to run a full procurement exercise again does not allow provision to be in place for September 2011. Learners progressing from Year 9 to Year 10 and Year 10 to Year 11 will require provision from September 2011. Provision is required for a 12 month period, i.e. one full academic year, so learners have the opportunity to complete qualifications with one provider during that period of time.

3.4 The current Service Level Agreements with providers are due to terminate in August 2011.

#### 4.0 **BUSINESS CASE**

##### 4.1 **Value for Money**

The Service Level Agreements will be amended to reduce the quantity of provision purchased, to reflect the actual level of service used. Further quality indicators will also be added to ensure value for money.

##### 4.2 **Transparency**

The Service Level Agreements will continue to be subject to the issues of confidentiality and be open to scrutiny under the freedom of information act, through the Policy and Performance Board scrutiny arrangements.

##### 4.3 **Propriety and Security**

The usual integrity clauses will be built into the contract extensions and only staff with a need to know will have information about the Service Level Agreements.

##### 4.4 **Accountability**

This will remain with the Operational Director for Children's Organisation and Provision Department awarding the Service Level Agreement and the internal and external audit process Policy and Performance board will be relevant.

##### 4.5 **Position of the Contract under the Public Contracts Regulations 2006**

This contract is for an Education/Vocational service and as such is largely exempt from the 2006 regulations.

#### 5.0 **POLICY IMPLICATIONS**

5.1 None

6.0 **FINANCIAL IMPLICATIONS**

6.1 The Pupil Referral Unit is a school institution and receives DSG. This funding is used to pay providers for the provision for KS4 PRU learners.

6.2 The extensions to Service Level Agreements will terminate in August 2012.

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

7.1 **Children & Young People in Halton**

Provision is required for KS4 PRU learners by September 2011 to secure the continuity of their education.

8.0 **RISK ANALYSIS**

8.1 NONE

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 NONE

10.0 **LIST OF BACKGROUND PAPERS**

10.1 NONE

**REPORT TO:** Executive Board Sub Committee

**DATE:** 30<sup>th</sup> June 2011

**REPORTING OFFICER:** Strategic Director, Children & Enterprise

**SUBJECT:** Advanced Level Performance System (ALPS)

**WARD(S)** Borough-wide

## 1.0 PURPOSE OF THE REPORT

1.1 To seek agreement to enter into a contract without conducting a tender exercise or seeking three written quotations in order to comply with procurement standing order 4.1 and 4.2, which places a requirement on the Council to invite quotations or tender for contracts with a value less than £50,000.

## 2.0 RECOMMENDATION: That:

- i) **under Procurement SO 1.8.2 (a) SOs 4.1 and 4.2 be waived in respect of Alkemygold Ltd for the Advanced Level Performance System (ALPS).**
- ii) **the 14-19 Divisional Manager be authorised to enter into a contract with Alkemygold Ltd as the only provider of the Advanced Level Performance System for the analysis of results for the academic year 2010/11.**

## 3.0 SUPPORTING INFORMATION

3.1 The Advanced Level Performance System (ALPS) is a nationally used Level 3 A Level and BTEC Course analysis and training package for delivering quality improvement in schools and colleges. It was developed to raise standards in education on a national scale and to engage with teachers and educational professionals to give them practical tools to achieve this.

3.2 The ALPS, provided by Alkemygold Ltd, is a unique analysis and training package because it:

- Uses a fixed benchmark over time so that schools, colleges and LAs can plot trend performance across a number of years, in addition to each academic year individually.
- Measures performance against the best 25% of schools and colleges, not against the median.
- Provides target setting software to allow for departmental and individual student targets to be set and the ability to scrutinise performance on a regular basis throughout the academic year

against the aspirational targets of performance.

- Analysis reports include key indicators that allow for analysis of breadth of study, not only attainment.

3.3 The ALPS analysis is produced on an annual basis and was funded by North West Learning & Skills Council (LSC) from 2002 to 2007. From 2008 to 2010 the LSC directed funding to purchase ALPS to Halton Local Authority (LA). During this time Halton LA has contracted directly with Alkemygold Ltd. (suppliers of ALPS) to receive the analysis.

3.4 As part of the ALPS analysis each individual subject and each provider is assessed and allocated a value added score. The score system is an integral part of the ALPS resource and not comparable to other value added scoring methods.

3.5 Halton LA has historical ALPS value added scores for Post 16 institutions and each subject area, which allows analysis of trends over time. Continuation of the use of ALPS will allow for continued analysis of the effectiveness of Post 16 Institutions' improvement plans in raising attainment for learners compared to other institutions nationally.

3.6 Post 16 institutions make valuable use of the target setting software to set challenging targets for learners and this is part of the strategies that have resulted in the increased Level 3 performance Halton has experienced. In 2010, 42.3% of Halton learners had achieved a Level 3 qualification by age 19. This is an 8.4% increase upon the 2009 recorded figure for this indicator and represents the second largest annual local authority increase.

3.7 ALPS analysis data is recognised by OFSTED as evidence of performance.

#### 4.0 **BUSINESS CASE**

##### 4.1 **Value for Money**

Since 2002 the price for ALPS is negotiated each year in respect of the number of learners in the borough compared to the previous year, and the number of reports produced. The cost for the academic year 2010/11 is £4,000 ex vat.

##### 4.2 **Transparency**

This contract will be subject to issues of confidentiality and be open to scrutiny under the Freedom of Information Act, through the internal and external audit process and through the Policy & Performance Board scrutiny arrangements.

4.3 **Propriety and Security**

Integrity clauses will be built into the contract document and only staff with a need to know will have information about the contract.

4.4 **Accountability**

This will remain with the Divisional Manager awarding the contract and the internal and external audit process.

4.5 **Position of the Contract under the Public Contracts Regulations 2006**

This contract is for an Education/Vocational service and as such is largely exempt from the 2006 regulations. The value of this contract is below the financial threshold at £4,000.

5.0 **POLICY IMPLICATIONS**

5.1 None

6.0 **FINANCIAL IMPLICATIONS**

6.1 The funding for ALPS has been identified in the 2011/12 spending plan for the 14-19 Division.

6.2 The contract is subject to annual renewal.

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

7.1 **Children & Young People in Halton**

ALPS analysis supports the LA in monitoring achievement outcomes for learners.

8.0 **RISK ANALYSIS**

8.1 NONE

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 NONE

10.0 **LIST OF BACKGROUND PAPERS**

10.1 NONE



**REPORT TO:** Executive Board Sub-Committee

**DATE:** 30<sup>th</sup> June 2011

**REPORTING OFFICER:** Strategic Director – Policy and Resources

**SUBJECT:** Discretionary Non-Domestic Rate Relief

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

## **1.0 PURPOSE OF REPORT**

1.1 The purpose of this report is for members to consider 2 applications for discretionary non-domestic rate relief, under the provisions of the Local Government Finance Act 1988.

## **2.0 RECOMMENDATIONS: That**

(1) Under the provisions of Section 47, Local Government Finance Act 1988, discretionary rate relief be granted to the following organisation at the percentage indicated, for the period from 1<sup>st</sup> April 2011 or the commencement of liability, whichever is the later, to 31<sup>st</sup> March 2013:

**Halton District Citizen Advice Bureaux Service                      20%**

(2) In respect of the following organisation, it is also recommended that they should be granted discretionary rate relief for the backdated element of the charge from 1<sup>st</sup> April 2010 or the commencement of liability, whichever is the later:

**Halton District Citizen Advice Bureaux Service                      20%**

(3) Under the provisions of Section 47, Local Government Finance Act 1988, the following application for discretionary rate relief be refused:

**National Council of Young Men's Christian                      20%**  
**Associations (Incorporated)**

## **3.0 SUPPORTING INFORMATION**

3.1 Under the provisions of Section 47 of the Local Government Finance Act 1988, the Authority is allowed to grant discretionary rate relief to organisations that are either a charity or a non-profit making

organisation. This relief may also be awarded to Community Amateur Sports Clubs. A summary of the applications follows and a list of the associated figures are attached in Appendix 1.

**Halton District Citizen Advice Bureaux Service  
Unit C10, Moor Lane Business Centre, Moor Lane, Widnes**

Halton District Citizen Advice Bureaux Service is a registered charity, operating as Halton CAB, which promotes any charitable purpose for the benefit of the community in Halton. The service liaises with other charities and voluntary bodies, to promote and assist general charitable causes.

The unit is utilised to store files used in the charity's core service of the provision of advice and advocacy to local people, which is aimed at assisting with the relief of poverty within the borough.

As a registered charity, the organisation qualifies for mandatory rate relief and has applied for discretionary rate relief. The additional relief has previously been granted for the organisation's other premises in Widnes and Runcorn.

Cost to Taxpayer (75%)    2011/12    £45.47

**National Council of Young Men's Christian Associations  
37/41 Albert Road, Widnes**

National Council of Young Men's Christian Associations is a registered charity, generally trading under the name of YMCA England. The organisation aims to transform communities, in order that all young people belong, contribute and thrive. A wide array of services is provided by the charity, including education, training, advice, accommodation and recreation.

The premises operate as a shop, which is used for the sale of donated goods to the general public, in order to raise funds for the organisation and to support their work in the community.

As a registered charity, the organisation qualifies for mandatory rate relief and has applied for discretionary rate relief. The additional relief was not awarded for similar premises, previously used by YMCA England at 73 Widnes Road, Widnes.

Cost to Taxpayer (75%)    2011/12    £ 4,514.00

**4.0 POLICY IMPLICATIONS**

4.1 Members are required by the regulations to consider each application on its own merit. Any recommendations provided are given **for**

**guidance only** and are consistent with previous decisions and Council policy.

## **5.0 OTHER IMPLICATIONS**

5.1 75% of any discretionary rate relief granted to organisations receiving mandatory rate relief must be met by the Council Taxpayer, whilst 25% must be met if mandatory rate relief has not been awarded. Appendix 1 identifies the cost to the Council Taxpayer for each application. The applicant provides education to the community, which is consistent with the Council's Corporate Plan.

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

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

YMCA England is particularly involved with young people, as part of their overall strategy.

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

YMCA England provides training and education, as part of their overall strategy.

### **6.3 A Healthy Halton**

None applicable.

### **6.4 A Safer Halton**

None applicable.

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

None applicable.

## **7.0 RISK ANALYSIS**

7.1 There are no key risks associated with the proposed action.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 The applicants offer their services to all sections of the community, without any prejudice.

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

<b>9.1 Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Application forms and supporting evidence	Kingsway House, Caldwell Road, Widnes	Phil Murphy, Business Rates Manager

**APPENDIX 1**

<b>Ratepayer</b>	<b>Address</b>	<b>Annual Rates 2011/12 £</b>	<b>Actual Rates Liability 2011/2012 £</b>	<b>Mandatory Rate Relief Awarded</b>	<b>Actual Rates Payable 2011/2012 £</b>	<b>Discretionary Rate Relief Claimed</b>	<b>Annual Cost of Relief to HBC 2011/2012 £</b>	<b>Actual Cost of Relief to HBC 2011/2012 £</b>
Halton District Citizen Advice Bureaux Service	Unit C10, Moor Lane Business Centre, Widnes	303.10	303.10	80%	60.62	20%	45.47	45.47
National Council of Young Men's Christian Associations	37/41 Albert Road, Widnes	30,093.50	30,093.50	80%	6,018.70	20%	4,514.00	4,514.00

**REPORT TO:** Executive Board Sub-Committee

**DATE:** 30<sup>th</sup> June 2011

**REPORTING OFFICER:** Strategic Director Policy & Resources

**SUBJECT:** Passenger Transport Tenders

**WARDS:** Borough-Wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To inform the Executive Board Sub Committee that transport tenders are to be publicised by The Chest. This is a report for information purposes, to comply with Procurement Standing Order Part 2.1 due to the accumulative value of the contracts projected to be in excess of £1 million.

**2.0 RECOMMENDATION: That the Executive Board Sub Committee note that transport tenders are being advertised for services on behalf of Children & Enterprise and Communities Directorates, required from September 2011.**

## **3.0 SUPPORTING INFORMATION**

3.1 The Transport Co-ordination Section are responsible for a complex range of passenger transport contracts and arrangements for vulnerable children and adults on behalf of both the Children & Enterprise and Communities Directorates. These arrangements which, if not provided by the Council's in-house fleet of passenger transport vehicles or by volunteer drivers, are required to be contracted out for a period of one to four years to external transport providers. Such providers typically include licensed taxi operators and drivers and minibus/coach companies. Where possible, however, priority is given to arranging transport for passengers on the Council's in-house fleet provision.

3.2 The Children & Enterprise and Communities Directorates are responsible for providing the transport requirements for any vulnerable passenger that needs and is entitled to assisted transport to educational establishments and adult day care facilities and community venues respectively. Transport Co-ordination are then responsible for procuring the most cost effective and practical means of transport, depending on the mobility and additional needs of each passenger.

3.3 Please see Appendix One for details of the contracts to be tendered.

## **4.0 POLICY IMPLICATIONS**

4.1 None

## **5.0 OTHER IMPLICATIONS**

### 5.1 None

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

### 6.1 Children and Young People in Halton

All of the passenger transport contracts are constantly monitored to ensure that the required level and quality of service is offered to passengers on behalf of the Children & Enterprise Directorate.

### 6.2 Employment, Learning and Skills in Halton

Some of the passenger transport contracts to be tendered are to provide accessible transport services for vulnerable young people and adults to facilities providing lifelong learning and skills.

### 6.3 A Healthy Halton

Many of the passenger transport contracts to be tendered provide essential access to a wide range of activities, to key facilities across the Borough and to out of borough establishments as required. Therefore, passenger transport indirectly helps to ensure vulnerable adults and children live a healthy and active lifestyle.

### 6.4 A Safer Halton

Where passengers are not aware and/or confident enough to travel by public transport, the transport service enables all passengers to access facilities in a safe way, ensuring that they are socially included. Travel Training is provided, where appropriate, to individuals to provide them with the skills, confidence and independence to travel by public transport.

### 6.5 Halton's Urban Renewal

There are no direct implications arising from this report.

## **7.0 RISK ANALYSIS**

7.1 Funding reductions may pose a risk to the services we are required to provide. Children & Enterprise and Communities Directorates may exert more stringent controls and criteria within their transport/travel policies and practice in order to manage reduced budgetary constraints.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 Passenger transport service contracts are constantly monitored to ensure the operation of these services embrace equality and diversity issues in line with the Equality Act.

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

9.1 None for the purposes of the Act

**Document**

**Place of Inspection**

**Contact Officer**





## APPENDIX ONE – PASSENGER TRANSPORT CONTRACTS

### PRELIMINARY ESTIMATE

FOR LOT NO.	CONTRACT NUMBER	ROUTE DESCRIPTION	ANNUAL ESTIMATED COST	MAXIMUM CONTRACT VALUE FOR 4 YEARS
Lot 1 / 6	2103B	Runcorn to Warrington Collegiate	£3,420	Will be a 1 year tender. No scope for extension. Therefore estimated value is £3,420
Lot 1 / 6	2104	Widnes to St Helens College	£2,850	Will be a 1 year tender. No scope for extension. Therefore estimated value is £2,850
Lot 1 / 5 / 6	2108	Runcorn to Royal School for the Deaf	£15,000	£60,000
Lot 1 / 6	2109A	Runcorn / Widnes to Mid-Stream	£12,000	£48,000
Lot 1	2112B	Runcorn / Widnes to Various Day Service Centres	£3,120	£12,480
Lot 1 / 5	2144B	Widnes to Various Day Services Centres	£3,360	£13,440
Lot 2	2174C	Runcorn to The Coach House	£6,240	£24,960
Lot 1	2302A	Runcorn to Chesnut Lodge Nursery	£2,850	Will be a 1 year tender. No scope for extension. Therefore estimated value is £2,850.
Lot 1	2303A	Widnes to All Saints Primary School	£1,520	Will be scope for 2 further years. Therefore estimated value is £4,560.
Lot 1	2326B	Runcorn to Wade Deacon High School	£7,220	£28,880
Lot 1	2327	Widnes to St Peter & Paul High School	£5,700	£22,800
Lot 1	2402A	Widnes / Runcorn to The Bridge School	£6,650	£19,950
Lot 1	2404B	Runcorn to Cavendish School	£5,700	£22,800
Lot 1	2405A	Runcorn to The Bridge School	£1,900	£7,600

Lot 2	2443C	Runcorn to Weston Point College	£6,650	£26,600
Lot 1	2459C	Runcorn to Halton House School	£8,550	£34,200
Lot 1	2460B	Widnes / Runcorn to Weston Point Primary School	£9,500	£38,000
Lot 1	2472A	Runcorn to Ormiston Bollingbroke Academy	£5,700	£22,800
Lot 1	2474A	Widnes to St Peter & Paul High School	£3,800	£15,200
Lot 1	2478A	Runcorn to Weston Point Primary School	£3,800	Will be scope for 1 further year. Therefore estimated value is £7,600
Lot 1	2479A	Widnes to Ditton Primary School	£1,900	Will be a 1 year tender. No scope for extension. Therefore estimated value is £1,900
Lot 1	2482A	Runcorn to Murdishaw Primary School	£4,750	Will be scope for 1 further year. Therefore estimated value is £9,500
Lot 1 / 5	2483A	Widnes to Cavendish School	£7,600	£30,400
Lot 1	2484A	Runcorn / Widnes to Simms Cross Primary School	£7,600	£30,400
Lot 1	2486A	Runcorn to Halton House School	£4,750	£19,000
Lot 1 / 5	2487A	Widnes to Brookfields School	£3,800	£15,200
Lot 1	2489A	Runcorn to Palacefields Primary School	£5,700	Will be scope for 2 further years. Therefore estimated value is £17,100
Lot 3	2492	Runcorn / Widnes to Ashley School	£14,820	£59,280
Lot 1	2601	Widnes to Newton College	£5,890	Will be a 1 year tender. No scope for extension. Therefore estimated value is £5,890
Lot 1 / 6	2603B	Runcorn to Foxwood Secondary School	£9,120	Will be scope for one further year. Therefore estimated value is £18,240
Lot 1 / 6	2608D	Widnes / Runcorn to The Russett School	£12,350	£49,400

Lot 2 / 6	2608E	Widnes / Runcorn to The Russett School	£15,200	£60,800
Lot 1 / 6	2612A	Runcorn to Bridgewater High School	£4,750	Will be a 1 year tender. No scope for extension. Therefore estimated value is £4,750
Lot 1 / 6	2658B	Runcorn / Widnes to Grappenhall Hall & Chaigeley Schools	£14,820	£59,280
Lot 1 / 6	2659	Runcorn to Grappenhall Hall School	£6,650	£26,600
Lot 1 / 6	2660	Widnes to Chaigeley School	£9,500	£38,000
Lot 1 / 6	2700C	Widnes to Peterhouse School	£12,350	£49,400
Lot 1 / 6	2705A	Runcorn to Royal School for the Blind	£10,260	£41,040
Lot 1 / 6	2709A	Widnes to Pontville School	£13,300	£53,200
Lot 1 / 6	2710A	Runcorn / Widnes to Red Balloon Learner Centre	£12,350	£49,400
Lot 1 / 6	2719	Runcorn to Broadgreen Comprehensive School	£8,550	£34,200
Lot 1 / 6	2730C	Runcorn to Lakeside School	£9,500	Will be a 1 year tender. No scope for extension. Therefore estimated value is £9,500
Lot 4 / 6	21001	Runcorn to Sir Thomas Boteler C of E High School	£22,800	£91,200
Lot 4 / 6	21009	Runcorn to Bishops C of E School	£30,400	£121,600
Lot 4 / 6	21020	Runcorn to Bridgewater High School	£15,200	£60,800