

Public Document Pack



Executive Board

Thursday, 28 March 2013 2.00 p.m.
The Boardroom, 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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1. MINUTES	
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
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*Please contact Angela Scott on 0151 511 8670 or
Angela.scott@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 23 May 2013*

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10. SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985	
<p style="text-align: center;">PART II</p> <p>In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.</p>	
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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:	Executive Board
DATE:	28 th March 2013
REPORTING OFFICER:	Strategic Director, Children and Enterprise
PORTFOLIO:	Children, Young People and Families
SUBJECT:	Pupil Referral Unit Delegated Budgets and drivers for change
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 This report provides a summary of the effects of the School Funding Reform on the two Pupil Referral Units in the borough and seeks permission from the Executive Board to consult on the amalgamation of the two Pupil Referral Units (PRUs) in Halton.

2.0 **RECOMMENDATION: That**

- 1) **Executive Board gives approval, as a basis for consultation, to the amalgamation of the Key Stage 3 and Key Stage 4 PRUs, bringing existing Key Stage 4 staff and provision under the leadership of the Key Stage 3 PRU with effect from 1st September 2013; and**
- 2) **Officers report back to Executive Board after the consultation has taken place.**

3.0 **SUPPORTING INFORMATION**

- 3.1 Halton has two PRUs in the borough providing education to pupils excluded from mainstream schools. There is a Key Stage 3 PRU for pupils from the age of 11 to 14 years old and a Key Stage 4 PRU for pupils from the age of 14 to 16 years old. The Key Stage 3 PRU is known as The Bridge School and has places for 20 pupils. The Key Stage 4 PRU is known as the KS4 Gateway and has places for 40 pupils. Both PRUs are located within the same building on Astmoor Industrial Estate.
- 3.2 The management structure of both PRUs includes one Management Committee that governs both PRUs together and a Head teacher for each individual PRU.
- 3.3 As part of the School Funding Reform the Local Authority (LA) is

charged with putting in place arrangements for PRUs to have delegated budgets by April 2013. Amendments to regulations relating to Management Committees are in place to take effect from April 2013 to allow Management Committees to have the delegated powers necessary.

- 3.4 From 1 April 2013, the responsibility for decisions about the recruitment and management of staff (including appointing, appraising, suspending or dismissing members of staff) will sit with the management committee of a PRU, rather than the local authority. The local authority will remain the employer of staff in PRUs and will continue to be responsible for agreeing pay and conditions.
- 3.5 The funding of PRUs is also changing as a result of the School Funding Reform, moving to what is known as Place-Plus Funding.
- 3.6 PRUs currently receive a lump sum of money from the LA's Dedicated Schools Grant (DSG) funding. From April 2013 instead of receiving one lump sum the PRUs will receive base funding at the start of the financial year and then additional top up funding for each pupil as they enter the PRU. Both types of funding come from the LA High Needs Block.
- 3.7 Base funding has been set at £8,000 per pupil by the Department for Education (DfE). Top up funding rate is agreed with the LA at the beginning of a financial year.
- 3.8 Within the KS4 Gateway the Head teacher, the teacher with TLR points and a teaching assistant have recently left their posts to progress to other opportunities. Taking these vacancies into consideration along with the School Funding Reform and move to Place-Plus Funding for PRUs the PRU Management Committee support the opportunity to re-evaluate the structure of both PRUs.
- 3.9 The Management Committee support the proposal to amalgamate both PRUs by bringing them under the direction of one Leadership and Management Team. This would have many benefits including:
 - Ability to achieve a smoother transition and consistency for pupils from KS3 to KS4 under one Leadership and Management Team
 - One Leadership and Management Team for parents and pupils who attend the PRU to work and communicate with
 - A clearly defined management structure governed by the Management Committee to ensure high quality provision across both key stages
 - Allowing a rationalisation of current responsibility roles, such as SENCO and Heads of Curriculum areas

- A formal recognition of the sharing of rooms, resources and staff that is already happening across both PRUs
- Developing a more sustainable structure by securing efficiencies in terms of administrative work and Service Level Agreements for other PRU support e.g. Human Resources, Payroll, Legal, SIMS, IT support, School Meals, Financial Management
- Achieving better value for money
- Greater career progression opportunities for staff

3.10 The proposal is to bring existing KS4 Gateway staff and provision under the leadership and management of The Bridge School and to cease the KS4 Gateway as a distinct PRU. This is known to the DfE as an amalgamation of existing provision. A PRU is not subject to School Organisation Legislation and for this method of amalgamation there is no requirement to complete statutory consultation under the school's legislation.

3.11 In order to comply with the Public Sector Equality Duty it is intended to consult stakeholders including users and their parents, staff, unions, providers and groups representing the protected characteristics as defined in the Equality Act 2010. A period of 4 weeks is considered appropriate to complete genuine consultation.

3.12 Subject to approval to consult given by the Executive Board on the 28th March 2013 this consultation period will begin in April 2013, with responses received reported back to the Executive Board in June 2013.

3.13 Due to the shared arrangements between Halton Borough Council and Cheshire West and Chester Local Authorities collaborative work will take place with Cheshire West and Chester to benefit from their experience developing a high performing pupil referral unit.

4.0 **POLICY IMPLICATIONS**

4.1 The Local Authority has a statutory duty to arrange education for pupils who, because of exclusion or other reasons, would not otherwise receive suitable education.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 The amalgamation of the PRUs as one school allows for cost efficiencies to be secured in terms of Leadership and Management roles, administrative work and Service Level Agreements for other PRU support e.g. Human Resources, Payroll, Legal, SIMS, IT support, School Meals, Financial Management. This will allow the PRU Management Committee to achieve better value for money.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

The amalgamation of both PRUs will allow the PRU Management Committee to work within a clearly defined management structure to ensure high quality provision across both key stages, increasing their ability to provide a positive experience for pupils and their parents.

6.2 Employment, Learning & Skills in Halton

Progression to further education or training post 16 years old is a key priority for work with pupils attending the PRUs. The amalgamation of both PRUs allows the PRU Management Committee to provide consistent Information, Advice and Guidance across each year group to support pupils' plans for progression.

6.3 A Healthy Halton

The amalgamation of both PRUs allows for smoother integration of multi-agency working throughout all year groups.

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

7.1 The funding of PRUs through the Place-plus funding model from April 2013 does bring uncertainty to the future funding amount PRUs will receive according to pupil number. Failure to achieve cost efficiencies and best value could result in individual PRUs becoming unsustainable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The amalgamation of both PRUs ensures an inclusive and coherent approach to managing the behaviour of pupils who have been excluded from mainstream schools.

9.0 REASON(S) FOR DECISION

The implications of the School Funding Reform on PRUs and the current vacancies at the Key Stage 4 Gateway provide an opportunity to achieve greater consistency and better value for

money by amalgamating both PRUs.

10.0 **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Maintaining two PRUs but putting in place one leadership structure across both PRUs – this option was rejected as whilst remaining as two PRUs there is limited cost efficiencies that can be achieved, e.g. each PRU would have to purchase their own Service Level Agreements.

11.0 **IMPLEMENTATION DATE**

1st September 2013.

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

Document	Place of Inspection	Contact Officer
School Funding Reform – Arrangements for 2013-14	Rutland House	Simon Clough

REPORT TO:	Executive Board
DATE:	28 th March 2013
REPORTING OFFICER:	Strategic Director – Children & Enterprise
PORTFOLIO:	Children, Young People and Families
SUBJECT:	School Admission Arrangements 2014
WARDS:	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 This report fulfils the Local Authority's statutory requirement to consult upon and then determine Halton's School Admissions Policy for Local Authority maintained community and voluntary controlled schools, and co-ordinated admission schemes for all primary and secondary schools, for the September 2014 intake.

- 2.0 RECOMMENDATION: That the Board approves the attached School Admissions Policy, Admission Arrangements and co-ordinated schemes for admission to primary and secondary schools for the 2014/15 academic year, which remain unchanged from the arrangements agreed by the Board for 2013/14.**

3.0 SUPPORTING INFORMATION

- 3.1 In January 2013 Halton Local Authority issued a statutorily required consultation paper on the proposed admission arrangements and co-ordinated admission schemes for the September 2014 intake (attached as Appendix 1). Details of the consultation were widely published and made available on the Council's website. The proposed arrangements were also issued via the Strategic Director's Spring Term 2013 Report to Governors, and sent to the four Diocesan Authorities responsible for voluntary aided schools in Halton, and to neighbouring authorities.
- 3.2 The consultation ran from 2nd January 2013 until 27th February 2013 and proposed no changes to the current oversubscription criteria for admission to Local Authority maintained community and voluntary controlled primary schools, and no change to the current oversubscription criteria for admission to Local Authority maintained community secondary schools. Three responses to the consultation were received: One from The Bankfield supporting the arrangements, one from Wade Deacon High School requesting alternative admissions criteria be implemented, and one from Oakfield Primary School requesting an increase in their Published Admission Number from 40 to 45. The responses are attached as Appendix 3. The request from Wade Deacon was that the zoning arrangements for Widnes High

Schools (The Bankfield and Wade Deacon) be disbanded and replaced with the previously operated oversubscription criteria of criteria 1) Children in Public Care, Criteria 2) Siblings, Criteria 3) Distance.

- 3.3 Members will recall that the proposal to introduce zoning arrangements in Widnes arose from the extensive public consultation exercise undertaken by the Local Authority in regard to closing Fairfield High School and expanding Wade Deacon High School as part of the School Organisation process, thereby ensuring that those residents in the east of Widnes (previously served by Fairfield High School) did not have to pass two secondary schools to access educational provision in the west of Widnes (the zoning arrangements are attached as Appendix 2). The Local Authority would not wish to return to the previously operated system but the proposal by Wade Deacon is included for Members to consider.
- 3.4 The consultation advised that there would be no individual response to any submission made, but any responses submitted would be considered by the Council's Executive Board.
- 3.5 There are a number of points raised within the consultation response from Wade Deacon and the points raised are addressed below:
- The concept of catchment zones does not go against the spirit of the School Admissions Code. Catchment zones are recognised within the Code as a fair and commonly used oversubscription criteria. When determining the zones, the Local Authority consulted widely upon the proposed arrangements and officers worked closely with elected members to ensure that the zones reflected the diversity of the community served by the schools.
 - The Local Authority sought confirmation from central government that operating catchment zones in Widnes and a different set of oversubscription criteria in Runcorn was permitted, and this was confirmed, providing that the admission authority consulted upon its proposals which Halton did extensively (and received commendation from the Department on its extensive consultation in this regard).
 - Parents across Halton have the opportunity to express up to three school preferences regardless of whether they live within or outside of a particular school's catchment zone. For clarification, parents/carers in any authority do not have the right to simply choose a school, what they do have is the choice to express a preference for a school, following which their preferences are assessed against the relevant criteria, and Halton's arrangements allow for this. The attached Co-ordinated Secondary Scheme confirms to parents that they are not guaranteed a place at the school within whose catchment

area they reside, and along with all other parents/carers in Halton they are required to complete a preference form which allows them to express up to three preferences.

- 3.6 With regard to the request from Oakfield Primary School to increase their Published Admission Number from 40 to 45, the Local Authority is the admission authority for this school and pupil numbers at the School do not indicate that an increase is required. The Local Authority will continue to monitor pupil numbers at the School and if an increase is required, this will be considered at that time.
- 3.7 The Local Authority as commissioner of school places must ensure that the admission arrangements are fair, clear and objective, and fully comply with all statutory requirements. The arrangements currently in operation and proposed for continuation for the 2014/15 academic year reflect those requirements.

4.0 POLICY IMPLICATIONS

- 4.1 The Admissions Policy has been drawn up to maximize parental preference for Halton Local Authority maintained community and voluntary controlled schools, and responds to the parental representations made at the time of the initial School Organisation and Building Schools for the Future consultations. The oversubscription criteria contained within the Policy reflect the criteria which are considered good practice and acceptable by the Department for Education.
- 4.2 The continued use of catchment zones for Widnes secondary schools does not remove the right of parents/carers to express a preference for any school. Parents/carers must complete an application form regardless of which catchment zone they live in, which allows them the opportunity to express a preference for any school. If the school of preference is undersubscribed then all applications will be successful. If the school is oversubscribed then the oversubscription criteria will be applied and places allocated in accordance with the criteria.

5.0 OTHER IMPLICATIONS

- 5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The proposed policy complies with statutory requirements in ensuring that the admission arrangements are fair and do not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with disability or special educational needs, thereby ensuring that

the educational provision for children & young people in the borough is inclusive and accessible.

6.2 Employment, Learning and Skills in Halton

Educational achievement is critical to the life chances of all children in the borough and the School Admissions Policy detailing school admission arrangements in Halton underpins the requirement to promote fair access to educational opportunity.

6.3 A Healthy Halton

The School Admissions Policy is aligned to the Council's Sustainable School Travel Policy which promotes and supports measures that encourage local communities to use environmentally sustainable forms of travel, especially walking, cycling, and public transport.

6.4 A Safer Halton

The alignment of the School Admissions Policy and the Sustainable School Travel Policy promotes the safe travel and transfer of pupils to school.

6.5 Halton's Urban Renewal

The proposed admissions policy reflects the school reorganisation programme intended to ensure that 21st century provision is in place across both the primary and secondary sectors.

7.0 RISK ANALYSIS

- 7.1 The admission arrangements and co-ordinated schemes are proposed to maximise parental preference for Halton schools. Any amendment to the current arrangements at this time may reduce parental preference and lead to an increased number of admission appeals, adversely affecting the intake at some schools. Furthermore, any amendments may affect the Local Authority's School Organisation planning.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 The proposed admission arrangements reflect any requirements of the Equality Act 2010.

9.0 REASON(S) FOR DECISION

- 9.1 The decision is statutorily required and any revision to the proposed arrangements may adversely affect school place planning as detailed in 7.1 above.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 Other options considered and rejected include the allocation of places through random allocation (lottery) as this method could be seen as arbitrary and random.

11.0 IMPLEMENTATION DATE

11.1 The Policy applies for the September 2014 academic intake.

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

Document	Place of Inspection	Contact Officer
School Admissions Code	Children & Young People's Directorate	Martin West
School Standards & Framework Act 1998	Children & Young People's Directorate	Martin West
Education Act 2002	Children & Young People's Directorate	Martin West
Education & Inspections Act 2006	Children & Young People's Directorate	Martin West



**HALTON LOCAL AUTHORITY
SCHEME FOR THE CO-ORDINATION OF ADMISSION
ARRANGEMENTS FOR SECONDARY SCHOOLS –
2014/15 ACADEMIC YEAR**

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools in September 2014.
- 2.0** Halton Local Authority is required to consult on its proposed admission arrangements and oversubscription criteria for community schools and determine a co-ordinated scheme which applies to all schools in the authority's area for the September 2014 intake.
- 3.0** The Scheme will apply to the following schools (the proposed published admission number detailed in brackets):

The Bankfield (190)	Community
The Grange (180)	Community
Wade Deacon High School (300)	Proposed Academy*
The Heath (240)	Academy
Ormiston Bolingbroke (180)	Academy
St Chad's Catholic & Church of England (190)	Voluntary Aided
Joint Faith Voluntary Aided High School	
Saints Peter & Paul Catholic College (289)	Voluntary Aided
Sandymoor School (90)	Free School

*Wade Deacon High School is due to convert to Academy status in 2013. However, as the Academy conversion has not yet occurred, the school is currently a community school and cannot consult upon their own admission arrangements for the 2014 intake. Therefore the LA remains responsible for consulting on the proposed arrangements for admission to the school in September 2014.

Halton Local Authority (LA) is the Admission Authority for community high schools. Each Academy School (including Free Schools) has a Trust who is responsible for determining the admission arrangements for its school. The Governing Bodies of the Voluntary Aided Schools are the admission authorities for these schools. Academy Trusts and

Governing Bodies of Voluntary Aided Schools are required to undertake their own consultation regarding admission arrangements.

- 4.0** From September 2013 Halton residents will be given the opportunity to complete a common preference form and express a preference, with reasons, for up to 3 secondary schools using this form for a school place in September 2014. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the DfE School Admissions Code. This form will also be available on-line and parents/carers are encouraged to apply for a school place via the Halton Borough Council website at www.halton.gov.uk. Parents/carers should only complete one application form and preferences may include Halton schools and schools maintained by other LAs.
- 5.0** Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided, academy and free schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. All admission authorities must operate an Equal Preference Scheme. Within an equal preference scheme all preferences are considered against each school's published admission criteria. After all preferences have been considered, if only one school named on the preference form can offer a place, the LA will send out an offer of a place. If more than one school can offer a place, parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the oversubscription criteria.
- 6.0 APPLYING FOR A SECONDARY SCHOOL PLACE FOR SEPTEMBER 2014**
- 6.1** Halton LA publishes an "Admission to Secondary School" booklet (a Composite Prospectus). The preference form will be contained within this booklet and the booklet will be issued to all year 6 pupils attending Halton Primary Schools and Halton resident pupils who attend schools in other LAs, and will be available at the Halton Direct Link Offices, Halton Libraries, on line via the council's website, and from the Child Place Planning Team. The booklet will be issued at the start of the Autumn Term, **September 2013**, and the on-line form will be available at the same time.
- 6.2** The preference form will seek three preferences in ranked order (regardless of which LA the school preferences are for). Forms, either on-line submissions or hard copy, must be returned no later than **Thursday 31st October 2013**. Halton residents whose children attend primary schools in other authorities must return the form direct to

Halton LA no later than **31st October 2013**. On-line forms must also be submitted by this date.

- 6.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring LAs but **must** complete their preferences on the Halton form. Halton LA will work with its neighbouring authorities: Cheshire West and Chester, Warrington, Liverpool, Knowsley, and St Helen's, together with any other admission authority where a parent has applied for a school place.
- 6.4** On-Line Admissions: LAs are required to have a facility for parents to apply on-line for a secondary school place. This facility is in place for Halton residents via Halton Borough Council's website at www.halton.gov.uk and on-line applications will be dealt with along with all other applications.
- 6.5** Halton LA will record all preferences on the admissions database, including those received from neighbouring LAs whose children are seeking a place at a Halton School and will forward, week beginning **18th November 2013**, details of all first, second, and third preferences for admission to aided schools, for consideration in accordance with their published admission criteria.
- 6.6** The governing bodies of Voluntary aided schools should note that they must treat first, second, and third preferences equally against their admission criteria and **must** place in ranked order, against their criteria, the details of all pupils applying to their school, and must return the ranked list to the Child Place Planning Team by Friday 13th December 2013.
- 6.7** When all preferences have been considered Halton LA will notify Halton residents of their child's allocated school, regardless of whether the school is a Halton school, or a school in a neighbouring LA. These notification letters will be sent on **Monday 3rd March 2014** together with details of the appeal process if applicable (national allocation day is usually 1st March, but as this falls on a Saturday regulations allow for allocations to be communicated on the next working day).

7.0 OVERSUBSCRIPTION CRITERIA

- 7.1** For admission to The Bankfield secondary school and Wade Deacon High School in Widnes for the September 2014 intake, if the Schools become oversubscribed places will be allocated in accordance with the following criteria:

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

- 2) Children who are resident within the designated catchment zone of the school (see map attached as Appendix A)
- 3) Siblings - pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 4) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil

Parents living within a particular catchment zone are not necessarily guaranteed a place at the school within the catchment zone. Generally there are sufficient places for all children living in a school's catchment zone. However, parents must still complete their home LA's preference form and express a preference (or preferences) along with all other parents. If the school is oversubscribed then the criteria detailed above will be applied. Parents may express a preference for a school other than their catchment school, but must do so on their home LA's preference form.

7.2 For admission to The Grange in Runcorn (a community all through school), as this is an all through school, pupils already attending The Grange in year 6 will automatically transfer to year 7 in the School and children will not be required to complete a preference form. The remaining places will then be allocated in accordance with the following criteria:

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Siblings - pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 3) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil

7.3 For admission to community schools in both Widnes and Runcorn the following notes apply:

- a) Children who have a statement of special educational needs will be allocated a place at the school named in the statement. If this happens

this will reduce the number of places available within any of the oversubscription criteria detailed above.

b) If oversubscription occurs within any one of the above criteria, places will be allocated on distance grounds as described within the distance criteria above.

c) Where applications are received for twins, triplets etc, the LA will apply the oversubscription criteria and will oversubscribe the school if a family would otherwise be separated.

d) The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent address. Where a child lives with parents with shared responsibility, the LA will use the address of the person receiving Child Benefit for allocation purposes. Parents may be required to submit evidence of Child Benefit upon request from the LA. It may be necessary for the Council to carry out checks that the address given is genuine and parents may be requested to produce further documentary evidence of the child's address. The above criteria will apply without reference to the Halton Borough Council boundary.

e) Where applications are received from families of UK Service personnel and other Crown servants, school places will be allocated to children in advance of the approaching school year if accompanied by an official MOD, FCO or GCHQ letter declaring a return date with full address details and providing they would meet the criteria when they return to the UK.

f) If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect the parent's rights to appeal for a place at the school(s) they have been refused.

8.0 EARLY AGE TRANSFER TO SECONDARY SCHOOL

Children of exceptional ability and maturity can be considered for transfer to secondary schools one year earlier than normal. It is the responsibility of the Head teachers of primary/junior schools to put forward the names of any pupils whom they consider are physically, intellectually, and emotionally suitable to benefit from such a transfer, and who might be educationally disadvantaged by remaining in the primary sector for a further year. However, as a first step, head teachers will discuss possible candidates with parents, the school's link adviser, and the Educational Psychologist. Parents who consider that

early transfer might benefit their child should discuss this with the head teacher.

9.0 LATE APPLICATIONS FOR HALTON SECONDARY SCHOOLS

Late applications for places at Halton Local Authority maintained community schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 14 below.

If parents are making a late application to a voluntary aided school the school will advise how this will be dealt with.

10.0 CHANGE OF PREFERENCE

If parents decide to change their preference after the closing date they will need to complete another preference form. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list.

11.0 CHANGE OF ADDRESS

If a pupil moves house after the closing date of 31st October 2013 parents must notify the LA and request a new preference form. This form must be completed and returned to the LA immediately. If there is a place available at the school of preference a place will be offered. If the year group is oversubscribed then parents will be offered the right of appeal and any other preferences will be considered. The child will also be placed on the waiting list. The LA will require documentary evidence to confirm a change of address.

12.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE

Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

13.0 WAITING LISTS

Waiting lists will be held for oversubscribed LA Maintained Community Secondary Schools. The waiting list will comprise of those pupils

refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

14.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred LA maintained community, voluntary aided, trust, academy or Free schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. The Chairman of the appeal panel will be a lay-person having no connection with the LA. Other members of the panel will be suitably experienced persons. The decisions of independent appeals panels are binding on the LA and on the school's governing body.

Applications for admission to Aided Church schools, Trust and Academy schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

15.0 SCHOOLS WITH SIXTH FORMS

Each school with a sixth form **must** include in its consultation paper the arrangements they propose to use to allocate places in Year 12. It is not intended that the LA will co-ordinate admissions to sixth form, therefore applications must be sent to the relevant admission authority (i.e. the school) for consideration. Parents and children above compulsory school age have the right to make separate applications for more than one school.

Each school **must** set an admission number for its sixth form, and should say in its published information what the anticipated sixth form capacity will be. However, the published admission number **must** only relate to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted. It is not necessary for children already in the school to apply formally for places in year 12, but the admission arrangements **must** give details of any entry requirements.

Children in care **must** be given be given highest priority within the criteria, schools **must not** interview children or their families for entry to year 12, although meetings can be held to provide advice on options and entry requirements. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Where the admission authority has not admitted up to its PAN it cannot refuse to admit applicants who have met the minimum entry. Any other applicant refused must be given the right of appeal to an independent appeal panel.

TIMETABLE FOR SEPTEMBER 2014 SECONDARY ADMISSIONS

SEPTEMBER 2013 – APPLICATION PROCESS COMMENCES

31ST OCTOBER 2013 CLOSING DATE FOR RECEIPT OF APPLICATIONS

18TH NOVEMBER 2013 LA PROVIDES DETAILS OF ALL 1ST 2ND AND 3RD PREFERENCES TO VA SCHOOLS

BETWEEN 18TH NOVEMBER AND 13TH DECEMBER 2013 ADMISSION COMMITTEES OF OWN AUTHORITY SCHOOLS MUST MEET TO CONSIDER ALL APPLICATIONS (IF APPLICABLE)

NO LATER THAN 13TH DECEMBER 2013 OWN AUTHORITY SCHOOLS MUST HAVE RANKED ALL APPLICATIONS IN CRITERIA ORDER & SUBMITTED THIS LIST TO THE LA, FOLLOWING WHICH INTER-LA EXCHANGE OF DATA WILL ALSO OCCUR

3RD MARCH 2014 LA WRITES OUT TO ALL HALTON RESIDENTS SEEKING A PLACE AT A SECONDARY SCHOOL WITH THE OUTCOME OF ALLOCATION

MONDAY 24TH MARCH 2014 APPEALS TO BE LODGED WITH THE LA MAINTAINING THE SCHOOL



HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS – 2014/15 ACADEMIC YEAR

- 1.0 This document is intended to fulfil the statutory requirements for admissions into reception class in maintained infant and primary schools.
- 2.0 This Co-ordinated Primary Scheme applies to all those schools detailed on pages 16 and 17 of this document. Halton Borough Council (as the Local Authority - LA) is the Admission Authority for all community and voluntary controlled schools, and the Governing Body of each voluntary aided or academy school is the admission authority for the school.
- 3.0 Parents/carers **must** complete their home LA's preference form, therefore if a non-Halton resident is seeking admission to a Halton school, (or vice-versa) they must complete their own authority's form which will then be forwarded to the relevant authority and LAs will then share any cross border applications for consideration.
- 4.0 Halton residents will be required to complete a Halton preference form and will be given the opportunity to express a preference, with reasons, for up to 3 primary schools regardless of which authority the school is in. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the School Admissions Code. This form will also be available on-line and parents are encouraged to apply for a school place via the Halton Borough Council website at www.halton.gov.uk.
- 5.0 Where a Voluntary Aided School requires supporting information e.g. asking for a reference from a priest or other religious minister for a faith school, or details of baptism etc parents may be required to complete a supplementary form and VA schools **must** inform parents of their requirements within their school's published admission arrangements.
- 6.0 Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided and academy schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the Code. In Halton, as statutorily required, an Equal Preference Scheme is operated. Within

the equal preference scheme all preferences are considered equally against each school's published admission criteria. After all preferences have been considered if only one school named on the preference form can offer a place the maintaining LA will send out an offer of a place. If more than one school can offer a place parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the relevant oversubscription criteria.

7.0 Admission authorities **must** provide for the admission of all children in the September following their fourth birthday and parents are allowed to request that the date their child is admitted to the school is deferred until the child reaches compulsory school age in that school year. In Halton this already happens. Parents can request their child attends part-time until the child reaches compulsory school age and admission authorities **must** accommodate these requests where it appears to be in the best interest of the child.

7.1 As recommended in the School Admissions Code the LA will allow parents/carers to defer their child's entry to school until the child is of compulsory school age, providing the parent applies, is offered, and accepts the place within the normal admissions timetable, and the place is taken up within the same academic year. It should be noted that if a child is presently attending a nursery class/early years setting they do not have an automatic right to transfer to the primary school to which the nursery/early years setting is attached (the only exception being The Grange School which is an all-through school). Parents/carers are required to indicate a preference for a primary school along with all other parents/carers. The same applies for children who already have siblings already at a particular school, parents/carers must complete a preference form along with all other parents.

8.0 APPLYING FOR A PRIMARY SCHOOL PLACE FOR SEPTEMBER 2014

8.1 Halton LA publishes an "Admission to Primary School" booklet (a Composite Prospectus). The preference form will be contained within this booklet and the booklet will be issued to all Halton Primary Schools and will be available at Halton Direct Link Offices, Halton Libraries, on line via the council's website, and upon request from the Child Place Planning Team. The booklet will be issued in **September 2013** and the on-line form will be available at the same time.

8.2 The preference form will seek three preferences in ranked order. If the form is being returned by post it should be returned to the Child Place Planning Team within the Children & Enterprise Directorate, parents may hand deliver their preference forms to the 4 Halton Direct Link Offices in Runcorn and Widnes. All forms must be submitted no later

than **Wednesday 15th January 2014**. On-line forms must also be completed by this date. This closing date is a statutorily set closing date.

- 8.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring local authorities but **must** complete their preferences on their home LA form.
- 8.4** The Child Place Planning Team will load all preferences onto the database including those received from neighbouring LAs (inter-LA exchange to take place **Monday 3rd February 2014**). Halton LA will then forward all application details, regardless of whether they are first, second and third preferences to all Voluntary Aided schools where admission is being sought, on **Monday 17th February 2014**. The Admissions Committee of those governing bodies **must** meet and place in ranked order against their criteria the details of all pupils applying to their school. Governing bodies must treat first, second, and third preferences equally against their admissions criteria. Voluntary Aided schools **must** then notify the Child Place Planning Team by **Friday 7th March 2014** all pupils' details in ranked order against their criteria.
- 8.5** The LA will then undertake a final data exchange with neighbouring LAs to ensure that all children have an allocated school on **Friday 28th March 2014**.
- 8.6** When all preferences have been considered and allocations finalised, Halton LA will write out to all Halton residents advising on their allocated school regardless of whether the school is a Halton school or a school in a neighbouring LA. This notification letter will be sent on **Wednesday 16th April 2014**, together with details of the appeal process if applicable. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carer then it is assumed the place has been accepted.
- 8.7** Parents will have until **Wednesday 7th May 2014** to lodge any appeals with the LA.

9.0 OVERSUBSCRIPTION CRITERIA

9.1 If a Halton community or voluntary controlled school becomes oversubscribed, places will be allocated in accordance with the following criteria:

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

- 2) Siblings – pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 3) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight-line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil.

For admission to community and voluntary controlled schools the following notes apply:

a) Children who have a statement of special educational needs will be allocated a place at the school named in the statement. Where a child with a statement is allocated a place this will reduce the number of remaining places available to allocate within the above oversubscription criteria.

b) If oversubscription occurs within any one of the above criteria 1-3, places will be allocated on distance grounds as described within the distance criteria (3) above.

c) Where applications are received for twins, triplets etc, the LA will apply the oversubscription criteria and will oversubscribe the school if a family would otherwise be separated.

d) The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent home address. Where a child lives with parents with shared responsibility the LA will use the address of the person receiving Child Benefit for allocation purposes. Parents may be required to submit evidence of Child Benefit upon request from the LA. It may also be necessary for the Council to carry out checks that the address given is genuine and parents may be requested to produce further documentary evidence of the child's address. The above criteria will apply without reference to the Halton Borough Council boundary.

e) Where applications are received from families of UK Service personnel and other Crown servants, school places will be allocated to children in advance of the approaching school year if accompanied by an official MOD, FCO or GCHQ letter declaring a return date with full address details and providing they would meet the criteria when they return to the UK.

f) If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not

affect parent's rights to appeal for a place at the school(s) they have been refused.

9.2 THE GRANGE ALL THROUGH COMMUNITY SCHOOL

The Grange is a designated all through community school, therefore children enrolled in the nursery at the closing date will automatically transfer from the nursery to infants, infants to juniors, and juniors to secondary within The Grange. Following the transfer of those children from the nursery to reception class the remaining places will be allocated in accordance with the admissions criteria as detailed in paragraph 9.1 above. If a child is enrolled to the nursery after the primary closing date, and allocations have been made and the school is full, the child will be placed on the waiting list.

10.0 LATE APPLICATIONS FOR HALTON PRIMARY SCHOOLS

Late applications for places at Halton Local Authority maintained community and voluntary controlled schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 15 below.

If parents are making a late application to a voluntary aided school or academy the school will advise how this will be dealt with.

11.0 CHANGE OF PREFERENCE

If parents decide to change their preference after the closing date they will need to request and complete another preference form. The on-line facility will not be available after the closing date. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list as detailed in paragraph 14 below.

12.0 CHANGE OF ADDRESS

If a pupil moves house after the closing date parents/carers **must** notify the LA and request a new preference form. The preference form must be completed and returned to the LA immediately. If there is a place available at the school of preference a place will be offered. If the year group is oversubscribed then parents will be offered the right of appeal and any other preferences will be considered. The child will also be placed on the waiting list. The Local Authority will require documentary evidence to confirm a change of address.

13.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE

Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

14.0 WAITING LISTS

The LA will maintain waiting lists for oversubscribed community and voluntary controlled primary schools. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year application process will be applied.

15.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred community, voluntary controlled, voluntary aided trust or academy schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. The Chairman of the appeal panel will be a lay-person having no connection with the LA. Other members of the panel will be suitably experienced persons.

Parents should note that the law requires that no 5, 6, or 7 year old in an infant class should be in a class of more than 30 pupils. Parents will have a right of appeal but an appeal panel can only uphold this appeal if it is satisfied that:

- a) the child would have been offered a place if the admission arrangements had been properly implemented,
- b) the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards & Framework Act 1998; and/or

- c) the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

The decisions of independent appeals panels are binding on the LA and on the school's governing body.

Applications for admission to Aided Church schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

16.0 SCHOOLS TO WHICH THIS SCHEME APPLIES:

The LA as commissioner of school places is continually reviewing and monitoring the number of places available against projected pupil numbers and updates head teachers accordingly. It is possible that occasionally, there may be certain geographical areas within the borough where demand for places is higher than the actual number of places available, and the LA will, in discussion with the school, give consideration to admitting above a school's Published Admission Number (PAN). Admitting above a school's PAN will only be agreed between the school and the LA where it is confirmed that to do so will not affect the school in the longer term and will not have a detrimental effect on neighbouring schools and providing it does not breach infant class size legislation.

The figure in brackets denotes the school's proposed Published Admission Number for 2014 but may alter as a result of any school reorganisation.

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS TO WHICH THIS SCHEME APPLIES:

All Saints Upton C E Voluntary Controlled Primary (30)
Astmoor Primary (25)
Beechwood Primary (15)
Brookvale Primary (40)
Castleview Primary (20)
Daresbury Primary (15)
Ditton Primary (60)
Fairfield Infant (80)
Farnworth C E Voluntary Controlled Primary (56)
Gorsewood Primary (30)
Hale C E Voluntary Controlled Primary (25)
Halebank C E Voluntary Controlled Primary (15)
Hallwood Park Primary (25)
Halton Lodge Primary (30)
Hillview Primary (30)

Lunts Heath Primary (50)
Moore Primary (30)
Moorfield Primary (45)
Murdishaw West Community Primary (30)
Oakfield Community Primary (40)
Pewithall Primary (30)
Simms Cross Primary (40)
Spinney Avenue C E Voluntary Controlled Primary (30)
The Brow Community Primary (25)
The Park Primary (20)
Victoria Road Primary (40)
West Bank Primary (30)
Westfield Primary (25)
Weston Primary (20)
Weston Point Primary (20)
Windmill Hill Primary (25)
Woodside Primary (30)

ALL THROUGH COMMUNITY SCHOOLS TO WHICH THIS SCHEME APPLIES:

The Grange (60)

VOLUNTARY AIDED SCHOOLS TO WHICH THIS SCHEME APPLIES:

CHURCH OF ENGLAND:

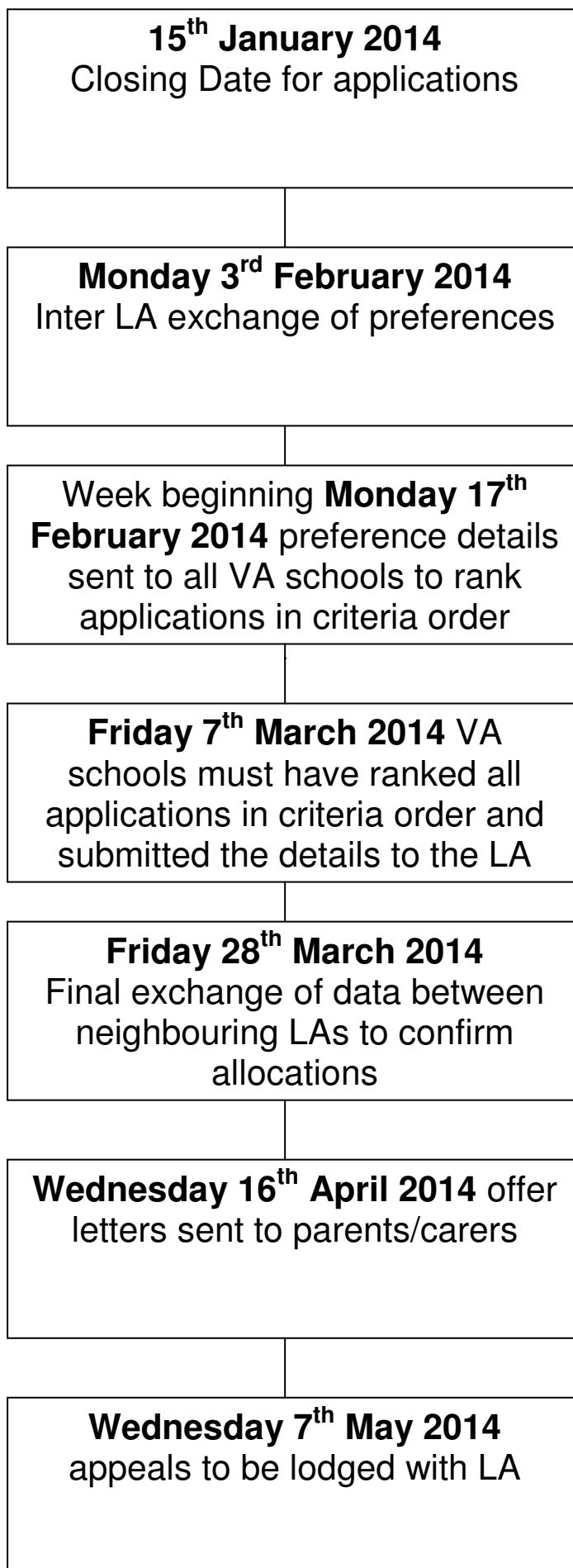
Runcorn All Saints' CE Aided Primary (20)
St Berteline's CE Aided Primary (43)
St Mary's CE Aided Primary (35)

CATHOLIC:

Our Lady Mother of the Saviour Catholic Primary (30)
Our Lady of Perpetual Succour Catholic Primary (30)
St Augustine's Catholic Primary (15)
St Basil's Catholic Primary (60)
St Bede's Catholic Infant (75)
St Bede's Catholic Junior (75)
St Clement's Catholic Primary (30)
St Edward's Catholic Primary (20)
St Gerard's Roman Catholic Primary & Nursery (25)
St John Fisher Catholic Primary (30)
St Martin's Catholic Primary School (30)
St Michael's Catholic Primary (30)
The Holy Spirit Catholic Primary (20)

ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:

Palace Fields (40)



Carole Bryant

From: Bankfield High School Dross
Sent: 12 February 2013 19:34
To: schooladmissions
Subject: Response from The Bankfield School to Consultation for proposed admission arrangements September 2014

Follow Up Flag: Follow up
Flag Status: Completed

To whom this may concern,

I am writing to state the position of The Bankfield School on the proposed arrangements for admission to secondary school in September 2014.

As a community school we are happy that The Bankfield School has been allocated 190 places for September 2014.

I would also like to register with you that we are happy with the clarification in the consultation booklet that Wade Deacon's planned conversion to Academy status within 2013 will not affect arrangements for the 2014 intake – and therefore we would expect their allocation to remain at no more than 300.

Regards,

Danny Ross
Assistant Headteacher
The Bankfield School
Widnes
WA8 7HU

Tel: 0151 424 5038
Fax: 0151 424 8487

Email: dross@bankfield.halton.sch.uk
Web: www.bankfield.com



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** This communication does not, unless expressly indicated by the sender in the body of the message, create or modify any contract

Carole Bryant

From: Oakfield - Head
Sent: 05 February 2013 19:14
To: schooladmissions
Subject: Admissions arrangements consultation - September 2014 intake

Follow Up Flag: Follow up
Flag Status: Completed

Hello,

In view of the Points for Action in the Director's Briefing for Governors Spring 2013, we would like it noted that the Governing Body at Oakfield C.P. have agreed that we could increase our intake to 45 (for each cohort).

Thank you.
Kind regards
Cath Khan
Headteacher

Carole Bryant

From: Wade Deacon High - Registrar
Sent: 08 January 2013 16:16
To: schooladmissions
Subject: Admissions Process 2014 Wade Deacon High School

Follow Up Flag: Follow up
Flag Status: Completed

Dear Martin

ADMISSIONS CONSULTATION 2014

A review of the booklet via the identified link has taken place and we would request that the consultation statement regarding Wade Deacon High School should still appear in the Halton Admissions Arrangements booklet. We are still a Halton Community school therefore we cannot consult on Admissions Arrangements as an academy until we are an academy.

However, it should be noted that Wade Deacon Governors have always stated that the distance criteria (as used in Runcorn) rather than zoning is the school's preference. We have written to you each year since 2010 on this issue. The Governing Body as a matter of principle believes in the commitment to give all parents the right to choose a school for their child. In fact the DfE Admissions Code aims to create an education system where all parents feel that they have the same opportunity to apply for their school of choice. The concept of zoning goes against the spirit of this Admissions Code. Furthermore having zoning in Widnes and open parental choice in Runcorn is not equitable in the same Local Authority.

In the event of oversubscription we would wish the following criteria to be used:

1. Children in public care
2. Siblings
3. Pupils living nearest to the school measured using an Ordnance Survey address –point system.

Therefor the school would request that HBC respect the unforeseen delay in conversion to academy status by putting distance as a criteria for September 2014. This is our only change / request regarding admission arrangements at this stage.

Regards

Wade Deacon High School

Tan Kirkham
Business Manager

Wade Deacon High School - Senior Leadership Team

**Times Education Secondary School of the
Year**

'A Commitment to Excellence'

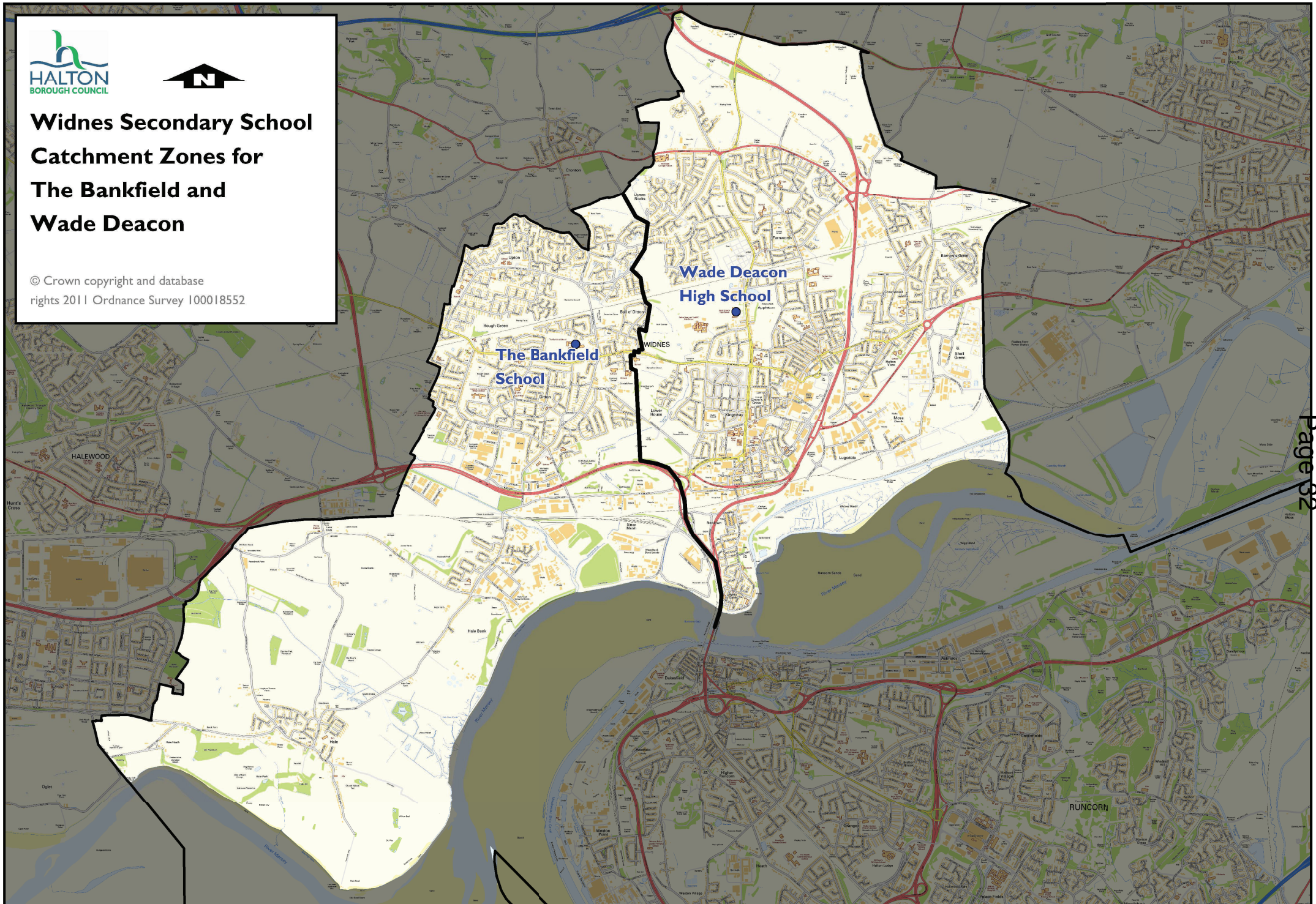
Birchfield Road Campus

Peelhouse Lane Campus



Widnes Secondary School Catchment Zones for The Bankfield and Wade Deacon

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REPORT TO:	Executive Board
DATE:	28 th March 2013
REPORTING OFFICER:	Strategic Director, Children and Enterprise
PORTFOLIO:	Children, Young People and Families
SUBJECT:	Early Help Strategy
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To present Halton's Children's Trust first Early Help Strategy and Local Offer

2.0 RECOMMENDATION: That:

- 1) the Early Help Strategy, Local Offer and action plan is endorsed; and
- 2) the Strategy is implemented in conjunction with the 0-5 year old Development Action Plan, a priority of the Health and Wellbeing Board.

3.0 SUPPORTING INFORMATION

3.1 Early Help has been a priority of the Children's Trust for over two years. There is a well-established structure in place where the Early Help and Support Strategic (EHaS) Sub-Group of the Children's Trust reports regularly to the Executive Board, highlighting progress of Halton's model- 'Team Around the Family' (TAF).

3.2 Over the last year early help has also been a priority of the Safeguarding Board. In December 2012 clear reporting mechanisms were agreed whereby specific early help issues would be reported to the Board. Ultimately the Board will hold the Trust to account regarding the safety and effectiveness of TAF across the Borough.

3.3 Alongside reporting mechanisms, there is a business plan and action plan in place that are progressed through the EHaS Sub-Group. Much progress has been made over the last two years and early help continues to have a high profile both nationally and locally. A regional early help strategy is being developed and regional workshops have been set up, the first of which Halton hosted and presented at as an example of good practice in the region.

3.4 In 2012, it was agreed that the next step was the development of an early help strategy and local offer. From the outset it was agreed that the emphasis had to be on intervening as early as possible in order to truly have a positive impact on families. Although Halton would remain committed to supporting families, irrespective of a child's age, the strategy would need to focus primarily on pre-birth to five year old children and their families.

3.5 Following a number of meetings and workshops, a draft strategy has been developed, in conjunction with Children's Trust colleagues. It comprises of the main strategy; four cross cutting themes that span across the Trust; a joint action plan; and an appendix that highlights Halton's local offer. The final draft version is attached.

4.0 POLICY IMPLICATIONS

4.1 Early help and support is not currently a statutory obligation. However the strategy supports the Council, Trust and Safeguarding Board regarding early help as one of their priorities.

4.2 Despite it not being written in statute there continues to be an expectation from Government that early help is developed via the Early Intervention Grant.

4.3 Given the structure of Halton's model, there are parts of the Directorate that are actually bound by law, in particular Children's Centre and Short Break Services for disabled children and their families. Children's Centres are also subject to Ofsted inspection processes.

5.0 OTHER/FINANCIAL IMPLICATIONS

5.1 Reports endorsed by Government (for example Graham Allen, Professor Eileen Munro, Dame Clare Tickell) all emphasised the financial benefits of early intervention. The earlier the identification of need, the greater chance of deploying services and families requiring more costly interventions.

5.2 Halton's early help model continues to develop with increased commitment from partner agencies. There are now indications that the model is beginning to work, for example referral rates into Children's Social Care appear to be decreasing. This is being monitored closely and further analysis will determine whether Halton's early help model is a main factor. If proven to be the case, this will mean that the model is financially beneficial to the Council as well as better for families (ie less intrusive interventions).

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

Intervening early will help families in Halton. It means less intrusive interventions, building on family strengths, and a greater chance that they will not require more specialist services.

6.2 Employment, Learning & Skills in Halton

Early help works on a whole family approach. There is close partnership working with adult-led services, including adult learning and employment services via Children's Centres.

6.3 A Healthy Halton

Family health is a key priority within early help. This is addressed via Children's Centre, in conjunction with health colleagues.

6.4 A Safer Halton

Early help involves supporting parents and enabling them to increase their parenting skills. Case tracking shows how early help can help keep children safe and prevent escalation to social care.

6.5 Halton's Urban Renewal

Not applicable

7.0 RISK ANALYSIS

7.1 Although not a statutory service, the greatest risk to the Council of not having an early help model/ strategy is the impact on specialist social care services. Workloads within Social Work teams are likely to increase further and increase the risk of reactive services across the Council. This would be financially costly for the Council, as well as putting at risk the partnership working that has been developed over the last few years.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 A clear strategy and local offer would enhance equality and diversity across the Borough and Trust. The approach throughout Trust is a holistic one where the whole family is supported whilst ensuring the child is safe.

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

None under the meaning of the Act.



Early Help Strategy & Local Offer

April 2013 to March 2015

HALTON'S EARLY HELP OFFER

Foreword from Councillor Ged Philbin, Chair of Halton Children's Trust

I am delighted to introduce Halton's Early Help Strategy and local offer.

Since Professor Eileen Munro's final report regarding the child protection system, there has been increased emphasis placed on the importance of early help. Early help was identified as one of the eight key principles of an effective child protection system as it minimises the period of adverse experiences and improves outcomes for children.

Reviews undertaken by Dame Clare Tickell, Graham Allen MP and Rt Hon Frank Field MP also highlighted the belief in the importance of providing effective early help services to families. There are clear messages on this:

- (i) Preventative services will do more to reduce abuse and neglect than reactive services
- (ii) Coordination of services is important to maximise efficiency
- (iii) Within preventative services, there needs to be good mechanisms for helping people identify those children and young people who are suffering or likely to suffer harm from abuse or neglect and who need referral to children's social care (Munro)

This is why one of Halton Children's Trust's priorities is "to improve outcomes for children and young people through embedding integrated processes to deliver early help and support." The Trust's model of early help is 'Team Around the Family' and it has progressed well over the last two years, developing a strong early help offer across the Borough.

The Early Help and Support Strategic Group drives forward the Trusts' work on early help within a framework of agreed aims, values and principles, all of which partners have agreed and signed up. This is a key achievement in itself as it highlights the commitment to effective early help across the Trust.

Given the progress made over the last two years, I am pleased to present and endorse Halton's 'Early Help Offer'. This document sets out our strategy regarding early help; what we will offer to families in need of support and how we will work together as a Trust to deliver our offer. I am confident that this strategy will ensure a robust offer of early help to families in Halton.

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1. INTRODUCTION - TEAM AROUND THE FAMILY

- 1.1 National reviews undertaken by Professor Eileen Munro (2010), Graham Allen (January and June 2011), Dame Clare Tickell (2010) and the Rt Honourable Frank Field (2010) all highlight the importance of early help and support. A number of key issues emerged from these:
- (i) That strong early help services can help prevent needs escalating within families
 - (ii) That success within early help depends significantly on needs being identified and help deployed within the first five years of a child's life
 - (iii) That early help services need to be integrated and coordinated at both strategic and operational level
 - (iv) That families benefit more from preventative, rather than reactive services, which is cost effective both for families and partners.
- 1.2 In 2010 Halton formally established its own early help model, known as Team Around the Family (TAF). Taking learning from a previous pilot, the model developed further across the Borough, building also on the messages from these reviews.
- 1.3 Halton Safeguarding Children Board and Children's Trust fully embraced the principles, and early help and support is a priority for both Boards. There is a clear recognition from all partners that early identification of need and effective, well-coordinated services will help those families with additional needs in the Borough.
- 1.4 This strategy presents Halton's 'early help offer' to families. It sets out our shared values and principles; our aims and objectives; and how partners work together to help families with additional needs.
- 1.5 It recognises the valued input from partners across the continuum of need, from universal, right through to more specialist services. It makes clear what we will offer to families and the action plan highlights priority areas over the next two years regarding early help.
- 1.6 Lastly, the strategy recognises how early help is inextricably linked to Halton's health and wellbeing agenda, universal services and early years provision. One of the Health and Well-Being Board's key priorities is 0-5 year old development. Therefore, this strategy should be read in conjunction with **Halton's Health and Well-Being Strategy 2012 – 2015** and, in particular, the **0-5 Year Old Development Action Plan**. The strategy should also be read in conjunction with [The Healthy Child Programme \(DOH 2009\)](#); the [Health Visitor Implementation Plan 2011-2015](#); and the Principles of the [Early Years Framework \(2012\)](#).

2. STRATEGIC VISION, PRINCIPLES AND OBJECTIVES

- 2.1 Halton Children and Young People's Plan (2011-14) highlights the Trust's overall vision:
- 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 ready to be Halton's present and Halton's future.*

- 2.2 One of the Trust's key priorities is *to improve outcomes for children and young people through embedding integrated processes to deliver early help and support.*
- 2.3 This vision is underpinned by a number of early help principles and objectives agreed by partners. These are monitored via the early help sub group of the Children's Trust:
- i. All agencies working with children and families in Halton are committed to early help and support
 - ii. The overall objective of early help is to address families' unmet needs to the point where these can best be met by universal services.
 - iii. All agencies are committed to identifying families' needs in a holistic manner, on the basis that the needs of the children, parents and carers in a family are inextricably linked, therefore a 'Think Family' approach to the assessment of needs will have a positive impact upon all individuals within the whole family.
 - iv. Families are central to defining and addressing the problems that they face and they are key partners in the process. The voice of the child should be sought at all stages with due reference to the child's age, developmental stage and levels of understanding
 - v. At first point of contact all agencies are committed to responding to the needs of families whether that need falls within their immediate area of professional expertise or not.
 - vi. This is manifested by a commitment from agencies to support their frontline staff taking a lead in meeting families' needs and where appropriate acting as a lead professional. Each agency is willing to contribute to multiagency processes once families requiring early intervention/early help are identified either by their own or another agency.
 - vii. The Integrated Working Support Team will co-ordinate support allocated work from partner agencies
 - viii. Where the support needed involves two or more agencies the Common Assessment Framework (CAF) will usually provide the planning and review mechanism for this work. Where additional support for the CAF process is required it will be provided by the Integrated Working Support Team.
- 2.4 In order to achieve these objectives all partners take responsibility for fostering a shared inter-agency culture that values:
- The identification and offer of early help and support opportunities for families
 - The contributions of all professional staff, volunteers and family members
 - Positive challenge and holding each other to account for outcomes for families
 - Working to overcome systemic barriers to achieving better outcomes.
 - Facilitating time for shared learning/ reflection opportunities and ensuring that what we do is based on good evidence.
- 2.5 There is recognition that in order to be able to intervene early, services need to be available to identify needs and support families across the levels of need.
- 2.6 Halton's offer is inclusive – it is for all children, all parents and carers. It is framework for all partners to ensure that their services and strategies are integrated within a combined early help offer for Halton.

3. DEFINITION, LEGISLATIVE CONTEXT AND EVOLVING LANDSCAPE

- 3.1 Halton Children's Trust defines early help as:
"Providing the right help for families as soon as needs arise, to help prevent needs increasing. Early help is the recognition of the value of universal provision, through to enhanced, multi-agency support, dependent on the level of need. 'Early' is defined as predominantly early in the child's life, with a particular focus on pre-birth to three years. However, early help is a process that can occur at any point in a child or young person's life, i.e. help whenever a need arises."
- 3.2 Early help is not a statutory requirement, although the benefits of preventative services are more widely acknowledged and are highlighted in key publications.
- 3.3 However, there is a range of legislation and policy developments regarding safeguarding, child health and early years that strengthens the need to prioritise early help. Seeing these in their entirety reinforces partners' responsibilities.
- 3.3.1 The [Childcare Act 2006](#) and the [Apprenticeships, Skills, Children and Learning Act 2009](#): Duties on local authorities now include working with partners to ensure integrated early years provision, to ensure sufficient provision of children's centres, and to secure sufficient childcare.
- 3.3.2 [Education and Inspection Act 2006](#): This underpin early years services
- 3.3.3 [The Breaks for Carers of Disabled Children Regulations 2011](#): These places a duty on local Authorities to provide short breaks of disabled children to enable them to continue to care for their disabled child. Short breaks are a form of early help
- 3.3.4 The [Children Act 1989](#) and [Children Act 2004](#): These make clear organisations' responsibilities regarding child protection and safeguarding, including the role of the Safeguarding Children Board in its oversight of safeguarding practice and policy and process.
- 3.3.5 Principles from the [Early Years Framework](#) (2012): These underpin all early years practice and also inform Halton's early help agenda. There are a number of key objectives:
- i. To provide the best start in life for all children, promoting social mobility so that children are able to fulfil their potential, regardless of their family income or background
 - ii. To encourage and enable parental employment in order to reduce the negative outcomes that are so strongly associated with growing up in poverty.
 - iii. To reduce inequalities by focusing on children most at risk of poor outcomes because of deprivation and disadvantage.
 - iv. To deliver integrated early childhood services in ways that provide a seamless experience for parents and children, that meet their individual needs and make a real difference to the life chances of all children.
 - v. To ensure every child at the age of 5 is developing well in their personal, social and emotional skills; and is also a confident, capable learner, with most children achieving well in early reading, writing and problem solving.

- 3.3.6 [Healthy Child Programme](#): This is the early intervention and prevention public health programme for pre-school children and their families. This is offered universally to all families and enables families in need of additional support to be supported who at risk of not achieving their potential. Delivery of the programme is key to improving the health and well-being of children.
- 3.3.7 [The Health Visitor implementation plan 2011- 2015: A Call to Action](#): This more recent development strengthens the role of Health Visitors within the Healthy Child Programme. With a focus on early help and support, a universal service is available to all families, with additional tailored support for those who need it, when they need it. The plan includes a new universal 'Family Offer' with a range of contacts between Health Visitor and the family being available, the first one being an ante-natal contact.
- 3.3.8 **Halton Health and Well-Being Strategy**: One of the Health and Well-Being Board's priorities is 0-5 year old development. There are five critical factors that influence child development during the early years:
- i. **A child's health**- a child's physical development and behaviour are strongly influenced by their parent's health and behaviour
 - ii. **Good maternal health**- this is significantly associated with children's outcomes, especially social, behavioural and emotional development
 - iii. **Quality parenting and parent-child relationship**- children clearly do better if they enjoy a close and positive relationship with their parents
 - iv. **Learning activities**- home learning, especially reading and playing, are key predictors of future development and readiness for school
 - v. **High quality early education**- early years' achievement is crucial; children in the lowest 20% of attainment at 5yrs are six times more likely to be in the lowest 20% by 10yrs (Families in Foundation Years, DfE 2011).
- 3.4 The 0-5 year old Development Action Plan expands on these areas and details how, across all partners, we will address the developmental needs of under-fives in the Borough. Led by the Children's Consultant in Public Health, the action plan highlights what we need to focus on and what we need to do to address this priority. Its forms a fundamental component to the success of this strategy and has the full commitment of Trust members as well as the Health and Well-Being Board itself.
- 3.5 Halton's strategy is a strong foundation for the Children's Trust to respond to this wide and evolving policy and legislative landscape, as well as adhering to its principles and meeting its objectives.

4. HALTON'S CONTEXT

- 4.1 Halton is a largely urban area of 125,700 people (2011 Census estimate). Its two biggest settlements are Widnes and Runcorn that face each other across the River Mersey, 10 miles upstream from Liverpool. The population of Halton has recently started to increase. This in part is due to a concerted effort to build new houses, as well as increased inward migration. The population is projected to grow to 129,300 in 2021, in line with national projected population growth.
- 4.2 Breaking down Halton's population by age shows that the borough has a higher proportion of children and young people aged 0-24 than commonly found across England and Wales. Over the next decade the numbers of 0-15 year olds is projected

to grow at a faster rate than the population of Halton overall, leading to a further increase in the proportion of the local population aged 0-24 by 2023. Currently, 20% of the Halton population is aged 0-15 (24,900 people). Over the next ten years, the 0-15 population is projected to increase by 10%. As part of the 2013/14 grant settlement the Government reduced Halton's Early Intervention Grant in order to fund additional provision for two year olds via the Dedicated Schools Grant, however, sufficient funding will still be available to deliver the Early Help Strategy.

- 4.3 Halton's 0-4 population is currently 8,400 and is expected to stay fairly static over the next decade.
- 4.4 The May 2012 census reported 1,355 4 year olds and 1,467 5 year olds in our maintained schools. The January 2012 census reported 1,555 3 year olds accessing their Free Entitlement.

Child and Family Poverty

- 4.5 In Halton, data from 2008 reveals that just below 26.4% of children aged 0-16 live in poverty. This equates to 6,550 children and young people. Of these, 5,520 children live in out of work families and 1,030 live in households classified as in work. This underlines that whilst being in work reduces the incidence of poverty, it does not guarantee that children will be lifted out of poverty, particularly when there is only one working adult in the household.

5. ACHIEVING SUCCESS- IMPLEMENTING HALTON'S EARLY HELP STRATEGY

The principles and objectives highlighted lead to four cross-cutting themes and areas of work required to implement the strategy. These are:

5.1 Theme 1: Recognising the value and impact of Universal provision

The Trust recognises and values that the provision of high quality, local universal services is essential to make the strategy a success. Additional needs arise within families where some type of help and support is needed for them to continue functioning and feel able to cope. Very often these brief interventions come via universal services, for example, schools, nurseries, health centres and GP surgeries. Voluntary and community groups are also invaluable here, providing important community-based support to families. The significance and potential impact of universal provision should not be underestimated and the principle is that families should be supported via universal services wherever possible. All partners need a sound knowledge and understanding of what's available locally, how it is used and the benefits they can bring. To maximise success, quality services need to be available from locations that families are happy to attend; and any gaps in services need to be fed into the commissioning processes.

5.2 Theme 2: Adopting a proactive multi-agency approach to families with additional needs- with a focus on pre-birth to five years

Sometimes universal services cannot meet a family's needs and further support is required. Clear transition processes are needed to make sure families can access extra help when required. However, for different reasons, some families find it difficult to access support when they need it, which increases the risk of needs escalating. For these families a proactive multi-agency approach could be beneficial. Quality information sharing systems and data analysis can help inform partners of those

families in greatest need; this knowledge can help us deal with issues, both at community and individual family level, as well as inform effective service planning.

A particular focus here has to be on those children aged 0-5 years old. As research highlights, the sooner help is provided the better chance of preventing a child having longer term additional needs. Therefore, as a Trust, a key to success is proactively identifying those families in greatest need, with a particular emphasis on pre-birth and pre-school children. This means that key to Halton's success are those agencies whose services focus primarily on pre-birth to 5 year olds:

- Midwifery
- Health Visiting
- Early Years Services
- Children's Centres
- Other universal services, for example, speech and language, health improvement
- Family Support/ Intensive Family Support

Halton also remains committed to helping all children in a preventative way, irrespective of age. A child could experience difficulties at an older age, due to a number of different factors, for example bereavement, family breakdown; or their parent(s) may have drug/ alcohol and/or mental health issues that manifest themselves at a later stage. Some children could be young carers as a result of these family circumstances and therefore early identification of issues can help support the child and the whole family. The strategy is equally important here and it means working closely with all Trust partners, including those from adult-led services:

- Adult mental health
- Drug and alcohol services
- GPs
- Primary and secondary schools
- Attendance and inclusion services
- Other universal services available for the whole family, for example, adult learning, weight management programmes etc.
- Voluntary and community groups, including parent/ carer groups

All these services are critical to Halton's Early Help Offer. Success is dependent on a range of formal bodies working collaboratively to help progress the strategy, in particular:

- The Children's Trust (including the Early Help and Support sub-group and Commissioning Partnership Board)
- The Clinical Commissioning Group
- The Health and Well-Being Board
- The Carers Strategic Group
- Children and Young People Voluntary Sector Partnership
- Halton Family Voice (parent and carer forum)

- Primary and Secondary Schools Head Teachers' Forums
- National Commissioning Board
- Youth Offending Board

5.3 Theme 3: Ensuring an integrated approach within the Trust when helping families

The Trust agrees that improving outcomes for those families with additional needs cannot be achieved without a meaningful, integrated approach between partners. This means ensuring there is no 'wrong front door' for families to access help; that IT/communication systems enhance practice; that pathways to services are clear with no unnecessary delay due to organisational issues; and that commissioning priorities reflect local need and ensure no duplication across the Trust. Ownership throughout the Trust, from statutory services to commissioned and voluntary/ community groups, can help create a culture of 'assistance' between partners as opposed to passing on and referring elsewhere.

5.4 Theme 4: Raising practice standards and ensuring consistency throughout the Trust

An understanding of the Trust's vision and values regarding early help can help create the culture of 'early help' not early referral'. It is about the right help at the right time for families, with no duplication or delay, and prevention of escalation. Wherever possible, families should be supported via one assessment process, with specialist assessments being undertaken when necessary and in the family's interests. Quality early help services and strong partnerships will help families and enable children to succeed. Clear performance frameworks and governance arrangements via the Safeguarding Board and Children's Trust will ensure all partners are held to account from senior managers at strategic level to frontline practitioners. At practice level one common induction programme across the Trust will help up-skill colleagues and embed these practice principles.

5.5 These four themes reflect all partners' roles and responsibilities within the strategy and are essential for Halton's Early Help Offer to be a success. There is a cross-cutting action plan based on these themes in [appendix 1](#) of this document.

5.6 In addition to these there is also a range of strategic priorities that Trust partners have committed to delivering as part of the Halton's Offer. These are highlighted in [appendix 2](#) of this document where there is a definition of each provision and clear statement of what each service will deliver.

5.7 Appendix 2 does not include every provision across the Borough. The emphasis here is on those services whose involvement centres on a child's early years development. It reflects the Trust's priority on pre-birth to five years, with an even narrower focus on pre-birth to three years.

5.8 The contribution of all other agencies is fully recognised, especially as a 'think family' approach is required when helping any family. The Trust is also committed to helping any family, irrespective of the child's age. However, if early help really is going to have an impact on families' lives it is essential that the focus is on this age group.

5.9 In line with previously mentioned legislation, the strategy recognises the importance of the stakeholder's voice in decision making processes. Halton's early help offer will aim to remain relevant, effective and sustainable through the participation and feedback of parents, carers, children and young people.

- 5.10 Graham Allen's report- **Early Intervention, the Next Steps** (January 2011) highlighted the huge social benefits of intervening early, for example "improvements in behaviour, reduction in violent crime, higher educational attainment, better employment opportunities and more responsible parenting." It also noted that by not intervening early, bigger problems can be created later on, especially regarding the financial cost of more specialist services. A reactive approach is more expensive to all partners with less likelihood that the problems can be resolved.
- 5.11 Halton's strategy recognises the additional financial value of early help. The aim is to deal with a problem as soon as it is identified, rather than waiting for them to become more acute and families then requiring more costly, and intrusive, interventions. Allen stated that the "economic benefits of early intervention are clear, and consistently demonstrate good returns on investment." The strategy emphasises the need to offer support at an early stage as intervening at a later stage is more costly.

6. SAFEGUARDING ACROSS THE TRUST

- 6.1 Under section 11 of the Children Act 2004 organisations have a duty to "ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children." This applies to the Local Authority; NHS bodies (commissioners and providers); and early years/ child care providers. Partners must also comply with additional legislation relevant to their respective organisations.
- 6.2 Halton Safeguarding Children Board (HCSB) has the collective responsibility for co-ordinating safeguarding and promoting the welfare of children and to ensure the effectiveness of that work in Halton. Early help is one of the Board's priorities; whilst the Board will monitor overall progress of the Halton's Early Help Offer, its overarching priority is making sure that practices, systems and processes are safe.

7. MONITORING THE STRATEGY

- 7.1 Halton Children's Trust has overall responsibility for the outcomes of all children, including those with additional needs. As a result, progress made regarding Halton's early help offer will be monitored via regular reporting to the Trust via the strategy's action plan. This will be led by the strategic leads for each respective service areas who will each report to their own organisations and collectively to the Early Help and Support Strategic Group.
- 7.2 The success of the strategy and progress on the action plan will also be subject to scrutiny via Halton's parent and carer groups. The parent engagement officer will play a role here, making sure that parent carers are up to date with developments.

The implementation plan and delivery statements regarding Halton's Early Help Offer are in appendices 1 and 2 respectively.

APPENDIX 1: HALTON'S EARLY HELP OFFER - CROSS-CUTTING ACTION PLAN

1. Recognising the value and impact of universal provision

Objective	Action	By Whom	Outcome measure	Timescale	Progress
To ensure that all Trust practitioners have a sound knowledge and understanding of what provision is available at universal level and how it can be accessed.	<p>Clear communication pathways across Trust regarding services available</p> <p>Up to date information at Individual organisational level</p> <p>Trust events for all frontline staff to enhance information sharing</p>	All Trust partners	<p>Number of Trust events held that contribute to information sharing</p> <p>Evidence of marketing/ promotion of services</p> <p>Uptake of services from families</p>	April to July 2014	<p>Children's Trust event held March 2012 for frontline staff regarding early help model.</p> <p>Workshops held Nov/ Dec 2012 regarding proposed new levels of need</p>
<p>To deliver a range of universal services , using a community-led approach, ie from venues that families feel comfortable with and choose to attend</p> <p>That these services reach those families in greatest need</p>	<p>Establish any gaps in services across the Trust</p> <p>Examine local data/ patterns of service delivery to enable creative thinking flexible solutions to accessing barriers</p> <p>Redesign services around families' needs, involving families/children in the process</p>	Early help/ Early years strategic group	<p>Number of families accessing support services across the Trust</p> <p>% increase in families attending from the lowest super output areas and from the identified most vulnerable groups</p> <p>Evidence of parental and child involvement in service redesign</p>	Review September 2013	Community Development Workers based in GP/ Health Centres to work jointly identifying families in need

2. Adopting a proactive multi-agency approach to families in greatest need- particular focus on pre-birth to five years

Objective	Action	By Whom	Outcome measure	Timescale	Progress
<p>To ensure families with additional needs are identified as soon as needs arise; that they are assessed holistically via a coordinated approach to help prevent needs escalating, without duplication across the Trust</p>	<p>Multi-agency training delivery</p> <p>Develop a more holistic way to assess whole families' needs</p> <p>Promote holistic assessments across Trust</p> <p>On-going commitment from partners to participate fully in case discussions and agree actions in the best interests of families</p> <p>Agree information sharing protocols</p>	<p>All Trust Partners</p>	<p>Number of holistic assessments across the Borough and % increase</p> <p>% holistic assessments involving families from the lower super output areas and those identified vulnerable groups</p> <p>Range of lead professionals across the Trust</p> <p>% increase of families open to social care who have had a holistic in place prior to escalation</p>	<p>March 2014</p> <p>(performance reviews every quarter)</p>	<p>Whole family assessment being considered within levels of need working group. Any new proposals to be brought to EHaS group for further discussion</p>
<p>To ensure practitioners are aware of, and engage families with children aged 0-5yrs (including pregnant mothers) as early as possible, to provide timely support as appropriate</p>	<p>Proactive support by professionals</p> <p>Review and improve communication channels and systems between agencies</p>	<p>All Trust partners</p>	<p>% holistic assessments involving children pre-birth to 5 yrs</p> <p>% increase of families with 0-5yr olds who have had a holistic assessment in place prior to escalation to social care (27% as of Nov 2012)</p>	<p>March 2014</p> <p>(performance reviews every quarter)</p>	<p>Number of CAFs being captured via PMF and reported to the Trust. Numbers continue to rise</p>

3. Ensuring an integrated approach within the Children's Trust when helping families

Objective	Action	By Whom	Outcome measures	Timescale	Progress
<p>To ensure early help services have integrated processes, from commissioning through to service delivery.</p> <p>To ensure families benefit from clear and consistent pathways- that there is no 'wrong front door'; no duplication and a smooth transition to more specialist services when necessary</p>	<p>Devise and implement one single assessment framework that focuses on whole families' needs</p> <p>Identify performance measures once commissioning targets have been agreed.</p> <p>Review early help structures, especially around IWST so partners are fully involved in decision-making from the outset</p>	<p>Levels of need working group</p> <p>Trust partners</p> <p>Performance colleagues</p>	<p>Revised assessment framework for early help where multi-agency planning is needed</p> <p>Clearly defined performance measures for commissioned services that reflect early help priorities</p> <p>Early help model with seamless processes and pathways</p>	<p>March 2014</p>	<p>Review of IWST has helped develop multi-agency case discussion meetings and led to joint decision-making on cases. This needs to be further reviewed and formalised with agreement of the Trust</p>
<p>To ensure all professionals are clear on their roles/ responsibilities regarding early help</p>	<p>Involve Trust partners in CAF audits and training</p> <p>Attendance at multi-agency meetings via IWST that consider early help cases</p>	<p>Senior Manager Safeguarding Unit</p> <p>All Trust partners</p>	<p>Attendance at multi-agency meetings</p> <p>Formalisation of multi-agency meetings</p>	<p>June 2013</p>	<p>CAF audits planned for 2013 with attendance from Trust partners agreed. Audit reports presented to Children's Trust and Safeguarding Board</p>

4. Raising practice standards and ensuring consistency throughout the Children's Trust

Objective	Action	By Whom	Outcome measures	Timescale	Progress
To ensure early help services are of the highest quality; that clear performance frameworks operate across the Trust; and that safe practice is maintained across the Trust	<p>Set up system where CAF Audits ensure meaningful input from families re early help</p> <p>Internal organisational audits</p> <p>Clear remit for HSCB regarding early help- with particular emphasis on interface between early help and CSC</p>	<p>Senior Managers and frontline staff- all Trust partners</p> <p>IWST Managers</p> <p>Senior Manager, Safeguarding Unit</p>	<p>Number of families that take part in CAF closure process or other processes</p> <p>Clear targets regarding early help with lines of accountability across the Trust</p> <p>Reporting to the Safeguarding Board regarding early help effectiveness, in particular the number and quality of cases that escalate and de-escalate to/from social care</p>	Immediately and on-going	<p>CAF closure system established</p> <p>Multi-agency audits established and continuing to develop</p> <p>Remit of HSCB agreed regarding the</p>
To ensure consistent practice and common culture across the Trust regarding early help- accountability from all, a culture of 'assistance' between partners rather than 'passing on' elsewhere	<p>Involvement across the Trust in the induction programme</p> <p>Workshops to help understanding Halton's new Levels of Need</p> <p>Monitor progress of EHaS business plan/ action plan</p>	All Trust Partners	<p>Number of Trust colleagues taking part in Trust induction programme</p> <p>Number of information sharing events held across the Trust and number of Trust colleagues attending early help training and relevant multi-agency events</p> <p>Range of partners across the Trust acting as Lead Professional LP</p>	<p>March 2014</p> <p>(Review June 2013 and Dec 2013)</p>	<p>One Trust event held so far for frontline staff, coordinated and facilitated by the Trust.</p> <p>Consultation workshops held re proposed new levels of need framework</p> <p>On-going review of EHaS business and action plan</p>

APPENDIX 2: QUALITY EARLY YEARS ENVIRONMENTS & CHILD CARE PROVISION

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Early Years Provision

Background:

Providing a quality learning environment is crucial to supporting children's learning and development. As research shows providing a safe, secure, high quality Early Years environment leads to "better intellectual and social/behavioural development for children" (EPPE Project, 2004) and has "also been proven to reduce the number of children at risk of SEN" (SEN Green Paper, 2011).

The Revised Statutory Framework for the Early Years Foundation Stage (DFE, 2012, p.2) sets out the statutory standards that all early years providers must meet "to ensure that children learn and develop well and are kept healthy and safe."



This is achieved by providing:

- quality and consistent provision in Early Years settings
- planned learning and development opportunities around children's interests and needs
- close partnership working
- equality of opportunity for all.

Halton is committed to improving outcomes for all children and supporting vulnerable children and families through providing quality Early Years provision, supported by targeted multi agency services. In order to deliver upon this, it is essential that we support and continue to up skill the Early Years workforce. Skilled practitioners in Halton provide quality environments and learning opportunities, so that all children become equipped with skills and knowledge to support lifelong learning and maximise their potential.

Our aims:

- All Early Years children in Halton are able to access inclusive, high quality Early Years Provision and Child Care.
- All Early Years Child Care Provision is supported and valued so that the environment and opportunities lead to improved outcomes for children
- Early Years workforce is committed to reflection; self-evaluation and continuing Professional Development.
- Early Years children and their families are supported by universal and targeted services
- Children in Halton EY provision are happy, safe, secure and make good progress.

We will:

- Carry out quality assurance audits and support schools and settings to develop quality environments

- Provide consultant support to model practice and provide training and advice , around statutory responsibilities; Early Years curriculum; child development; SEN; the graduated approach; inclusive practice
- Develop clear pathways with multi agency services, so that practitioners can sign post to relevant health and social care services in order to fully support a child's needs.
- Provide access to universal, targeted and specialist services
- Ensure the work force is highly qualified and engage in continuing professional development and self-reflection
- Audit and monitor children's learning and achievement, so that training and support is targeted.
- Aim to improve quality by building cluster networks; working groups; coaching and sharing good practice.
- Identify and support vulnerable children and their families, improving opportunities and a commitment to lifelong learning
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.



Impact:

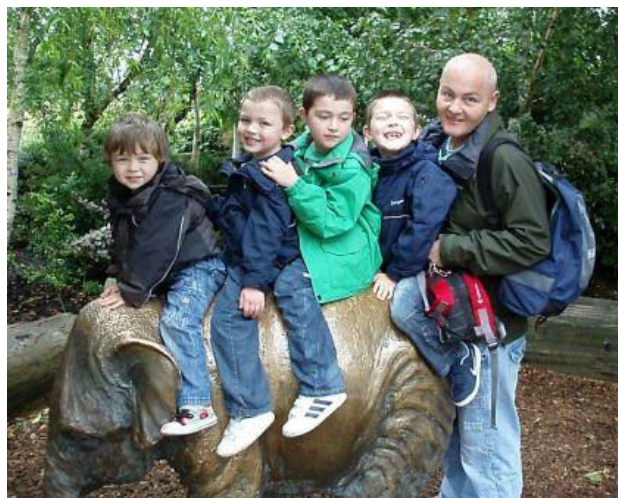
- All children will access high quality Early Years provision in line with their free entitlement and or family need
- Children will make significant progress across all areas of learning, in line with their potential
- The Early Years workforce will be skilled and reflective ,building capacity and sustainable improvement
- Children and families' needs will be supported by seamless multi agency working
- Early intervention and help will be timely , meeting children's needs effectively
- Increase in the number of Early Years provision gaining good or outstanding Ofsted ratings
- High scores obtained in a range of quality assurance audits such as ITERS (Infant and Toddler Environmental Rating Scales) / ECERS (Early Childhood Environmental Rating Scales) / SACERS (School Age Children Environmental Rating Scales) etc
- Improvements in FSP profile data , including evidence of raised attainment and narrowing the gap of vulnerable groups
- Established cluster networks and working parties will build on continuing improvements
- Audits will inform training needs and support, leading to improvements in environments; practice; achievement and progress.

Halton Family Voice

Background:

In 2005 a proposal was made to establish a Halton-wide Parent and Carer Forum as a response to the requirement for the local authority to ensure that the parent's voice is embedded into all plans for services to children, young people and families.

In November 2011 a new Parents and Carers Lead Engagement Coordinator was appointed. Since this time there has been a drive to increase the membership of the forum and implement a structure which allows all parents and carers to be heard through a wide variety of methods. As part of this the Parent & Carer Forum is now known as Halton Family Voice.



Our aims:

- To increase parent/carers participants in Halton Family Voice, ensuring a wide representative of parents/carers in Halton.
- To collect and report the view and feedback from parents/carers in Halton.
- To create opportunities for parents/carers to participate in decision making processes.
- To communicate and distribute information about opportunities and services for families in Halton.
- To act as a critical friend to The Children's Trust and sub groups around decision making and current services.

We will:

- Offer parent/carers opportunities for training around confidence building allowing parents to engage in formal decision making processes.
- Work in partnership with other agencies to support distribution of information and feedback.
- Signpost families to wider support provision.
- Continually visit community parent/carers groups to increase the wider engagement of parent/carers.
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.

Outcomes / Impact

- Effective participation will enable and actively encourage parents/carers to collaborate as equal stakeholders in the process from the planning stage through to evaluation.
- Parents/carers to feel valued and listened to
- More parents/ carers to use and engage with services as they have been influenced by parents/carers

- Working with stakeholders helps anticipate future problems. In the long run, involving stakeholders should save time, money and problems.
- Parent/carer stakeholders working collaboratively with professionals, will mean policies, services and provision will be more relevant, more effective and more sustainable (Lansdown, 2011).

Links to relevant documents

- [Children Act \(2004\)](#)
- [Department for Children, Schools and Families \(2010\) *Children's Trusts*.](#)
- [Halton Borough Council, Stakeholder involvement toolkit.](#)
- Lansdown, G. (2011) Global: A Framework for Monitoring and Evaluating Children's Participation. A preparatory draft for piloting by Save the Children, together with UNICEF, Plan and World Vision.



Ensuring Sufficiency & Sustainability



Background:

The Childcare Act 2006 places a duty on all local authorities in England to secure sufficient Early Years and Childcare provision to meet the needs of working parents in their area. This provision is to enable parents to take-up or remain in work and includes education and training to help them obtain work. This is supported by research that: *“Children growing up in households connected to the labour market are likely to have a better understanding of the link between educational attainment and its consequences in later life.” HM Treasury et al. 2004*

Additionally the Effective Provision of Pre-school Education (EPPE) research demonstrates that participation in high quality Early Years provision improves a child’s longer-term educational attainment.

To ensure sufficiency of Early Years and Childcare provision requires an in-depth understanding of the local childcare market and the factors that determine supply and demand. There is a clear economic imperative for supporting existing Early Years and Childcare providers to remain open even if this involves a short-term subsidy, because the cost of creating new provision is prohibitive.

To ensure the sustainability of Early Years and Childcare provision requires the local authority to have a clear understanding of all of the factors that impact negatively on the finances of the provider, and have measures in place that minimise the effect of these factors.

Our aims:

- To regularly monitor the local Early Years and Childcare market to ensure that sufficient quality provision exists for all children and parents and any gaps in provision are addressed.
- To raise the profile of the crucial role that the private and voluntary Early Years and Childcare sector play in delivering sufficient quality provision
- To provide support to Early Years and Childcare providers to ensure that they remain sustainable, to ensure local sufficiency
- To ensure that the impact of decisions relating to school accommodation issues take into consideration the impact on co-located Early Years and Childcare providers to safeguard the local authority’s sufficient provision.
- To ensure that the Early Years Single Funding Formula (EYSFF) contributes to sustainability
- To ensure that Early Years and Childcare provision is affordable

We will:

- Carry-out an annual assessment of the supply of and demand for all types of Early Years and Childcare provision
- Encourage existing and new providers to develop provision to meet any unmet demand
- Offer all necessary support and assistance to new and existing providers to enable them to deliver high quality, sustainable provision
- Raise awareness and support access to all free early years entitlements
- Offer advice and support to all Early Years and Childcare providers to ensure
- Offer advice and support to all Early Years and Childcare providers to ensure that all relevant requirements regarding regulations and standards are met
- Establish a panel that will consider the impact on Early Years and Childcare provision of local authority proposals
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.



Outcomes / Impacts:

- Sufficiency of all types of high quality Early Years and Childcare provision to meet the needs of all children and parents
- A safe Early Years and Childcare sector
- A sustainable Early Years and Childcare sector
- An affordable Early Years and Childcare sector

Links to reference documents:

[Early Years Outcomes Duty Childcare Act 2006](#)

[Education and Inspections Act 2006](#)

[Post legislative assessments of the Education and Inspections Act 2006, Childcare Act 2006 and Children and Adoption Act 2006 \(December 2011\)](#)

[Statutory Framework for the Early Years Foundation Stage 2012](#)

[Childcare Act 2006](#)

Halton Children's Centres

Background:

A Sure Start Children's Centre is defined in the Childcare Act 2006 as a place or a group of places:

- which is managed by or on behalf of the local authority to secure that early childhood services are made available in an integrated way;
- through which early childhood services are made available – either by providing the services on site, or by providing advice and assistance on gaining access to services elsewhere; and
- at which activities for young children are provided.

Early childhood services are defined as:

- early years provision (early education and childcare)
- social services functions of the local authority relating to young children, parents and prospective parents
- health services relating to young children, parents and prospective parents
- training and employment services to assist parents or prospective parents
- information and advice services for parents and prospective parents.



Our Aims:

Our overall aim is to fulfil the 'Core purpose' of Children's Centres, which is to improve outcomes for young children and their families, with a particular focus on families in greatest need of support, in order to reduce inequalities in:

- child development and school readiness;
- parenting aspirations, self-esteem and parenting skills; and
- child and family health and life chances

We will:

- Make available a range universal early years services in the local area and help ensure access to quality affordable early years education and childcare.
- Ensure those families in greatest need are identified and can access early help services and activities
- Provide the services from Children's Centres and other venues that families feel comfortable attending, for example, community venues, home based outreach provision
- Through partner and commissioning arrangements provide help and support to families at the earliest opportunity.
- Share expertise with early years settings

- Meet all the standards set within statutory frameworks, comply with all Ofsted requirements and strive to ensure all our Centres are judged at least 'good' during inspection.
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.

Outcomes:

We will ensure that early help is embedded into the ethos of all work with children and families. Through our partnership and commissioning arrangements we will aim to:

- support the % gap between the lowest achieving 20% in the EYFSP
- Support the % reduction of children who are obese in reception
- Support the % increase of infants breastfed at 6 to 8 weeks
- Support the % reduction in hospital admissions caused by unintentional and deliberate injuries to children
- Support the decrease of children aged 0 to 4 years living in households dependent on workless benefits



Inclusion and support for those with additional needs

Background:

Inclusion is about all learners and is about taking action to remove barriers to participation and learning. Inclusion also involves eliminating discrimination and promoting equality.

We follow the five fundamental principles within the Special Educational Needs (SEN) Code of Practice to support inclusive education. These principles are:

- A child with special educational needs should have his or her needs met
- The special educational needs of children will normally be met in mainstream schools or settings
- The views of the child should be sought and taken into account
- Parents/Carers have a vital role to play in supporting their child's education
- Children with special educational needs should be offered full access to a broad, balanced and relevant education, including an appropriate curriculum for the Early Years Foundation Stage and the National Curriculum.



Our aim is that:

All schools and settings are committed to providing equal opportunities for all children regardless of race, culture, religion, language, gender or ability.

Practitioners develop the understanding of the importance of each child being seen as an individual.

We will:

- Work with practitioners to support them in the early identification of the needs of individual children
- Support schools and settings in the design and delivery of intervention packages as appropriate to meet the individual needs of each child
- Ensure that schools and settings feel confident, supported and resourced to provide an inclusive culture to meet the needs of all children, and that they know how to access enhanced provision for children if required
- Support schools and settings in their work with parents and carers, working with partners to ensure support is appropriate and offered in a timely way
- Use of the CAF process or other holistic assessments to support children with multiple family needs and support practitioners in its application
- Offer 'Early Support' to families with children with complex needs
- Support schools and settings in their audit of their learning environment and make changes to resources and teaching to ensure that children with SEN and disabilities are able to access all learning opportunities

- provide professional development activities that enhance the knowledge and skills of the early years workforce around additional educational needs, equality and diversity
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.



Outcomes:

- All providers have embedded inclusion within their practice
- Children have access to resources, books and displays that will value the differing needs of all children and reflect a positive image of the world in which they live
- Early years settings support children to become confident and active learners.
- All children have a sense of belonging, feel respected and valued
- Children with SEN and disabilities in early years settings are given access to all learning opportunities
- All children make progress appropriate to their stage of development

Halton Short Break Services

Background:

In 2011 additional government funding enabled Halton to build on existing services and further develop leisure activities for disabled children. They provided families with a break so they could do things they might not usually be able to whilst caring for their disabled child. The Short Breaks Regulations 2011 later placed these services on a statutory footing.



Halton's vision for Short Breaks is:

"Halton's vision is to extend the quantity and quality of Short Breaks to ensure disabled children and their families have a choice of services, increased access to inclusive services and opportunities towards independence. We will continue to develop engagement with families and young people towards the provision of flexible and responsive services that are child and family focused and led."

Our aims:

- To provide quality and effective short breaks for disabled children and their families
- To work to the principle that families of disabled children want to provide the best care and chances for their children to feel safe, be healthy and happy
- To provide services that will help families lead as ordinary lives as possible

We will:

- Produce an annual Short Breaks Statement that provides information for families about what support/ services are on offer and how to access them
- Provide services that enable families of disabled children to have access to, and an improved quality of live, within their communities.
- Provide choices for disabled children and their families to help them make decisions that can best improve their daily lives.
- Listen to the views of disabled children and families so we can continue to improve the quality of their lives.
- Work in partnership with disabled children and families to ensure they are fully involved in the development of support services.
- Support disabled young people to become more independent through a smooth transition into adulthood.
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.

Impact/ Outcomes

- A range of quality services support the whole family and improve quality of life

- Families accessing appropriate support based on assessed need and that helps prevent escalation of need wherever possible.

Integrated Working Support Team (IWST)

Background:

IWST aims to support professionals in the borough to identify and meet the needs of local families, utilising and modelling early intervention and integrated working to enhance outcomes.

This service is part of Halton's model of early help - Team Around the Family. It follows the principles outlined within the IWST statement of purpose: These include:



- Children and young people who have unmet needs requiring non statutory intervention will be addressed through Children's Trust partners
- All Children's Trust professionals will have the opportunity to become proficient in recognising the impact of Early Help
- Children, family and young people's needs will be co-ordinated by the use of the Common Assessment Framework
- Professionals will access Early Help support and advice through a single point of entry
- Children, young people and families whose needs travel through Halton's Level of Need framework will access support in a timely manner
- Families will experience a smooth transition between statutory and non-statutory services.

Our aim is:

To support all Professionals within Halton's Children's Trust who work with children, young people and families by enabling them to respond to unmet needs that cannot be met by their service alone.

We will:

- Offer all children's Trust professionals the opportunity to consult on identified unmet needs that their service cannot support alone
- Deliver training on Early Help principles and the CAF process
- Support professionals to implement and follow CAF processes effectively
- Resolve issues within the CAF process through development of the Early Help panel
- Facilitate multi agency discussion and Early Help response to identified needs through the Police Children and Vulnerable Adult reports
- Support Lead Professionals by offering Social work advice and assessment if needs are escalating
- Work closely with Children's Social Care in signposting to non- statutory support following CSC intervention

- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.

Outcomes:

- Professionals will become confident in identifying need at an early stage and be competent in the CAF process
- Families will receive support in a timely manner preventing escalation to statutory services
- Integrated working practices will become developed and enhanced
- Families will experience a smooth transition between statutory and non- statutory services
- Issues regarding CAF processes will be resolved swiftly
- Through implementing support at an early stage children will be supported in achieving positive outcomes



Early Help Family Work Service

Background:

Built from the foundations of the family support function within Halton's first Sure Start Children Centres, the Family Work Service has evolved in response to the growing need for a 'Team Around the Family' approach to support children with additional needs. Our service has a particular focus on early years and supporting those families in greatest need, living in Halton's communities.



Our Aims:

- To work in partnership with families where additional / enhanced needs have been identified
- To build on family strengths, removing barriers to progress and enabling families to fully access on-going support from universal services
- To deliver services utilising a holistic, integrated approach
- To work with families as soon as additional needs have become apparent to prevent escalation of unmet need warranting statutory / specialist intervention
- To work with partner agencies to ensure the most appropriate support plan is available to local families with enhanced needs

We Will:

- Alongside partners, undertake assessments and develop plans (Pre CAF & CAF) that can be used in conjunction with existing assessments where necessary (for example Attendance Planning Meetings, Children's Social Care)
- Undertake specific work with families identified as in greatest need, with a focus on prevention
- Deliver outreach support via home visits and the use of local, community based venues and resources.
- Utilise Children Centre, PVI and 2 year funded nursery settings to promote the inclusion of vulnerable 2 and 3 year olds within safe, stimulating, age-appropriate provision
- Support families as their needs reduce from requiring Social Care intervention
- Enable swift and easy access to personalised parenting support which may incorporate individualised 1:1 work, evidence-based group delivery and / or nurture-based support sessions to explore and reflect upon parents experience of being parented from their own childhood
- Be alert to the prospect of hidden harm for those in households where a parent's level of consistent care for their child may be compromised
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.

Impact / Outcomes:

- Families experience consistency when involved in assessment processes
- 'Referrals' from and to partner agencies is reduced so families benefit from seamless transition within the continuum of support
- Prompt access to advice / intervention from Children's Social Care where safeguarding concerns are identified
- Access to safety equipment and advice required within the home
- Enable families to help resolve their own difficulties and access services independently
- Children, parents and prospective parents are supported to reduce inequalities in child development, school readiness, parenting skills, health and life chances –consistent with our Children Centres' core purpose



Intensive Family Work Service (IFWS)

Background:

The Intensive Family Work Service was established following a redesign of Halton Borough Council's Team Around the Family model of early help in April 2012. This supported the delivery of early help and support - one of Halton's strategic priorities - to children and families.



The team is now a larger group of experienced staff, skilled in working with some of the most difficult to engage families. Their work is very much preventative, albeit at the highest point on Halton's levels of need.

Following the launch of the Government's 'Troubled Families' programme, the IFWS has extended its role to deliver Halton's 'Inspiring Families' project. This aims to improve the lives of those families in greatest need, ie who provide the greatest challenges in the community and are perhaps the hardest to engage. The team will include colleagues from other services including Education, YOT and Police with partners such as Housing and Youth Service joining as members of the extended team for the family according to their individual needs.

Our Aims

- To provide intensive proactive support to those families in greatest need
- To improve the life chances of children living in families with multiple problems
- To support families to deal the difficult issues affecting their lives and others, and encourage them to make positive changes
- To make a positive impact on communities by reducing the level of crime and anti-social behaviour of families who live in their neighbourhood

We will

- Alongside partner agencies, undertake holistic family assessments to establish the needs of each individual and the whole family unit.
- Implement coordinated support plans that aim to meet the needs of all family members
- Access additional, more specialist support services that enhance existing assessments where necessary
- Provide intensive support/ intervention with each family member
- Make extensive efforts to encourage family members to engage with services
- Challenge families whose behaviour affects others and advise them on strategies to enable them to make positive changes in their lives
- Support families to access services that will assist them to function better and lead more fulfilling lives
- Work in partnership with all agencies to provide robust consistent support to enable families to deal with the issues that affect their family functioning

- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.

Impact/ Outcomes

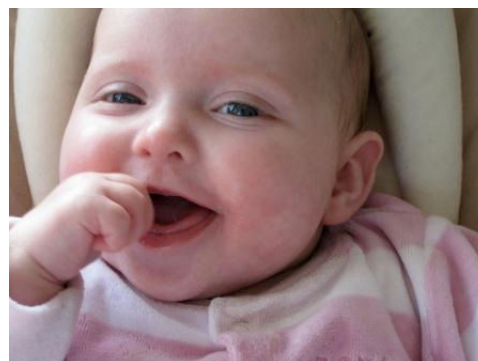
- Improvement in family functioning leading to a reduction in criminality, anti-social behaviour and homelessness
- Improvement in educational attainment of young people and the employment prospects for those of working age.
- Improvement in the relationships within families, with their peers and the wider community
- Reduction in risk of family breakdown and number of young people coming into care.
- Improvement in the physical, mental and emotional health of family members.
- Reduction in the use of drugs and alcohol.
- Families will establish community networks which they can use instead of professional networks to assist them to manage difficult situations in future.
- Family members will have opportunities to participate in community activities.



Midwifery Services

Background:

Our service is the only midwifery service within a Community Trust in the North West and this unique position facilitates the service to work within the primary care team and the multidisciplinary partners within the borough.



As well as providing clinical care during antenatal, home birth and the postnatal period the midwifery service also provides a pre-conceptual service. Support and information is provided through groups such as our award winning 'Earlybird', which provides an information giving session for every woman once pregnancy has been confirmed. This ensures early access to promote a healthy lifestyle and informed choice.

Parent education sessions for women, fathers and grandparents groups ensure the health and wellbeing message is being shared with all the family. Our aqua-natal sessions promote exercise for a healthy pregnancy. The role of the midwife working in the community setting is integral to the public health of the woman and her baby and has an effect on the on-going health of the whole family.

Our Aims:

- To provide pre-conceptual care and advice to women hoping to become pregnant.
- To provide holistic, accessible and equitable care to pregnant women in Halton in a non-judgemental caring environment by competent confident practitioners.
- To enable access to the midwifery service by all pregnant women whether self-referred or referred by the GP.
- To ensure women are supplied with up to date verbal and written research based information at their first contact with the service in order that they may make informed decisions about their care.
- To continue to care for women throughout their pregnancy and postnatal care.
- To provide a home birth service within the borough.
- To liaise with and refer to the multidisciplinary team when additional care or services are required by the mother/baby/family.

We will:

- Work in partnership with the multidisciplinary team across the primary and secondary care settings to ensure a seamless service for mothers, babies and families.
- Identify women through risk assessment who may be in need of additional services/support and signpost them to the relevant facilities.
- Continue to provide support and education services antenatally to women, their partners and the wider family (grandparents).
- Maintain the provision of specialist midwives within the service.
- Maintain our links with the children's trust and wider partners.

- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.



Outcomes/Impact:

- Healthy mothers, babies and families.
- Early detection in the antenatal period of any physical and/or emotional problems that may affect the mother, baby and family.
- Established care pathways with partners to ensure early intervention and prevention of escalation.
- Increased breastfeeding rates within the borough.
- Decreased smoking rates.
- Reduction in obesity rates.

Links to relevant documents:

- [Midwives Rules. NMC 2012.](#)
- [Midwifery 2020: Delivering Expectations. Department of Health 2012](#)
- [Toward Safer Childbirth. Royal College of Obstetricians 2007.](#)
- [Healthy Child Programme. Pregnancy and the first five years of life. Department of Health 2009.](#)

Halton Health Visiting Service

Background:

Effective high quality preventive health care in childhood is the foundation to a healthy society, as the early years lay the foundation of health and wellbeing in late years.

Halton's Healthy Child Programme (HCP) is the early intervention and prevention public health programme offered to local children and their families. The HCP offers every family a programme of screening tests, immunisations, developmental reviews and information and guidance to support parenting and Healthy Choices – all services that children and families need to receive if they are to achieve their optimum health and wellbeing.

The HCP's universal reach provides an invaluable opportunity to identify families that are in need of additional support and children who are at risk of poor outcomes.



Our aims:

- To work with partners to deliver a Universal Healthy Child Programme from Pregnancy to 5 years of age.
- To work with local communities to enable them to provide for themselves, and to ensure families know about the services available.
- To provide evidence based care packages to those families with additional needs – intervening early to prevent difficulties developing or worsening.
- To contribute to high intensity multi agency care packages led by specialist services, for families where there are safeguarding / child protection concerns.

We will:

- Work in partnership with other agencies to strengthen support for families
- Identify families in need of additional support through the Universal New Family offer.
- Identify children who are at risk or poor outcomes.
- Sign post families to wider support provision.
- Make appropriate referrals to specialist services.
- Ensure that contact with the family routinely involves and supports fathers.
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.

Outcomes / Impact

- Strong parent-child attachment and positive parenting resulting in better social and emotional wellbeing among children

- Care that helps to keep children healthy and safe.
- Early detection and action to address developmental delay, abnormality and ill health
- Early recognition and treatment of growth disorders.
- Healthy eating and increased activity, leading to a reduction in obesity.
- Prevention of some serious communicable diseases
- Increased rates of initiation and continuation of breast feeding.
- Improved readiness for school.



Links to relevant documents

[Health Visitor Implementation Plan 2011 – 15 A Call to Action \(Department of Health 2011\).](#)

[Healthy Child Programme: Pregnancy and the first five years of life. \(Department of Health 2009\)](#)

[National Service Framework for Children, Young People and Maternity Services. \(Department of Health 2004\)](#)

Halton Health Improvement Team

Background:

Working within Bridgewater Community Healthcare NHS Trust, the Health Improvement Team offers a range of local and tailored services to help improve the health and wellbeing of those living in Halton. The team takes a multi-disciplinary approach working with local clinicians and health and social care colleagues. We have a record of delivering innovative, evidence based and measurable interventions.



Health Improvement for Early Years

The Health Improvement Team is involved in a range of work that helps our young children and families have the best possible start in life. Early Years incorporates a variety of services to promote the health and wellbeing of families, Early Year's settings and professionals. Services include weaning sessions, healthy lifestyle sessions, the Healthy Early Years award, Healthy Early Years Food award and Baby Welcome award. All of the services have an overarching aim of helping parents and communities build better lives for themselves and their children.

Our Aims:

- Early years children and their families are supported by health improvement team universal and targeted preventative programmes.
- To ensure that all Health Improvement Team programmes are easily accessible and delivered according to community needs.

We will:

- Ensure that a successful Halton Healthy Early Years Status (HHEYS) has been developed and implemented in order for Early Year's settings to demonstrate a commitment to the health and wellbeing of children, families, staff and the wider community. All settings working towards the award will have achieved the Healthy Early Years Food Award and have been accredited with the Baby Welcome Award.
- Support the established HHEYS Steering group which will provide the opportunity for partners, settings and volunteers to build stronger more established working relationships to promote a collaborative approach to health and wellbeing in Early Year's settings
- Work with over 200 families in Halton through weaning sessions which include key health messages, cooking demonstrations and support in order to equip them to make informed decisions regarding weaning choices.
- Make available a range of accessible early years healthy lifestyle programmes in the local area with programmes tailored to families' needs, such as Early Years Fit4Life.
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in section 2 of the strategy.

Outcomes/Impacts

- Children and families have access to range of health improvement preventative programmes
- Programmes are accessible to families re venues, times etc
- Children and their families will be supported by a seamless partnership approach
- Parents/carers are supported with weaning/healthy lifestyle advise

Health Improvement for children and young people

The Health Improvement Team offers a wide range of programmes for children and young people such as:

- Targeted and universal weight management/healthy lifestyle programmes for children, young people and families. The Fit 4 Life programme consists of 4 or 6 week programmes covering fun physical activity sessions and healthy eating education.
- The Healthy Schools programme has 100% involvement from schools in Halton and offers a wide range of support to schools on healthy lifestyles.



Our Aims:

- Children, young people and their families are supported by health improvement team universal and targeted preventative programmes.
- To ensure that all Health Improvement Team programmes are easily accessible and delivered according to community needs.
- To work with local schools on a range of healthy lifestyle programmes

We will:

- Ensure that all programmes are developed and reviewed by children, young people, parents/carers and professionals in order to create an effective programme for all.
- Provide resources for children, young people and parents/carers that have been developed in partnership and are used during sessions to support learning.
- As parents play a significant role in supporting their children's health, parental engagement has been established and forms a significant part of the programmes.
- Ensure increased knowledge and/or fitness is achieved by the majority of participants.
- Ensure that the introduction of a structured staff competency process, staff training and regular quality checks have been made to ensure a quality standard of delivery throughout the programmes.
- Work closely with schools to deliver a range of activities to suit every schools need and tailor programmes accordingly.

Outcomes/Impacts

- Children, young people and their families have access to range of health improvement preventative programmes
- Programmes are accessible to families re venues, times etc.

- Children and their families will be supported by a seamless partnership approach service.
- Parents/carers are supported with weaning/healthy lifestyle advice

Halton School Nursing Service

Background:

Lifestyles and habits established during childhood, adolescence and young adulthood influence a person's health throughout their life. Failure to meet the health needs of children and young people stores up problems for the future.

The School Nurse universal offer builds on the Health visiting programme for 0-5s, thus providing the opportunity for synergy between the public health input initiated within early years and provision for school-aged children.



The Healthy Child Programme sets out the good practice evidenced based framework for prevention and early intervention services for children and young people aged 5–19 offered universally to local children and their families.

The Healthy Child Programme offers every family a universal programme of screening tests, immunisations, health reviews and information and guidance to support parenting and Healthy Choices – all services that children and families need to receive if they are to achieve their optimum health and wellbeing.

Our aims:

- To work with partners to deliver the Universal Healthy Child Programme from 5-19 years old
- To work with local communities to enable them to provide for themselves and to ensure families know about the services available.
- To provide evidence based care packages to those families with additional needs – intervening early to prevent difficulties developing or worsening.
- To contribute to high intensity multi agency care packages led by specialist services, for families where there are safeguarding / child protection concerns.
- To involve children and young people in the development of the school nurse service.

We will:

- Work in partnership with other agencies to strengthen support for families
- Identify families in need of additional support through the Universal School Nursing model
- Identify children who are at risk of poor outcomes.
- Sign post families to wider support provision.
- Make appropriate referrals to specialist services

- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in Section 2 of the strategy.

Outcomes / Impact

Improved:

- readiness for school;
- population vaccination cover;
- Emotional wellbeing of looked after children

Contribute to reduced:

- School absences;
- Tooth decay in children aged 5;
- Excess weight in 4-5 and 10-11;
- Hospital admissions due to unintentional or deliberate injuries
- Under 18 conception rates;
- Chlamydia in 15-24 year olds;
- Smoking prevalence in 15 year olds;
- Alcohol and drug misuse.



Links to relevant documents

- [Maximising the Contribution of the School Nursing team. Vision and Call to Action. \(Department of Health 2012\)](#)
- [Healthy Child Programme: From 5-19years old \(Department of Health 2009\)](#)
- [A public health outcomes framework for England 2012](#)
- [National Service Framework for Children, Young People and Maternity Services. \(Department of Health 2004\)](#)

Paediatric Speech & Language Therapy Service

Background:

Since Sept 2007, the SLT Service has undertaken service modernisation, in line with the Every Child Matters agenda, in order that families in Halton can access a continuum of SLT services; universal, targeted, specialist. Lead clinicians are identified for key clinical groups to ensure that SLT service pathways reflect the current evidence base.

Further service development is on-going in response to national guidance, The Bercow Report, the Healthy Child Programme, Transforming Community services, alongside other health colleagues in Halton, and within available resources.



Service activity reflects priorities in Halton's Children and Young People's Plan and support the delivery of the Children's Centre core offer locally.

Working parties ensure on-going collaboration with Health / Education colleagues to implement current children's services guidance e.g. Lamb report.

Our aims:

For every child and young person in Halton to have the communication skills that enable them to achieve their educational, emotional and social potential.

The Paediatric SLT Service will provide a continuum of services that offers choice to children, young people and their families. The service will aim to be equitable and timely with a strong emphasis on early identification and intervention. The service will be committed to partnerships with parents and other multi-agency colleagues. Central to working will be supporting and developing the knowledge and skills of the wider children's workforce around speech, language and communication.

We will:

- Provide equitable, timely, accessible and appropriate assessment and treatment of those children presenting with Speech, Language, Communication (SLC) or feeding and swallowing difficulties (specialist level service).
- Provide training and advice to parents and local Health/Education colleagues to support development of children's speech, language, communication and feeding skills and identify children at risk early (specialist and targeted level service)
- Provide targeted services that increase capacity within the children's workforce so that:
- the risk of preventable communication/feeding difficulties (due to deprivation) can be reduced

- Children with less specific communication/feeding difficulties (that do not require specialist intervention) can be supported effectively within their familiar environments (i.e. home/school).
- Provide health promotion activities and training to local Health/Education colleagues and parents to enhance good models of communication/feeding behaviour with young children (Universal level service).
- Provide efficient/cost effective support for a large proportion of the population.
- Provide coordinated support for vulnerable children/young people with SLCN and their families through integrated working.
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in Section 2 of the strategy.



Outcomes / Impact

The Service will contribute to:

- a) Be Healthy – improve social and emotional development, reduce risk of mental health problems
- b) Enjoy and Achieve – contribute to improvements in educational attainment
- c) Make a Positive Contribution – improve employability, reduce risk of offending/anti-social behaviour

Links to relevant documents

- Early Support Guidance DfE 2012
- [Allen report 2011](#)
- [Think Family Guidance DCSF](#)
- [Grasping the nettle C4EO 2010](#)
- [ICAN Cost to the Nation 2006](#)

Integrated Behaviour Support Team (IBST)

Background:

IBST was set up in September 2009, to support children with additional needs and their families when their behaviour was difficult. Early assessment and intervention can reduce the development of intense complex behaviours and limit the likelihood of these behaviours becoming entrenched.

IBST offers a service to children aged 0-19 with additional needs: learning disability. There is an acknowledgement that children under the age of 5 may not have a diagnosis, and support can be given to children under going assessment via Woodview Child Development Centre. Children who meet the referral criteria are offered a screening appointment during which, a care plan is developed to identify the needs of the child and ensure effective support is provided by the relevant service.



Aims of the service:

- To work with all agencies to provide support for children with additional needs aged 0-19.
- To work within the local community to provide an accessible service for all children and their families who access the service.
- To provide evidence based care and support to children and their families within the service.
- To provide behavioural assessments and consultations to children, their families and professionals.
- To develop positive support strategies, support to families to implement strategies and review effectiveness of same.

We will;

- Offer specific specialist support to children and their families who have difficulty sleeping.
- Provide Stepping Stones Parenting Groups throughout the year.
- Participate and contribute to multi-agency assessments.
- Offer a consultation service for professionals working with children whose behaviour is difficult to manage.
- Offer training to professionals on an ad hoc basis in relation to Sleep and Managing Difficult Behaviour.
- Participate in the assessment of children on the ASD Pathway: Pre School and School Age.
- Adhere to the early help principles and objectives agreed by the Trust, as highlighted in Section 2 of the strategy.

Outcomes/Impact

- Positive parent-child relationships, which will increase the emotional wellbeing of parents and their children.
- Development of positive social relationships with children and their peers to improve their resilience.
- Early detection and intervention to prevent the development of complex behaviours.
- Increase the knowledge of universal services supporting children and their families, thus increasing their ability to support families where children have difficult behaviours.
- Reduce the number of children receiving medication: i.e. Melatonin.
- Improve family's resilience.



Relevant documents:

- [Triple P reduces problem behaviour in children and improves parents' wellbeing and parenting skills. Nowak, C. & Heinrichs, N. \(2008\). A comprehensive meta-analysis of Triple P - Positive Parenting Program using hierarchical linear modelling: Effectiveness and moderating variables. *Clinical Child and Family Psychology Review*, 11, 114-144.](#)
- [Sleep Matters: The Impact of Sleep on Health and Well Being. Mental Health Foundation 2011.](#)
- [National Service Framework for Children, Young People and Maternity Services. Department of Health 2004.](#)
- [Valuing People Now: a new strategy for Learning Disability for the 21st Century: A White Paper. Department of Health 2009](#)

APPENDIX 3: ABOUT HALTON CHILDREN'S TRUST

Halton Children's Trust is a partnership of public and voluntary sector organisations working together to meet the needs of children and families. The Children's Trust exists to improve outcomes for all children and young people in Halton because we believe that this can be done more effectively by all agencies and organisations working together.

The Early Help Strategy has been endorsed by all Children's Trust partner agencies, as listed below:

- NHS Halton & St Helens
- Bridgewater Community Health Care Trust
- Halton Clinical Commissioning Group
- Public Health
- 5 Boroughs Partnership NHS Foundation Trust
- St Helens and Knowsley NHS Trust
- Halton Borough Council Children and Enterprise Directorate
- Halton Safeguarding Children Board
- Cheshire, Warrington and Halton Youth Offending Service
- Cheshire Constabulary
- Jobcentre Plus
- Children & Young People's Voluntary Sector Forum
- Halton Family Voice
- National Careers Service
- Halton Housing Trust
- Halton Association of Secondary Head teachers
- Halton Association of Primary Head teachers
- Riverside College
- Cheshire Fire & Rescue

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Gerald Meehan, Strategic Director,
Children & Enterprise

PORTFOLIO: Children, Young People & Families

SUBJECT: Foster Care Allowances 2013-14

WARD: Borough Wide

1.0 PURPOSE OF THE REPORT

1.1 To seek agreement to the level of allowances to be paid to foster carers in 2013-14.

2.0 RECOMMENDATION: That the recommended level of increase in allowances is agreed.

3.0 SUPPORTING INFORMATION

3.1 As part of the department's Placement Strategy for Children in Care, the level of allowance paid to Halton foster carers was significantly increased in September 2010.

3.2 This was done for a number of reasons but was ultimately aimed at increasing the number of foster carers available within the borough and supporting their retention. Improved finance was just one component of investment in the service which included an improved range of support to carers, more training opportunities and improved engagement in service developments.

3.3 The recruitment of carers continues to represent a challenge and while additional carers have been recruited over the past 3 years, there are still not sufficient carers to meet the demand for placements.

3.4 Whilst the number of carers remains a challenge, the quality of the pool of carers available is now better than in previous years and is more able to meet the needs of our children.

3.5 It therefore remains important that the allowances paid to carers are appropriate, competitive and attractive.

3.6 The proposed revised allowances are contained within Appendix 1. It is important that the allowances paid to carers reflect actual costs incurred by them. Taking into account the current financial challenges for the local authority it is proposed that the main allowances (Basic, Birthday, Holiday

and Christmas) are increased by 1.5% (rounded to the nearest pound)

4.0 RAISING ASPIRATIONS

4.1 The recruitment and retention of a sufficient number of foster carers will significantly contribute to improving social, emotional, health and educational outcomes for children in care.

5.0 OTHER IMPLICATIONS

5.1 A sufficient number and quality of foster carers is essential in order to meet the Council's Sufficiency Duty.

5.2 Additional carers will result in more placement choice for children in care which will be reflected in improved stability of placement.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Foster carers are a key resource in ensuring that children in care achieve positive outcomes

6.2 Employment, Learning and Skills in Halton

Stable, local placements contribute to a young person's ability to sustain education and employment and to achieve their potential.

6.3 A Healthy Halton

Placements within a family setting are recognised as being beneficial to children in care and contributing to good physical and emotional health.

6.4 A Safer Halton

Stable placements within a family and within their own community can positively impact as a young person's ability to develop as a socially aware citizen, able to protect themselves and others.

6.5 Halton's Urban Renewal

Improving outcomes for children in care will enhance their ability to contribute productively to the borough

7.0 FINANCIAL IMPLICATIONS

7.1 The failure to recruit and retain foster carers has a significant impact on budgets.

7.2 If in house foster care is not available then provision in the independent sector has to be sourced. This can be 3 times as expensive as the average cost of an in house placement.

7.3 Due to a lack of carers in 2009, Halton had 32 placements with IFA's. At an average cost of £840 per week per placement this represented expenditure of almost £27k per week, £1.4m per year.

7.4 By October 2011, there were 9 IFA placements with an expenditure of £355k per year. In February 2013, there are 6 IFA placements, 5 of which are agreed as long term placements, with a predicted expenditure of £239k per year.

7.5 The proposal to raise the main allowances by 1.5% will cost approx. £23,224. However, the failure to recruit and retain our own carers may result in the purchase of expensive IFA placements, where just 1 placement would cost, on average, £44,000.

8.0 RISK ANALYSIS

8.1 Foster carers rarely undertake the role for monetary reasons. However, it is important that carers feel supported in undertaking their role and in helping children to achieve positive outcomes. One element of this support is sufficient finance.

8.2 Failure to maintain appropriate, competitive and attractive allowances may result in a lower level of recruitment and difficulties with retention.

8.3 Insufficient in house foster carers and the resulting need to purchase provision externally will have a very significant impact on the department's budget

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 Maintaining good quality foster carers in sufficient numbers is essential to ensuring that the needs of children in care are met and that they are given the best opportunities to achieve in line with their peers

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

Document	Place of Inspection	Contact Officer
Halton Strategy for Children in Care 2011-14	Grosvenor House	Christine Taylor
Placement Strategy	Grosvenor House	Christine Taylor
Equality Impact Assessment	Grosvenor House	Christine Taylor

Appendix 1

Budget	2012-13	2013-14 (Proposed)
Basic/Holiday/Xmas	£1,548,269	£1,571,493
Other allowances	£ 129,802	£ 129,802
TOTAL	£1,678,071	£1,701,295

Allowances**Current**

	Weekly	Birthday	Xmas	Holiday
0-4	250.00	130.00	130.00	260.00
5-15	291.00	156.00	156.00	343.00
16-17	332.00	208.00	208.00	447.00

Proposed

	Weekly	Birthday	Xmas	Holiday
0-4	254.00	132.00	132.00	264.00
5-15	295.00	158.00	158.00	348.00
16-17	337.00	211.00	211.00	453.00

REPORT TO:	Executive Board
DATE:	28th March 2013
REPORTING OFFICER:	Strategic Director, Children & Enterprise
PORTFOLIO	Children, Young People & Families
SUBJECT:	Waiver of Procurement Standing Orders for subscription to Fischer Family Trust
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

To request the waiver to procurement standing orders because:

1.8.3 (e) Compliance with Standing Orders is not practicable because the Council's requirements can only be delivered by a particular supplier.

2.0 RECOMMENDATION: That

Approval is granted to waiver Part 4 Procurement Standing Orders (4.1) where there is a requirement to use the Chest to source the quotations.

This waiver will be for one year from 1st April 2013 to 31st March 2014. One annual subscription to Fischer Family Trust, with an option to extend for a further 2 years (see 4.4).

3.0 SUPPORTING INFORMATION

3.1 Children & Enterprise have a clear commitment to improving outcomes for all children and young people in Halton. Key to evaluating progress of groups and individuals is the Fischer Family Trust (FFT) data which allows for benchmark comparisons across a large number of pupils. This is key to our tracking of the progress of individual pupils who fall under the remit of our Virtual Headteacher, including Children in Care.

3.2 Fischer Family Trust (FFT) is part of a consortium that is contracted to process all data for the Department for Education's (DFE) National Pupil Database and Achievement & Attainment Tables (Performance tables). Fischer Family Trust is also contracted to process pupil performance data for the Welsh Assembly Group. As a result, Fischer Family Trust has access to pupil performance and census data for the whole of England and Wales. This enables them to produce a wide range of innovative performance data allowing schools to quickly identify and understand key

strengths and weaknesses, set challenging but realistic targets and help pupils to identify and realise their potential.

- 3.3 Established in 2001 Fischer Family Trust has been working successfully with LAs and schools to provide high quality performance data to support target setting and self-evaluation. Currently, 100% of Local Authorities in England and Wales subscribe to FFT with virtually all schools accessing FFT data through FFT Live (FFT's online reporting system), FFT databases or through LA generated data packages.
- 3.4 Fischer Family Trust reports cover all Key Stages (from Key Stage 1 to Key Stage 5) and all levels (pupil, group, school, Local Authority) and use sophisticated statistical techniques to measure progress (both value added and contextual value added) and estimate future performance (both contextualised and non- contextualised).
- 3.5 Subscription provides:
- LA access to LA level reports / data for all schools via FFT Live and Fischer Family Trust database
 - LA email and telephone support form FFT
 - Fischer Family Trust Live administration for LA accounts
 - Access to Fischer Family Trust national research and new LA developments
 - LA access to Fischer Family Trust school and pupil level data (value added and estimates) for all schools
 - School access to Fischer Family Trust Live (School and Pupil Level)
 - Local Authority Fischer Family Trust administration access to school administration accounts

4.0 BUSINESS CASE FOR WAIVING STANDING ORDERS

4.1 Value for money and Competition

The waiver of standing orders is requested as there is only one supplier of this service. As a result it is not possible to test value for money and source via the Chest. Access to the Fischer Family Trust data is essential if we are to fulfil our commitment to Narrowing the Gap for vulnerable pupils through access to the highest quality data to support target setting and tracking as part of our self-evaluation.

The Public Contracts Regulations 2006 are not relevant as the value is below EU thresholds.

4.2 Transparency

Prior to submission to the Executive Board Sub Committee seeking a waiver of formal tendering requirements advice and guidance has been

sought from the Head of Procurement. The Head of Procurement has been consulted and she supports this waiver.

4.3 Funding

The cost of subscription for 2013 / 14 is **£4,372**.

The subscription will be funded by Learning and Achievement – Primary Support and Intervention Budget: 2050 8107 WO59 HBC1

4.4 EXTENSION CLAUSES

- 4.4.1 The Contract shall begin on the 1st April 2013 and subject to the proviso for earlier determination shall end on the 31st March 2014, and shall be subject to possible extension to 31st March 2016 as per Clauses 4.2, 4.3 and 4.4
- 4.4.2 At the sole option of The Employer, notice may be given in writing to The Contractor that The Employer may offer two extensions of the Contract by a period of one year. Notice shall be given no later than 3 months before the expiry of the initial term of one year. Where the Contract term is extended under this provision the Contract shall be so extended on the same terms as this Contract but omitting this option for renewal.
- 4.4.3 For the avoidance of doubt in considering an extension of the Contract The Employer shall have particular regard to the manner in which the Contract has been performed
- 4.4.4 Notwithstanding the expiration of the Contract Period or the earlier determination of this Contract these conditions shall continue in full force and effect to the extent that any of them remain to be implemented either by The Contractor or The Employer.
- 4.4.5 If the option to extend is agreed, the no contractual price uplifts will be incurred as per the Contract

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

The Council is committed to Narrowing the Gap for vulnerable children and young people. Access to high quality, nationally recognised data is fundamental to the setting of stretching targets and tracking progress of all pupils, including Children in Care. This will ensure that targeted children and young people are making expected progress and attaining at least in line with national expectations.

5.2 Employment, Learning and Skills in Halton

A good level of achievement is key to accessing further and higher education and securing employment.

5.3 A Healthy Halton

Increased confidence, value and self worth improves the emotional health and well-being of children and young people.

5.4 A Safer Halton

N/a

5.5 Halton's Urban Renewal

n/a

6.0 RISK ANALYSIS

6.1 Not subscribing to this national dataset may lead to the Council being unable to effectively target, track and benchmark the performance of vulnerable pupils, including Children in Care, against a nationally recognised dataset.

A full risk assessment is not considered to be required.

7.0 EQUALITY AND DIVERSITY ISSUES

By not being able access the FFT data this would result in inequality of opportunity.

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

Document	Place of Inspection	Contact Officer
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Rutland House

Gill Bennett

Children Act 1989 as amended by section 52 of the Children Act 2004 Section 22(3)a. Secondary - Section 22(3)a of the Children Act 1989 placed a duty on local authorities to safeguard and promote the welfare of a child looked after by them. Section 52 of the Children Act 2004 amended that to include a particular duty on local authorities to *promote their educational achievement.*

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director, Children and Enterprise

PORTFOLIO: Children, Young People and Families

SUBJECT: Purchase of U-Explore software licences for re-sale to Schools and providers

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 £173,934.

2.0 RECOMMENDATION: That

- (1) The Operational Director for Children, Organisation and Provision be authorised to award the contract for 10 U-Explore software licences and 1 commercial licence to the contractor U-Xplore Limited for the sum of £12,600 (includes VAT) and shall be subject to three possible extensions of the contract by a period of upto one year for each extension running 2014/2015, 2015/2016 and 2016/2017. (Total spend over 4 maximum years: £50,400); and**
- (2) in light of the exceptional circumstances namely there being only one possible supplier of the service and in accordance with Procurement SO 1.8.3 Standing Orders 4.1 and 4.2 be waived on this occasion in view of U-Xplore Limited being the only supplier of the service and the collective agreement by Liverpool City Region to implement this software package jointly, which will support schools in delivering their new Careers Education, Information Advice and Guidance (CEIAG) responsibilities under the Education Act 2011.**

3.0 PERIOD OF WAIVER

The period from the expiry of the call-in for this decision until the award of the contract by the Operational Director for Children, Organisation and Provision.

4.0 BUDGET AND FUNDING APPROVAL

The Post-16 and 14-19 Entitlement Strand Divisional budget.

5.0 SUPPORTING INFORMATION

5.1 BUSINESS CASE

5.1.1 U-Explore is an unique innovative, online teaching and learning resource that is accessible 24/7 by learners, teachers and parents. It will support schools to deliver their new duty to secure access to independent and impartial careers guidance for pupils in years 9-11.

5.1.2 The duty came into effect in September 2012 and U-Explore has been introduced by schools from April/May 2012 to support this transition.

5.1.3 U-Explore uses media-rich applications such as video case studies, virtual tours and interactive skills logs to help learners make informed choices and decisions about their future. U-Explore delivers the Careers Education framework through:

- Video overviews of 14 industry sectors
- A Job Bank, which delivers information on hundreds of job roles via video case study interviews and text profiles outlining key duties, required skills and recommended progression paths and qualifications
- Jobcasts, which provide detailed video case studies of interviews with real employees and employers along with actual footage of them performing job role duties and responsibilities
- Interactive 360 virtual tours of real working environments
- Bank of real business profiles
- Team Work explains how departments and employees within real business work as a team

5.1.4 U-Explore navigator contains a vast bank of careers and employability resources delivered as 4 part lesson plans, accompanying handouts and PowerPoint presentations all downloadable and editable.

5.1.5 The software is web-based and is therefore accessible from anywhere by learners of all abilities. The system features industry information by sector and there is the potential, as Cheshire and Lancashire have, to tailor information to include local businesses.

5.1.6 U-Explore is exceptional in that Halton Borough Council will own all the search details and management information and will be able to analyse the jobs and sector areas of interest of young people. This would inform the direction of careers guidance and the planning and commissioning of educational services in the future. Establishments

can track cohorts of learners via the system for example potential NEET or borderline C/D grade learners.

5.2 VALUE FOR MONEY AND COMPETITION

5.2.1 The Local Authorities within the Liverpool City Region are working in partnership to implement U-Explore across the City Region. This has brought economies of scale to the price of an annual U-Explore licence which has reduced from £2,160 to £1,140 including VAT and which will be sold onto schools in Halton for £1,200. The cost of the Commercial Licence is £1000. Following the introduction of the software to the Liverpool City Region in 2012 there is no other supplier other than U-Explore that offers this software.

5.2.2 As part of the contract Halton Borough Council also proposes that the Council purchase a Halton Commercial Licence for U-Explore. Gaining the commercial license ensures that any provider wanting to use U-Explore in the borough would have to purchase the system through the Borough Council ensuring that The Council remains the key stakeholder in the delivery of on-line careers information and guidance in the borough.

5.3 TRANSPARENCY

5.3.1 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.

5.4 PROPRIETY AND SECURITY

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

5.5 ACCOUNTABILITY

5.5.1 This will remain with the Operational Director awarding the contract and the internal and external audit process, and through scrutiny arrangements.

5.6 POSITION OF THE CONTRACT UNDER THE PUBLIC CONTRACTS REGULATIONS 2006

5.6.1 The contract is subject to the Public Contracts Regulations 2006, however because the total value is £12,600 including VAT, which is below the threshold of £173,934, there is no requirement to go through a tendering process. However, the contract will be subject to the fundamental transparency and non-distortion of competition requirements.

6.0 POLICY IMPLICATIONS

6.1 Schools are responsible for securing access to independent and impartial careers guidance for pupils in years 9 to 11. This new duty came into force in September 2012 and will be extended down to Year 8 and up to Year 13 in September 2013.

6.2 Government expects that schools work in partnership with local authorities and external careers guidance providers to ensure that young people are appropriately supported, without the need for legislation. There is also an expectation that schools work in partnership with local authorities to ensure that vulnerable young people receive the support that they need, and that there will be local arrangements to ensure this partnership.

7.0 OTHER IMPLICATIONS

n/a

8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children and Young People in Halton

8.1.1 Up-to-date and widely available information on progression routes will assist young people in the borough to make informed decisions on future pathways to learning and employment.

8.2 Employment, Learning and Skills in Halton

8.2.1 See 8.1

8.3 A Healthy Halton

n/a

8.4 A Safer Halton

n/a

8.5 Halton's Urban Renewal

n/a

9.0 RISK ANALYSIS

9.1 There are no risks associated with product proprietary.

9.2 If we do not proceed there is a risk that up-to-date careers information may not be consistently available throughout the secondary schools. The licences will help to ensure that a comprehensive package of information and curriculum materials are accessible via the web for practitioners, young people and parents on future opportunities, skills and progression routes.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 The U-Explore product is available to all and not limited to equality and diversity issues.

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

Document	Place of Inspection	Contact Officer
Lord Hill's letter 17/02/2011	14-19 Team	14-19 Divisional Manager
Education Bill 15/11/2011	14-19 Team	14-19 Divisional Manager

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director – Children and Enterprise

PORTFOLIO: Children, Young People and Families

SUBJECT: Capital Programme – 2013/2014

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This report provides a summary of the capital programmes for 2013/14 for Children & Enterprise Directorate.

2.0 RECOMMENDATION: That:

- i) The capital funding available for 2013/14 is noted;
- ii) The position in respect of Basic Need is noted;
- iii) The proposals to be funded from Capital Maintenance and Capital Expenditure Revenue Account are approved;
- iv) The proposal for the Two Year Old capital funding is approved ;
- v) The proposal for the Short Breaks capital is approved; and
- vi) The report is submitted to Full Council for approval of the Capital Programme 2013/14.

3.0 SUPPORTING INFORMATION

3.1 In March 2013 the Department for Education announced the schools capital grant allocations for 2013/14. The table below details the funding received.

TYPE OF FUNDING	AMOUNT OF FUNDING (2013/14)
GOVERNMENT FUNDING	
Basic Need 2 Year Allocation (2013/14 & 2014/15) according to relative need for new places based on forecast data to address basic need pressures.	£1,203,445

TYPE OF FUNDING	AMOUNT OF FUNDING (2013/14)
GOVERNMENT FUNDING	
Capital Maintenance – Local Authority maintained schools Allocated to fund condition and suitability projects at Local Authority maintained schools.	£1,416,477
Capital Maintenance – Voluntary Aided maintained schools Allocated to fund condition and suitability projects at Voluntary Aided schools.	£809,396
Devolved Formula Capital – Local Authority maintained schools Allocated directly to Local Authority maintained schools for their own use to address school building and Information Communication Technology needs.	£289,712
Devolved Formula Capital – Voluntary Aided maintained schools Allocated directly to Voluntary Aided maintained schools for their own use to address school building and Information Communication Technology needs.	£163,533
Early Education for Two Year Olds Allocated to support the implementation of early education for two year olds from lower income families.	£355,916
Short Breaks Capital (2012/13) Allocated to provide a range of short break services for disabled children, young people and their families.	£241,942
LOCAL AUTHORITY FUNDING	
Capital Expenditure Revenue Account funding In addition to the funding outlined above, the Local Authority makes a contribution towards capital works in schools.	£431,330

3.2 The sections below detail the projects this funding will support with the exception of Basic Need, which will be the subject of an additional Executive Report and Devolved Formula Capital, which will be decided by the schools.

4.0 Capital Maintenance and Capital Expenditure Revenue Account funding

4.1 The table below details how the Capital Maintenance and Capital Expenditure Revenue Account funding will be allocated.

Description	Estimated costs	Description
Computer Aided Design Plans	£5,000	Used up to date plans where building improvement works have been carried out.
Fire Compartmentation	£20,000	A rolling programme to address fire compartmentation in school buildings.
Asbestos Management	£10,000	Annual updated of asbestos surveys and undertaking of resulting remedial works.
Access Initiative Projects	£100,000	Fund that schools can bid for to resolve accessibility issues within school buildings.
School Modernisation Projects	£500,000	Fund that schools can bid for to resolve educational development and curriculum suitability issues within school buildings.
Contingency	£78,159	Used for emergency and health and safety works that arises during the year.
Capital Repairs	£1,134,648	The detailed capital repairs programme for 2013/14 can be found in Appendix 1. This is based upon a priority matrix using information taken from condition surveys.
Total	£1,847,807	

5.0 Early Education for Two Year Olds 2013/14

- 5.1 Local early years and childcare providers will be invited to apply for funding to make changes or purchases in order to create additional places for eligible 2 year olds.
- 5.2 Bids will be assessed against the ability to offer 15 additional hours of education to 2 year old children per week in a flexible manner in high achieving settings within areas of high demand.

6.0 Short Breaks Capital 2012/13

- 6.1 This grant is to provide a wide range of high quality opportunities providing positive life experiences for disabled children and young people as well as a break for parents and carers. When the fund was allocated in September 2012 a consultation exercise was undertaken to determine the best use for the grant. This consultation revealed that a specialist sensory and play centre for use by families or groups of disabled children, young people and adults would be beneficial.

- 6.2 A review of potential venues within Halton that could offer an inclusive, accessible play space as highlighted by the consultation was undertaken. The only venue that could meet the criteria was the Silver Blades Ice Rink at The Hive Leisure Park, Widnes. It has the benefit of a central location with good transport links and is part of a complex that already offers other activities and eating establishments. The rink was designed to be more accessible for disabled people from the outset and therefore already has a number of key features designed in.
- 6.3 A review has been undertaken regarding the lease between Halton Borough Council and the ice rink company. Assurances have been given that as long as the ice rink company obtain consent to carry out any structural alterations that may be required, the specialist sensory and play centre will not breach the lease agreement.
- 6.4 This report seeks approval for the funds to be used to develop the specialist sensory and play centre within the Silver Blades Ice Rink.
- 6.5 Furthermore, as the ice rink company is currently completing the works around the main ice rink and will shortly be installing an additional smaller ice pad, it is proposed that the specialist sensory and play centre is undertaken by the ice rink's own contractors. The Local Authority will be fully involved in the development of the area and will be consulted at all stages of the works.

7.0 POLICY IMPLICATIONS

- 7.1 This programme of works will allow the Council to continue to meet:
- its requirement to enhance the environments through capital projects,
 - its statutory duty to secure free early education for eligible two year olds and
 - its duty to provide a range of short break services for disabled children, young people and their families.

8.0 OTHER/FINANCIAL IMPLICATIONS

8.1 Capital repairs programme

This will contribute to Halton's Carbon Management Programme by producing more energy efficient buildings.

8.2 Short Breaks Capital

The Short Breaks Capital Grant conditions are met, as they recommend working in partnership with private and voluntary organisations and using the grant in conjunction with funds provided from them.

9.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

9.1 Children and Young People in Halton.

9.1.1 The Capital Programme will address condition and suitability issues within school buildings and will improve the learning environment for children and young people.

9.1.2 The Short Breaks Capital will provide a specialist sensory and play area at the Ice Rink, for use by families and groups of disabled children, young people and adults.

9.1.3 The 2 year old capital grant is intended to support the implementation of early education for 2 year old children of lower income families.

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

9.2.1 The Short Breaks Capital has the potential to offer mentoring, young leadership training and work experience for vulnerable young people in Halton.

9.2.2 The 2 year old capital grant is intended to support the implementation of early education for 2 year old children of lower income families.

9.3 **A Healthy Halton**

The specialist sensory and play area provided by Short Breaks Capital, will provide disabled children, young people and adults a break away from their day to day routine and provide a full sensory experience which will enhance their psychological well-being.

9.4 **A Safer Halton**

N/A

9.5 **Halton's Urban Renewal**

The provision of the specialist sensory and play area will further enhance the Ice Rink facility, and should encourage more visitors for outside Halton to visit the area.

10.0 **RISK ANALYSIS**

10.1 **Capital Repairs**

It is current practice for schools to contribute towards the cost of works. This consultation with schools has yet to take place therefore if schools are not willing to contribute these projects will not be carried out in 2013/14. In the event that schools are unable to contribute towards the cost of the works when completed, an element of the contingency budget can be used for this purpose. The school would then be required to make their contribution in the next financial year.

10.2 **Short Breaks Capital**

A milestone payment schedule will be issued to mitigate the financial risks. Stage payments will be checked against actual work completed, prior to any payment being made. This project will be a jointly funded venture, with the ice rink committing funds and resources to this project too.

- 10.3 The rink has adequate public liability insurance and if providers are booking the facility for set sessions they already have public liability insurance, for not less than £5,000,000 for their existing activities that would cover this. They would also be required to complete risk assessments for the activities. If families were hiring the facility for a birthday party they would be responsible for that session. The facility will have a disclaimer notice and there will be 'conditions of use' displayed for example shoes must be removed, no food etc. If parents are present, they will be responsible for their children in the venue and for adhering to the conditions of use. All of the works and equipment will be completed, maintained and serviced to the required standards.
- 10.4 A Legal agreement will be drawn up between Halton Borough Council and the ice rink, detailing the responsibilities of on-going cleaning and maintenance, insurance requirements and service delivery arrangements. This agreement will be reviewed annually by both parties and any amendments agreed.
- 10.5 The agreement will also stipulate that, in the event of the ice rink company ceasing to operate at the venue, the equipment is the property of Halton Borough Council and would be removed (where possible) should the ice rink close.

11.0 EQUALITY AND DIVERSITY ISSUES

- 11.1 The Access Initiative Programme provides funding to improve the accessibility of mainstream schools for pupils with disabilities and the wider community. Consideration to access issues is given in all building projects. The capacity of schools to meet the needs of children with more complex needs and disabilities will be developed further through building works at schools.
- 11.2 The Short Breaks Capital funding will ensure a wide range of short breaks services for disabled children and families.

12.0 REASON(S) FOR DECISION

- 12.1 To deliver and implement the capital programmes.

13.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 13.1 Not applicable.

14.0 IMPLEMENTATION DATE

- 14.1 Capital Programmes for 2013/14 to be implemented with effect from 1 April 2013.

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

Document	Place of Inspection	Contact Officer
Schools Capital Announcement – DfE 01/03/2013	Children & Enterprise	Phil Dove
Early Education for Two Year Olds Capital DfE announcement 27/12/2012	Children & Enterprise	Phil Dove
Short Breaks Capital DfE Letter – Sept 12	Children & Enterprise	Phil Dove

Capital Repairs Programme 2013/14

School	Description	Estimated Cost inc fees
Various	Retentions from 2012/13 Capital Repairs Programme	£35,000
The Bridge School	Boiler, Hot water heater and storage tank (phase 1 of 1)	£62,150
Brookfields School	Swimming pool boilers	£67,800
Farnworth CE Controlled Primary School	Infant area Boiler and Radiators (phase 3 of 3)	£113,000
Chesnut Lodge School	Heating distribution pipework and radiators to school (phase 1 of 2)	£135,600
Ashley School	Radiators to school and hot water boiler in kitchen	£118,650
Hallwood Park Primary School and Nursery	Pumps and Heating distribution pipework and radiators to school (phase 1 of 2)	£101,834
West Bank Primary	Radiators	£169,500
Weston Point Primary	Radiators (Phase 1 of 2)	£79,055
The Bankfield	Heating distribution pipework and radiators to school (phase 3 of 4)	£252,059
		£1,134,648

REPORT TO: Executive Board

DATE: 28 March 2013

REPORTING OFFICER: Strategic Director – Children and Enterprise

PORTFOLIO: Children, Young People and Families

SUBJECT: Re-designation of Ashley School

WARDS: Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 This report provides a summary of the statutory consultation process undertaken for the proposal to re-designate Ashley School as a school for vulnerable pupils with a diagnosis of Autism and those with social and communication needs who have moderate to high learning abilities and to extend provision from 16 to 19 years.
- 1.2 The report also outlines the decision making process which needs to be followed. A further update report on the outcome of the statutory consultation will be circulated following the end of the representation period on 13th March 2013.

2.0 RECOMMENDATION: That a further update on the outcome of the statutory consultation be provided to the Board at the end of the representation period.

3.0 BACKGROUND

- 3.1 At the Executive Board meeting on 24th January 2013 it was agreed that statutory consultation could be undertaken to re-designate Ashley School and extend the age range from 11-16 to 11-19.
- 3.2 The statutory proposal was published on 30 January 2013. Letters were sent to all parents, staff, governors, trade unions, neighbouring authorities, Diocesan authorities, health, schools and other local authorities. These letters contained a copy of the statutory proposals and included a feedback form and contact details for anyone to ring if they had any questions. They also provided the date, time and venue of consultation meetings.
- 3.3 In addition, a public meeting was advertised in the local press and posters were displayed at a number of special primary and secondary schools, Children's Centres, Community Centres, Direct Links and the libraries. The consultation details were also included on the circular, which is distributed to all schools and Children's Services setting. A copy of the statutory notice is attached at Appendix A for information.

- 3.4 A staff meeting was held on the consultation on 11th February 2013 and a meeting for governors was held on the same day. A public consultation meeting was held at The Stobart Stadium in Widnes on 27 February 2013. Following a request from parents a further consultation meeting was held in the afternoon of 6th March 2013 at Crmz.
- 3.5 The presentation used at the consultation meeting was placed on the website along with the minutes of the public meeting, a copy of the feedback form and frequently asked questions from the first round of consultation. A map of the provision available across the borough was also made available on the website along with the statutory notice.
- 3.6 Those people wishing to respond to the consultation were advised to put their views in writing to Mark Reaney, Operational Director Legal and Democratic services.. They were also advised to note that the representation period was 6 weeks and the consultation would close on 13th March 2013.

4.0 DECISION MAKING PROCESS

- 4.1 The decision-maker (Executive Board) must decide the proposal within two months of the end of the representation period otherwise the decision must be referred to the Adjudicator for a decision. If referred to the Adjudicator the proposal and any representations must be forwarded to the school Adjudicator within one week of the end of the two month representation period along with any representations received and not withdrawn.
- 4.2 The decision-maker can decide to:
- Reject the proposals;
 - Approve the proposals;
 - Approve the proposals with a modification
 - Approve the proposals subject to them meeting a specific condition.

Conditional approval can only be granted in a limited number of circumstances related specifically to Academy provision or changes in admission arrangements relating to another school. A date by which the conditions should be met must be set.

- 4.3 The reason for the decision must be given whether it is approved or rejected it should also include the factors and criteria for the decision. A copy of the decision must be sent to:
- Each objector;
 - The Secretary of State;
 - Local C of E Diocese
 - The Bishop of the RC Diocese; and
 - The Office of the Schools Adjudicator.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The Executive Board agreed on 24th January 2013 to set aside £450,000 from the Schools Capital Basic Need budget for 2012/13 and that an additional £50,000 be put aside from any future Education Capital budgets allocated for 2013/14 to address the adaptations that will be required.

6.0 OTHER IMPLICATIONS

- 6.1 The most appropriate provision for any current Ashley pupil will be determined at the annual review of the statement of SEN and will be based on the individual needs of the young people and the place that best meets their needs.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People

The proposal meets the requirement to provide diversity and choice within the Borough and addresses a gap in provision which was identified through the National Autistic Society (NAS) review.

7.2 Employment Learning and Skills in Halton

This additional provision and the extension of the age range ensures good access to a quality provision for pupils thus providing greater employment prospects for these children and young people in future.

7.3 A Healthy Halton

The re-designation of Ashley school will allow for multi-agency professionals working on the site. Health professionals will ensure the health and well-being of pupils are promoted and supported.

7.4 A Safer Halton

Any adaptations to school will be designed to ensure that children, staff and other community users feel safe and secure on site.

7.5 Halton's Urban Renewal **N/A**

8.0 RISK ANALYSIS

- 8.1 Failure to address the gap in provision as identified as identified by parents and the NAS review could leave the council exposed to challenge by parents through the Special Educational Needs and Disability Tribunal (SENDIST). If the gap in provision is not addressed, parents will seek out of borough provision.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 The re-designation of Ashley Scholl will ensure an inclusive and coherent approach to matching the needs of children and young with ASC locally. The quality of the provision will meet NAS standards and currently Ashley School is judged as a good school by Ofsted. Parents and carers will have a better choice of high quality provision for their children locally.

10.0 REASON(S) FOR DECISION

10.1 A gap in provision has been identified for vulnerable pupils with a diagnosis of Autism and for those with identified Social Communication Needs who have a moderate to high learning ability.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

11.1 Retaining the current designation of Ashley and the current age range was considered this was rejected as it would not meet the gap in provision identified.

12.0 IMPLEMENTATION DATE

12.1 A decision will be required by Executive Board prior to 1st September 2013.

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

Documents	Place of Inspection	Contact
NAS Report	Rutland House	Steve Nyakatawa
Executive Board Report 18 October 2012	Rutland Hose	Steve Nyakatawa
Executive Board Report 24 January 2013	Rutland House	Steve Nyakatawa

PUBLIC NOTICE

STATUTORY CONSULTATION

Proposed re-designation and extension of age range of Ashley School

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Halton Borough Council intends to make a prescribed alteration to Ashley School (Community Special School), Cawfield Avenue, Widnes, Cheshire WA8 7HG, from 01 September 2013.

The current provision is a 120 place school for children and young people aged 11-16 with Cognition and Learning (MLD) combined with the emotional and social aspects of behaviour, emotional and social development. It is proposed to establish provision at Ashley School for 112 children and young people aged 11-19. The school will cater for vulnerable pupils with a diagnosis of Autism and those with identified Social Communication Needs who have a moderate to high learning ability. There will be 70 places for ages 11-16 and 42 places for ages 16-19.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: Ann McIntyre, Operational Director - Children Organisation and Provision, Rutland House, Halton Lea, Runcorn, Cheshire, WA7 2GW. Telephone Number 0151 511 7332 or <http://www3.halton.gov.uk/news/newsroom/305542/>

Within six weeks from the date of publication of this proposal, any person may object to or make comments on the proposal by sending them to Mr M Reaney, Operational Director, Legal and Democratic Services, Municipal Building, Kingsway, Widnes, WA8 7QF.

SIGNED: M E Reaney

DATE: 30 January 2013

STATUTORY CONSULTATION – PUBLIC MEETING

A public meeting will be held on the proposal.

The meeting will be held on Wednesday, 27th February 2013 at 7.00pm in The Bridge Suite, Stobart Stadium Halton, Lowerhouse Lane, Widnes, Cheshire WA8 7DZ

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director Children and Enterprise

PORTFOLIO: Children, Young People and Families

SUBJECT: Fairfield Infant and Fairfield Junior School

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 The report summarises the current governance arrangements of Fairfield Infant and Junior Schools and seeks permission to start a consultation process to amalgamate the schools into a Primary.
- 1.2 This report outlines the timeline and actions required for such an amalgamation.

2.0 RECOMMENDATION: That

- 1) **the commencement of consultations to amalgamate Fairfield Infant and Fairfield Junior Schools be approved; and**
- 2) **the timescales and key dates for the consultation process be noted.**

3.0 SUPPORTING INFORMATION

3.1 Reasons for the Amalgamation of the schools

3.1.1 The Fairfield Infant School head teacher left the schools at the end of the 2012 school year. Since that point the Fairfield Junior School head teacher has performed an Executive Head role over the two schools. This is therefore an ideal time to consider changing the organisation of both schools.

3.1.2 Fairfield Infant and Junior Schools provide a good quality education. However, a primary school has the following advantages:

- a single governing body and Headteacher would offer better continuity;
- a seamless transition from Key Stage 1 (Infants) to Key Stage 2 (Juniors);
- single policies for teaching and learning, behaviour and monitoring pupil progress which would enhance pupils' learning and development;

- builds upon best practice within both the Infant and Junior School, as part of a fresh start, and to continue improving standards of pupil achievement and attainment;
- allows parents to only apply once for the school (before Reception) without having to reapply at the end of Key Stage 1;
- the relationship between parents and the school can build over a longer period of time;
- staff will know children for a longer period of time thus allowing the school to better understand the needs of each pupil;
- greater opportunities for curriculum development, and staff recruitment and development;
- greater flexibility with a combined budget to deploy staff and curriculum resources effectively; and
- enables more of the budget to be spent upon front-line teaching and learning since overheads are a smaller proportion of the school budget.

3.2 Amalgamation Process

3.2.1 It is proposed that the board consider whether Fairfield Infant School and Fairfield Junior School should formally amalgamate to form a split site Fairfield Primary School.

3.2.2 The process would be:

- The Fairfield Junior School would expand on 1 January 2014 to include the Fairfield Infant, with all staff and pupils becoming part of the expanded school
- The Fairfield Infant School would close as a separate school on 31 December 2013 and become part of the amalgamated primary school
- All Fairfield Infant and Junior School pupils will then be on roll at the amalgamated primary school

3.3 Consultation Timeline

3.3.1 If approved an indicative timeline for such a consultation is presented below.

28 th March 2013	Executive Board give approval to consult
17 th April 2013	6 week informal consultation commences. The consultation will include staff, governing body, parents, unions and other interested parties.
29 th May 2013	Consultation ends and a report will be prepared to summarise the comments

received and this will be issued to the Executive Board for consideration.

- | | |
|--------------------------------|--|
| 27 th June 2013 | Executive Board considers consultation response and determines whether statutory consultation can be undertaken |
| 3rd July 2013 | Statutory consultation commences. The consultation will again include staff, governing body, parents, unions and other interested parties. |
| 14 th August 2013 | Statutory consultation ends and a report will be prepared to summarise the comments received and this will be issued to the Executive Board for consideration. |
| 5 th September 2013 | Executive Board considers the response to the consultation and determines whether to support the proposal for amalgamation. |

4.0 POLICY IMPLICATIONS

- 4.1 The amalgamation of the Infant and Junior schools would result in a more efficient Primary setting.
- 4.2 A primary school would provide a more consistent provision and would be in line with other provision within the borough.

5.0 OTHER/FINANCIAL IMPLICATIONS

- 5.1 The bringing together of Fairfield Infant school and Fairfield Junior school would allow greater flexibility with a combined budget to deploy staff and curriculum resources effectively and enables more of the budget to be spent upon front-line teaching and learning since overheads are a smaller proportion of the school budget.
- 5.2 Funding requirements for potential works to bring together the two facilities will be considered at a future date.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

A primary school would provide a more consistent provision and would be in line with other provision within the borough.

6.2 Employment, Learning and Skills in Halton

N/A.

6.3 A Healthy Halton

N/A

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

7.1 There are no risks associated with the recommendations put forward by this paper. A risk analysis would be undertaken as part of the feasibility works.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Consideration to access issues is given in all building projects. The capacity of schools to meet the needs of children with more complex needs and disabilities will be developed further through building works at schools.

9.0 REASON FOR DECISION

9.1 To allow the consultation process to commence to allow the schools to be amalgamated from 1st January 2014.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 10.1 When two schools amalgamate there are 3 possible routes:
- close both schools and establish a new primary school
 - close Fairfield Infant School and expand Fairfield Junior School
 - close Fairfield Junior School and expand Fairfield Infant School
- 10.2 Option one was rejected as it would be too disruptive to the staff at both schools. Option 3 was rejected as there is currently a vacancy for the Headteacher position at the school.
- 10.3 The preferred option would be to close Fairfield Infant School and expanded Fairfield Junior School. The Headteacher of the Fairfield Junior School would then take the position of Headteacher of the Fairfield Primary school.

11.0 IMPLEMENTATION DATE

11.1 The consultation would commence at the start of the summer term on the 10th April 2013.

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

Document	Place of Inspection	Ann McIntyre Operational Director Childrens Organisation & Provision
Schedule 1 Consent Education Funding Agency (28th September 2012)	Floor 2 Rutland House Runcorn	
	As above	As above
Executive Board Report Fairfield High Site 7th June 2012		

REPORT TO: Executive Board
DATE: 28 March 2013
REPORTING OFFICER: Strategic Director, Communities
PORTFOLIO: Health & Adults
SUBJECT: NHS support for Social Care
WARD(S) Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 To inform Members of the Executive Board of recent announcements about NHS support for Social Care.

2.0 **RECOMMENDATION: That Executive Board approve the revised funding allocation as detailed in paragraph 5.3.**

3.0 **SUPPORTING INFORMATION**

3.1 In previous years the Department of Health has allocated non-recurrent budget allocations to Primary Care Trusts for social care totalling £648m in 2011/12 and £622m in 2012/13. This funding was allocated nationally to PCTs, for transfer to Local Authorities to invest in social care services to benefit health, and to improve overall health gain.

3.2 The allocation for Halton was £1,709M in 2011/12 and £1,645M in 2012/13.

3.3 The transfer of funds from the PCT to the Local Authority was progressed within a partnership agreement, and agreed at Executive Board on the 31st March 2011 and subsequently updated the Executive Board on the 12th January 2012.

4.0 **CURRENT POSITION**

4.1 On the 19th December 2012 the Department of Health announced revised allocations and transfer arrangements. From 2013/14 the funding transfer to Local Authorities will be carried out by the new NHS Commissioning Board. For 2013/14 Halton will expect to receive £2,287,560.

The payments are once again to be made via an agreement under Section 256 of the 2006 NHS Act. A number of conditions must be satisfied, prior to the transfer of funding:

- The funding must be used to support Adult Social Care Services, which also has a Health benefit.
- The Local Authority must agree with local Health partners how the funding is best used and the outcomes expected from this investment.
- It is recommended that the Health and Wellbeing boards are the most appropriate place to discuss the allocations, ensuring that there is regard to the JSNA and existing commissioning plans.
- The allocation may be used to support new or existing services or transformation programmes, where such services or programmes are of benefit to the wider health and care systems, provide good outcomes for service users, and would be reduced due to budget pressures in Local Authorities without this investment.
- The Board will also have regard to the recommendations from “Caring for our future” White paper, which may require some small revenue costs.
- The Local Authority will be required to provide assurances to the NHS commissioning Board, that the conditions for funding transfer are being met.

4.2 A similar report was presented to the Health and well Being Board who supported the investment outlined in this report.

4.3 In addition, HBC have been allocated Winter Pressures funding of £223k for 2012/13, which will be used to :-

- Strengthen integrated discharge arrangements at Warrington and Whiston Hospitals and Intermediate Care Services;
- Increase capacity within the partnerships Reablement Services;
- Increase intermediate care bed capacity in Nursing/ Residential homes; and
- Increase resources available via Joint Equipment Service due to increased demand.

5.0 **FINANCIAL IMPLICATIONS**

5.1 As a Council with Adult Social Care Responsibilities Halton Borough Council faces a number of challenges over the next 2 years related to some of the unique circumstances within the Borough, including:

- Efficiency savings of approximately £14M per annum
- Projected population growths of 7%, and projected increases in

the number of older people of 33%

- Third highest levels of deprivation in Merseyside
- All age all-cause mortality rates are higher than the regional and national average
- Projected rise in people requiring community based services from 3,340 to 4,220

Whilst the above remain a challenge, the Council in partnership with Halton Clinical Commissioning Group have been trying hard to improve outcomes and provide safe services. Elected Members have continued to support this by increasing the community care budget by £300,000 per annum over 3 years. In addition new care pathways and new technology such as Telecare have been introduced to support more people at home.

5.2 In light of the current financial and other pressures within the LA it is proposed that the majority of this allocation is utilised to support existing services, which are of benefit to the wider health and care systems and provide good outcomes for service users.

5.3 Funding allocations from 2012/13 have been reviewed and exit strategies/service redesign opportunities have ensured mainstreaming of these projects demonstrating good outcomes.

Proposed funding allocation for 2013/14:

- Maintain the Telecare Service- £140k
- Additional support to the community care budget £500k
- Remaining allocation to support mainstream service delivery of £1,647,560 and to be utilised as part of the Council efficiency savings, to maintain eligibility for adult social care at moderate, maintain LA support to the Intermediate Care pool and to maintain the level of social care support to hospital discharge processes.

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

6.1 **Children & Young People in Halton**

None identified.

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

None identified.

6.3 **A Healthy Halton**

To maintain the capacity, quality and range of social care services

ensuring that the services provided are relevant to the health, social care and cultural needs of the local population and support people to remain as independent as practicable through a rehabilitative and enabling approach to care delivery.

6.4 A Safer Halton

To maintain safe and effective discharge from hospital for residents of Halton. Promote the protection and dignity of vulnerable adults.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 As outlined in paragraphs 5.1 – 5.3 of this report there are increasing financial pressures on the Local Authority's budget, in particular on the Community Care Budget.

7.2 If the proposals in relation to the revised funding allocations, as outlined in paragraph 5.3, are not approved, then this will have a severe detrimental effect on the ability of the Council to be able to deliver existing services, for example Telecare Services, as there is no alternative funding available to deliver this particular service.

7.3 In addition, if the proposal to use a significant proportion of the allocation to support mainstream service delivery isn't supported, then this will also impact on the Council's ability to meet the required annual efficiency savings.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 No adverse impact and positively promotes social inclusion.

9.0 REASON(S) FOR DECISION

9.1 The transfer of funds to Local Authorities from Health in order to invest in social care services to benefit and improve overall health is a national requirement.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 The options for the use of the 2013/14 funding allocations as outlined in paragraph 5.3, present social care and the Local Authority as a whole with the most cost effective use of the resources available and offer the best outcomes for service users and carers.

11.0 **IMPLEMENTATION DATE**

11.1 Transfer of funds to take effect from 1st April 2013.

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

Document	Place of Inspection	Contact Officer
Executive Board report 31/03/11	Municipal Building Widnes	Strategic Director Communities
Executive Board report 12/01/12	Municipal Building Widnes	Strategic Director Communities

AREPORT TO:	Executive Board
DATE:	28 th March 2013
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Health & Adults
SUBJECT:	Adult Social Care Contracts
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 To seek approval from Executive Board to extend the current services provided by external providers in the voluntary sector for a one year period to from 1st April 2013 to 31st March 2014, which requires a waiver to Procurement Standing Orders.

2.0 **RECOMMENDATION: That Executive Board:**

- 1) **Agree to using Procurement Standing Orders 1.8.3 (d), (e) and (f) to waive Procurement Standing Order 4.1 in respect of voluntary sector contracts with a value not exceeding £173,934, as listed in Appendix 1; and**
- 2) **Agree to an extension of existing voluntary sector contracts for a period of up to 1 year from 1st April 2013 to 31st March 2014.**

3.0 **SUPPORTING INFORMATION**

3.1 In Halton there has always been a vibrant voluntary sector and that has been maintained despite reduced funding over the last two years. It is clear that if the unique and dedicated services were lost there would be a significant gap in service delivery that would not be filled elsewhere.

3.2 The contracts outlined in Appendix 1 represent a number of voluntary organisations who deliver a valuable service across health and social care. These have been reviewed and it is proposed that the Council continues to fund these services.

4.0 **BUSINESS CASE FOR EXTENSION OF CONTRACTS**

4.1 **Value for money**

The financial contribution from the council is supported by the

contribution from local volunteers and as such the services listed in Appendix 1 provide good value for money. The Council's contribution to all services will be subject to further review in 2013/14.

4.2 **Transparency**

Contracts will be recorded in the Council's Contract Register accessible via the internet together with the publication of all spend in excess of £500.00.

4.3 **Propriety and Scrutiny**

The extension of the contracts referred to in this report will be compliant with Halton Borough Council's Procurement Standing Orders. Compliance with anti-corruption practices will be adhered to and any of the contracts within the subject of this report will be terminated if there is any occurrence of corruption by any organisations or their staff.

4.4 **Accountability**

The contracts will be performance managed and service standards monitored by commissioners and the contracts team.

5.0 **POLICY IMPLICATIONS**

5.1 On 17th January 2008, the Department of Health issued a Local Authority Circular entitled 'Transforming Social Care'. The circular set out information to support transformation of social care and at the heart of this change is the personalisation agenda. As we develop community provision within prevention services we will need to consider the implications of personalisation for the whole community.

5.2 Equity and Excellence: Liberating the NHS, July 2010, also sets out plans to radically transform the NHS. This includes development of Clinical Commissioning Groups that means local clinicians having more of a say in how they commission services. This has had a major impact on the voluntary sector as they have had to adapt to a whole new way of working and prepare for commissioning changes in the sector.

5.3 Locally, to support these National documents, the Older People's Commissioning Strategy and the Early Intervention and Prevention Strategy identify the need to support Older People to maintain their independence and a high quality of life. The Learning Disability Commissioning Strategy Mid-term review, The Carers Commissioning Strategy and the Joint Commissioning Strategy for People with Physical and/or Sensory Disabilities all outline the current position and needs of different service areas in the borough. These documents look at the need for a range of support services to help people achieve the best outcomes for them including information, transport, advocacy and health promotion.

6.0 **FINANCIAL IMPLICATIONS**

6.1 The total financial implication of the contracts listed in Appendix 1 is £472,893.

6.2 The contracts will be reviewed during the course of 2013/14 to ensure that service objectives are in line with the new Health and Wellbeing and Clinical Commissioning Group Priorities and that services continue to provide value for money.

6.3 The cost of the recommended extension to contracts can be met within existing budget allocations.

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

7.1 **Children & Young People in Halton**

None

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

Voluntary sector organisations rely significantly on volunteer time to deliver services. The organisations provide training and placement opportunities for volunteers, increasing their skills and employability.

7.3 **A Healthy Halton**

The services provided by Age UK Mid Mersey and Red Cross deliver direct support from people in their own home or as they are being discharged from hospital. Information and Advocacy is a vital mainstay of helping people to remain healthy and independent in their own homes.

7.4 **A Safer Halton**

The prevention agenda is well supported by the voluntary sector and Age UK Mid Mersey offer practical help and information to ensure that older people's homes are safe and secure. In addition Red Cross offer practical support for people when they leave hospital.

7.5 **Halton's Urban Renewal**

None

8.0 **RISK ANALYSIS**

8.1 The Quality Assurance Team will monitor the grants and ensure the Council and Halton residents receive value for money

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 To receive funding a voluntary sector organisation has to ensure that that acceptable equality and diversity policies are in place.

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

None under the meaning of the Act.

Appendix 1

Name of provider & details of service	Contract start date	Contract end date	Budget 2013/14	Funding source
Crossroads Support for Carers	01/04/13	31/03/14	£35,000	HBC Base budget
Vision Support	01/04/13	31/03/14	£42,268	HBC (Base budget) £25,200 CCG £17,068
MIND	01/04/13	31/03/14	£37,890	HBC Base budget
Advocacy Works	01/04/13	31/03/14	£46,330	HBC Base Budget – service to be reviewed in 2013/14
Age UK Mid Mersey – Information Service	01/04/13	31/03/14	£78,000	50% HBC Base Budget - £39,000 50% CCG budget - £39,000 service to be reviewed in 2013/14
Age UK Mid Mersey – Practical Tasks	01/04/13	31/03/14	£61,000	50% HBC Base Budget - £30,500 50% CCG budget - £30,500 service to be reviewed in 2013/14
Red Cross – Home from Hospital	01/04/13	31/03/14	£67,152	50% HBC Base Budget - £33,576 50% CCG budget - £33,576 service to be reviewed in 2013/14
Carers Centre	01/04/13	31/03/14	£105,253	Communities - £70,253 Children and Young People - £35,000

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REPORT TO:	Executive Board
DATE:	28 th March 2013
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Health & Adults
SUBJECT:	Healthwatch update
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 To provide Members of the Executive Board with an overview of Healthwatch functions and its relationship to the Shadow Health and Wellbeing Board.
- 1.2 To seek approval for a retrospective waiver of the Independent Complaints Advocacy Service (ICAS) that has been tendered as part of a cross boundary procurement exercise led through Liverpool City Council (see paragraphs 3.4-3.6)

2.0 **RECOMMENDATION: That approval is granted to use Procurement Standing Orders 1.8.3 (b), (d) and (f) to waive Procurement Standing Order 4.1 to enter into a contract for an Independent Complaints Advocacy Service from 1st April 2-013 that has been tendered as part of a cross boundary procurement exercise led by Liverpool City Council.**

3.0 SUPPORTING INFORMATION

3.1 Healthwatch Functions

Healthwatch will be the new consumer champion for both health and social care. It will exist in two distinct forms – local Healthwatch and Healthwatch England. The Health and Social Care Act 2012 sets out that a local Healthwatch will be established by 1st April 2013.

Healthwatch Halton will be the local Healthwatch organisation and will operate as an independent organisation. Healthwatch Halton will begin operating on 1st April 2013.

The main aim of Healthwatch Halton will be to give citizens and communities a stronger voice to influence and challenge how health and social care services are provided locally.

The main functions of include, but are not limited to:

- Healthwatch Halton will be an effective, powerful and independent local

voice for all aspects of adult and children's health and social care within Halton and it will be representative of the diverse communities in Halton.

- Healthwatch Halton will influence the planning and delivery of health and social care services.
- Healthwatch Halton will provide a signposting, advice and information service to help people access health and social care services and support and make informed choices.
- Healthwatch Halton will hold commissioners and service providers to account for local health and social care services.
- Healthwatch Halton will scrutinise the quality of local service provision for local health and social care services.

Healthwatch Halton will link with Healthwatch England, who will amalgamate the collective views and experiences of people who use, or may use, local services to influence national policy, advice and guidance.

Healthwatch England has been established as a committee of the Care Quality Commission (CQC) and it is anticipated that this governance structure will enable links to be strengthened between patient / public views and regulation.

Healthwatch Halton will have a responsibility to report local views and experiences to Healthwatch England and identify concerns regarding local services.

3.2 Healthwatch Relationship to the Health and Wellbeing Board

A key part of the role of Healthwatch Halton will be participation in the Health and Wellbeing Board, to ensure that the consumer voice is heard and to ensure that the views and experiences of the consumer are taken into account when local needs assessments are carried out and strategies are formulated.

There is a requirement that a Healthwatch Halton representative is a member of the Health and Wellbeing Board and their role will include, but not be limited to:

- Providing a credible voice on the Health and Wellbeing Board.
- Participating fully in discussions and elevating patients' voice to the Health and Wellbeing Board and effectively representing their views in a clear and evidenced manner.
- Speaking on behalf of consumers of health and care services.
- Providing constructive challenge, from a patient and public perspective.
- Facilitating two-way communication between Healthwatch Halton and the Health and Wellbeing Board.
- Effectively communicating outcomes and decisions from the Health and Wellbeing Board to Healthwatch Halton, demonstrating the rationale for how these decisions were reached and how they relate to the wider contexts of Health and Social Care service planning.
- Demonstrating an awareness of the health and care landscape.
- Demonstrating an awareness of equalities issues and the Public Sector

Equality Duty.

3.3 Progress on the transition from LINK to developing Healthwatch Halton

In Halton, Executive Board agreed to commission Halton LINK to become the local Healthwatch organisation, a process which has also been adopted in other local authority areas. It has been determined that Healthwatch Halton will operate as an independent Community Interest Company (CIC) from 1st April 2013, which is a form of Social Enterprise.

One of the main benefits of enabling the LINK to become the local Healthwatch organisation is that service continuity can be achieved and that Healthwatch Halton can continue to build upon the legacy of Halton LINK.

A LINK to Healthwatch Transition Plan is in place and the implementation of the transition plan is being co-ordinated by Halton Borough Council's Commissioning Team. The transition process is currently on-track.

Considerable progress has already been achieved in terms of the transition process and only a small number of actions, mainly finalising the CIC and a launch event in the summer, remain to be undertaken to ensure that Healthwatch Halton is up and running by 1st April 2013.

3.4 Independent Complaints Advocacy Service (ICAS)

Halton BC has participated in a cross-boundary project to procure a local Independent Complaints Advocacy Service (ICAS) across Cheshire and Merseyside. A procurement exercise has been entered into with 8 other local authorities (Liverpool CC as the lead) to identify the provider of the above service that will be branded as the Merseyside and Cheshire Healthwatch Advocacy Service. Halton participated in the selection process at the end of January and a preferred bidder has been identified.

3.5 It was originally planned that each of the participating authorities would work under a partnership agreement to authorise Liverpool CC to operate the cross-boundary contract on their behalf, an arrangement covered under Halton's existing standing orders (1.3.1). However, Liverpool CC has amended their position after the completion of the procurement exercise and has informed each Local Authority that they are now be required to enter into a separate contract with the new ICAS provider.

3.6 Due to this change in approach from Liverpool CC and the clear financial benefit secured through the collaborative procurement process, this report is seeking approval to waive standing order 4.1 in order to enter into contract with the successful tenderer for the ICAS service across Merseyside and Cheshire.

4.0 **POLICY IMPLICATIONS**

- 4.1 The Health and Social Care Bill 2011 proposes that Healthwatch will be the new consumer champion for both publicly funded health and social care. Local Healthwatch will have membership to the Health and Wellbeing board and will be an integral part of the preparation of statutory Joint Strategic Needs Assessments and joint Health and Wellbeing Strategies.

5.0 **FINANCIAL IMPLICATIONS**

- 5.1 The funding for Healthwatch is provided to Councils via the Local Reform and Community Voices Grant. The indicative funding allocated for local Healthwatch includes an allocation which was previously provided for LINK organisations. Additional monies will also be allocated to Councils for the provision of a local Independent Complaints Advocacy Service (ICAS) and also additional funding for start-up and development costs and for the provision of signposting and advice and information services across health and social care in the local area. Indicative allocations are set out below:

£111,938	Local Reform and Community Voices Grant allocation (Previously LINK funding)
£30,277	Additional funding for Start-up, Signposting/Information and Advice Service
£37,562	Additional funding for local Independent Complaints Advocacy service (ICAS)
£179,777	TOTAL

- 5.2 The annual value of the ICAS contract is £16,185. It is proposed that the contract period will be for two years, giving a gross value of £32,370 over the proposed term of the contract. Procuring this specialist service across a number of authorities has proved highly cost effective and has secured a price for Halton below the Department of Health's estimated cost for the provision of this service in our area.

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

6.1 **Children & Young People in Halton**

Healthwatch Halton's responsibilities will extend to Children and Young People, which was not a requirement under LINKs. It will be important that Healthwatch Halton develops meaningful engagement with Halton's Children and Young people so that their views and experiences inform local service delivery.

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

None identified.

6.3 **A Healthy Halton**

The main aim of Healthwatch Halton will be to give citizens and communities a stronger voice to influence and challenge how health and social care services are provided locally. By collating and communicating the views and experiences of local service users, it is intended that local services can be improved in light of service users' expectations. Ultimately, improving local service delivery could contribute to better health outcomes for Halton residents.

6.4 **A Safer Halton**

None identified.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 There is a need to ensure that the transition is managed in a positive and timely manner. The change of legal status for Healthwatch Halton will impact on the existing volunteers. The main risk currently is if the planned recruitment of Executive Directors is unsuccessful. This has been mitigated as the current Chair and vice-chair have agreed to stay on in an interim capacity until the posts are filled.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 Local Healthwatch will be an effective, powerful and independent local voice for all aspects of adult and children's health and social care within Halton and it will be representative of the diverse communities in Halton.

8.2 Healthwatch Halton is expected to have an awareness of equalities issues and the Public Sector Equality Duty.

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

Document	Place of Inspection	Contact Officer
Executive Board Report, 18 th October 2012, Healthwatch.	Runcorn Town Hall	Angela McNamara

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director Communities

PORTFOLIO: Health and Adults

SUBJECT: Extension of Domiciliary Care Contract

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek agreement and approval from the Executive Board to formally extend service provision of identified Domiciliary Care contracts for a period of 1 year from 1st April 2013 to March 31st 2014.

2.0 RECOMMENDATION: That the Board:

- 1) **Approve using Procurement Standing Order 1.8.3(c) to waive Part 2 of Standing Orders which refers to contracts exceeding £1,000,000 in value, whilst preparation is being undertaken to conduct a full tender process in compliance with EU Public Procurement legislation 2006, Part 6 of Procurement Standing Orders.**
- 2) **Agree to extend existing Domiciliary Care contracts in Halton for a period of up to 1 year from 1st April 2013 to 31st March 2014.**

3.0 SUPPORTING INFORMATION

3.1 Our Domiciliary Care services are a key service to support vulnerable people to remain at home. Analysis of future demand to 2015 has identified a net increase of service use of 17%. It also illustrated the impact of the forecasted increase in the proportion of older people over 80 in the borough. This has seen a significant increase in the demand for domiciliary care to the borough and this is anticipated to continue in the coming years.

3.2 It is therefore the intention to conduct a detailed and robust tender and procurement exercise that will consider all of the challenging factors that contribute to an extremely complex area of work. Planning for the tender process is already underway and will run until the new contract is awarded on 1st April 2014.

- 3.3 The tender and procurement exercise will:
- Take account of the significant changes in the level and pattern of demand and the related financial implications identified by research and demand forecasting
 - Consider potential to introduce a generic domiciliary care contract across all social care service user groups
 - Establish an outcome-based approach to domiciliary care in Halton.
- 3.4 The following are the key tasks that will need to be completed as part of the tender and procurement task and will require significant time to ensure that the contract is delivered effectively and efficiently.
- Review of financial model to establish the 'cost of care'
 - Explore opportunities to commission on a regional or sub regional basis
 - Consultation with providers, service users, families, health, operational teams and voluntary sector.
 - Best practice review and benchmarking with other authorities
 - Development of communication strategy
 - Research future demand and needs analysis
 - Link to health colleagues to assess impact
 - Develop agreed domiciliary care model
 - Consider new duties set out in the Social Care White Paper- Reforming Care and Support. I.e. duty to promote diverse, sustainable and high quality market of care and support services.
- 3.5 It takes significant resources and time to undertake a process as detailed above in section 3.5 and in fully assessing the true costs of care. There were numerous legal challenges taking place throughout the UK on the costs/ fees LA pay to Providers. Some of the prominent legal challenges were with Sefton, Pembrokeshire, Manchester & Devon Council; a key factor in the above cases was a failure to fully consult with people using services and providers.
- 3.6 There has been substantial instability across the social care (residential and domiciliary) care market nationally. A number of the lower cost domiciliary care providers and residential care providers (most notably Southern Cross) have gone into liquidation or have demonstrated poor quality care. However, since the award of the current contract, the domiciliary care market the market in Halton has remained stable and has provided cost effective, good quality care. The extension will maintain quality and stability across the sector whilst work is undertaken to prepare for tender and fully consult with stakeholders.

4.0 **BUSINESS CASE FOR EXTENSION OF CONTRACTS**

4.1 **Value for money**

Current contracted rates were established through an open tender process and remain competitive when benchmarked against neighbouring authorities. Rates will be tested again in the tender to be conducted in 2013/14.

4.2 **Transparency**

Contracts will be recorded in the Council's Contract Register accessible via the internet together with the publication of all spend in excess of £500.00.

4.3 **Propriety and Scrutiny**

The extension of the contracts referred to in this report will be compliant with Halton Borough Council's Procurement Standing Orders. Compliance with anti-corruption practices will be adhered to and any of the contracts within the subject of this report will be terminated if there is any occurrence of corruption by any organisations or their staff.

4.4 **Accountability**

The contracts will be performance managed and service standards monitored by commissioners and the contracts team.

5.0 **POLICY IMPLICATIONS**

5.1 The Government White Paper Care and Support published earlier this year was a direct response to the recommendations of the Dilnot Commission which concluded in July 2011. The paper outlines a number of goals that care reform must deliver and will be an important element of the new domiciliary care tender. These goals include:

- The importance of early intervention in promoting independence and well-being
- Support for establishing a 'continuity of care' so that individuals have no fears of moving between local authorities
- Personal budgets to all service users who wish for more control over their provision
- Care workers will be expected to adhere to a national code of conduct and minimum training standards
- A pledge to make care, not the care provider, the central focus of reforms in order to protect service users

6.0 **OTHER/FINANCIAL IMPLICATIONS**

6.1 The Domiciliary Care contract is currently valued at £5.2million per annum. It is planned that the contract will be tendered for a minimum of three years.

6.2 The current Domiciliary care contract is designed around zones and each provider sets an indicative price that is agreed by Halton Borough Council. The current zones and agencies are as follows.

ZONE	WARD	AGENCY
1	Hale Ditton Hough Green Broadheath Riverside (split)	Local Solutions Homecare Support
2	Farnworth Birchfield Kingsway Appleton Halton View Riverside (split)	Local Solutions I Care
3	Mersey Heath Grange Halton Brook Beechwood	Just Care Homecare Support
4	Castlefields Halton Lea Windmill Hill Norton North Norton South Daresbury	Carewatch Homecare Support

In addition there are six additional providers who can be used if the

providers above have limited capacity.

- Caring Hands
- Castlerock
- Premier Care
- DH Homecare
- M-Power Activity Services
- First Call Healthcare

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

7.1 **Children & Young People in Halton**

None.

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

Halton's health and wellbeing priorities enable local people to maintain good health and improve poor health so they can benefit from employment, learning and skills. The delivery of an effective, high quality domiciliary care service is vital to ensure people are able to maintain a positive role within their local community.

7.3 **A Healthy Halton**

Domiciliary Care is a huge part of the service provision for older people within the borough. This is a key component of the strategic aims to keep people independent in their own homes for as long as possible. Although Domiciliary Care accounts for a significant part of the overall community care budget it is also one of the most important drivers to reduce hospital admissions and residential care placements.

7.4 **A Safer Halton**

Halton's health and Wellbeing priorities enable local people to improve their health and this can impact on the safety of local people, particularly regarding alcohol and crime.

7.5 **Halton's Urban Renewal**

None

8.0 **RISK ANALYSIS**

8.1 The current Domiciliary Care Contracts expire on 31st March 2013 and this waiver will approve the issue of a new contract for a 12 month period. This course of action is low risk in terms of procurement challenge as we can demonstrate that we are undertaking a full EU tender exercise following a service review in time to award for April 2014.

8.2 A decision in support of approval of service extensions for up to one year will ensure that there are no gaps in service provision and stability is maintained at a time of systematic change in the health care system.

8.3 Domiciliary care tender places significant risks to the Council as it poses a period of instability during any period of change. Risk Assessments must be fully completed as part of the project plan

8.4 It is proposed that progress on the project plan is available for scrutiny throughout the whole tender and procurement exercise.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 Any equality and diversity issues are addressed in the existing contracts/service specifications.

10.0 **REASON(S) FOR DECISION**

10.1 Based on current level of spend it is anticipated that the level of expenditure on domiciliary care during the proposed extension period will exceed £1m. The extension to the contract is sought in order to sustain current stability in the market and facilitate full consultation prior to a tender process in September 2013, with a view to awarding new contracts by April 2014.

11.0 **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

11.1 The option to tender in 2012/13 was considered. However, extending the contract until March 2014 will align the expiry dates of the Domiciliary Care and Adults with Learning Disability (ALD) Framework contract. This allows commissioners to explore the potential benefits of tendering for a single contract for the provision of generic domiciliary care and to carry out full consultation with stakeholders across both sectors.

12.0 **IMPLEMENTATION DATE**

12.1 The contract extension will be implemented with effect from 1st April 2013.

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

None.

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO: Health and Adults

SUBJECT: Complimentary Therapies and Injecting Equipment Programme (Drug and Alcohol Services)

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek approval to enable the current provider Crime Reduction Initiatives (CRI) to manage the Complimentary Therapy Services and the Injecting Equipment Programme as part of the Substance Misuse Service, with an increase in contract value for the term of the Substance Misuse contract due to end 31st December 2013.

2.0 **RECOMMENDATION: That Executive Board approve using Procurement Standing Orders 1.8.3 (d) and (e) to waive Procurement Standing Order 4.1 to enable the current provider CRI to manage the Complimentary Therapies service and Injecting Equipment Programme as part of the Substance Misuse services with an increased contract value.**

3.0 SUPPORTING INFORMATION

3.1 At the time the substance misuse contract was tendered and subsequently awarded to CRI, the Complimentary Therapies Service contract was being delivered by VIDA and the Injecting Equipment Programme was delivered through a joint contract with Halton, St Helens and Warrington Drug Action Teams with the contract managed by Halton and St Helens PCT. Neither service was included in the Substance Misuse Service Contract awarded to CRI.

3.2 Complimentary Therapy Service

The current Complimentary Therapies Service is delivered by VIDA, a small local organisation working within the Ashley House service. Examples of therapies are:

- Consultations / assessments
- Acupuncture
- Reflexology

Complimentary Therapy has been provided as a support service rather than a

fundamental component of recovery. A review of the service in 2012/13 by Halton Commissioners highlighted the following issues:

- The service with its current contract value is not sustainable as the value does not meet core costs and is running at a loss.
- Limited contingency planning due to under-resourcing

In addition, the existing service did not have infrastructure or capacity to provide a service that was compliant with National Institute for Health and Clinical Excellence guidance (NICE) and Care Quality Commission (CQC) Minimum standards. It is therefore recommended that CRI's main contract for the delivery of substance misuse recovery services is increased to include Complimentary Therapy. CRI will be accountable for compliance with NICE guidance and CQC standards and will enter into a sub-contracting arrangement with VIDA to deliver the service

3.3 Injecting Equipment Service

The Injecting Equipment Programme, commissioned through Halton and St Helens PCT, expired on the 30th June 2012 due to the phasing out of PCT it is proposed to transfer the Injecting Equipment Programmes to CRI to ensure that the Drug Service is able to offer needle and syringe programmes to people who inject illicit drugs. They also provide needles and syringes to those that inject non-prescription performance enhancing and image enhancing drugs. The aim of the programme is to reduce harm caused by the spreading of Blood Borne Viruses such as Hepatitis and HIV that can be caused by sharing needles, the cost of treating an individual who has contracted Hepatitis C is approximately £20,000 per year. Needle exchanges ensure the safe disposal of needles and provided an opportunity to support individuals into other health prevention services as part of a treatment plan. NICE recommends that Local Strategic Partnerships (LSPs), Local Authorities and NHS organisations should offer a range of services for people over 18.

All programmes should, as a minimum:

- Encourage people who inject drugs to use the services on offer
- Provide as many needles and syringes and other injecting equipment as someone needs
- Provide sharps bins and advice on how to dispose of equipment safely
- Provide advice on safer injecting and ways to get help to stop using drugs or switching to non-injecting methods.
- More specialist programmes services include: advice and services to help them stop injecting, treatment of infections and other health problems, vaccinations and housing benefits advice (or help to access to such services).

It is therefore recommended that Halton enters into a spot purchase arrangement with CRI for the provision of an Injecting Equipment Programme.

- 3.4 Incorporating the Complimentary Therapy Service and Injecting Equipment Programme into CRIs contract will ensure a holistic service at the point of contact for people accessing the service, will deliver value for money for the Council and partners and will ensure services are fully compliant with NICE guidance and CQC standards.

The contract with CRI expires 31st December 2013 but has an option to extend for further 1 yr. and 2 months. It is proposed that when the contract is retendered, the Complimentary Therapy and Injecting Equipment Programme will be included in that tender process as part of a Substance Misuse Recovery service.

4.0 **BUSINESS CASE FOR EXTENSION OF CONTRACTS**

4.1 **Value for money**

The proposal represents the most cost effective option to manage the Complimentary and Injecting Equipment Programme included in the Substance Misuse Recovery Service tender to be conducted in 2013/14.

4.2 **Transparency**

Contracts will be recorded in the Council's Contract Register accessible via the internet together with the publication of all spend in excess of £500.00.

4.3 **Propriety and Scrutiny**

The extension of the contracts referred to in this report will be compliant with Halton Borough Council's Procurement Standing Orders. Compliance with anti-corruption practices will be adhered to and any of the contracts within the subject of this report will be terminated if there is any occurrence of corruption by any organisations or their staff.

4.4 **Accountability**

The contracts will be performance managed and service standards monitored by commissioners and the contracts team.

5.0 **POLICY IMPLICATIONS**

- 5.1 None

6.0 **FINANCIAL IMPLICATIONS**

6.1 Complimentary Therapy Service

The current provider is a small organisation with limited infrastructure and limited contingency planning, A small increase in the overall contract value will provide resources to ensure compliance and registration of the service and provide resources for contingency cover during periods of absence.

The Complimentary Therapies service currently contract value is £35,000 the proposed contract value is £43,450.

Injecting Equipment Programme

The allocated budget for the injecting programme is £20,000 per annum and the equipment is purchased on a spot purchased basis.

The cost for the above services can be met within the existing agreed Drugs Pooled Treatment Budget.

- 6.2 The existing contractor for the provider of the Substance Misuse service, CRI, are accountable for compliance with NICE guidance and CQC standards within Ashley House; and the competitive injecting equipment rates CRI have secured offer a clear financial benefit for Halton's Injecting Equipment Programme.

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

7.1 **Children & Young People in Halton**

Drug users have parental responsibilities, the complimentary therapies service and injecting equipment programme have a positive impact on parenting, alongside reducing the risk of harm or neglect or children.

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

None identified.

7.3 **A Healthy Halton**

There are clear health and well-being benefits when drug users access complimentary therapies. The injecting equipment programme significantly reduces the risk of cross infection of Blood Borne Diseases.

7.4 **A Safer Halton**

Drug use has a direct impact on anti-social behaviour and crime, when people access drug treatment the risks of anti-social or criminal activity are reduced.

7.5 **Halton's Urban Renewal**

None identified.

8.0 **RISK ANALYSIS**

- 8.1 There is potential that the current service provider will be unable to sustain the current service, this will leave a gap in service provision resulting in costly retendering of the complimentary therapy support service, CRI has agreed to managing the Complimentary Therapies Service for the remaining term of the Substance Misuse Service contract.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 None identified.

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

None

REPORT TO: Executive Board
DATE: 28th March 2013
REPORTING OFFICER: Strategic Director, Communities
PORTFOLIO: Health and Adults
SUBJECT: Extension of Supporting People Contracts
WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To update Executive Board on Supporting People contracts and seek approval to extend service provision for a further 12 months from 1st April 2013 to 31st March 2014, which requires a waiver to Procurement Standing Orders.

2.0 RECOMMENDATION: That Executive Board:

- 1) **Supports an extension of existing Supporting People contracts for a period of up to 1 year from 1st April 2013 to 31st March 2014.**
- 2) **Agree to using Procurement Standing Orders 1.8.3 (d) and (e) to waive Part 2 of Procurement Standing Orders which refer to contracts exceeding £1,000,000 in value, whilst a strategic review of the Sheltered Schemes and Domestic Abuse services contracts service is undertaken. Following the review a decision will be taken in respect of conducting a full tender process in compliance with EU Public Procurement legislation 2006, Part 6.**
- 3) **Agree to using Procurement Standing Orders 1.8.3 (d) and (e) to waive Part 3 of Procurement Standing Orders which refers to contracts whose value is in excess of £173,934 but not exceeding £1,000,000 for the delivery of the Service User Involvement contract.**

3.0 SUPPORTING INFORMATION

3.1 Domestic Abuse Services

The Council currently has two contracts with Halton & District Women's Aid for the refuge accommodation and the domestic abuse service which includes the IDVA, floating support service and sanctuary scheme.

Domestic Abuse services were included in the scrutiny review of homelessness services and reports have been taken to Executive Board and Health Policy and Performance Board and issues were raised about the condition of the property.

At the meeting on 29th November 2012, Executive Board agreed the focus should be on improving the accommodation. Meetings have since been held with the landlord of the property, Riverside/English Churches Housing Group (ECHG) who has commissioned an architect to draw up draft plans. A further meeting has been arranged for 22nd March 2013 to discuss the amended plans. Riverside/ECHG is still to cost the improvements and confirm if they have funding available to remodel the refuge. Since then a number of issues have been raised regarding the completion of reports to agencies and budget monitoring. Women's Aid have agreed to comply with these matters and a further extension is sought to ensure continuity of service provision and a variation to the contract is proposed to ensure compliance with the completion of records.

3.2 **Sheltered accommodation services**

Halton has 17 sheltered housing schemes providing 560 units of accommodation by 11 provider organisations.

A strategic review of sheltered housing has been undertaken and recommendations will include changes to service delivery model and reductions in contract value.

The implementation of any changes may be a lengthy process due to a number of factors including:

- Consultation with service users about proposed changes to service delivery
- Contract negotiations to agree reductions in contract value
- Providers must give notice of any changes in unit cost

Halton also a community alarm service to 91 older people. These services, which are currently provided by 4 support providers, are due to be reviewed in 2013/13.

Initial savings of £7,300 have been achieved and the extension is sought to allow time to fully implement proposed changes to fully implement efficiency proposals and improvements to service delivery.

3.3 **Service User Involvement**

The Service User Involvement project works with service users and support providers to provide opportunities for service users to develop their skills and confidence; encourages and empowers people to become involved within their services and communities; and to access training and work opportunities.

This service has provided support to service users during the

reconfiguration of homeless services in 2012, and will be a valuable resource to inform and support people affected by the Welfare Reform changes in 2013.

This service is to be included in a planned review of all advocacy services within the borough which is due to take place in 2013/14. An extension is sought to allow the outcome of the advocacy review to inform future service delivery prior to the commencement of a procurement process.

Substantial savings were achieved on the against the overhead costs for this service as Management costs are shared across this service and the larger contract for the provision of Floating Support. However, further discussions are to be held with the support provider to identify where efficiencies may be achieved. It is anticipated a 5% reduction in contract value may be realised

4.0 Business case Supporting the Proposal to Waive

4.1 Value for Money & Competition

Efficiencies were achieved from the domestic abuse services in 2012/13 and an extension of the existing contract will enable consideration to be given to proposals for remodelling the existing refuge.

The strategic review of sheltered schemes has identified the majority are delivering value for money services. It would be financially advantageous to achieve any efficiency through discussion with individual support providers.

4.2 Transparency

In order to ensure transparency, the services will continue to be closely monitored by Halton Borough Council against set standards within the existing contract specifications.

4.3 Propriety & Security

The contracts comply with Halton Borough Council's Standing Orders in relation to procurement. The contracts are liable to termination if any instances of corruption by this organisation or its staff members occur, ensuring compliance with anti-corruption practices.

Additionally if the services fail to meet the performance standards and targets set to the satisfaction of the Council, then the Council will have the option to terminate the contracts, giving 3 months' notice.

4.4 Accountability

The Operational Director for Commissioning & Complex Care has responsibility for all contracts.

In addition, Domestic Abuse services in Halton are currently subject to scrutiny by the Safer Halton Policy and Performance Board and the Local Safeguarding Children Board.

In common with other contracts this process will be open to both internal and external audit.

4.5 Position of the contract under the Public Contracts Regulations 2006

Under the Public Contracts Regulations 2006 Health and Social Services are part-exempt services. It is in any event subject to fundamental transparency and non-distortion of competition requirements and the award of any contract must be advertised in the Official Journal within 42 days of the award of the contract.

5.0 **POLICY IMPLICATIONS**

5.1 The Domestic Abuse services support Halton's Domestic Abuse and Sexual Violence Strategy 2011-14.

5.2 The Older People's Commissioning Strategy and the Early Intervention and Prevention Strategy identify the need to support Older People to maintain their independence and a high quality of life.

6.0 **OTHER/FINANCIAL IMPLICATIONS**

6.1 The following table gives details of the financial implications of continuing to deliver the services to 31st March 2014:

Services	Contract Value 2013/14
Domestic Abuse	£231,542
Older people's services: Sheltered schemes	£350,600
Community alarm	£17,700
Service User Involvement	£51,000

6.2 Contract values are within existing current budget allocations.

Efficiencies of £7,300 have been agreed from sheltered schemes with effect from April 2013 with further efficiencies anticipated in 2013/14 following discussions with providers.

An additional 5% (£2,500) reduction is anticipated to be achieved from the service user involvement contract value.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children & Young People in Halton

The Domestic Abuse services provide a safe environment for children and young people where they are supported and protected from abuse and neglect. The Domestic Abuse Support service also enables children and young people to remain in their home and continue to access and maintain existing schools, health services and support networks.

7.2 Employment, Learning & Skills in Halton

Service User Involvement facilitates service user forums and training which encourages and empowers people to access services, develop their skills and knowledge and secure training and employment opportunities.

7.3 A Healthy Halton

All services support people to minimise reduce the risks of harm, and access relevant services to improve their physical and mental health and wellbeing.

7.4 A Safer Halton

The Domestic Abuse services support victims to minimise the risk of harm from perpetrators. To enable people to be safe within their own homes, the Sanctuary element of the Domestic Abuse Support service provides target hardening of properties and sheltered schemes provide safe, secure accommodation for older people.

7.5 Halton's Urban Renewal

None identified.

8.0 RISK ANALYSIS

8.1 The current Supporting People Contracts expire on 31st March 2013 and this waiver will approve the issue of new contracts for a twelve month period. This course of action is low risk in terms of procurement challenge as we can demonstrate that we will undertake a full tender process following the strategic review.

8.2 Financial risk is minimised as services will be delivered within existing budgets. All services are monitored by the Quality Assurance Team to ensure the provision of good quality, value for money services.

9.0 **EQUALITY AND DIVERSITY ISSUES**

- 9.1 All support providers are required to demonstrate that they embrace and comply with the Equality Act, and services are monitored to ensure this is the case.

An Equality Impact Assessment (EIA) has been completed as part of the strategic review of sheltered schemes.

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

None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director - Communities

PORTFOLIO: Health and Adults

SUBJECT: Complex Care Services

WARD(S): Borough-wide

1.0 **PURPOSE OF REPORT**

1.1 This report presents the Executive Board with a summary of the work that has taken place with regards to implementation of the Complex Care Business Case and associated pooled budget arrangements since the Business Case was agreed at the Board on 4th October 2012.

2.0 **RECOMMENDATION: That Executive Board:**

- i) **Note the contents of the report; and**
- ii) **Agree the 3 year Joint Working Agreement (1.4.13 – 31.3.16) made under Section 75 of NHS Act 2006, including pooled budget arrangements, between Halton Borough Council (HBC) and Halton Clinical Commissioning Group (HCCG) attached at Appendix 1.**

3.0 **SUPPORTING INFORMATION**

3.1 Background

The Complex Care Business Plan was developed to help address the increasing challenges faced by the Health and Social Care economy within Halton in being able to respond effectively to people's needs and provide high quality services within limited and reducing resources.

The Plan focused on the need to improve joint working between health and social care partners, and provided us with the opportunity to reconsider our approach to supporting people with complex needs in Halton and the opportunities that could be realised by adopting an integrated model of working.

The Complex Care Business Case outlined the mechanisms of how pooling health, social care resources and the alignment of systems would not only improve effective and efficient joint working, but more importantly improve the pathways, speed up discharge processes, transform

patient/care satisfaction and set the scene for the future sustainability of meeting the current and future needs of people with complex needs.

The Business Case received approval from both HBC's Executive Board and HCCG's Governing Body and subsequently work has been progressed in terms of its implementation.

The overall implementation of the Business Case will ensure that an integrated system is developed and appropriately managed, in addition to a formal pooled budget arrangement, to ensure that the resources available to both Health and Social Care are effectively used in the delivery of personalised, responsive and holistic care to those who are most in need.

Progress on Implementation

- 3.2 The Complex Care Board, chaired by HBC's Executive Board Portfolio Holder (Health and Adults), with support and input from the Executive Board Portfolio Holder (Resources), has played a fundamental role in leading the development of this new approach to supporting those with Complex Care needs.

In order to ensure that the Complex Care Business Plan is appropriately implemented by 1st April 2013, a number of task and finish sub groups have been established to take forward the required work. The Groups established included:

- An overarching Steering Group;
- An Assessment and Operations Sub Group;
- A Joint Working Agreement Sub Group;
- A Commissioning Sub Group; and
- A Finance Sub Group

The work of these Sub Groups has subsequently been subsumed into the work of the Executive Commissioning Board.

- 3.3 Work completed includes :-

- Introduction of appropriate governance arrangements for the new Complex Care integrated system via the Complex Care Board, which meets on a bi monthly basis and is accountable to both the HCCG's Governing Body and HBC's Executive Board. The Partnership Board is supported by an Executive Commissioning Board;
- Development of a Joint Working Agreement under Section 75 of the NHS Act 2006. This Agreement provides the legal framework in which HCCG and HBC will work together in order to achieve their strategic objectives of commissioning and providing cost effective, personalised, quality services to the people of Halton;
- Review of the current assessment pathways and processes to

reduce duplication, focus on decision making around assessment of need, eligibility for potential funding streams and process for the authorisation of resources;

- Identification of the processes required to support the commissioning/monitoring of the new system (including transition arrangements), for example the identification of unmet need, the contracting and quality monitoring of packages of care, and residential and nursing placements for those with complex care needs;
- A review of the Healthcare system Broadcare has been completed to establish a detailed list of clients and a description of packages to enable an easy transition into the pooled arrangements; and
- A data sharing protocol has been developed to ensure the assessment and benchmarking information can be shared and thus monitored effectively.

4.0 **POLICY IMPLICATIONS**

4.1 New policies and procedures are in the process of being developed to ensure that the new integrated system, in addition to the pooled budget arrangements for continuing healthcare, will operate effectively in accordance with the principles and processes of the National Framework for NHS continuing healthcare and NHS-funded nursing care.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 The Joint Working Agreement will be underpinned by a pooled budget arrangement.

5.2 The Local Authority will act as the host organisation for the pooled budget and it would be managed by the Operational Director (Prevention and Assessment).

5.3 The pooled budget for 2013 / 14 will consist of:

- Adult Community Care Spend £15,473,390
- Continuing Health Care £9,726,200
- Intermediate Care £4,820,926
- Joint Equipment Services £498,000
- Specific Grants £2,400,000

Totalling : £32,918,516

6.0 **Implications for the Council's Priorities**

6.1 **Children & Young People in Halton**

Moving from children's to adults' services, at age 18, is a key transition point and this would be considered in the establishment of associated transition processes.

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

None identified

6.3 **A Healthy Halton**

Those people who are in receipt of long term care whether that is funding from Health or Social Care are those people in our communities with some of the most clinically complex and severe on going needs, so it is essential we have effective mechanisms in place to ensure that people we provide services to receive appropriate outcomes.

The integrated system and pooled budget arrangements developed will ensure that the resources available to both Health and Social Care are effectively used in the delivery of personalised, responsive and holistic care to those who are most in need.

6.4 **A Safer Halton**

None identified.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 On-going management of the Agreement will be conducted via the Complex Care Board, which consists of appropriate representation from across HBC and HCCG, including elected members, specifically Executive Board members with portfolios for Health and Adults and Resources. The Board will ensure that any on-going risks associated with the process etc. are identified and appropriately dealt with via the monitoring of the Complex Care Risk Register.

7.2 In addition to bi-monthly monitoring of the pooled budget by the Pooled Budget Manager, quarterly monitoring reports will be presented to Executive Board and the Health Policy and Performance Board for appropriate scrutiny.

7.3 **EQUALITY & DIVERSITY ISSUES**

8.0 An Equality Impact Assessment is not required for this report.

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

9.1

Document	Place of Inspection	Contact Officer
Complex Care Services	Strategic Director's office, Communities, Municipal Building	Dwayne Johnson
National framework for NHS continuing healthcare and NHS-funded nursing care (July 2009)	People & Communities Policy Team	Louise Wilson Louise.wilson@halton.gov.uk

HALTON BOROUGH COUNCIL

AND

**NHS HALTON CLINICAL COMMISSIONING
GROUP**

JOINT WORKING AGREEMENT

1st APRIL 2013 – 31st MARCH 2016

Relating to

Complex Care Services in Halton

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THIS AGREEMENT dated _____ day of _____ 2013

MADE BETWEEN the following parties:-

- (1) HALTON BOROUGH COUNCIL (HBC), Municipal Building, Kingsway, Widnes.
- (2) NHS HALTON CLINICAL COMMISSIONING GROUP (NHS HCCG), Runcorn Town Hall, Heath Road, Runcorn.

1. DEFINITIONS

- 1.1 “the 2006 Act” means the National Health Service Act 2006
- 1.2 “Budget Manager” Means any manager in HBC or NHS HCCG with responsibility for a budget (not Pool Fund)
- 1.3 “Capital Assets” means (but not by way of limitation) the purchase, construction or replacement of a tangible asset which has a life of more than 12 months
- 1.4 “Capital Expenditure” means such sum exceeding Five Thousand Pounds (£5,000) expended from the Pooled Fund upon the purchase construction or replacement of the Capital Assets
- 1.5 “the Client” means a person who satisfies the requirements of the Eligibility Criteria and is a member of the Client group.
- 1.6 “the Client Group” means any person (adults) registered with a Halton GP and is a Halton resident, with care being provided for a disability or illness due to a physical, mental health or learning disability and is in line with the requirements of the Eligibility Criteria.
- 1.7 “Complex Care” means care provided for a disability or illness due to physical, mental health or learning disability.
- 1.8 “the ECB” means the Complex Care Executive Commissioning Board whose constitution functions and rules of procedure are set out in Schedule of this agreement

- 1.9 “Eligibility Criteria” means the Criteria agreed between the Parties as to the conditions to be satisfied for a Client to be a member of the Client Group and which is more particularly set out in Schedule (1)
- 1.10 “Exempt Information” means “such information which the Parties resolve that the remainder of their meetings be held in private because publicity would be prejudicial to the public interest or the effective conduct of public affairs etc....”

[Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960]

(See Appendix One for full information)
- 1.11 “a Financial Year” means a year commencing on 1st April and ending on the following 31st March
- 1.12 “HBC” means Halton Borough Council
- 1.13 “NHS HCCG” means NHS Halton Clinical Commissioning Group
- 1.14 ”health related functions” means such of the functions of HBC as are prescribed in Regulation 6 of the Regulations as far as they relate to the Client Group
- 1.15 “ the host party” means the organisation responsible for the accounts and audit of the pooled fund arrangements as prescribed in Regulation 4 of the Regulations
- 1.16 “NHS functions” means such of the functions of NHS HCCG as prescribed in Regulation 5 of the Regulations as far as they relate to the Client Group
- 1.17 “the Parties” means HBC and NHS HCCG (and “Party” means either one of the Parties)
- 1.18 “the Complex Care Board” means the board whose role function and constitution are set out in Schedule (2) hereto
- 1.19 “the Pooled Fund” means the fund administered by HBC from contributions by the Parties in accordance with the terms hereinafter appearing and in pursuance of the Pooled Fund Arrangements

- 1.20 “the Pooled Fund Arrangements” means the arrangements agreed by the Parties for pooling their resources and to be expended upon the costs of the Services and to be maintained in accordance with the requirements of clause 6 hereof
- 1.21 “the Pool Manager” means the officer appointed by the Parties for the purposes of administering the Pooled Fund and authorising payments from the Pooled Fund in respect of the costs of the Services. Pooled Manager is an Operational Director, HBC.
- 1.22 “the Regulations” means the NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000 SI No.617 and any amendments and subsequent re-enactments
- 1.23 “the Revenue Payments” means such sum as contributed by the Parties to the Pooled Fund at the commencement of the Term and thereafter on the 1st April of each subsequent year in respect of the costs incurred or to be incurred in paying for the Services
- 1.24 “the Service Contracts” means the Contracts entered into by either one or all of the Parties for the purposes of providing Complex Care Services. Such contracts may be in the form of service level agreements and entered into with voluntary, independent and statutory sectors
- 1.25 “the Services” means the Services provided for the benefit of the Client Group in accordance with the Service Contracts including inter alia the aims and set out in Clause 3 hereto
- 1.26 “the Term” means the period beginning 1st April 2013 and ending 31st March 2016 subject to review as hereinafter set out

2 RECITALS

- 2.1 Pursuant to Section 75 of the 2006 Act and the Regulations and Regulation 7, SI 2000 No.617, the Parties have agreed to enter into a Pooled Fund Arrangement to establish and maintain a Pooled Fund made up of contributions by the Parties out of which payments may be made towards the exercise of the health related and NHS functions.

- 2.2 The objectives of the Pooled Fund Arrangements are to improve the Services for clients through closer working between the NHS HCCG and HBC and which is pursuant to the obligations upon the Parties to co-operate with each other as referred to in Section 75 of the 2006 Act.
- 2.3 The Pooled Fund Arrangements have been established pursuant to Section 75 of the 2006 Act and pursuant to the Regulations
- 2.4 The Pooled Fund Arrangements proposed by this Agreement fulfill the objectives set out in the NHS HCCG Integrated Commissioning Strategy.
- 2.5 The provisions of this Agreement shall take effect on the 1st April 2013.

3 GOVERNANCE

- 3.1 Each Party will retain statutory responsibility for their respective functions carried out under the Pooled Fund Arrangements and the activity of their employees in undertaking clinical and / or social care duties.
- 3.2 The Parties have established a Complex Care Board for the purpose of discharging their duties in relation to the commissioning and provision of Complex Care. The legitimacy of the Complex Care Board to undertake this role is derived from the Board's membership of Executive Members from the Parties (or their appointed deputies). The Board is not an autonomous body and does not therefore have legal status.
- 3.3 Governance arrangements exist within the Parties to address the issues of clinical governance, public accountability and probity as well as satisfy HBC and NHS HCCG Standing Orders and Standing Financial Instructions. The Complex Care Board will discharge these duties on behalf of the Parties and report to the Executive Boards of the respective Parties.
- 3.4 The Parties have established the Executive Commissioning Board (ECB) as a joint committee within the meaning of Regulation 10 (2) of the Regulations. The ECB will report to the Complex Care Board.
- 3.5 Decisions of the ECB and/or the Pool Manager which are beyond their respective delegated authority limits (as set out in Schedule 5) or are inconsistent with the terms of this agreement would require the approval and ratification of the governing bodies of the Parties organisations.

4 THE COMPLEX CARE BOARD

- 4.1 The aims of the Complex Care Board are to:

- 4.1.1 Determine the strategic direction and policy for the provision of services to people with complex needs to improve quality, productivity and prevention, via monitoring performance, reviewing and evaluating services and taking assertive action where performance is not satisfactory.
- 4.1.2 Promote inter-agency cooperation, via appropriate joint working agreements/ arrangements, to encourage and help develop effective working relationships between different services and agencies, based on mutual understanding and trust
- 4.1.3 Exercise financial control over budgets associated with the running of the Services supporting those with Complex Care needs, ensuring financial probity.

4.2 Membership

The membership of the Complex Care Board is outlined in Schedule 2.

5 THE POOLED FUND

- 5.1 There will be a budget time table set for the pooled fund outlined in Schedule 4. There will be one Pooled Fund. The amounts to be contributed by the Parties for the Financial Year beginning 1st April 2013 are set out in Schedule 4.
- 5.2 The Pooled Fund will cover the expenditure on both staffing and service contracts by the Parties during the term of this Agreement
- 5.3 The Parties may contribute additional amounts to the Pooled Fund during the term of this agreement. The proportionate contribution of the Parties to the Pooled Fund will be adjusted accordingly for the purposes of dividing the Pooled Fund at the termination of the agreement as outlined in 11.3.1.
- 5.4 The Executive Commissioning Board will produce an annual work plan in January of each year for the following financial year. This will be reviewed and agreed by the Complex Care Board and the Parties by 1st March.
- 5.5 The management of and administration of the Pooled Fund shall be carried out in accordance with the terms and conditions set out in Schedule 4 and within the delegation limits set out in Schedule 5.

6 MANAGEMENT OF THE POOLED FUND

- 6.1 The host party for the purposes of Regulation 7(4) of the Regulations shall be HBC or such other Party as the Parties may from time to time unanimously agree.

- 6.2 The Parties will appoint an officer to be the Pool Manager for the purposes of Regulation 7(4) of the Regulations who may delegate some or all of their functions as hereinafter set out. The Pool Manager will be an Operational Director, HBC. The Operational Director is HBC's representative on the NHS HCCG's Governing Body.
- 6.3 The Pool Manager shall ensure that the standard budgetary controls, standing orders, financial contract regulations and monitoring arrangements of the host organisation will apply.
- 6.4 The Pool Manager shall manage the Pooled Fund and the Finance Manager shall submit bi monthly financial reports to the ECB, quarterly reports to the Complex Care Board and Parties and ensure an end of year memorandum of accounts and balance sheet extract are prepared relating to the income and expenditure from the Pooled Fund and other information which the Parties may reasonably require so that the Parties may monitor the effectiveness of the Pooled Fund arrangements. Financial reporting will comply with the audit requirements of both HBC and NHS HCCG.
- 6.5 The approved Revenue Budget for the Pool shall be deemed to give authority to the Strategic Directors to expend or incur liabilities, during the period covered by that budget, to the extent of the detailed provisions contained therein. In accordance with the Council's scheme of delegation, these deemed authorities shall be exercisable by the Operational Directors. Revisions to the budget must be in accordance with 5.2.2 of the Council's Constitution and reflected in the bi monthly financial reports presented to ECB.
- 6.6 The Pool Manager will provide to the ECB and the Complex Care Board all relevant information concerning specific grants and other funding initiatives so that development bids can be coordinated against the relevant funding.
- 6.7 HBC will arrange for the accounts of the Pooled Fund to be audited and shall request Grant Thornton to make arrangements to certify an annual return of those accounts under Section 28(1) (d) of the Audit Commission Act 1998.

7 CHARGES

- 7.1 Charges to clients for services funded by HBC within Fair Access to Care Services eligibility will be applied, in line with national and local guidance. This applies to HBC funded elements of joint funded services between NHS HCCG and HBC.
- 7.2 Charges do not apply to clients eligible for Intermediate Care and Equipment Services in line with current national and local guidance.

7.3 Charges do not apply to clients eligible for Continuing Health Care funded services in line with current national and local guidance.

8 POOLED FUND AUDIT AND MONITORING ARRANGEMENTS

8.1 Grant Thornton will act as external auditors to the ECB and will assume responsibility for auditing the Pooled Budget.

8.2 The Finance Manager (HBC) will ensure the Pool Manager receives a retrospective bimonthly Pooled Budget statement not more than one month after the end of the previous month. This will form the basis of the bi monthly finance report referred to in 6.4.

8.3 The Pool Manager will scrutinise the Pooled Budget statement and investigate discrepancies.

8.4 Procurement of, and payment for, all services and goods from the Pooled Budget will be undertaken using HBC Agresso financial system

8.5 The Pool Manager will ensure that detailed financial reports are presented to Complex Care Board and they reflect the latest financial position as previously reported at ECB.

8.6 HBC will prepare an end of year financial memorandum of accounts and extract balance sheet. Once the memorandum has been certified by Grant Thornton it will be presented to the ECB, Complex Care Board and the Parties by the Pool Manager.

9 STAFF AND ACCOMMODATION RELATING TO THE POOLED FUND

9.1 The Pool Manager shall be an employee of HBC.

9.2 The Chair of the ECB shall lead within the ECB on implementing the commissioning priorities to achieve the required outcomes of the Joint Working Agreement and the Pooled Fund arrangements.

9.3 The Pool Manager will (in addition to the obligations referred to in clause 7.3) monitor progress and will submit regular reports to the ECB and the Complex Care Board as at clauses 8.3, 8.5 and 8.6.

9.4 The Chair of the ECB will make recommendations to the Complex Care Board and the Parties upon the type and level of staff and support required to ensure the operation of the Pooled Fund in consultation with the Pool Manager

9.5 HBC and NHS HCCG will provide the necessary staff accommodation and support services required in connection with the Pooled Fund Arrangements.

10 COMMISSIONING ARRANGEMENTS

10.1 The ECB shall be responsible for proposing all Complex Care Services to be commissioned and prepare reports for the Complex Care Board on the same. In developing such proposals the ECB will need to demonstrate the involvement of the commissioning teams of the Parties. The Complex Care Board shall review commissioning proposals, determine the appropriateness or otherwise of the proposals and report to the Parties. Such services commissioned through contracts and / or service level agreements shall be authorized on behalf of the Parties by the chair of the ECB.

11 DURATION AND TERMINATION OF THE JOINT WORKING AGREEMENT

11.1 This agreement will commence on 1st April 2013 and terminate on 31st March 2016. The Parties can negotiate a further agreement for the next financial period. Annual reviews of the viability of the agreement will be conducted by the ECB and a decision reached by 1st March.

11.2 Any of the Parties may terminate this agreement by the giving at least six months prior written notice to the other.

11.3 Upon the termination:-

11.3.1 Each of the Parties shall in respect of any unspent Revenue Payments held by the Pooled Fund on behalf of the Parties be entitled to be repaid from the Pooled Fund the contributions they shall have made to it in the same proportion as the budget contribution made at the beginning of the Financial Year with additional contributions made during the year taken into the proportioning.

11.3.2 None of the Parties will be obliged to make any further Revenue Payments to the Pooled Fund other than to discharge the reasonable costs, liabilities and expenses incurred by the Pooled Fund prior to the date of termination. HBC shall use its best endeavors to mitigate such costs, liabilities and expenses.

11.3.3 Upon the date of termination such of the Capital Assets purchased with monies provided from the Pooled Fund will be disposed of with the proceeds reverting to the Pooled Fund after taking into account the reasonable cost of disposal and the proceeds shall be discharged in accordance with the proportions set out in paragraph 11.3.1 above. With the agreement of the Parties ownership of a Capital Asset may transfer to one of the Parties on receipt of funds to the Pooled Fund equivalent to the value of the said asset on the date of termination.

12 REVIEW

- 12.1 The Complex Care Board will review the agreement during the period and report on progress to the Parties in March of each year of the agreement.

13 COMPLAINTS

- 13.1 Complaints and compliments relating to services jointly-provided by HBC and NHS HCCG serving the client group will be dealt with in accordance with the 'Concordat on Cross Boundary Complaints'.

14 DISPUTES

- 14.1 The Parties will act together in good faith to resolve any dispute that may arise under this agreement. If the parties are unable to resolve a dispute an arbitrator shall be nominated by either the National Commissioning Board or the Regional Government Office who will either adjudicate on the point at issue or will direct the parties as to the method of dispute resolution.

15 CONTRACT (RIGHTS OF THIRD PARTIES) ACT 1999

- 15.1 Unless the right of enforcement is expressly provided, it is not intended that a third party should have the right to enforce a provision of this agreement pursuant to the Contract (Rights of Third Parties) Act 1999.
- 15.2 The parties may, by agreement, rescind or vary this agreement without the consent of a third party to which the right of enforcement of any of its terms has been expressly provided.

16 RISK MANAGEMENT

- 16.1 Each of the Parties shall assume responsibility for their own liability for all claims within their own sphere of influence and arising from this agreement including clinical negligence, Professional indemnity, Employers and Public Liability, income tax, national Insurance, VAT or other taxation liabilities however arising. This assumption of liability also applies to existing contracts operated by the Parties and any liability arising there from. The Parties hereby each individually indemnify each other from any liability arising from this agreement. All new contracts awarded by HBC or NHS HCCG on behalf of the Parties will require that the contractor (private or voluntary organisation) will provide their own indemnity insurance. Neither Party will accept any claims from the other Party which relates to the period prior to the commencement of this agreement.

17 DATA PROTECTION

- 17.1 The Parties acknowledge their respective obligations under the Data Protection Act 1998, Freedom of Information Act 2000 and the Environment Information Regulations 2004.

The Parties agree that each will facilitate the performance by the other of their obligations under the Act, the Regulations and under any other legislation that requires disclosure of information.

The Parties will abide by the agreed Information Sharing Protocol for the sharing of the Client group information.

SIGNATURES SHEET

SIGNED on behalf of

HALTON CLINICAL COMMISSIONING GROUP

..... (signature)

..... (print name)

..... (position)

..... (date)

(duly authorised in that behalf)

SIGNED on behalf of

HALTON BOROUGH COUNCIL

..... (signature)

..... (print name)

..... (position)

..... (date)

(duly authorised in that behalf)

SCHEDULE 1

ASSESSMENT, ELIGIBILITY AND LOCAL DISPUTE PATHWAY

Introduction

- S1.1 The Pooled Budget for Complex Care between NHS HCCG and HBC will provide the main financial resource to be used for adults who are eligible for care and support services. This pathway supports Practitioners and Managers within Health and Social Care Teams to ensure assessment of need and considerations of eligibility are undertaken in a transparent way, involving the person and their significant others in the associated processes. The pathway complies with and promotes the use of the national and local guidance, policies and procedures in relation to Fair Access to Care Services (FACS), Continuing Health Care (CHC) and Free Nursing Care (FNC).

Assessment Process

Short Term Intervention/Intermediate Care Services

- S1.2 There are a range of commissioned services designed to provide assessment and intervention work to enable individuals to regain, maintain and improve their physical, social and mental health functioning and abilities. Some of these services are for people with specific conditions, whilst others are generic working with all adults.
- S1.3 This range of services should be considered in the first instance where an individual presents with new or changing needs. Whilst there is some variation between services in the process, access to these services is gained through assessment leading to treatment, care and support planning and intervention work. Most of these services will then plan for and initiate longer term services as required towards the end of the intervention work. This group of services can also work alongside existing long term services where appropriate.

Long Term Provision (including provision of equipment)

- S1.4 Across the Health and Social Care economy in Halton there are a variety of Practitioners and Teams involved in the assessment of individuals to determine long term needs. Irrespective of the specialty, the process is broadly the same and is illustrated in the pathway diagram. At Practitioner and Team level the detail and scope of the assessment process undertaken is determined by an initial assessment of the presenting needs with a focus on utilising short term intervention services to maintain, restore or improve functional ability and manage short term changes in a person's life before considering long term care and support provision.

S1.5 Where short term interventions have been undertaken, or were not indicated, then the next stage of the assessment process is to determine the nature of risks for an individual, their long term care and support needs and the range and type of interventions / services required to manage these. As part of this process, Practitioners and Teams need to consider issues of eligibility. Utilising existing FACS, CHC, FNC, Joint Funding and Equipment guidance and associated tools, Practitioners and Teams, with the individual and their significant others, will determine the appropriate type of funding the individual is eligible for. This determination is subject to quality assurance and authorisation processes.

End of Life Fast Track Eligibility

S1.6 Where an individual is approaching the end of their life and requires palliative treatment, care and support, then medical or nursing practitioners and teams will ensure that the appropriate guidance and tools are utilised to inform their decision making about an individual's eligibility for funding through the 'fast track' process.

Quality Assurance

S1.7 Existing supervisory and management structures within the respective organisations undertake a quality assurance process in relation to the assessment of risk and need, and the decision in relation to eligibility. Specifically Team Managers and Supervisors will be responsible for:

- ensuring short term preventative services have been utilised to full effect;
- reviewing the consistency, quality and veracity of all the assessments leading to a request for funding, and undertake more in-depth sample auditing of cases as per organisation policies;
- verifying and validating recommendations on eligibility by the Practitioner or Team in line with national and local guidance;
- agreeing required actions where issues or concerns arise in relation to the assessment and eligibility determination;
- referring issues of unmet need or service deficit (including issues of out of borough placements) which could potentially impact on wider/overall commissioning intentions through to the appropriate Commissioning Manager; and
- ensuring out of borough placements are only agreed after all local options have been explored.

S1.8 Quarterly reports will be presented by a relevant Divisional Manager (HBC) and the Locality Manager (Cheshire and Merseyside Commissioning Support Unit (CMCSU)) to the Executive Commissioning Board outlining key issues and actions in relation to the quality assurance process.

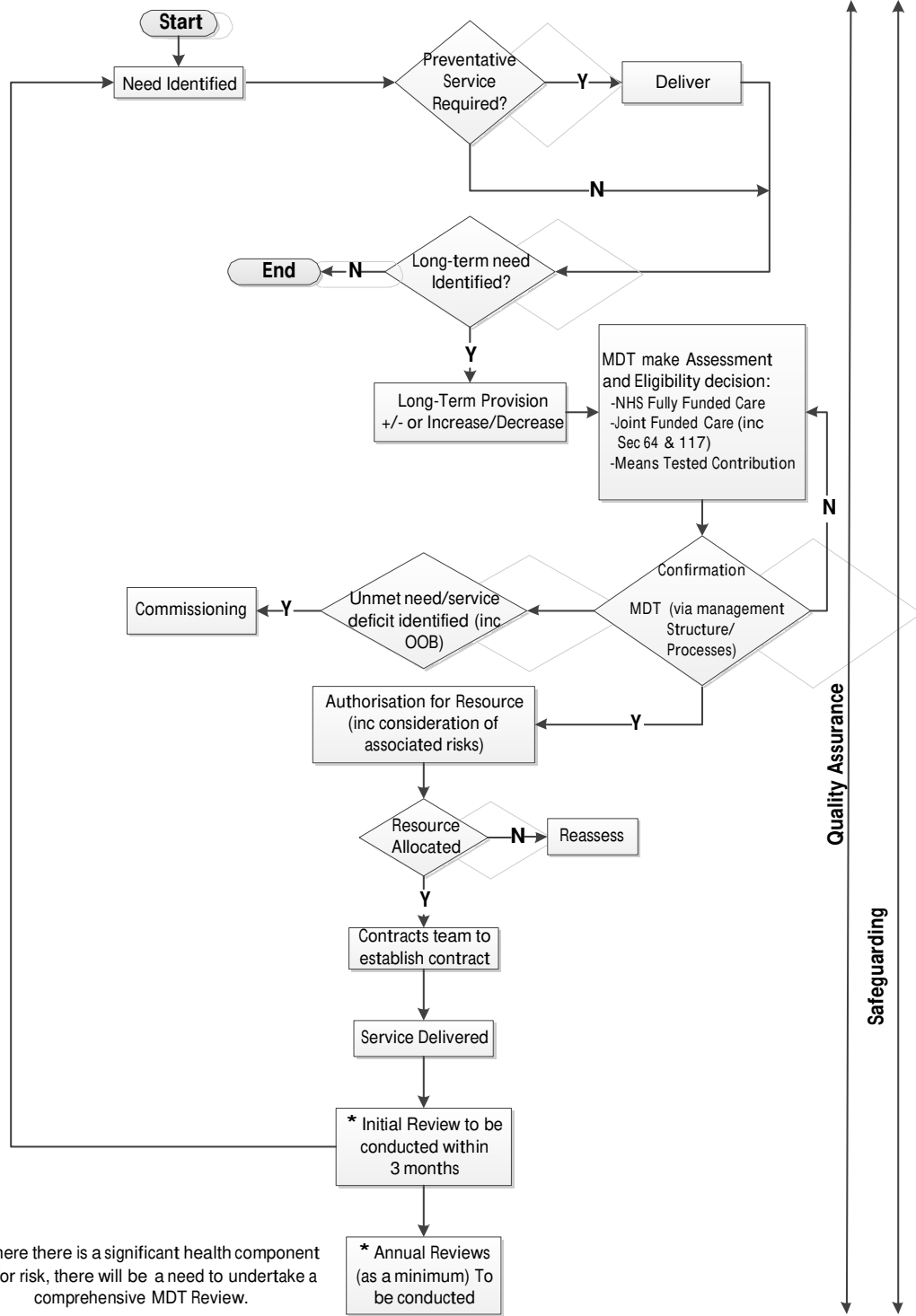
Resource Allocation Authorisation

- S1.9 Authorisation for the level and type of resource allocation to support an individual will be undertaken by appropriate Managers and Leads within HBC and NHS HCCG (and delegated to CMCSU) in line with the respective organisations financial standing orders and delegation limits.
- S1.11 HBC and NHS HCCG will operate a Joint Authorisation Panel which will meet at least weekly. This panel will be jointly managed by the Locality Manager (CMCSU) and a Divisional Manager (HBC).
- S1.11 Low level Social Care services will require authorisation from an appropriate Divisional Manager (or delegate) within Halton Borough Council.
- S1.12 Authorisation for Social Care services to meet complex care needs and / or where significant risk is identified will be approved by the Joint Authorisation Panel.
- S1.13 Authorisation of services to meet complex care needs and / or where significant risk is identified requiring Social Care and Health care funding elements ('joint funded') will be approved by the Joint Authorisation Panel.
- S1.14 Authorisation for wholly health funded services to meet complex care needs and / or where significant risk is identified requiring health care funding will be approved by the Joint Authorisation Panel.
- S1.15 Authorisation for end of life fast track will be approved by the Locality Lead, CMCSU (or delegate)
- S1.16 Where an individuals' needs require a significant level of funding from the Pooled Budget then this should be agreed through a Risk Enablement Panel, jointly chaired by the Pool Manager (HBC) and a lead from NHS HCCG (or delegate). The individual case should be presented by the Case Manager and an appropriate Operational Manager. This panel will meet on an ad hoc basis.

Local Dispute Management

- S.17 The Joint Authorisation Panel is the operational body through which disputes between Health and Social Care Practitioners on eligibility should be resolved, with clear reference to the national and local guidance.
- S1.18 Cases should be referred to the Risk Enablement Panel where a resolution cannot be achieved at the Joint Authorisation Panel.

Complex Care – Proposed Pathway



SCHEDULE 2

ROLE, FUNCTION AND CONSTITUTION OF THE COMPLEX CARE BOARD

- S2.1 In this Schedule, “member” or “members” shall be defined by reference to the bodies (as amended from time to time as hereinafter set out) as listed in 4.2 of the Joint Working Agreement
- S2.2 There will be regular reviews of the composition of the Complex Care Board in order to reflect any changes in the Parties and members or in national guidance or legislation
- S2.3 Any of the members and Parties may from time to time replace or fill a vacancy of one or more of its appointees to serve on the Complex Care Board
- S2.4 Each of the members and Parties shall appoint named persons as substitute members who shall attend meetings of the Complex Care Board in the absence of the member for whom they are a substitute member.
- S2.5 The Complex Care Board may co-opt persons to sit on the Complex Care Board for a fixed period or to assist with specific matters but such co-opted members shall not be entitled to vote at any meetings of the Complex Care Board
- S2.6 Any representative/appointee of the member of the Complex Care Board wishing to resign shall give written notice to the Chair of the Complex Care Board who shall report the matter to the member body who has appointed the representative/appointee
- S2.7 The Chair of the Complex Care Board will be HBC’s Executive Portfolio Holder (Health and Adults).
- S2.8 The Chair shall preside over the Complex Care Board meetings. If the Chair is not present then the Vice-Chairperson shall preside. If neither the Chair nor the Vice-Chairperson is present the members of the Complex Care Board present (with voting rights) shall select a Chair for the meeting from the members who are present at the meeting.

- S2.9 The Complex Care Board shall meet on a bi-monthly basis. The timing of the meeting may change in exceptional circumstances to the satisfaction of the Parties and agreed by the Chair. Reports and agendas shall be circulated, wherever possible, to the members at least five working days in advance of the said meeting. The agenda papers shall be sent to the members of the Complex Care Board and to such other persons and agencies who would normally receive the papers had the Parties been reporting to their own respective boards in respect of the Pooled Fund Arrangements. Any items or matters, which are deemed to be exempt from discussion in public or before the press must be properly and clearly marked and endorsed with the reason thereof. For Exempt Information see definition 1.10 on Page 4. For full information see Appendix Two.
- S2.10 The minutes of all meetings of the Complex Care Board shall be sent to the members and the Parties. The Complex Care Board shall prepare and send the members and Parties an annual report on both finance and activity.
- S2.11 Extraordinary meetings of the Complex Care Board may be called at any time upon a request by at least one third of the members entitled to vote and giving at least 5 working days prior written notice
- S2.12 All members of the Complex Care Board shall be entitled to one vote, except where they have disclosed an interest. Votes should be cast in person. Nominated substitutes will assume the voting rights of the nominator
- S2.13 Members of the Complex Care Board must disclose an interest when a Board meeting considers an item in which they have a personal interest and are likely to benefit. Members who disclose an interest should withdraw from the meeting until the item has been discussed. This should be noted within the minutes

- S2.14 The role of the Complex Care Board is to ensure that an integrated system is developed and appropriately managed to ensure that the resources available to both Health and Social Care are effectively used in the delivery of personalised, responsive and holistic care to those who are most in need within our community. This will be achieved through :-
- Determining the strategic direction and policy for the provision of services to people with complex needs to improve quality, productivity and prevention, via monitoring performance, reviewing and evaluating services and taking assertive action where performance is not satisfactory.
 - Promoting inter-agency cooperation, via appropriate joint working agreements/ arrangements, to encourage and help develop effective working relationships between different services and agencies, based on mutual understanding and trust.
 - Exercising financial control over budgets associated with the running of the Services supporting those with Complex Care needs, ensuring financial probity.
- S2.15 The Complex Care Board will encourage the full use of the Health Act flexibilities as defined within the NHS Act 2006.
- S2.16 The Complex Care Board will take responsibility for the management monitoring and use of the Pooled Fund Arrangements for Complex Care services and receive reports and information on the operation of the same. Votes on financial issues can only be based on recommendations from the Executive Commissioning Board
- S2.17 Meetings of the Complex Care Board shall be quorate when at least two members from the NHS HCCG (with voting rights) and two members from HBC (with voting rights) are in attendance.

S2.19 **Membership**

The Complex Care Board is chaired by HBC's Executive Board Portfolio Holder (Health and Adults) and membership of the Board will consist of the following representatives:-

- ***Halton Borough Council***
 - HBC Executive Board Portfolio Holder (Resources)
 - Strategic Director, Communities
 - Operational Director (Prevention & Assessment)
 - Operational Director (Commissioning & Complex Care)
 - Finance Manager

- ***Halton Clinical Commissioning Group***
 - Chief Officer Designate
 - Chair
 - Operational Director (Integration)
 - GP Clinical Lead
 - Chief Nurse
 - Director of Finance

S2.20 The Complex Care Board will elect a Vice Chair from within its membership.

S2.21 The Board has the right to co-opt non-voting members and invite non-voting individuals to attend for specific issues.

S2.22 Any of the Parties may from time to time replace one or more of its representatives to serve on the Board.

S2.23 Any member of the Board wishing to resign shall give written notice to the Chair who shall report the matter to the Complex Care Board. Members from HBC and HCCG shall cease to be members of the Board where their employment with or elected membership of HBC and HCCG ceases.

S2.24 Each member of the Complex Care Board will have one vote unless otherwise stated above at S2.17.

S2.25 The minutes of all meetings shall be sent to the Members and the Complex Care Board shall prepare and send to the Parties an annual report.

S2.26 The Complex Care Board shall adhere to the role, function and constitution as laid out in Schedule 2.

SCHEDULE 3

**ROLE, FUNCTION AND CONSTITUTION OF THE EXECUTIVE
COMMISSIONING BOARD**

- S3.1 To develop and make recommendations to the Complex Care Board on the strategic, commissioning and operational direction of Complex Care in Halton.
- S3.2 To be responsible for oversight of the management, monitoring and use of the Pooled Fund by the Pool Manager through monthly reports, and report to the Complex Care Board and Parties in all matters relating to the Pooled Fund.
- S3.3 To be responsible for the monitoring contractual relationships with service providers financed by the Pooled Fund through the implementation of a performance management framework and report to the Complex Care Board in all matters relating to such monitoring.
- S3.4 To be responsible for overseeing the implementation of the decisions of the Complex Care Board.
- S3.5 To implement the commissioning of Complex Care services for the Borough of Halton.
- S3.6 To do detailed planning work on behalf of the Complex Care Board.
- S3.7 To prepare detailed planning proposals for Complex Care services and present to the Complex Care Board for discussion and approval.
- S3.8 To consider bids for projects from the Complex Care Board, and to report such initiatives to the Complex Care Board for information.
- S3.9 To analyse government policies, local and national research and audit and national information relating to Complex Care and to present such information to the Complex Care Board for the purposes of the development and commissioning of Complex Care services in Halton. This will include sources of any available funding.
- S3.10 Meetings of the ECB shall be held monthly and will be quorate when at least two members from the NHS HCCG and two members from HBC (with voting rights) shall be in attendance.

S3.11 **Membership**

The ECB is chaired by HBC's Operational Director (Prevention & Assessment) and membership of the Board will consist of the following representatives:-

- ***Halton Borough Council***
 - Operational Director (Commissioning & Complex Needs)
 - Divisional Manager (Urgent Care)
 - Divisional Manager (Commissioning)
 - Finance Manager

- ***Halton Clinical Commissioning Group***
 - Operational Director (Integration)
 - Commissioning Manager
 - Finance Manager
 - Chief Nurse

- **Halton Borough Council/Halton Clinical Commissioning Group (Non-Voting)**
 - Lead Policy Officer (People & Communities)

- ***Other Organisations (Non-Voting)***
 - Bridgewater Community Healthcare NHS Trust
 - 5 Borough's Partnership NHS Foundation Trust
 - Cheshire and Merseyside Commissioning Support Unit
 - Warrington and Halton Hospitals NHS Foundation Trust
 - St Helens and Knowsley Teaching Hospitals NHS Trust

S3.12 Each member of HBC and NHS HCCG will have one vote and any decisions taken by the ECB will require a majority vote unless otherwise agreed by the Parties.

S3.13 The ECB may co-opt non-voting members for the purposes of providing expertise to the ECB in relevant matters.

SCHEDULE 4
FINANCE

S4.1. CONTRIBUTIONS FINANCIAL YEAR 2013-14

S4.1.1 For the purposes of Paragraph 5 the contributions to be made to the Pooled Fund by the HBC and the NHS HCCG for the period 1st April 2013 to 31st March 2014 are set out below (subject to variation as agreed between the Parties):-

HBC:-	£17,890,970
NHS HCCG:-	£12,627,546
Grants:-	£2,400,000

Full breakdown of the above budgets are outlined in Appendix 2.

S4.2. CONTRIBUTIONS YEARS 2013/14, 2014/15 AND 2015/16

S4.2.1 The contributions for the financial years 2013/14, 2014/15 and 2015/16 will be determined by the respective Parties and agreed by 1st March of the preceding financial year.

S4.3. ADDITIONAL FUNDS

S4.3.1 If any additional funding related specifically to the Clients becomes available to any of the Parties during the current Financial Year the Pool Manager should be advised of such circumstances and the funds shall be transferred to the HBC for inclusion in the Pooled Fund.

S4.4. VARIATIONS OF CONTRIBUTIONS

S4.4.1 If in exceptional circumstances any of the Parties should wish to reduce their contributions to the Pooled Fund during the term of the agreement by a sum which would exceed 5% of their annual contribution, then such party shall serve six months previous notice in writing upon the other.

S4.5. OVERSPENDS

S4.5.1 The Pooled Fund shall be managed by the Pool Manager with the intention of producing a balanced budget at the end of the financial Year

S4.5.2 In the event that the Pool Manager identifies (at any period during the financial year) that there will be insufficient budgetary provision to meet the likely expenditure for the current Financial Year then this shall be reported to the ECB.

S4.5.3 In the event referred to in paragraph S4.5.2 the following procedure will take effect:-

S4.5.3.1 The ECB will be convened within 2 weeks to produce a financial plan to address the budget insufficiencies within the existing Pool Fund allocation.

S4.5.3.2 The financial plan will be presented to the Parties for discussion and agreement within 4 weeks of the deficit being identified.

S4.5.3.3 Where the Pool Fund is unlikely to be able to meet the agreed contractual duties of the Joint Working Agreement then HBC may specify particular reasonable requirements of the ECB including a reduction in service activity, and seek further action of the Parties as special conditions for the temporary support of the budget.

S4.5.3.4 Prior to the implementation of the financial plan referred to above at S4.5.3.2 any conditions which the HBC shall seek to impose including amendments to this Agreement shall first be agreed with HCCG, whose agreement cannot reasonably be withheld.

S4.6. **TERMINATION OF JOINT WORKING AGREEMENT**

S4.6.1 At the expiration of the Term or at any other date of termination as hereinbefore referred to, then such surplus of monies shall be repaid to the Parties in such proportion, as is equal to their respective contributions made during the term of this agreement and is subject to Audit approval.

S4.6.2 Any surplus of monies left in the Pooled Fund at the end of the relevant Financial Year, other than at termination, representing an underspend for that year shall be rolled over into the next successive Financial Year unless otherwise agreed by Complex Care Executive Board.

At the expiration of the Term or at any other date of termination as hereinbefore referred to, then such surplus of monies shall be repaid to the Partners in such proportion, as is equal to their respective contributions to the Pooled Fund at the beginning of the relevant Financial Year, subject to Audit approval.

S4.6.3 At the expiration of the Term or at any other date of termination as hereinbefore referred to, then such surplus of monies shall be repaid to the Parties in such proportion, as is equal to their respective contributions to the Pooled Fund at the beginning of the relevant Financial Year, subject to Audit approval.

S4.7. **DEBT**

S4.7.1 Where charges to clients for services funded by HBC within Fair Access to Care Services eligibility are made and debts are incurred, then HBC will use the Authority's Debt Recovery policy to recovery those debts. This will also apply to HBC funded elements of joint funded services between NHS HCCG and HBC.

S4.8. **S.151 OFFICER**

S4.8.1 The Pool Manager will be accountable for managing the Pooled Fund and reporting to the ECB and HBC's Strategic Director Policy and Resources Directorate, who is the officer appointed by HBC for the purposes of S.151 of the Local Government Act 1972 and S.114 of the Local Government Finance Act 1988.

S4.9. **HBC'S FINANCIAL STANDING ORDERS AND FINANCE REGULATIONS**

S4.9.1 HBC's Financial Standing Orders will apply to the operation of the Pooled Fund where the Revenue Payments made by HCCG have been paid to HBC to be held in the Pooled Fund managed by HBC. Any expenditure incurred by the Parties on behalf of the Pooled Fund shall comply with the appropriate regulations and orders of each of the Parties

S4.9.2 All Service Contracts and conditions of either of the Parties existing at the commencement of this agreement will be honoured until the date of their expiry. Any new Service Contracts entered into by either Party will be made in accordance with paragraph 4.9.1.

S4.10. **MONITORING AND REPORTING ARRANGEMENTS**

S4.10.1 HBC will provide the Pool Manager with bimonthly budget reports on the Pooled Fund and any expenditure incurred from the same. Where expenditure is incurred on behalf of the Pooled Fund by the Parties or those it commissions to carry out such work then those agencies will be required to record the detailed transactions within their accounting systems and provide bimonthly reports (in a format to be agreed by the Parties) to HBC for inclusion within the bimonthly Pooled Fund reports to the ECB.

S4.11. **VAT**

S4.11.1 VAT will be applied in accordance with advice issued by H M Revenue and Customs. As HBC will be the host party it is envisaged that the VAT regime adopted will be that currently applicable to the Local Authority Sector.

S4.12. **EXPENSES**

S4.12.1 Any expenses as agreed by the Complex Care Board incurred by service users and carers in attending meetings of the Complex Care Board may be paid from the Pooled Fund in accordance with the HBC subsistence and travel rules and the expenses of any other members of the Complex Care Board shall be met by their employers or respective body.

S4.13. **PAYMENT ARRANGEMENTS**

S4.13.1 In the event of NHS HCCG making its Revenue Payment to the Pooled Fund such payment shall be by quarterly installments within 5 working days of the start of each month commencing on April 2013 on production of an invoice from HBC.

S4.13.2 HBC will where appropriate pay NHS HCCG in 12 equal monthly installments on receipt of an appropriate invoice and where necessary, supporting documentation has been received on 15th of each month commencing from 15th April 2013 provided that such payment to the HCCG will be dependent upon receipt of the Revenue Payments mentioned in clause S4.13.1

S4.14. **EFFICIENCY SAVINGS**

S4.14.1 The Pooled Fund will have to demonstrate that it is achieving the required efficiency targets set by the Parties.

S4.15. **CAPITAL EXPENDITURE**

S4.15.1 Capital expenditure for the purchase of Capital Assets cannot be incurred without the prior written approval of the ECB and Section. 151 officer

S4.15.2 In the event of approval being given the HBC shall purchase and own the Capital Assets on behalf of the Parties and thereafter be responsible for the maintenance, repair, renewal and insurance costs of the Capital Assets on behalf of the Parties.

S4.15.3 The Pool Manager shall be responsible for producing and thereafter maintaining a register of Capital Assets purchased from the Pooled Fund.

S4.15.4 On the disposal or sale of any of the Capital Assets, either during the Term of this agreement or upon termination of the same (for whatever reason) the net proceeds from such disposal or sale shall be returned by HBC to the Pooled Fund.

S4.15.5 If the proposed cost of any of the Capital Assets shall exceed £30,000 then such cost shall not be funded from the Pooled Fund but shall require the submission and preparation by a manager of an initial Business Case to be made to the ECB which shall, if it accepts the validity of the Business Case, then refer such request for making a formal bid or request whether by submission of a formal Business Case for approval or otherwise to the appropriate statutory funder for such monies and if approved such Party shall retain legal ownership of the Capital Assets.

S4.15.6 In the event of receiving Capital Expenditure grant from the Government a protocol will be agreed by the ECB, taking advice from the S.151 officer of the HBC.

S4.16. SPECIFIC GRANTS

S4.16.1 It is recognised by the Parties that the contribution to the Pooled Fund made by HBC and the NHS HCCG will not include specific grant monies from the Department of Health. In the event that specific grant monies become available the process described at S4.3.1 is to be followed.

S4.16.2 In the event that such grants monies are withdrawn none of the Parties shall be required to fund such shortfall from its own resources and the Parties shall inform the Complex Care Board and the Pool Manager of such event arising as soon as reasonably practicable

S4.16.3 The Parties shall apply such information detail and audit evidence relating to the expenditure incurred by the Pooled Fund as may be required by the Parties and their auditors to satisfy any of the conditions which may have been imposed upon the Parties by the relevant funding body on receipt of such grant monies including evidence of the activities upon which such expenditure was incurred

S4.17 BUDGET TIMETABLE

S4.17.1 The annual HBC Budget for the whole Council will be set in accordance with the HBC's Corporate Budget Setting Process, identified below.

S4.17.2 The Finance Manager will contact the Budget Managers within Adult and Older People Services, including the Pooled Budget Manager, to request any information required and arrange meetings with Budget / Pooled Budget Managers during September and October each year, in preparation of setting the budget for the forthcoming year. It is essential that the information be provided promptly so that the overall deadlines for budget preparation are to be achieved.

S4.17.3 The indicative budget timetable is as follows:

- The current year budget will be revised continuously, as soon as virements are approved in accordance with standing orders.
- The current year budget will be reviewed each year in September & October, in conjunction with Budget Managers.
- The forthcoming year's base budget (i.e. before growth and savings) will be prepared by Mid-December.
- The Provisional Local Government Finance settlement from Central Government is expected by mid-December.
- Management Team and Executive Board will then consider the forthcoming base budget in the light of the provisional settlement.
- Management Team and Executive Board will consider growth and savings options during January and once approved these will be built into the forthcoming budget
- The budget will be approved and published in the Communities electronic Budget book. This will be available to all budget managers by the end of March.
- Executive Board or Executive Board Sub Committee will consider the levels of fees and charges proposed for the forthcoming year during March.

S4.17.4 The NHS HCCG Finance Manager will confirm the NHS HCCG's contribution to the Complex Care Pooled Budget, to the HBC Finance Manager, by the end of February each year.

S4.17.5 The budget setting process is summarised below :-

Deadline Date	Item
September/October	Meetings with Budget Managers for mid-year review.
Mid December	Forthcoming year's Base Budget (before growth & savings) to be prepared
Mid December	Provisional Revenue Support Grant (RSG) settlement analysed
Late December	Base Budget comparison to RSG reported to Management Team
End of January	Incorporate approved growth & savings into budgets
End of February	Confirmation of NHS HCCG contribution to HBC Finance Manager
February/March	Forthcoming year's Fees & Charges recommended for approval by Members
End of March	Distribute Communities Directorate electronic Budget Book to Budget Managers

SCHEDULE 5

DELEGATION LIMITS

S6.1. Delegated Authority: As stated in Governance 4.2, the Complex Care Board is not an autonomous body and does not therefore have legal status. Any decisions of the ECB and/or the Pool Manager which are beyond their respective delegated authority/limits (as set out in Schedule (6.1.2) or are inconsistent with the terms of this agreement would require the approval and ratification of the governing bodies of the Parties organisations in accordance with both Parties Standing Orders and Schemes of Delegation.

S6.1.1 As stated Schedule 4, paragraph 9.1 the Pooled Fund will be operated under the Council’s Constitution, Standing Orders and Finance Regulations. Within paragraph 3.4 of the Standing Orders relating to Finance there is provision for Delegated Authority to be granted to Officers of the Council for the certification of financial and personnel documents with the approval of the Strategic Director Communities and Head of Internal Audit.

S6.1.2 Delegated Authority has been granted to Officers who have responsibility for managing the Pooled Fund. These Officers and their certification limits are set out below and may change from time to time. The ECB shall agree spend relative to the Pool

List of Officers who have delegated authority relative to this pool to certify Financial Documents within the following limits.

	Orders/ Invoices
Operational Director	£1m
Divisional Manager	£100k

S6.1.3 Authorised Certifying Officers shall be responsible for all financial arrangements delegated as per the list and shall maintain a sufficient record of all transactions to account for the Pooled Funds.

S6.1.4 The Pool Manager should ensure that certifying officers are familiar with the procedures and requirements set out in the Standing Orders Relating to Finance and Procurement and be satisfied that officers are aware of and comply with the correct procedures.

S6.1.5 Authorised Certifying Officers have a responsibility to assist the Internal Auditors acting on behalf of the Council when reviewing any internal or financial control system for which they are responsible.

- S6.1.6 Delegated powers are restricted to individual areas of management control as stated within the Joint Working Agreement. In particular the certification of financial documents requires responsibility for ensuring adequate budgetary provision is available and documents are processed strictly in accordance within the specific authorisation limits as detailed in the list.
- S6.1.7 Any changes to the officers included in the list can only be authorised jointly by the Strategic Director, Communities and the Chief Internal Auditor.
- S6.1.8 Specimen signatures have been obtained for all the certifying officers and copies provided to the relevant sections within Communities Directorate, and the Policy and Resources Directorate.

Appendix 1

Exempt Information

- 1 The Complex Care Board may choose to discuss in private this information which is not intended to be an exhaustive list, but merely examples of the same any item of business which includes or is likely to involve discussion of Exempt Information for the purposes of Schedule 12A Local Government Act 1972. The categories of Exempt Information applicable as at 29 September 2004 are listed for illustrative purposes only in Appendix 1 to this agreement and references in Schedule 12A to 'the authority' shall in the context of this Agreement be taken to refer to the Board.
- 2 The Complex Care Board shall discuss in private any item of business which includes or is likely to involve discussion of Confidential information.
- 3 In the context of this Clause the expression 'Confidential Information' shall typically, though not exhaustively, mean:-
 - a) information furnished to the Complex Care Board of any member of the Board or to the Council or to the NHS HCCG by a government department upon terms (however expressed) which forbid the disclosure of the information to the public; or
 - b) information the disclosure of which to the public is prohibited by or under any enactment or by order of a court.

Appendix 2**Finance****NHS Halton Clinical
Commissioning
Group**

CHC, JF, S117, MH Complex	8,245,342
Free Nursing Care	842,240
Transitional	191,622
Intermediate Care Pool	2,645,346
End Of Life	192,000
Joint Equipment Store	256,000
CHC Assessment Team	254,996

Total	12,627,546
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Notes

Doesn't include CHC equipment

Halton Borough Council

General Community Care	11,978,490
Learning Disability	2,481,310
Joint Equality Store	242,000
Intermediate Care Pool	2,175,580
MH	1,013,590

Total	17,890,970
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Notes

Includes recharges in existing Intermediate Care Pool
Excludes Section 256 & Reablement Grant

<u>Section 256 & Reablement Grant</u>	2,400,000
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REPORT TO:	Executive Board
DATE:	28 th March 2013
REPORTING OFFICER:	Director of Public Health
PORTFOLIO:	Health and Adults
SUBJECT:	Transfer of Public Health
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 To enable the Board to note the preparation and legacy document for the transfer of all Public Health functions and services from NHS Merseyside to Halton Borough Council in April 2013.

2.0 **RECOMMENDATION: That the Board**

- 1) **Note the preparation for the transfer of all Public Health staff and services from NHS Merseyside to Halton Borough Council in April 2013; and**
- 2) **Note the legacy document that outlines completed preparation for handover of functions and services from Halton and St Helens PCT to Halton Borough Council in Appendix 1.**

3.0 **SUPPORTING INFORMATION**

- 3.1 As part of the changes introduced by the Health and Social Care Act 2012, Primary Care Trusts will not exist beyond 31st March 2013 and formal responsibility for the majority of public health functions moves to Local Authorities in April 2013, with some responsibilities moving to Public Health England and the National Commissioning Board.
- 3.2 Preparation for the transfer has been ongoing since March 2012. This has included a review across NHS Merseyside which is made up of the 4 Primary Care Trusts of Halton & St Helens, Knowsley, Liverpool and Sefton of all Public Health functions and services.
- 3.3 An additional challenge in this process has been “un-weaving” two Boroughs from what is the PCT footprint of Halton and St Helens. The legacy document in Appendix 1 refers to both Councils in terms of services to be transferred and the process Halton has completed to enable the transfer. This document will be submitted to the Department of Health.

3.4 Halton Borough Council has developed and led a Transition Group which has overseen the safe transfer of all necessary functions including staff transfer and measures letter, public health reports, information governance, emergency resilience, contracts, data connections, risk register, budget transfer, communications and marketing plan and final Public Health Annual Report. The Public Health Service will be located within the Policy and Resources Directorate for operational purposes. This will enable it to work across the Council with all other Directorates and facilitate integration with adults and children's services.

4.0 **POLICY IMPLICATIONS**

4.1 The Department of Health have recommended all local authorities develop transition plans and legacy documents.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 The announcement of the ring fenced public health grant allocations on 10th January was favourably received with national figures of £2.5billion for 2013/14 and £2.8billion for 2014/15 representing real term growth. The allocation for Halton is £8,510 million for 2013/14 and £8,749 million for 2014/15 which is an increase from the anticipated initial allocation of 2.8% each year.

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

6.1 **Children & Young People in Halton**

Halton's health and wellbeing priorities for children will be met in part through the services outlined in Appendix 1.

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

Halton's health and wellbeing priorities enable local people to maintain good health and improve poor health so they can benefit from employment, learning and skills. These priorities will be met in part through the services outlined in Appendix 1.

6.3 **A Healthy Halton**

Each of the service areas included are expected to clearly demonstrate a positive impact on the health and well-being of people in Halton as well as addressing the priorities identified in the Health and Wellbeing Strategy.

6.4 **A Safer Halton**

Halton's health and Wellbeing priorities enable local people to improve their health and this impacts on the safety of local people, particularly regarding alcohol.

6.5 **Halton's Urban Renewal**

None

7.0 **RISK ANALYSIS**

7.1 The risk in the transfer of Public Health functions and services has been minimised through robust planning via the NHS Merseyside and Halton Borough Council Transition Groups.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 Any equality and diversity issues are addressed in the transfer plans.

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

None under the meaning of the Act.

Halton & St Helens Public Health Team Completed Preparation for Handover of Functions and Services

Section	Detail
<p>1. Overview of sender and receiver organisations.</p>	<p><i>Sending Organisation:</i> NHS Halton & St Helens – Public Health Team Contacts: Overall Leads: Eileen O’Meara, Director of Public Health (Halton) Liz Gaulton, Director of Public Health (St Helens) Contracts Lead: Glenda Cave, Business Manager</p> <p><i>Receiving Organisations:</i></p> <ol style="list-style-type: none"> 1. Halton BC / St Helens MBC 2. Halton CCG / St Helens CCG 3. National Commissioning Board 4. Public Health England
<p>2. Current sender functions and responsibilities.</p>	<ol style="list-style-type: none"> 1. Public Health Leadership 2. Health Improvement commissioning for health and wellbeing (See Appendix 1 for details of current commissioned services) 3. Quality and Health Protection 4. Public Health Strategy and Intelligence
<p>3. Where Public Health functions will transfer and information needs of recipients.</p>	<p>Public Health functions will be divided between the receiving organisations detailed above in line with the Health and Social Care Act. Sending and receiving organisations will have relevant contextual information including:</p> <ul style="list-style-type: none"> • Full details of the new structure showing respective functions and how the organisations relate to each other <p>Information provided to receiving organisations includes:</p> <ul style="list-style-type: none"> • Contract documents • Insight / intelligence / evaluation reports as relevant • Background reports, strategies, action plans etc. relating to specific function or contract • Details of key relevant contact in sending organisation • Catch-all point of contact for both Halton Public Health Team & St Helens Public Health Team (eg. PA to DPH) to receive and signpost queries in absence of key contact • Team structure and staff names (Halton & St Helens Councils only – this would be in addition to the HR /

	<p style="text-align: center;">TUPE process)</p> <p>In addition, Halton Borough Council are informed that current and legacy documents relating to Public Health in both Halton & St Helens are available via a dedicated section of both Council's websites. These documents include:</p> <ul style="list-style-type: none"> • Public Health Annual Reports • Statistical Compendiums • Health profiles and topic reports • Insight and other research reports • Joint Strategic Needs Assessment • Joint Strategic Asset Assessment • Health and Wellbeing Strategy <p>Additional information transfers with the Team including:</p> <ul style="list-style-type: none"> • Details of responses to FOI requests involving input from the Team • All statistical reports, insight, evaluation and other intelligence not required for receiving organisations • Status reports on functions not related to specific contracts • Health Needs Assessments • Equity Audits • Health Impact Assessments • Contact lists • All records identified as requiring retention for specified periods under the NHS Halton & St Helens Records Management and Retention Schedule • Other closed files identified as key for retention in relation to corporate memory / business continuity • All active files and records
<p>4. Processes for gathering and collating the information receiver organisations need.</p>	<p>As Public Health staff are now in-situ within the Councils, all associated electronic folders have been copied and saved on the network drives allocated to them.</p> <p>Halton Council IT department have provided an encrypted hard drive for the transfer of electronic files stored on J:/Public Health and historic emails. The files were copied across on Thursday 21st Feb in Halton. The same hard drive was used to copy the files onto the St Helens Council server as soon as possible after this. St Helens and Knowsley HIS have been informed in writing of our intentions to transfer this information.</p> <p>Hard copies of signed contract documents will also be provided in a secure handover.</p>

	<p>Hard and / or electronic copies of the files will be retained by the Public Health Team for the periods prescribed in Information Governance guidance.</p> <p>A full review of all paper and electronic files held by the Team is under way. This will identify which records are required under the batches listed in Section 3 above.</p>
5. Plans for triangulating data.	<p>Internal triangulation will involve relevant Team members checking the accuracy and usefulness of information prepared by colleagues for handover. This included discussion of quality and risk issues which need to be communicated to the receiving organisations.</p> <p>External triangulation involved external partners such as providers of services. Halton Borough Council had the opportunity to access previous recorded notes of review meetings, sharing qualities and risks. Performance reporting will also be available allowing sharing of data.</p> <p>Where Halton & St Helens Public Health Teams are associates to a collaborative contract, support will be provided to the lead commissioner in preparing for handover as required.</p>
6. Plans for ensuring face-to-face handover.	<ul style="list-style-type: none"> • Meetings completed re. novation of contracts Meetings have been held with other receiving organisations re relevant contacts identified. It is recognised meetings with organisations such as the National Commissioning Board and Public Health England may be held at Cluster level, with local input as required.
<p>7. Plans to ensure resilience of handover plan.</p> <p>Plans to ensure knowledge is captured and retained.</p>	<ul style="list-style-type: none"> • Back-up points of contact • Retain hard and / or electronic copies of all documentation for reference in case of queries • Working to identify contacts in receiving organisations (other than Halton & St Helens Councils), but not all in place yet • Exit plans for staff leaving or transferring to other parts of new system. A member of the Team has been identified to co-ordinate knowledge capture.
8. Governance arrangements to ensure transparency, probity and honesty.	<p>The handover process used will be ratified by relevant groups at local and Cluster level.</p>
9. Key milestones.	<p>1. Contracts prepared for handover – July 2012</p>

	<ol style="list-style-type: none"> 2. Tacit Knowledge Capture Tool completed – November 2012 3. Initial meetings held with Halton & St Helens Councils – on-going since June 2012 4. Identify key contacts in other receiving organisations – November 2012 5. Arrange face-to-face meetings with non-Halton and St Helens Council receiving organisations – December 2012 6. Copy and forward all associated electronic folders to this receiving organisation contact – date for transfer in Halton scheduled for 21st February now completed & St Helens will be scheduled soon after. 7. Testing of emergency planning arrangements via an informed conversation with the LA and PH. 8. Information Governance Toolkit completed and signed off December 2012 by Halton. 9. N3 connection arranged via purchase of Cable & Wireless Licence. 10. Measures letter agreed with staff. 11. DPH designate letter signed March 3rd 2013. 12. New budgeting and finance codes established. 13. Final PHAR 2012 written as legacy document. 14. Procurement plan listing all contracts produced 2013. 15. Executive Board paper outlining transfer of services and extension of contracts due to end 31.3.13 ratified 28th February 2013. 16. Paper to Executive Board outlining the preparation and transfer of services on 28th March 2013.
<p>10. Arrangements for handover of mandatory Public Health services.</p>	<p>These will be the same as for handover in general, with mandatory and essential services clearly identified.</p>

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Appendix 1**Details of current Health Improvement commissioned services for health and wellbeing**

Weight Management Services
Weight Management (Early Years)
Children & Young Peoples Weight Management
Adult Weight Management
Healthy Lifestyles
Tobacco Control
Stop Smoking
Alcohol Health Improvement
Health Promotion
Get Checked: Early Detection of Cancer
Workplace Health
Adult Mental Health Services
Health Improvement - Children Mental Health Services
Healthy Schools (Halton)
Child Health Promotion

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director Policy and Resources

PORTFOLIO: Transportation

SUBJECT: Transport Capital Implementation Programme 2013/14

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

The purpose of the report is to seek approval to the inclusion of the Transport Capital Implementation Programme into the Council's 2013/14 Capital Programme.

2.0 RECOMMENDATION: That

- (1) the Executive Board notes the Local Transport Settlement final allocations for 2013/14 and 2014/15;**
- (2) the Board recommends the Council to approve the following sums for incorporation into the Council's Capital Programme for 2013/14:**
 - Transport Implementation Programme £2,685,000;**
 - Transport Major Scheme Capital Funding (SJB) £2,460,000**
 - Additional Local Highways Maintenance Funding £355,000**
- (3) authority to agree the detailed programme of schemes, based, where appropriate, upon the four year Implementation Programme described in the Local Transport Plan, be delegated to the Strategic Director Policy and Resources, in consultation with the Executive Board Member for Transportation.**

3.0 SUPPORTING INFORMATION

- 3.1** Halton's third Local Transport Plan (LTP3) was approved by the Executive Board on 17th March 2011 (Minute EXB 103 Refers). The key issues for Transport in Halton, were identified through the public consultation exercise for LTP3 and are listed in Appendix 1 to this report. These issues are addressed by LTP3 through a series of 'local goals' which link to both national and local priorities. A wide range of options for interventions, projects and initiatives are described in the LTP for

delivery, either through the shorter-term implementation plan or via longer term transport strategies.

- 3.2 A four year Implementation Plan, covering the period of the Comprehensive Spending Review (CSR10 announced on 20th October 2010) is detailed in LTP3 together with the planned transport capital block allocations for Halton up to (and including) 2014/15.
- 3.3 Capital funding for local transport is provided by Central Government through the Integrated Transport and Highway Maintenance Block Allocations. The grant is based on 'needs-based' formulae which take account of a wide range of road, transport and other related data, specific to the Authority.
- 3.4 In order to provide certainty to transport authorities, Ministers agreed to firm up the 'indicative' allocations for 2013/14 and 2014/15 for both capital blocks. In March 2012, the DfT announced 'final' allocations as set out below:

Integrated Transport and Highway Capital Maintenance Block Funding

Block Allocations	2013/14 Final £000s	2014/15 Final £000s
Integrated Transport	725	1,020
Highways Capital Maintenance	1,960	1,816
Total	2,685	2,836

The settlement for 2013/14 was subsequently confirmed by DfT in their letter dated 21 December 2012.

- 3.5 Major Scheme Capital Funding
In 2011 DfT gave full approval for a £18.6m 5 year programme of major bridge maintenance activity for the SJB and its approach structures. Over £9m has been spent to date, and following a re-profiling of the proposed allocation last year, the final 3 years of SJB Complex Bridge Major Maintenance Grant availability is as follows:

Major Scheme Capital	2013/14 £M	2014/15 £M	2015/16 £M
SJB Complex Bridge Maintenance Grant	2,460	2,029	4,990

The Major Scheme funding will allow HBC to continue to address the backlog of major bridge maintenance identified within the SJB Complex Maintenance Strategy. This allows HBC to continue to provide a road crossing of the Mersey which is free from restriction and to consider a future steady state maintenance regime where maintenance can be planned and delivered in a rationalised lifecycle based manner.

3.6 Additional Maintenance Funding

In his Autumn Statement, the Chancellor of the Exchequer announced that £215M of additional capital funding would be provided to local highway authorities, to help renew, repair and extend the life of roads in England. This maintenance funding could be used for improvements such as road resurfacing, maintenance to bridges or repairing damage to highway infrastructure caused by severe weather events, such as the recent flooding. The funds are distributed on the basis of the DfT's existing highways maintenance capital funding formula and there are conditions attached to the spending of the grant allocation that Halton must adhere to. Halton has been allocated funding as follows:

	2013/14 £000s	2014/15 £000s
Additional Highway Maintenance Funding	355	187

3.7 Transport Block Implementation Programmes.

Based upon the CSR10 proposed transport financial settlements, a funded, four year implementation programme was incorporated into LTP3, which was subsequently approved by the Board on March 17th 2011. The programme was determined in line with national and local transport goals and the Government's priorities to enhance economic growth whilst reducing carbon emissions from transport.

The final two years of the Implementation Programme covering the Integrated Transport Block and the Highway Capital Maintenance Block is reproduced below:

Integrated Transport Block	2013/14 £,000 (Final)	2014/15 £,000 (Final)
Transport Integration • Halton Sustainable Transport Network Signage / Branding, Publicity & Promotion • Cycle Secure Parking Lockers	160	225
Measures to Assist Walking • Neighbourhood Centres – Pedestrian Access, signage & Public Realm Improvements • PRow Improvement Programme	130	185
Measures to Assist Cycling • Neighbourhood Centre Cycle Access, signage & Public Realm Improvements • Halton Cycleway & Greenway Links	100	140
Measures to Assist Buses • Halton Neighbourhood Centres Accessible Bus Stop Improvements • Bus Priority at Junctions	170	240

• Widnes Road Bus Lane and Stops		
Local Safety Schemes • Residential Area 20mph Zones • Casualty Reduction • Safety Improvement Schemes	140	180
Intelligent Transport Systems • Expansion of VMS • Improve traffic and travel information	25	50
Total	£725	£1,020

(Note: Transport Integration initiatives and local safety schemes, will by their nature also incorporate a variety of measures that are designed to increase public transport usage and measures to assist increased walking and cycling).

- 3.8 Over the course of previous transport plans, a 'transport corridor' approach was adopted in the delivery of integrated transport improvements. For LTP3, the range of pedestrian, cycle and bus route improvements have been successfully delivered, focusing on neighbourhood centres. It is planned to continue this phased approach over the remaining period of the implementation programme. There will also be a range of schemes to improve the connectivity of walking and cycling links and a programme of local safety schemes.

The range of planned initiatives draws strongly on the Mersey Gateway Sustainable Transport Strategy, which was prepared to support the Mersey Gateway planning application. This builds upon the work delivered previously under the Quality Transport Corridor approach, and will hopefully provide a platform to encourage a significant modal shift to sustainable transport in the run-up to the Mersey Gateway construction phase, and help reduce traffic congestion during the period.

- 3.9 In terms of highway maintenance, the additional funding provided through the Major Scheme programme for the SJB and its approach structures has enabled the Maintenance Block allocation to be strongly biased towards roads maintenance. For the remainder of the implementation programme period, this will continue to permit increased programmes of carriageway and footway maintenance to be implemented across the Borough.

Highways Capital Maintenance Block	2013/14 £,000 (Final)	2014/15 £,000 (Final)	Total £,000
Highway Maintenance	1,360	1,216	2,576
Bridge Maintenance	600	600	1,200
Total	1,960	1,816	3,776

3.10 Detailed Implementation Programmes

In previous years, the authority to agree each year's detailed implementation programme has been delegated to the Strategic Director in Consultation with the relevant portfolio holder. The LTP3 four year Implementation Plan contains provisional programmes of both integrated transport and highway maintenance schemes and it is proposed that for the remaining two year period of the Plan, authority to agree the detailed programme, based upon the provisional lists in LTP3, be delegated to The Strategic Director Policy and Resources in consultation with the Executive Board Member for Transportation.

4.0 POLICY IMPLICATIONS

The programmes of work identified in the report are designed to deliver the strategies contained in the Council's third Local Transport Plan which was approved by the Board in March 2011.

5.0 OTHER IMPLICATIONS

Resource Implications – The report sets out details of Central Government transport capital grant allocations for 2013/14 and outlines programmes of work for inclusion in the Council's Capital Programme. Delivery will be managed through existing staff resources, and construction carried out via the Term Highways Contract and Bridge Partnership Contract which have been procured for these works and services.

Social Inclusion and Sustainability Implications – The LTP is targeted at improving transport opportunities for those without access to private cars and therefore has positive impacts on social inclusion and sustainability.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The 2013/14 Transport Capital Implementation Programme will assist children and young people in accessing services in the Borough and improve road safety.

6.2 Employment, Learning and Skills in Halton

Measures contained within the 2013/14 Transport Capital Implementation Programme are expected to improve access to employment, training and learning facilities within the Borough and also ensure that essential maintenance is undertaken on the existing network, thereby contributing to the Council's efforts to tackle unemployment, worklessness and the problems associated with the current economic downturn.

6.3 A Healthy Halton

The 2013/14 Transport Capital Implementation Programme will help to encourage local communities to adopt more healthy lifestyles through the introduction of measures to increase the use of cycling and walking for local journeys and which could help address health problems such as obesity.

6.4 A Safer Halton

The 2013/14 Transport Capital Implementation Programme incorporates measures to reduce road casualties in the Borough, to improve road safety and provide a safe and serviceable highway network.

6.5 Halton's Urban Renewal

The 2013/14 Transport Capital Implementation Programme will continue to support the ongoing regeneration of Halton through the improvement of highway and public realm infrastructure focused upon neighbourhood centres and residential areas.

7.0 RISK ANALYSIS

A risk associated with the report is the failure to deliver against the Transport Capital Implementation Programme. This risk will be managed through the Council's quarterly performance monitoring regime and through regular progress meetings with senior managers to enable early action to be taken, should the need arise.

8.0 EQUALITY AND DIVERSITY ISSUES

Accessibility and connectivity are essential issues for equality and diversity and every effort is made to facilitate barrier-free movement around the Borough. Particular emphasis is given to improving access for people with disabilities and to education and training, employment, health, shopping and leisure facilities which are key services impacting on quality of life.

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

Document	Place of Inspection	Contact Officer
Autumn Statement Additional Maintenance Funding DfT Letter 18th December 2012	Rutland House Halton Lea, Runcorn	Mike Bennett

**Settlement Letter from
DfT dated 21st
December 2012**

**Rutland House
Halton Lea, Runcorn**

Dave Cunliffe

**Correspondence in
Relation to Major Bid
Funding**

**Rutland House
Halton Lea, Runcorn**

Mike Bennett

APPENDIX 1

Local Transport Plan – Key issues for Transport Identified through the public consultation exercise:

- Address and manage congestion – primarily associated with the Silver Jubilee Bridge and its approaches;
- Enhance economic success through the Mersey Gateway and encourage better freight distribution;
- Reduce road casualties;
- Improve access to work, education, training, services (health) and social activities;
- Promote and provide clean, low carbon transport;
- Improve maintenance of the highway network;
- Promote public transport, walking and cycling;
- Reduce crime and fear of crime on the transport system;
- Continue to maintain the transport system;
- Reduce traffic impact on communities in terms of pollution and noise.

REPORT TO:	Executive Board
DATE:	28 th March 2013
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Environmental Sustainability
SUBJECT:	Kennelling arrangements and out-of-hours collection of stray dogs
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 To inform about the proposed changes for the kennelling arrangements and out of hours collection of stray dogs

- 2.0 **RECOMMENDATION: That Executive Board approve the proposed changes for the kennelling arrangements and out-of-hours collection of stray dogs.**

3.0 **SUPPORTING INFORMATION**

3.1 **Background**

3.1.1 **Legislation**

The Environmental Protection Act (EPA) 1990 places a duty on each local authority to appoint an officer to deal with the issue of stray dogs. They have a duty to seize dogs found to be straying in a public place and keep them in satisfactory conditions for a period of up to seven days, allowing owners time to reclaim their dogs after payment of the appropriate fee.

The Clean Neighbourhoods and Environment Act (CNEA) 2005 (Section 68) was implemented with effect from April 2008. This removed any duty on the Police to deal with stray dogs out-of-hours and made the local authority solely responsible for dealing with the matter. (Although the Police retain responsibility for banned breeds and any dog that is dangerously out of control). Local authorities are not expected to search and seek stray dogs outside normal office hours but are required to provide a 'reception point' where a stray dog may be taken, out-of-hours (evenings, weekends and bank holidays).

3.1.2 **Current Arrangements**

Following the introduction of the CNEA legislation, Halton, Knowsley,

Liverpool and St Helens worked together as a consortium to jointly procure stray dog arrangements. After the full procurement process, the contract for kennelling the dogs went to the RSPCA Halewood (Liverpool) Branch and collection of stray dogs out-of-hours went to Animal Wardens Ltd. The contracts were awarded for a three year period and will end in April 2013.

3.1.3 **Kennelling Re-Charges**

The current kennel re-claim fees are £42 for owners who claim their dogs within 48 hours from the kennels and £100 for owners who claim their dog after 48 hours but within seven days.

At the end of seven days the ownership and responsibility for the dog passes to the RSPCA. Whenever possible dogs suitable for rehoming will be given every opportunity to find a new home & owner. However, on some occasions due to age, health and temperament, it may be necessary for the dog to be euthanized.

3.1.4 **Halton Kennelling Costs**

In Halton between 2009-2012, 85% of stray dogs were claimed within the first 48 hours, and 15% claimed after 48 hours.

For all dogs not claimed, Halton is charged £100 by the RSPCA.

In 2011-12, Halton's total bill for kennelling only, was £24,871. £6,111 was received from reclaim fees so that the cost to Halton for kennelling in 2011 was £18,760.

3.1.5 **Out-of-Hours Service**

The cost of the current out-of-hours stray dog collection service carried out by Animal Wardens for Halton is £9,420. The total costs for the consortium are divided in proportion with population figures at the start of the contract.

The company is encouraged to minimise the number of dogs they collect and transfer to the RSPCA in Halewood by returning dogs to owners whenever possible and by offering a dedicated telephone facility where trained staff can assist people with lost dogs.

In Halton during 2011-2012 441 out of hours request for service were received. 102 dogs were collected and transferred to kennels by the service. 204 dogs were returned to their owners so that kennelling was not required. This has considerably reduced the potential kennelling fees for stray dogs to each local authority. The remaining requests included dogs that were not found or advice given.

The out-of-hours-contract is reviewed quarterly with each authority

meeting with the service provider.

3.2 Proposed Future Kennelling Arrangements

When the original contract was first awarded in 2009, the RSPCA were the only organisation to register an interest in providing the kennelling service. They had suitable accommodation and experience to deliver the service.

However, due to a change in policy at national level, the RSPCA have indicated that they will not be providing this service, nationally or locally, after the current contract expires in April 2013.

The Consortium has an excellent working relationship with the RSPCA and has been discussing with them, the best future arrangements. All parties have now considered that the best option is for the Consortium to lease the current stray dogs kennel block in Halewood from RSPCA and to find through procurement, an organisation to staff and manage the facility on behalf of the Consortium. The advantages to this approach are:

- There would be no capital outlay
- There would be no long term contract between the local authorities and the RSPCA
- The RSPCA would still have an input to ensuring that dog welfare conditions are assured.
- There would be a seamless mode of operation
- Stray & abandoned dogs would continue to be cared for at a well-established and known site within the region.

Liverpool City Council's Property and Asset Management Team have inspected the accommodation together with surveyors to ascertain if any further works are required. The Asset Management Team has entered discussions with RSPCA about lease arrangements, service charges and rental agreements for use of the facilities by the Consortium.

3.2.1 Kennelling Staff & Management

The highly specialist nature of this work, the working hours required and skill base required to undertake the work has mean that it is not generally possible for a local authority to directly carry out the work themselves. Only two local authorities in the country currently operate their own kennels: Wirral & Southampton. The future of Wirral Kennels is uncertain as they are currently undergoing major budget considerations.

Liverpool City Council Procurement Team is taking the lead to prepare the necessary documentation for the tendering process for the appointment of an operator to staff and manage the facility. Halton's Procurement Team is involved in the process and has commented on all documentation.

3.2.2 **Out-of-Hours collection and Kennelling**

After discussions with Procurement teams, the Consortium has decided to incorporate the out-of-hours stray dog collection within the kennelling contract. This would streamline the whole process and therefore the contracts taken with organisations. This would mean that local authority animal wardens will transfer stray dogs seized during the day service hours directly to the kennels and the organisation selected by procurement will be responsible for the collection of dogs out of hours (i.e. evenings, weekends, bank holidays).

3.2.3 **Responsible Dog Ownership**

The annual cost to the local authority for the collection of stray dogs emphasises the need for the wide promotion of responsible dog ownership throughout the Borough.

Halton BC works with the Merseyside Dog Forum, other local authorities, national animal charities including RSPCA, Dogs Trust, PDSA, Guide-Dogs Association to promote responsible dog ownership. Events that have been organised include free micro-chipping, health checks and animal neutering.

This multi-agency work was recognised by the RSPCA Community Awards 2012 when the Merseyside Dog Forum won the award for 'innovation' in the joint work carried out to reduce the number of stray dogs in Merseyside. The award was presented at the House of Lords on 3rd December 2012.

4.0 **POLICY IMPLICATIONS**

4.1 The Environmental Health Service will continue to collect stray dogs during office hours and arrange for kennelling.

4.2 The Environmental Health service will continue to charge dog owners if their dog is collected as a stray within the Borough. The charges will be reviewed regularly taking into account cost to the local authority. The charges will be same for each member of the consortium.

5.0 **FINANCIAL IMPLICATIONS**

During 2011-12, the cost to Halton BC for the kennelling of stray dogs and collection of stray dogs during out-of-hours was a total of £34,291.

An income of £6,111 was generated from owners re-claiming their dogs so the net cost to the authority was £28,180

Negotiations are still underway for leasing the facilities from RSPCA. The cost of the staffing and management of the service on the site will be

ascertained after the procurement process, overseen by Procurement officers across all the local authorities is completed. This charge will be apportioned in accordance with population figures across all four authorities. The estimated cost for the service will be approximately £30,000, procurement are currently evaluating the submissions. This should be completed within the next 4 weeks. The consortium will be responsible for some of the future building maintenance costs of the kennels.

The whole process must be completed by April 2013. Stray dogs may present a safety and health risk to residents in Halton if they are allowed to roam indefinitely throughout the Borough.

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

6.1 **Children & Young People in Halton**

Stray dogs in open spaces such as parks and gardens can present a risk to the safety of children and young people.

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

There are not considered to be any significant impact on employment learning and skills in Halton.

6.3 **A Healthy Halton**

Stray dogs may present a safety and health risk to residents in Halton if they are allowed to roam indefinitely throughout the Borough.

6.4 **A Safer Halton**

Stray dogs may present a safety and health risk to residents in Halton if they are allowed to roam indefinitely throughout the Borough.

6.5 **Halton's Urban Renewal**

Stray dogs can have a negative impact on the environment.

7.0 **RISK ANALYSIS**

7.1 There are not considered to be any significant risks associated with this proposal

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are not considered to be any equality or diversity issues associated with this proposal

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

None under the meaning of the Act.

REPORT TO:	Executive Board
DATE:	28 th March 2013
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Environmental Sustainability
SUBJECT:	Home Energy Conservation Act (HECA) report 2013
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 **The purpose of the report is to seek Executive Board's endorsement of the draft Home Energy Conservation report attached as Appendix A.**

2.0 **RECOMMENDATION: That Members endorse the attached report for onward submission to the Department of Energy and Climate Change.**

3.0 **SUPPORTING INFORMATION**

3.1 **Background**

3.1.1 The Home Energy Conservation Act 1995 placed a duty on local authorities to prepare and publish a report setting out:

“the energy conservation measures that the authority considers practicable, cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area.”

3.1.2 The first HECA report was submitted in 1996 and annual reports were thereafter submitted setting out the progress that the local authority had made in meeting the target set out in the (then) Department of the Environment's circular 2/96 to reduce carbon emissions by 30% over the next 10 to 15 years.

3.1.3 The requirement to produce annual reports ceased in 2008 while the Government carried out a review of the Act. However, in July 2012 the Department of Energy and Climate Change published guidance to local authorities pursuant to the Act which effectively reinstated HECA.

3.1.4 The new guidance places a duty on local authorities to prepare and publish a HECA report (referred to by DECC as a “further” report) by

the end of March 2013 and to follow this up with progress reports every two years from March 2015 to March 2027.

- 3.1.5 The initial (or “further”) report should again set out the energy conservation measures that the authority considers practicable, cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation and should cover:
- i. Local ambitions and priorities;
 - ii. The measures that take advantage of financial assistance and other benefits offered from Central Government initiatives, such as the Green Deal, Energy Company Obligation and Renewable Heat Incentive or any other initiatives to help result in significant energy efficiency improvements of residential accommodation;
 - iii. The measures which an authority has developed to implement energy efficiency improvements cost effectively in residential accommodation by using area based/street by street roll out involving local communities and partnerships (e.g. social housing partners, voluntary organisations and town/parish councils.)
 - iv. A timeframe for delivery and national and local partners.

3.2 **The draft report**

3.2.1 A copy of the draft report is attached at Appendix A. By way of context it sets out information relating to Halton and the housing stock in the area, baseline data on energy efficiency and fuel poverty taken from the Halton private sector stock condition survey and DECC statistics and an analysis of how improving the energy efficiency of the housing stock can contribute to health priorities. The following paragraphs summarise the specific areas that the guidance states should be covered in the report.

3.2.2 Local ambitions and priorities

In December 2012 the Executive Board endorsed that the Council sign up to three climate change commitments which set out our ambitions in relation to energy efficiency, as follows:

- The European Union (EU) Covenant of Mayors;
- The Liverpool City Region Sustainable Energy Action Plan;
- The Local Government Association’s Climate Local.

These commit the authority to develop and publish locally determined targets, commitments and actions to reduce carbon emissions which support the target set out in the EU Covenant of Mayors to go beyond the EU commitment to reduce carbon emissions by 20% by 2020. We must also produce a Halton Sustainable Energy Action Plan and Baseline Inventory Report within one year outlining how our objectives will be reached. The

Assistant to the Chief Executive is leading on the delivery of these commitments.

3.2.3 Measures that take advantage of financial assistance and other benefits offered from Central Government initiatives

The Green Deal and Energy Company Obligation (ECO) were introduced in late 2012/early 2013 as the Government's new frameworks for funding energy efficiency measures in homes and businesses. Green Deal involves the homeowner taking out an interest bearing loan to fund works which is paid back through savings on their energy bills while ECO places a statutory carbon saving target on energy companies to deliver energy efficiency measures to households in receipt of certain benefits or living in the top 15% most deprived LSOAs and to supplement the Green Deal where it is not viable e.g. with hard to treat properties.

3.2.4 As the schemes are relatively new our approach as to how we intend to engage with them is not yet fully developed. At the time of writing we are working with Registered Providers of social housing through the newly formed Halton Green Deal/ECO Co-ordination group to explore potential models and approaches to maximise the opportunities offered by ECO in some of the Borough's most deprived areas. We are also considering potential models to maximise ECO/Green Deal investment in the private sector stock (owner occupied and private rented) in the most deprived areas.

3.2.5 Area based/street by street approaches

The report acknowledges that previous energy efficiency initiatives in the private sector have by and large been targeted at specific client groups rather than on a geographical basis but that the measures offered by the Green Deal and ECO e.g. external wall insulation are more practical and offer economies of scale when undertaken area by area.

3.2.6 Initially it is proposed that our approach will be led by whether an area sits within one of the top 15% most deprived LSOAs (these have been targeted for ECO funding) and on other statistics e.g. levels of fuel poverty and proportion of private rented stock in the area. However the authority has secured funding from DECC to purchase a property specific database which will enable detailed energy information from energy performance certificates and other sources to be collected and which will be used to develop and prioritise programmes of works more effectively.

3.2.7 A timeframe for delivery and national and local partners

The report contains a summary of our approach as an appendix which sets out the timeframe for various projects and indicates our current delivery partners.

3.2.8 The report also sets out other measures that the local authority is

taking to contribute to an improvement in residential energy efficiency and reduction in fuel poverty, including:

- Locally funded and/or developed grant schemes such as Health through Warmth and the DECC funded Healthy Homes Grants;
- The development of a Halton Healthy Homes Network to raise awareness of the financial assistance that is available;
- Halton's participation in a potential collective switching scheme to help residents reduce their energy bills;
- Planning policy relating to the delivery of minimum energy standards on new developments.

4.0 **POLICY IMPLICATIONS**

4.1 The HECA report is consistent with the authority's Affordable Warmth Strategy and draft Housing Strategy 2013-18.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 The approach to ECO and Green Deal outlined in the report has the potential to attract significant investment in the Borough's housing stock primarily through funding from energy companies as part of their carbon reduction obligations. Other than staff time to develop and support such schemes there are no direct resource implications for the local authority anticipated at this time.

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

6.1 **Children & Young People in Halton**

Research shows that living in a cold home can have an adverse effect on children's health, wellbeing and educational attainment.

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

The anticipated increased investment arising from the Energy Company Obligation and Green Deal has the potential to stimulate local job creation and improve the skills levels of the Borough through development of the local supply chain.

6.3 **A Healthy Halton**

Living in a cold home can lead to and exacerbate cardiovascular and respiratory conditions and contribute to excess winter deaths. Research also shows a link between living in a cold home and poor mental health.

6.4 **A Safer Halton**

None directly.

6.5 **Halton's Urban Renewal**

One of the key measures provided by the Energy Company Obligation is external wall insulation which can significantly

transform the external appearance of properties and therefore the visual appeal of neighbourhoods. Improving the energy efficiency of housing also has a positive impact on climate change through the reduction in carbon emissions.

7.0 RISK ANALYSIS

7.1 Local authorities have a statutory duty to publish a HECA report by the 31st March 2013. It is not clear what sanctions could result from not publishing a report, however, there is a risk that not doing so could put the Council at a disadvantage in terms of attracting funding from energy companies under the Energy Company Obligation.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Energy Company Obligation is targeted at those households living in the most deprived areas of the Borough, households on certain qualifying benefits or living in “hard to treat” homes e.g. homes with solid walls.

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

Document	Place of Inspection	Contact Officer
DECC “Guidance to English Local Authorities issued Pursuant to the Home Energy Conservation Act 1995”	2 nd floor Runcorn Town Hall	Joanne Sutton



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Foreword

Energy efficiency is a subject that affects us all, regardless of where we live, what tenure or property type we live in or our personal and financial circumstances. Recent hikes in energy prices have made the subject more of a hot topic than it ever has been before.

The Energy Act 2011 represents a step change in the financial framework for energy efficiency improvements. It introduced the Green Deal which allows households to pay for improvements over time through savings in their energy bills and also introduced the Energy Company Obligation under which energy companies must meet carbon savings targets by providing funding for improvements for low income households and those living in hard to treat properties and deprived communities.

This report has been produced in response to Government guidance released in July 2012 pursuant to the Home Energy Conservation Act 1995. It sets out key baseline energy data relating to Halton, considers the health impacts of energy inefficient housing and describes the Council's approach to the delivery of practical and cost effective energy measures including (but not limited to) its intended approach to the Green Deal and Energy Company Obligation.

Given that the new funding frameworks have only recently been formally launched that approach is still in the formative stages at the time of writing this report. Nonetheless, I hope that the report demonstrates our commitment to improving the health and lives of people living in Halton through ensuring that they live in warm and energy efficient homes and gives the reader an indication of our strategic direction of travel.

Councillor Stef Nelson
Executive Board Member for Environmental Sustainability

Context

The Home Energy Conservation Act 1995

The Home Energy Conservation Act 1995 placed a duty on local authorities to prepare a report setting out energy conservation measures that the local authority considers practicable, cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area. Initially, progress reports were produced on an annual basis but the requirement to produce annual reports ceased in 2008 while a review of the Act was carried out.

In July 2012, the Department for Energy and Climate Change issued guidance pursuant to the Act which requires all local authorities to produce a “further” report to be published on their websites by 31st March 2013. Local authorities must then publish progress reports at two yearly intervals thereafter up to and including 31st March 2027.

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Description of Halton

Halton Borough Council was formed in 1974 as part of Local Government re-organisation. Formerly a district of Cheshire County Council, Halton became a unitary authority in 1998. The Borough consists of the two townships of Widnes and Runcorn which are located North and South of the River Mersey and the outlying rural areas of Moore and Hale.

The Borough has a resident population of 119,300 and a total housing stock of 54,587. The population of the Borough has grown since 2006, having previously been in steady decline. The development of aspirational housing at Upton Rocks in Widnes and Sandymoor in Runcorn is believed to be a contributory factor to the increase in recent years.

Halton is ranked the 27th most deprived out of 326 local authority areas according to the 2010 Indices of Multiple Deprivation. Over a quarter of the Borough’s population live in areas that fall in the top 10% most deprived nationally. Unsurprisingly higher levels of deprivation are found in wards containing the highest proportions of social housing stock.

Halton’s Housing Stock

Halton’s housing stock can be characterised by a relatively high proportion of social rented stock (around 25%), resulting from the development and subsequent transfer of housing in Halton’s New Town estates and a private sector skewed towards lower value, semi detached and terraced homes. Figure 1 below illustrates the growth in the private sector (21% in the 12 years from 1999 to 2012) and the steady decline in the social housing stock of around 17%. As illustrated in the chart the Council transferred its housing stock to a newly created Housing Association, Halton Housing Trust in December 2005.

There is a small but growing private rented sector which makes up around 10% of the housing stock (approximately 5,000 dwellings). Census data from 2001 revealed a private rented sector of 4% and this was confirmed by Halton’s Housing Needs Survey of 2006, illustrating the growth in the sector over recent years.

Figure 1 – Halton’s housing stock by tenure from 1999

Source: Housing Strategy Statistical Appendices

Build date

Halton’s private sector housing stock is relatively new compared to the national stock profile as illustrated in figure 2 below with a third of the stock having been built between 1965 and 1980 with lower proportions built before 1965.

Figure 2 – Construction date of private rented stock

Source: Halton Stock Condition Survey 2009 and English House Condition Survey 2006

Property type

Over 35% of the private sector stock is terraced with nearly 30% semi detached. Figure 3 below compares the dwelling type profile of stock in Halton with the national stock profile.

Figure 3 – Dwelling type profile of private sector stock

Source: Halton Stock Condition Survey 2009 and English House Condition Survey 2006

Halton commissioned a Private Sector Stock Condition Survey in 2009. This revealed that the private housing stock is in relatively good condition when compared to national and regional figures. Just over a quarter of the stock (10,500 dwellings) failed the Decent Homes Standard compared to 36% nationally and 37% in the North West. Similarly, there is a much lower proportion of private sector dwellings containing Category 1 hazards under the Housing, Health and Rating System (11% in Halton compared to the national level of 23.5% and regional level of 44%).

Higher proportions of non decency and category 1 hazards were found in the private rented sector than the owner occupied stock. However all social housing stock met the Decency Standard by the target date of 2010 and the largest Registered Provider Halton Housing Trust is embarking on a multi million pound investment programme to deliver further upgrades to the former Council stock.

Energy efficiency of Halton's housing

Private Sector

The table below summarises some of the key findings from Halton's Private Sector Stock Condition Survey 2009:

Number of dwellings failing Decent Homes due to thermal comfort criterion	5,600
Cost to remedy thermal comfort for all dwellings	£8.8 million (average of £1,200 per dwelling)
Number of dwellings with category 1 hazards due to excess cold	2,926
Number of dwellings with category 2 hazards due to excess cold	13,032

Thermal comfort

Failure of the thermal comfort criterion under the Decent Homes Standard and consequently the work required to remedy the failure is based on the combination of heating system type and insulation present within a dwelling. In Halton 13.9% of the private sector stock (5,600 dwellings) fail the thermal comfort criterion compared to the private sector national rate of 16.7% and the regional rate of 43.8%, with nearly 25% of non decent dwellings failing purely on the thermal comfort criterion.

Figure 4 below shows a breakdown of thermal comfort failures by tenure, building type, age and sub area. As illustrated failures of the thermal comfort criterion are highest in the privately rented stock, small terraces, pre 1919 dwellings and for properties in Runcorn.

Figure 4 – Decent Homes failures on Thermal Comfort criterion

Source: Halton Stock Condition Survey 2009

Energy Performance

The Private Sector Stock Condition Survey measures the energy performance of dwellings using Standard Assessment Procedure (SAP) on a scale of 1 to 100. This can then be translated into Energy Performance Certificate (EPC) ratings from Band A to G. Figure 5 below illustrates the distribution of SAP/EPC for private sector housing in the Borough.

Figure 5 – Energy Performance of Halton dwellings by EPC (SAP) rating

The survey found that the average SAP rating in Halton is 56 which was a substantial improvement since the previous survey which indicated an average SAP rating of 48. However as illustrated in figure 6 below there are some differences for different property types, tenure and age of the property although average SAP ratings for Runcorn and Widnes are the same.

Figure 6 – Average SAP ratings

National Indicator 187

National Indicator 187 measured the proportion of households on an income related benefit living in dwellings with SAP ratings below 35 and 65 and above. The indicator was collected by Government in 2008/09 and 2009/10 but was discontinued in 2010/11. Figures for Halton revealed a slight increase in the number of households in receipt of income related benefits who lived in dwellings with a SAP rating below 35 from 4.4% in 2008/09 to 5.2% in 2009/10. It was felt that this increase was attributable to an increase in the number of people claiming benefits and a lower response rate to the survey in 2009/10 than 2008/09.

CO2 emissions

Data from the Stock Condition Survey indicates that emissions within the private sector stock were 144,000 tonnes per annum equating to an average of 3.6 tonnes per annum per property or 1.2 tonnes per capita.

Emissions from the main fuel types are given below with coal/wood and smokeless fuel emitting the highest levels of CO2.

Main fuel	CO2 (tonnes)	Average CO2 per property
Mains gas	139,520	3.6
LPG/Bottled Gas	0	0.0
Oil	0	0.0
Coal/wood	511	14.6
Anthracite	0	0.0
Smokeless fuel	354	14.5
On Peak Electricity	931	4.2
Off Peak Electricity	3,263	4.3

Department of Energy and Climate Change statistics give the total amount of CO2 emissions for each fuel type for all the housing stock (including social housing stock) from 2005 until 2009, as shown in figure 7 below. The chart shows how emissions from gas and electricity usage have gradually fallen, perhaps as households become more conscious of their carbon footprint and/or the impact of rising fuel prices on their household income.

Figure 7 – Domestic CO2 emissions Halton

Source: Department of Energy and Climate Change

Energy efficiency improvements needed

The survey collated data on the number of energy efficiency improvements needed in the private sector to give an indication of the total scope for improvement (illustrated in figure 8) although not all of the households will require financial assistance to install the measures. It should be noted that while a large proportion of homes require loft insulation in most cases this is a top up only to bring them up to current day Building Regulations (270mm).

Figure 8 – Energy efficiency improvements needed in the private sector

Source: Private Sector Stock Condition Survey 2009

Fuel Poverty

An estimated 9,420 households were in fuel poverty (where a household must spend more than 10% of its income to maintain a satisfactory heating regime) in Halton in 2010. This represents 18.1% of all households in the Borough which is higher than the national rate of 16.4% but lower than the North West rate of 20.3%. Figure 9 below illustrates trends in the rate of fuel poverty in Halton and in England since 2006 (data for the year 2007 is not available). As shown there has been a steep rise in the proportion of households in fuel poverty, most likely as a result of a combination of rising fuel prices and unemployment and stagnant or declining incomes as a result of the recession.

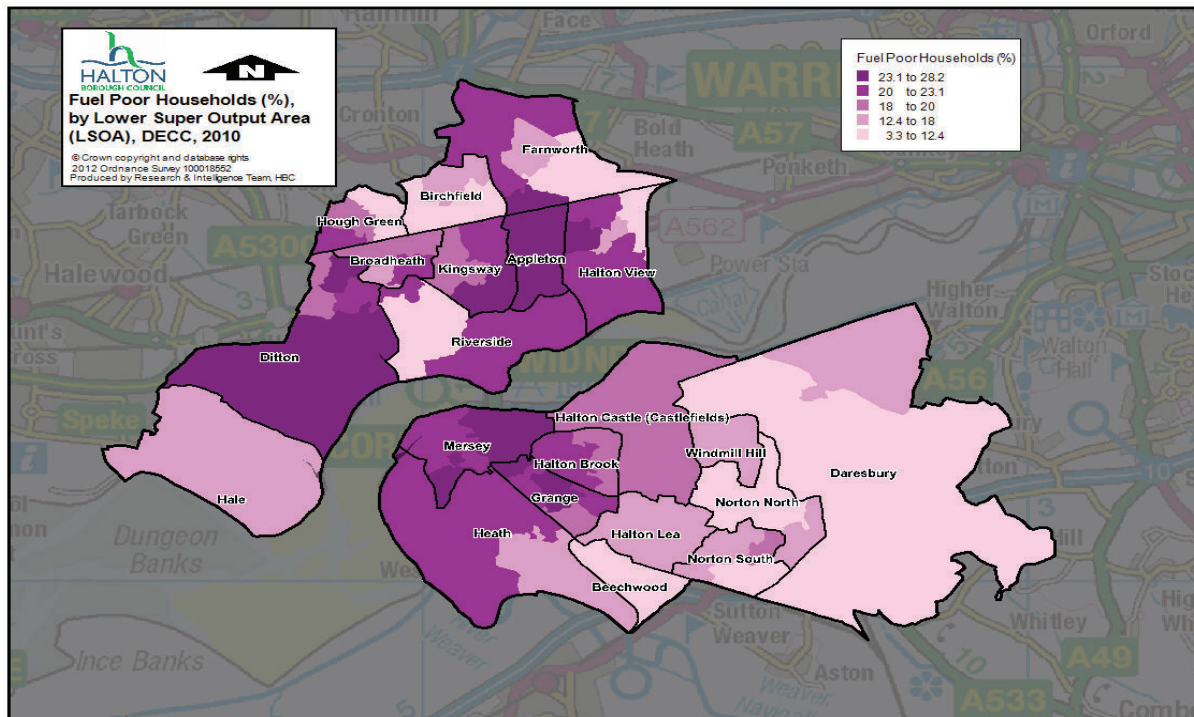
Figure 9 – Fuel Poverty levels 2006-2010

Source: Department of Energy and Climate Change

There is wide disparity in fuel poverty levels for different wards as shown in the map below. High levels of fuel poverty are found in Appleton, Kingsway and Mersey where around a quarter of households are affected and lowest levels in Beechwood, Daresbury and Norton North where only 1 in 10 households is affected. It is interesting to note that wards containing high levels of social housing e.g. Windmill Hill, Halton Lea and Hough Green have relatively low levels of fuel poverty despite being amongst the most deprived wards in the Borough. This is likely to reflect the contribution that energy efficiency measures make to reducing fuel poverty since all social housing stock has recently been improved under the Decent Homes programme.

There have also been significant fuel poverty reductions in the Castlefields area of Runcorn, where the Council, in partnership with the two Registered Providers who own stock in the area, has over the last 10 years overseen the demolition of 1,283 unpopular and energy inefficient deck access flats. These have been replaced by over 800 new homes which have been designed to high energy conservation standards and include the first new-build properties in Halton with solar thermal heating, rain-water harvesting and heat recovery.

Figure 10 – Distribution of fuel poverty levels 2010

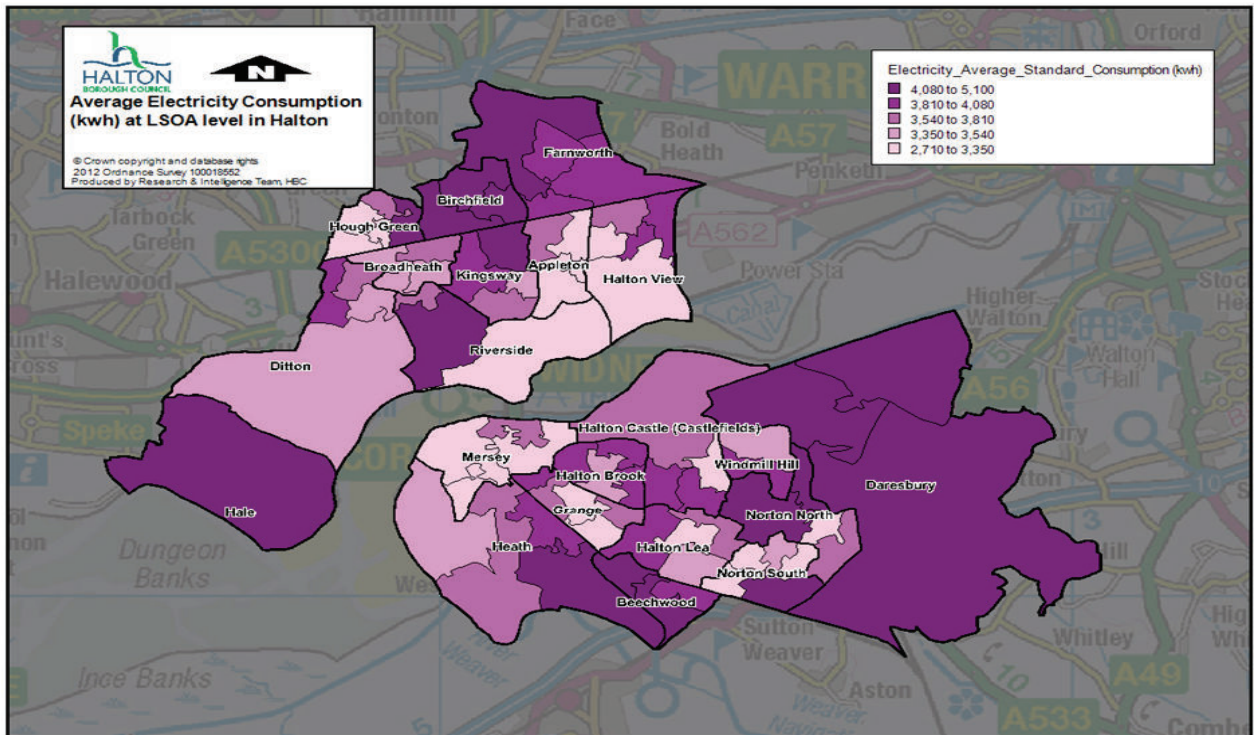


Source: Department of Energy and Climate Change

Energy consumption

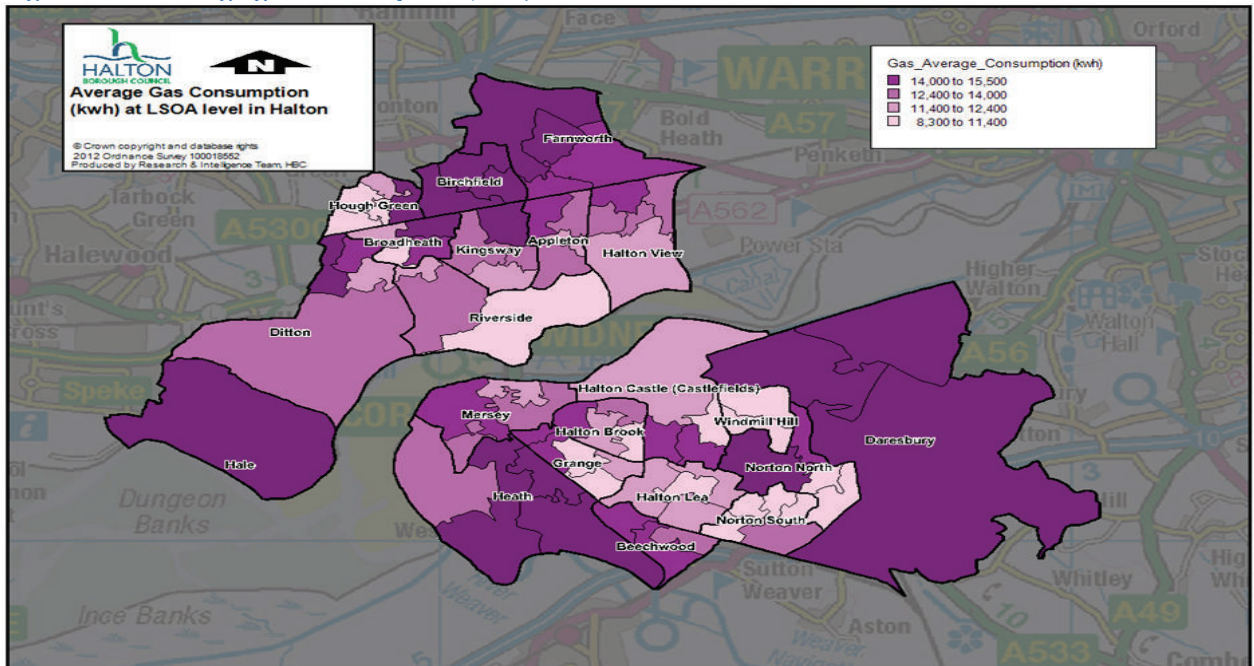
The maps below show the distribution of average energy consumption across the Borough. In general more affluent areas of the Borough have higher levels of energy consumption than those with lower incomes which is likely to be a reflection of the size of property (and therefore the energy needed to heat it) and the fact that those on lower incomes may be more aware of their consumption (particularly if on a pre-payment meter) and may even under heat their homes.

Figure 11 – Average electricity consumption (kwh) in Halton 2009



Source: Department of Energy and Climate Change

Figure 12 – Average gas consumption (kwh) in Halton 2009



Source: Department of Energy and Climate Change

Social Housing Stock

Halton’s social rented stock is in relatively good condition compared to the private sector, all homes having met the Government’s Decent Homes Standard by the target date of 2010. However, there is scope for further energy efficiency retrofits particularly in the non traditional and solid wall stock and opportunities to deliver further improvements through the installation of renewable energy schemes.

Registered Providers in Halton have engaged with energy providers under the Community Energy Savings Programme (CESP) to deliver external wall insulation and other improvements in Castlefields, Halton Brook and Grangeway and have installed air and ground source heat pumps and solar pv at various locations in Runcorn. Halton Housing Trust has also delivered cavity wall and loft insulation to around 200 homes in Widnes under the Carbon Emissions Reduction Target.

Registered Providers in Halton are keen to replicate this work in other areas utilising the new Energy Company Obligation, Green Deal and Renewable Heat Incentive schemes.

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Health and Housing in Halton

Introduction

Households suffering from fuel poverty have an increased chance of ill health. Illnesses such as influenza, heart disease and strokes are exacerbated by the cold and living in a cold home can make it more difficult to recover from illness. Nationally, fuel poverty is a factor in thousands of excess winter deaths each year, particularly amongst pensioners and can also contribute to social exclusion, which has an adverse impact on mental health and well being.

Healthcare costs of fuel poverty

NHS Halton and St Helens conducted a study into the impact of poor private sector housing, including fuel poverty, on healthcare costs in Halton in 2012. Using a calculation tool developed by the Chartered Institute of Environmental Health which is based on the Housing, Health and Safety Rating System (HHSRS), the study estimated an annual cost to the NHS of £1,950,000 resulting from an expected 39 excess winter deaths due to excess cold.

The study also used a calculation developed by Bolton PCT which estimated that the total health care cost of treating mental health caused by fuel poverty to be in the region of £539,500 to £768,200.

Clearly, therefore, there are huge potential benefits of increased joint working between health and housing professionals. Under the Health and Social Care Act 2012, certain Public Health functions will come under the control of the local authority from April 2013, bringing with it greater opportunities for collaborative working. In preparation for this, a Halton Healthy Homes Network has been developed which is described in more detail in the next section of this report.

Halton Health and Wellbeing Strategy 2012-15

Halton's first joint Health and Wellbeing Strategy has been developed by Halton's Shadow Health and Wellbeing Board as an overarching Strategy to all related plans and strategies. It sets out how the Board aims to achieve its vision to improve the health and wellbeing of Halton people so they live longer, healthier and happier lives.

The Strategy sets out five priorities for action:

- Prevention and early detection of cancer
- Improved child development
- Reduction in the number of falls in adults
- Reduction in harm from alcohol
- Prevention and early detection of mental health conditions

With the exception of reduction in alcohol harm, tackling fuel poverty can make a significant contribution to each of these priority areas as described below.

Prevention of Cancer

Cancer is the highest single cause of death in Halton and the death rate from cancer amongst females is the highest in England.

The Hills review on fuel poverty¹ published in March 2012 highlighted that feeling cold can affect a cancer patient's health and well being. In their response to the review MacMillan Cancer Support highlighted that 40% of cancer sufferers experience a drop in income as a result of their illness and that 60% have incurred higher fuel costs during their illness with 1 in 4 struggling to pay their heating bills. Improving the energy efficiency of properties can help to maximise income, allowing the occupant more disposable income that can be spent on improving comfort and quality of life.

Improved child development

In 2010-11 Halton had the highest percentage of children who do not reach a good level of development by age 5.

¹ "Getting the measure of fuel poverty: Final report of the Fuel Poverty Review": John Hills March 2012

A briefing published by Save the Children² in 2011 concluded that increasing fuel bills are putting the health and wellbeing of children at risk. The organisation commissioned YouGov to carry out a survey which found that almost half of families earning less than £12,000 per year were considering cutting back on food in order to pay their energy bills and half were planning to leave their heating off for longer to cut down on bills.

The Marmot Review into the health impacts of fuel poverty³ highlighted studies that show that improving the energy efficiency of dwellings thereby reducing fuel poverty has demonstrable positive impacts on child development in terms of infant weight gain, hospital admission rates and a self reported reduction in the frequency and severity of asthmatic symptoms.

It is not just the health of children that is affected. The lack of a warm place for independent study can have a detrimental effect on children's educational attainment, thereby restricting their life chances and wellbeing in later life.

Reduction in the number of falls in adults

Hospital admissions due to falls in those aged 65+ were one of the highest in the country for 2010-11. The Marmot Review also found that strength and dexterity reduces as temperatures fall and that conditions such as arthritis and circulatory disease are exacerbated by living in a cold home. These can all increase the risk of falls within the home. Improving the energy efficiency of homes can, therefore, help to reduce the number of hospital admissions and need for hip replacement surgery as a result of injury attributable to falls helping older people to maintain their independence for longer.

² *“Rising Energy Costs: The Impact on Low Income Families”* Save The Children December 2011

³ *“The Health Impacts of Cold Homes and Fuel Poverty”* Marmot Review for Friends of the Earth May 2011

Prevention of mental health conditions

Mental health is the single highest cause of ill health in the Borough. One in four people attending GP surgeries seek advice on mental health.

Successive studies measuring the health impacts of the national Warm Front Programme on households receiving energy efficiency improvements, found that a significant proportion (around a third) of households suffered from lower levels of anxiety and depression after the measures had been installed. It is probable that this is as a result of the combined effect of living in a warmer home, the alleviation of physical symptoms of ill health, increased disposable income/reduced debt and reduced feelings of social isolation resulting from feeling more able to invite friends into the home.

Research published by the National Centre for Social Research on behalf of the EAGA Charitable Trust⁴ also established strong links between common mental disorder and fuel poverty and recommended that tackling fuel poverty is a priority for mental health professionals.

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⁴ *“Health, mental health and housing conditions in England”* National Centre for Social Research Nov 2010

Current and future activity

Introduction

This section of the report sets out the energy conservation measures that Halton Borough Council considers practicable, cost effective and likely to result in significant improvement in the area.

Local energy efficiency ambitions and priorities

In December 2012, Halton Borough Council's Executive Board endorsed three climate change commitments which set out Halton's ambitions in relation to energy efficiency:

- EU Covenant of Mayors
- Liverpool City Region Sustainable Energy Action Plan
- Climate Local

EU Covenant of Mayors

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The EU Covenant of Mayors recognises that local authorities play a vital role in achieving the EU's carbon reduction commitments. It contains the following key commitments:

- To go beyond the objectives set by the EU for 2020, reducing CO₂ emissions by at least 20%;
- To submit a Sustainable Energy Action Plan (SEAP) within one year of signing, outlining how the objectives will be reached;
- To submit with the SEAP a Baseline Inventory Report;
- To submit an implementation report at least once every two years;
- To organise Community "Energy Days" to encourage energy efficiency; and
- To attend and contribute to the annual EU Conference of Mayors for a Sustainable Energy Europe.

Liverpool City Region Sustainable Energy Action Plan (LCR SEAP)

Officially launched in July 2012, the LCR SEAP sets out a number of prioritised actions to deliver a low carbon economy across the city region, with the potential to add value through:

- Joint applications for EU funding and investment opportunities;
- Efficiencies in procurement of goods and services to deliver energy projects;
- Combining projects to increase the scale of energy projects to improve rates of return for investors and help to de-risk investment decisions;
- Development of a LCR heat network;
- Support for integrated programmes of action such as the development of a domestic, industrial and commercial retrofitting programme;
- If appropriate, to design and develop proposals for a Special Purpose Vehicle (SPV) to reduce risk, attract subsidies, create revenues and deliver economies of scale in the delivery of the programme;
- Work across administrative boundaries and ensure co-ordination; and
- Signal to investors and energy companies that the LCR considers the SEAP to be a key priority and driver of the City Region's low carbon ambition

Climate Local

The Executive Board has endorsed that the Council sign up to the Local Government Association's Climate Local initiative which replaced the previous Nottingham Declaration on Climate Change which Halton Council signed in 2007. This is wider in scope than the EU Covenant of Mayors in that it also addresses climate resilience and managing the future impacts of climate change such as extreme weather. In signing the Council commits to:

- Set locally owned and determined commitments and actions to reduce carbon emissions and to manage climate impacts. These will be specific, measurable and challenging;

- Publish our commitments, actions and progress, enabling local communities to hold us to account;
- Share the learning from our experiences and achievements with other councils; and
- Regularly refresh our commitments and actions to ensure they are current and continue to reflect local priorities.

Halton's Affordable Warmth Strategy 2011 to 2015

Halton's Affordable Warmth Strategy 2011 - 15 sets out how the Council intends to reduce levels of fuel poverty within the Borough. The Strategy, which was developed on the Council's behalf by National Energy Action in conjunction with a wide range of partner agencies, contains five aims:

- To raise awareness and understanding of fuel poverty;
- To establish effective referral systems amongst agencies in Halton;
- To improve the housing stock so it is affordably warm;
- To maximise incomes and improve access to affordable fuel;
- To ensure co-ordination and monitoring of the Strategy.

Halton draft Housing Strategy 2013-18

Halton's emerging Housing Strategy recognises the importance of energy efficiency in helping to reduce health inequalities and maximising household income, particularly in light of impending welfare reforms. Improving energy efficiency and tackling fuel poverty is one of the draft Strategy's key priorities.

Measures we are taking to result in significant energy efficiency improvements of our residential accommodation

The measures we are taking to improve energy efficiency can be categorised under three headings:

- Awareness raising measures;
- Measures to deliver physical improvements;
- Other measures

Awareness raising measures

The Halton Healthy Homes Network

The Halton Healthy Homes Network was launched in February 2012 principally as a means of raising awareness of the health implications of living in poor end energy inefficient housing and the help that is available to those affected. Specifically the Network aims to:

- raise awareness of the issues associated with fuel poverty and poor housing conditions so that professionals and community advocates are able to identify households at risk, provide basic advice and either signpost to appropriate agencies or make appropriate referrals;
- provide strong strategic links across relevant working groups/partnerships;
- ensure that relevant and accurate information on the advice and assistance available to households is communicated in a timely manner to front line professionals and community representatives;
- provide a consultation forum for the development of related local policies, strategies and initiatives e.g. Affordable Warmth Strategy, Housing Strategy, Housing Assistance Policy to ensure that all relevant stakeholders have the opportunity to input into policy/strategic development;
- identify opportunities for joint working, co-ordinated activity and joint training; and
- identify gaps in relevant service delivery and opportunities to develop new related services.

The network operates as a virtual group of statutory health, social care and housing professionals, elected members and representatives from community and voluntary organisations who have a professional and/or personal interest in improving the housing conditions and reducing levels of fuel poverty in Halton. Communication is sustained via quarterly newsletters and ad hoc emails and the network is overseen by a small steering group.

To date the Network has 103 members, made up of the following:

Community representatives	7
Council officers	36
Elected members	13
Registered Provider representatives	14
Statutory organisation representatives	10
Voluntary sector organisation representatives	17
Private landlords	3
Unknown	3

Training

Working with local Environmental Charity Energy Projects Plus the Council facilitates fuel poverty training for front line staff from statutory, voluntary and community organisations. To date xxx front line staff from organisations such as the Council, PCT, Citizens Advice Bureaux and Registered Providers have attended a half day awareness raising session and full day more intensive training sessions are to be held in February and March 2013 specifically for Housing Officers who regularly visit tenants in their homes. This will enable specific, tailored advice to be delivered on a one to one basis.

Halton has also developed an e-learning training package to raise awareness amongst other staff who are unable or perhaps do not necessarily need to attend full training sessions.

In addition, officers from Energy Projects Plus and the Council have attended team meetings of Council and partners' teams to give an overview of the issues related to fuel poverty and what assistance is available and to promote the Halton Healthy Homes Network.

Save Energy Advice Line

The Council values the availability of a locally based energy advice line which can direct callers to the most appropriate assistance, whether that be through a national scheme such as the Green Deal or through a locally developed initiative. Consequently, when Energy Savings Trust funded advice lines were devolved from the regions to London in April 2012, the Council identified funding through the Department of Health's Warm Homes, Healthy People programme to make a contribution to a Merseyside based advice line delivered by Energy Projects Plus.

One of the key roles of the current local advice service has been to provide a local anchor point for residents to contact, confident that they will receive high quality, locally specific, advice that will link to the range of local initiatives including advice schemes (such as Heat Aware), fuel poverty or health related programmes (such as Health Through Warmth), local referral networks (such as Halton Healthy Homes Network) and contact details of key local authority officers or third party organisations able to provide more detailed support (for example benefits advice or fire home safety assessments).

Measures to deliver physical improvements

Green Deal and Energy Company Obligation (ECO)

The Council is working with Registered Providers with the largest stockholdings in the Borough through the newly formed Green Deal/ECO Co-ordination Group to investigate models and approaches for early delivery of the Energy Company Obligation, particularly the Carbon Savings Communities (CSCO) element of the obligation and increase take up of the Green Deal. There are 33 CSCO areas in Halton (those Lower Super Output Areas that fall within the 15% most deprived in the country). These areas are indicated at Appendices A and B. We have also entered discussions with an energy company to explore a potential partnering arrangement focusing on delivery of ECO.

Through the Liverpool City Region City Deal we have also secured funding to carry out Green Deal works on two homes in the Borough, with the intention that they act as showhomes to demonstrate the benefits of the Green Deal and test the Golden Rule.

Renewable Heat Incentive and Feed in Tariffs

The partnership approach with Registered Providers will also provide an opportunity to share best practice of the Renewable Heat Incentive and Feed in Tariffs and promote the benefits of these schemes. At least two Registered Providers are considering using the Renewable Heat Incentive to provide district heating and biomass boilers for their stock.

Merseyside Renewables and Energy Efficiency in Community Housing (REECH) scheme

The Merseyside REECH scheme is a European Regional Development Fund (ERDF) funded project aimed at improving energy efficiency in some of the most deprived areas of Merseyside and Halton. The project has a strong emphasis on hard to treat and renewable technologies and a key element is the upskilling of local people to build capacity within the supply chain for new technologies. In Halton the scheme has part funded external wall insulation and other measures to 86 two storey concrete panel flat roofed houses in Castlefields, Runcorn, of which 60 are socially rented with the remaining 25 owner occupied. Other funding has been provided through CESP and the social landlord Plus Dane. There are ambitions to roll out the improvement works to other areas of the estate and at the time of writing funding for Phase II and beyond is being sought.

Community Energy Savings Programme (CESP) and Carbon Emissions Reduction Target (CERT)

Working with energy suppliers and providers a number of Registered Providers benefited from CESP and CERT funding, schemes included:

- Liverpool Housing Trust provided 150 mixed tenure properties within Castlefields, Runcorn with external wall insulation, boiler replacements and other commentary measure. Scheme delivered July 2012 – March 2013;
- Riverside Housing provided external wall insulation, loft insulation, draught proofing and boiler & control upgrade works to 170 Riverside owned properties and 216 private homeowners within Halton Brook, Runcorn. Scheme delivered in 2012; and
- Halton Housing Trust provided external wall insulation and boiler replacements to 36 flats at Coronation and Centenary House in Runcorn and delivered air and ground source heat pumps and solar pv heating panels to 107 properties at various locations using CESP funding. The organisation has also delivered loft and cavity wall insulation to around 200 properties in Widnes using CERT funding.

Health through Warmth

The nPower Health through Warmth scheme helps vulnerable households who suffer from long term, cold related illnesses and who need assistance to pay for heating and insulation works in their home. Referrals are made from health and social care professionals, welfare agencies and voluntary organisations who have been given basic awareness training in the scheme. In 2012, 24 households living in Halton received works to the value of £69,000 through the scheme bringing the total number of households assisted to 245 and the total value of works to over half a million (joint funded through nPower and local authority and householder contributions).

Other local schemes

Wherever possible the Council will take advantage of short term funding streams to help improve the energy efficiency of homes and reduce heating bills for Halton residents. For example, for the last two funding rounds (2011/12 and 2012/13) we have successfully bid for Department of Health funding under their Warm Homes, Healthy People funding. This has enabled the Council to develop the Emergency Heat scheme which, as the name suggests, provides emergency heating repairs and renewals for vulnerable households and the Heat Aware scheme which provides tailored one to one advice on operating heating controls, reading meters and energy bills and switching supplier to vulnerable households within the home.

We were also successful in securing £115,000 funding from the Department of Energy and Climate Change under their Fuel Poverty fund to provide around 45 households with grants to pay for much needed upgraded heating systems and insulation.

Zero Carbon Homes

Halton's Core Strategy was adopted in November 2012 having been through Examination in Public and having been subject to examination by the Planning Inspectorate. The Strategy sets a minimum housing requirement of 9,930 net additional homes between 2010 and 2028, equating to 552 dwellings per annum.

To ensure that all new build homes are zero carbon by 2016 the Strategy contains a policy to the effect that:

"The Code for Sustainable Homes Level 3 will be required as a minimum standard for new residential development, rising to Level 4 in 2013 and Level 6 (zero carbon) in 2016."

The Council has experience (including through its regulatory functions) of delivery of Code for Sustainable Homes Level 3 and 4 properties within the Borough, notably as part of the Castlefields Regeneration Programme.

Minimum standards in the private rented sector

Like many other authorities, Halton takes a "carrot and stick" approach to the private rented sector. The Council's Environmental Protection team use legal powers to compel landlords to upgrade their properties when they fall below minimum standards while the Landlord Accreditation scheme seeks to encourage landlords to improve the condition of their properties. The Halton Private Landlords Forum continues to provide a useful way of promoting energy efficiency initiatives available to private tenants and landlords via regular newsletters and presentations at meetings.

Although the number of privately rented properties remain relatively small, the dramatic growth in the sector has fuelled demands for a more targeted "worst first" approach and following an elected member led scrutiny review a variety of options for this are being considered.

The Energy Act 2011 requires that all privately rented properties achieve at least an "E" rating by 2018. Minimum energy standards are an integral part of both the Council's enforcement role and as part of the eligibility criteria for the Landlord Accreditation Scheme and this new requirement will be built into our approach. In the run up to 2018 we will wherever possible seek to assist landlords with advice and signposting to help them improve their properties.

Other measures

Collective switching

Although not directly related to carbon savings, collective switching schemes offer opportunities for households to save money on their energy bills by collectively negotiating the cheapest possible tariff, usually through a third party acting as a broker. The Council views collective switching as a positive step to maximise households' incomes thereby reducing levels of fuel poverty and potentially helping to minimise the impacts of impending welfare reforms.

Consequently we are working with other Liverpool City Region authorities and Energy Projects Plus to examine the potential for a sub regional scheme.

Energy data

As part of the Council's submission to the DECC Fuel Poverty fund an amount was included to purchase a property specific energy database. The database will bring together relevant available data, including Energy Performance Certificate data, to help inform our approach and take a "worst first" approach to area based activity. It is anticipated that the database will be used to:

- hold, manage and analyse data on large numbers of individual dwellings;
- produce profile reports to show energy ratings, running costs, CO2 emissions;
- produce data to support bids for funding or partnerships;
- provide data to inform future HECA progress reports;
- provide data for other statistical returns e.g. English Local Authority Statistics on Housing (ELASH);
- identify households at risk of fuel poverty;
- target streets and areas, to produce address lists, work programmes etc;
- analyse the effect of improvements, price rises and other interventions on levels of fuel poverty and CO2 emissions and

- monitor progress towards carbon savings and related targets.

Measures we propose to cost effectively deliver energy efficiency improvements in residential accommodation by using area based/street by street roll out

It is fair to state that previous activity has largely been targeted at specific client groups e.g. older people, those on low incomes and those with cold related health conditions rather than geographical location. However the Council recognises the benefits of area based approaches to target interventions within a specific residential neighbourhood, which often share similar physical, social and economic characteristics pursuant to a particular type of intervention and funding stream. An area approach offers economies of scale and is particularly desirable in light of the measures offered by the Energy Company Obligation and Green Deal e.g. external wall insulation and windows which have the potential to add aesthetic value and kerb appeal as well as energy savings benefits.

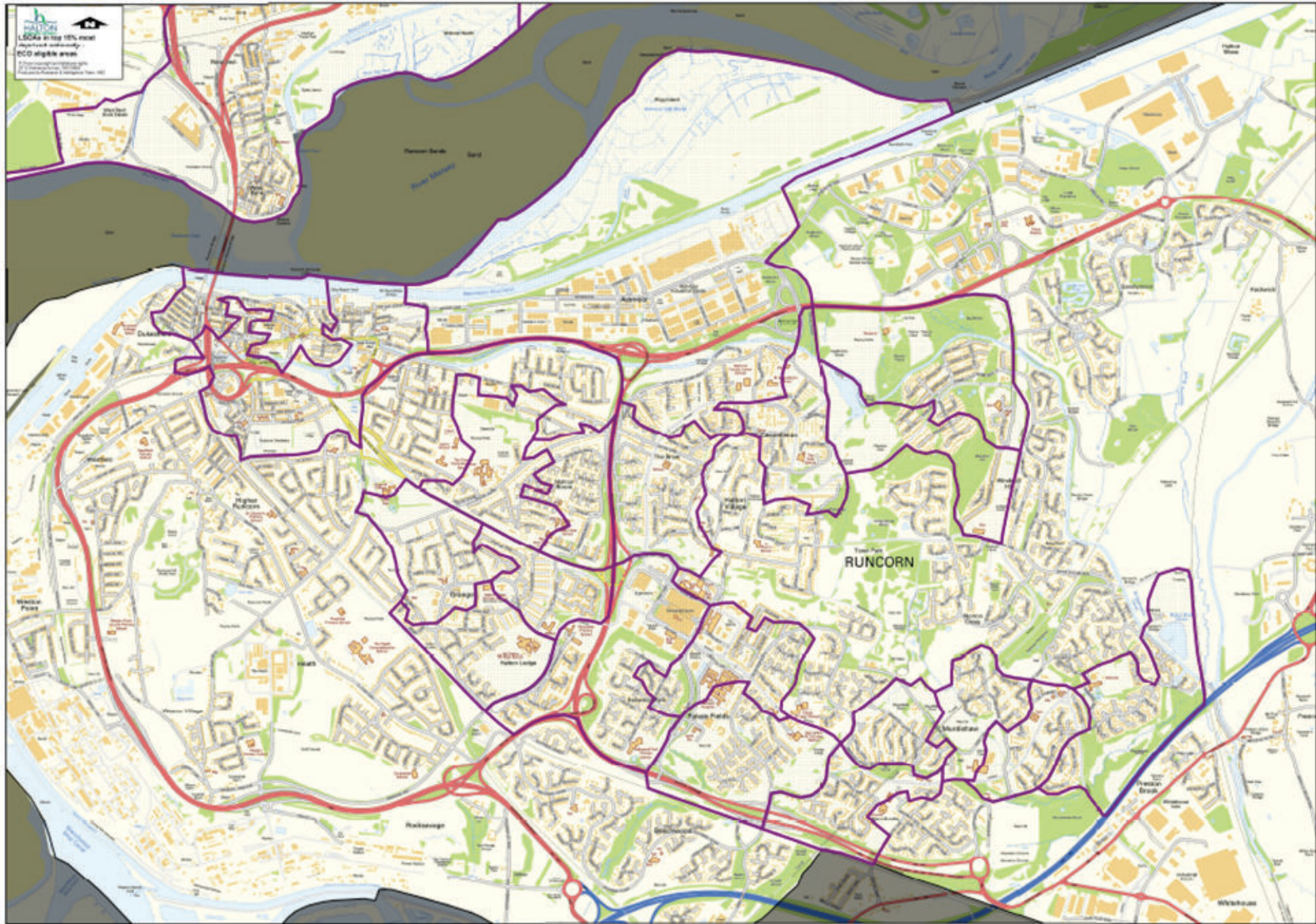
Initially our approach will be led by whether an area sits within an ECO Carbon Saving Community (for socially rented stock) or, for private stock, where the area has a higher than average level of fuel poverty and of privately rented housing (where conditions are poorest). An example of the latter is with the grants offered under the DECC Fuel Poverty Fund. Although the grants were available Borough wide, promotional activity was specifically targeted in the ward with the highest level of fuel poverty (Appleton) and where there is a higher than average level of private rented housing.

However, it is anticipated that the property specific database referred to above will allow us to develop a more comprehensive and detailed understanding of where measures such as the Green Deal and ECO are likely to have the greatest impact and, particularly in the case of Green Deal, the greatest take up potential so that specific programmes can be drawn up and prioritised effectively.

Timeframe for delivery and national and local partners

The timeframe for delivery of existing programmes and our delivery partners is outlined in the Summary at Appendix C.

Appendix A - ECO Carbon Saving Communities areas – Runcorn



Appendix B – ECO Carbon Saving Communities Areas – Widnes



Halton Borough Council HECA Report 2013 – Summary of approach

ACTION	EXAMPLE	TIMING
i) LOCAL ENERGY EFFICIENCY AMBITIONS AND PRIORITIES		
Overview of Council's approach	<ul style="list-style-type: none"> • Halton has committed to sign up to Climate Local and the EU Covenant of Mayors. • The Council is committed to delivering actions within the Liverpool City Region Sustainable Energy Action Plan and the Liverpool City Region Deal with Government. • We will continue to deliver on the actions contained within the Affordable Warmth Strategy 2011-15. • We will deliver on the actions contained in the draft Housing Strategy 2013-18 • We will continue to develop the Halton Healthy Homes Network as a means of raising awareness of the help that is available to improve energy efficiency. • As long as funds allow we will continue to raise awareness by offering training opportunities to front line staff with a view to them making appropriate referrals for advice and assistance 	<p>2013</p> <p>Ongoing</p> <p>2015</p> <p>2018</p> <p>Ongoing</p> <p>Ongoing</p>
ii) MEASURES WE ARE TAKING TO RESULT IN SIGNIFICANT ENERGY EFFICIENCY IMPROVEMENTS OF OUR RESIDENTIAL ACCOMMODATION		
Green Deal and ECO	<ul style="list-style-type: none"> • We will continue to work with Registered Providers, Green Deal Providers, energy companies and/or installers to develop an approach which maximises the benefits offered by the ECO Carbon Savings Communities Obligation. • We will build upon and learn from the Liverpool City Region Green Deal Go Early pilot with a view to promoting the benefits of the Green Deal. • We will explore opportunities with energy companies and Green Deal Providers and assessors to develop a delivery vehicle for Green Deal and ECO locally. 	<p>2013/14</p> <p>2013</p> <p>2013/14</p>

	<ul style="list-style-type: none"> We will publicise the Green Deal and ECO through our website and other communication channels 	2013
Feed in Tariffs scheme/Renewable Heat Incentive	<ul style="list-style-type: none"> We will promote Feed in Tariffs as a mechanism for increasing take up of renewable electricity technologies and will work with Registered Providers to share learning and best practice of delivering such schemes within the social housing sector. 	2013
	<ul style="list-style-type: none"> Following the launch of the Renewable Heat Incentive we will promote the scheme as a means to increase take up of renewable heat technologies and encourage Registered Providers to share learning and best practice of such schemes. 	2013/14
Zero Carbon Homes	<ul style="list-style-type: none"> To ensure that all new build homes are zero carbon by 2016 Halton's Core Strategy contains a policy that: "The Code for Sustainable Homes Level 3 will be required as a minimum standard for new residential development, rising to Level 4 in 2013 and Level 6 (zero carbon) in 2016." 	2016
Energy data/Energy Performance Certificates	<ul style="list-style-type: none"> We will purchase a property specific database 	2013
	<ul style="list-style-type: none"> We will collate data on the energy performance on residential accommodation in the area and use this to inform our approach 	2013 onwards
	<ul style="list-style-type: none"> We will monitor nationally available home energy data for Halton to assess trends and influence our approach 	2013 onwards
Minimum standards in the private rental sector	<ul style="list-style-type: none"> We will promote Green Deal and other energy efficiency schemes with private landlords through the Landlords Forum and Landlord Accreditation Scheme e.g. through Housing Benefit. 	2013
	<ul style="list-style-type: none"> We will incorporate energy efficiency inspections into our housing enforcement inspections. 	2013
Local grants and other financial assistance	<ul style="list-style-type: none"> We will continue to seek all available funding opportunities to improve the energy efficiency of homes occupied by vulnerable people and to reduce levels of fuel poverty 	Ongoing
iii) MEASURES WE PROPOSE TO COST EFFECTIVELY DELIVER ENERGY EFFICIENCY IMPROVEMENTS IN RESIDENTIAL ACCOMMODATION BY USING AREA BASED/STREET BY STREET ROLL OUT.		

	<ul style="list-style-type: none"> • In partnership with Registered Providers on the Green Deal/ECO Co-ordination group we will prioritise areas for ECO Carbon Saving Communities Obligation based on levels of need, deliverability and fit with other regeneration schemes and develop a pilot scheme. • For private stock we will prioritise activity on Green Deal/ECO and other initiatives according to levels of fuel poverty, proportion of private rented stock, deliverability and where appropriate the likelihood of Green Deal take up. • In areas containing a mix of social rented and private stock, the Council advocates that an offer of the same energy efficiency improvements is made regardless of tenure, wherever possible. • The Council will actively seek partnership approaches with energy companies, Registered Providers, Green Deal Providers and assessors and with local installers to deliver the agreed area based approach. It is anticipated that the Council will provide the following support: <ul style="list-style-type: none"> ➤ Within data protection constraints and to the best of its ability, information about the area and its housing stock; ➤ Identifying opportunities to promote schemes with the local community; ➤ Providing introductory letters to householders on Council letter headed paper; ➤ Providing reassurance to householders that schemes are genuine; ➤ Providing other support and assistance to reduce energy bills e.g. referring to welfare rights, entrance into a collective switching scheme; ➤ Act as a key contact for partners involved in the scheme in the case of queries; ➤ Signposting to other Council departments and partner agencies as may be necessary for the operation of schemes; 	2013
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	<p>➤ Working with a third party, arrange for householders to receive appropriate advice post installation to ensure that they maximise the benefits of the improvement works.</p>	
iii) TIME FRAME FOR DELIVERY AND NATIONAL AND LOCAL PARTNERS		
	<p>The authority has well established partnership arrangements with Registered Providers through the Halton Housing Partnership and Strategic Housing Visioning Group. A Green Deal/ECO Co-ordination Group was established with Registered Providers at the end of 2012 specifically to maximise the opportunities provided by the new funding regime. The initial aim of the group is to develop a pilot scheme to test ECO and Green Deal from which lessons can be learned and replicated in other areas by the end of 2013.</p> <p>The Council also has well established and successful partnering arrangements with local environmental charity Energy Projects Plus, having commissioned the organisation to deliver and manage a number of energy efficiency initiatives on the Council’s behalf over the past decade. It is anticipated that this sort of third sector organisation would play a significant role in terms of community engagement and behavioural advice.</p> <p>The Council has had initial approaches from an energy company with a view to developing an ECO delivery model, although at the time of writing, no formal arrangement has been agreed.</p>	

REPORT TO: Executive Board

DATE: 28 March 2013

REPORTING OFFICER: Strategic Director – Policy and Resources

PORTFOLIO: Resources

SUBJECT: Annual Review of Constitution: 2013

1.0 PURPOSE OF REPORT

1.1 The purpose of the report is to seek the approval of the Council to a number of changes to the Constitution.

2.0 RECOMMENDATION: That Council be recommended to approve the changes to the Constitution as set out in Appendix 1.

3.0 BACKGROUND

3.1 The revised version picks up the changes to the Council's working arrangements that have taken place during the year, as well as other changes which are intended to assist the Council to operate more effectively.

3.2 The proposals for change have been considered by the Chief Executive and the Executive Board Member for Resources in accordance with Article 16.02. Apart from the purely technical changes, the proposed amendments that are considered to be of particular significance are listed in Appendix 1 to this report.

4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS

4.1 The implications of the Localism Act 2011 and the Health and Social Care Bill 2010-12 have been considered as well as other changes in the law. The opportunity has also been taken to clarify the various Appeals processes the Council has in relation to revenue and benefits issues. However, no further amendments, over and above those already outlined, are required at the present time. Any other required changes during the period 2013/14 will be the subject of further reports when dates and details are available.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton.

5.2 Employment, Learning and Skills in Halton.

5.3 A Healthy Halton.

5.4 A Safer Halton.

5.5 Halton's Urban Renewal.

The changes proposed are designed to support the continued delivery of the Council's priorities.

6.0 RISK ANALYSIS

6.1 The Council needs to ensure that its Constitution is regularly updated so that it continues to support efficient, transparent and accountable decision-making by the authority.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

None under the meaning of the Act.

Proposed Significant Changes to the Constitution

Finance Standing Orders

A number of minor updates have been included in this review, in addition to the following amendments :

- SO 3.3.1 additional responsibility (b) as follows-

Operational Directors may have responsibility delegated to them by Strategic Directors for (a) certain financial matters, including budget monitoring and control and will be held accountable for those budgets; (b) the drawing up of a list of those officers authorised to certify accounts, invoices, orders and expenditure vouchers.

- Capital Programme SO 4.2.3. increase in variation levels as follows-
 - **10%** on schemes costing less than £5m
 - **£500,000** on schemes costing £5m and above

The following additional Standing Order to be included -

- Financial Reserves and Balances

6.10.1 The Operational Director, Finance, will be responsible for maintaining and managing the Council's Reserves and Balances Strategy, which will be reported annually to Executive Board alongside the Medium Term Financial Strategy.

6.10.2 The Operational Director, Finance will establish and manage financial reserves and provisions as are considered appropriate, in order to support the Council's day to day activities, to provide for potential financial commitments and to ensure the Council's financial standing remains sound and aids the achievement of its long term objectives and corporate priorities.

Procurement Standing Orders

These have been amended to keep up with changes in procedures. A full set of the Procurement Standing Orders, showing track changes, together with a summary of those changes, is available for inspection.

ICT Standing Orders

SO 2.2 and 2.3 to merge

The following additional Standing Order to be included –

- Be aware that deleted emails remain accessible to management through the Journal

Health and Wellbeing Board

The Health and Wellbeing Board, as a Committee of the Council, has been operating in Shadow form since December 2011 and the terms of reference were agreed at the first meeting. With the enactment of the Health and Social Care Act 2012, it will become fully operational from 1 April 2013 and the Constitution should be amended accordingly to reflect this.

Public Health

The formal transfer of responsibility for the majority of public health functions to the Borough Council will take place on 1 April 2013. The following should be added to the Scheme of Delegation to Officers:

New SO 282 – Such actions as are necessary to give effect to the Public Health and related Powers and Duties conferred upon the Council as a result of the reform of the National Health Services legislation – Chief Executive (or his nominee)

Schools Forum

Changes included in the Schools Forum Regulations required local authorities to hold School Forum meetings in public and to make agendas, minutes and decisions publicly available on their web site. As a formal meeting of the authority, the terms of reference for the Schools Forum should now be included in the Constitution.

Localism Act 2011

Assets of Community Value and Community Right to Challenge

Following approval of Executive Board (14 March 2013), the following amendments to be made under the Scheme of Delegation to Officers:

New SO 16A – To take such decisions as deemed necessary under Part 1 Chapter 3 of the Localism Act 2011 (Assets of Community Value) – OD-EEP

New SO 16B – To take such decisions that may be necessary under Part 1 Chapter 2 of the Localism Act 2011 (Community Right to Challenge) – SD-PR

Standing Orders Relating to Duties of Proper Officers and Delegation to Officers

New Standing Orders have been added under the following sections:

Consumer Protection

Planning and Transportation
Flood Water Management

Appeal Processes

The following clarifies the various appeals processes the Council has in relation to revenue and benefit issues:

Council Tax Reduction Scheme

- Stage 1 SD P&R or nominee
- Stage 2 Valuation Tribunal

Housing Benefit

- Stage 1 SD P&R or nominee
- Stage 2 Tribunal Service

Discretionary Rate Relief – Partial Occupation

- Stage 1 OD Financial Services
- Stage 2 No further right of appeal

Discretionary Rate Relief – Charitable Occupation and Amended Scheme

- SD P&R recommendation to Executive Board

Discretionary Rate Relief – Hardship Relief

- SD P&R recommendation to Executive Board

Discretionary Support Scheme

- SD P&R or nominee
- No further right of appeal

Discretionary Housing Payment

- Stage 1 – SD P&R or nominee
- Stage 2 – Members Appeals Panel

Council Tax – Discretionary Reduction in Liability

- Stage 1 – SD P&R or nominee
- Stage 2 – Members Appeals Panel

Gifts and Hospitality

Under the Members' Code of Conduct the estimated value of any gift, benefit or hospitality will increase from £25 to £50.

REPORT TO: Executive Board
DATE: 28 March 2013
REPORTING OFFICER: Strategic Director – Policy and Resources
SUBJECT: Calendar of Meetings – 2013/14
WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To approve the Calendar of Meetings for the 2013/2014 Municipal Year attached at Appendix 1 (N.B. light hatched areas indicate weekends and Bank Holidays, dark hatched areas indicate school holidays).

2.0 RECOMMENDATION: That Council be recommended to approve the Calendar of Meetings for the 2013/2014 Municipal Year, attached at Appendix 1.

3.0 SUPPORTING INFORMATION

None.

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 RISK ANALYSIS

Should a Calendar of Meetings not be approved, there will be a delay in publishing meeting dates. This would result in practical difficulties in respect of the necessary arrangements to be made and the planning process regarding agenda/report timetables.

8.0 EQUALITY AND DIVERSITY ISSUES

Once a Calendar of Meetings has been approved the dates will be published, hence assisting public involvement in the democratic process.

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

None under the meaning of the Act.

NB Lightly shaded areas indicate weekends and Bank Holidays; dark shaded areas indicate school holidays.

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APR
S		1								1	1	
S		2			1					2	2	
M		3 Regulatory Committee	1 Dev Control Cttee		2 Children, Young People & Families PPB			2 Dev Control Cttee		3 AF – Daresbury	3	
T		4 SEMINAR Health PPB			3 Corporate PPB	1				4 AF – H C, NN, NS & WH		
W		5 Employment, Learning, Skills & Community PPB	2		4 Standards Committee	2 AF – B & HL			3 SEMINAR		4 Health PPB	1
T	1	6	4 SEMINAR	1	5 Executive Board	3 Executive Board			4	5 COUNCIL	5 SPECIAL COUNCIL	2
F	2	7							5	6 Executive Board SEMINAR	6	3
S	3	8	5	2	6	4	1	6	3	7	7	4
S	4	9	6	3	7	5	2	7	4	8	8	5
S	5	10	7	4	8	6	3	8	5	9	9	6
M	6 Early Spring Bank Holiday	11 Safer Halton PPB	8 AF – H C, NN, NS & WH	5 Development Control Committee	9 Dev Control Cttee	7 Dev Control Cttee	4 Dev Control	9	6 Dev Control Cttee	10 Dev Control Cttee	10 Dev Control Cttee	7
T	7	12 Environment & Urban Renewal PPB	9	6 SEMINAR	10 Health PPB	8 AF – H C, NN, NS & WH	5	10	7 Health PPB	11	11 Safer PPB	8 SEMINAR
W	8	13 Executive Board MGE B	10 AF – B & HL	7	11 Environment and Urban Renewal PPB	9 AF – B, F & HV SEMINAR	6 Standards Committee Health PPB	11 COUNCIL	8 Employment, Learning, Skills & Community, PPB	12	12 Standards Committee	9 COUNCIL
T	9	14	11 Executive Board	8	12 SEMINAR		7 Executive Board MGE B	12 Executive Board	9 Executive Board	13	12 Health & W Board	10 Executive Board
F	10	15	12	9	13	11	8	13	10	14	14	11
S	11	16	13	10	14	12	9	14	11	15	15	12
S	12	17 AF – G, HB, H AND M	14	11	15	13	10	15	12	16	16	13
M	13 Dev Control Cttee	18 Schools Forum	15	12	16 Employment, Learning, Skills & Community PPB	14 AF Daresbury	11 Employment, Learning, Skills & Community PPB	16	13 Children, Young People & Families PPB	17	17 Regulatory Committee Schools Forum	14 Dev Control Cttee
T	14 Executive Board (Selection)	19 AF – B, F & HV	16	13	17 Safer PPB	15 Schools Forum	12 Safer PPB	17	14 Safer PPB	18	18 Corporate PPB	15
W	15	20	17 Health & W Board COUNCIL	14	18 Health & W Board Business Efficiency Board	16 COUNCIL	13 Health & W Board	18	15 Health & W Board Regulatory Committee	19	19 Mayoral Committee	16
T	16 ANNUAL COUNCIL	21	18	15	19 Executive Board MGE B	17 Executive Board	14	19	16 SEMINAR	20	20	17
F	17	22	19	16	20	18	15	20	17	21	21	18 Good Friday
S	18	23	20	17	21	19	16	21	18	22	22	19
S	19	24 AF – B, D, H & HG	21	18	22	20	17	22	19	23	23	20
M	20 Children Young People and Families PPB	25 AF – A, K & R	22	19	23 AF – B, D, H & HG	21	18 Regulatory Committee	23	20 AF – B, D, H & HG	24 Children, Young People & Families PPB	24 Employment, Learning Skills and Community PPB	21 Easter Monday
T	21 Corporate PPB	26 Business Efficiency Board	23	20	24 AF – A, K & R	22	19	24	21 Environment & Urban Renewal PPB Schools Forum	25	25	22
W	22 Health & W Board Business Efficiency Board	27 Executive Board	24 AF- Daresbury	21	25 Regulatory Committee	23	20 Environment and Urban Renewal PPB	25 Christmas Day	22 AF – B, F & HV (daytime meeting) Corporate PPB	26 Business Efficiency Board	26 Environment & Urban Renewal PPB	23
T	23 Executive Board	28	25	22	26	24	21 Executive Board	26 Boxing Day	23 Executive Board MGE B	27 Executive Board	27 Executive Board	24
F	24	29	26	23	27	25	22	27	24	28	28	25
S	25	30	27	24	28	26	23	28	25	29	29	26
S	26	31	28	25	29	27	24	29	26	30	30	27
M	27 Spring Bank Holiday		29	26 Summer Bank Holiday	30 AF – G, HB, H AND M	28 Children, Young People & Families PPB	25	30	27 AF – G, HB, H & M	31	31	28
T	28		30	27		29 Corporate PPB	26	31				29
W	29		31	28		30	27 Business Efficiency Board		28 AF – A, K & R			30
T	30			29		31 SEMINAR	28		29 AF – B & HL			
F	31			30			29		30			

S				31			30						
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REPORT TO: Executive Board

DATE: 28 March 2013

REPORTING OFFICER: Strategic Director – Policy & Resources

PORTFOLIO: Resources

SUBJECT: Salary Sacrifice Car Scheme

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To seek approval to phase out the Council's existing car lease scheme and replace it with a salary sacrifice scheme.

2.0 RECOMMENDATION: That the Strategic Director – Policy and Resources, in consultation with the Resources Portfolio Holder, be authorised to:

- (1) Design and approve a local car leasing scheme policy and associated guidance for employees;**
- (2) Undertake the necessary procurement activity to appoint a provider to deliver a salary sacrifice car lease scheme;**
- (3) Arrange the phasing out of the Council's existing employee car lease scheme; and**
- (4) Undertake the operational management of the scheme.**

3.0 SUPPORTING INFORMATION

Background

3.1 The Council currently provides an in-house car leasing scheme which is used by approximately 160 employees. Under the scheme employees are required to pay the full cost of the lease from their salary. Any entitlement to Essential Car User Allowance is however used to offset the cost of the lease. The main cost to the Council of operating the current scheme therefore relates to the provision of insurance cover to lease car drivers. In 2012/13, the cost of this insurance was approximately £115,000.

3.2 There is an opportunity for the Council to achieve financial savings by replacing the existing car leasing scheme with a salary sacrifice scheme. Salary sacrifice is a contractual arrangement whereby an employee gives up the right to receive part of their cash remuneration, usually in return for their employer's agreement to provide some form of non-cash benefit, in this case a car. As the salary sacrifice comes out of gross pay the employee is able to save on income tax, national insurance and pension contributions. The Council would similarly also make savings on its employer's national insurance contributions and pension contributions.

- 3.3 The scheme is essentially business contract hire. As such, the Council would be responsible for any costs associated with vehicles provided under the scheme. These costs are then passed on to the employee through a salary sacrifice agreement between the authority and the employee. The vehicle supplier would remain the legal owner of the vehicles throughout the contract period although employees will be given the opportunity to purchase the vehicle outright at the end of their lease.
- 3.4 The Council already has salary sacrifice schemes in place for childcare vouchers, mobile phones, computers and bicycles.

Benefits to the employee

- 3.5 The scheme offers a range of benefits to employees:
- ✓ Access to a new vehicle without credit checks or a deposit being required
 - ✓ Fully comprehensive motor insurance
 - ✓ Tax, national insurance and pension savings
 - ✓ All servicing, MOT & maintenance
 - ✓ Annual Road Fund Licence
 - ✓ Comprehensive breakdown and recovery assistance
 - ✓ Provision for certain lifestyle events (resignation, redundancy, maternity, paternity, adoption and total loss)

Benefits to the Council

- 3.6 The scheme also offers a range of benefits to the Council:
- ✓ Employers NIC and pension savings on the salary being sacrificed
 - ✓ Excellent employee benefit at no cost to the Council
 - ✓ Environmentally friendly low CO2 vehicles reducing the Council's carbon footprint
 - ✓ Effective staff retention tool
 - ✓ Helps meet the Council's duty of care obligations through provision of a fully maintained vehicle
 - ✓ The replacement of the existing car lease scheme will realise an annual insurance premium saving of approximately £115,000 per annum over a three to four year period.

Procurement route

- 3.7 There are a number of framework agreements for salary sacrifice lease car schemes that have been awarded by other public sector bodies. The Council is able to access these frameworks free of charge and this would remove the need for the Council to undertake its own expensive procurement exercise.

4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS

- 4.1 It is proposed that the existing employee car lease scheme is removed following the introduction of a salary sacrifice scheme for cars.
- 4.2 Employees who are currently supplied with vehicles under the existing car lease scheme will remain unaffected. However, there will be no option to renew under the existing scheme when an employee's current vehicle contract expires. To assist transition to the new scheme provision will however be made for existing lease car contracts to be extended for up to 12 months if required, subject to agreement being reached with the relevant leasing company.
- 4.3 The level of savings generated through a salary sacrifice scheme will be dependent on employee uptake and the value of vehicles selected. Experience at other local authorities suggests that the annual saving on Employers NIC and pension contributions is approximately £400pa. There are approximately 160 employees who are provided with vehicles under the existing car lease scheme (which is restricted to essential users). If the same numbers of employees were to access the salary sacrifice scheme the annual saving would be £80,000. However, as the scheme would be open to a greater number of employees it is anticipated that savings could be in excess of this figure once the scheme becomes established.
- 4.4 There is also potential for the scheme to be designed in such a way to allow the Council to make savings on its Class 1A National Insurance Contributions (on Benefits in Kind) in regard to the existing car leasing scheme. This would ultimately realise further savings of approximately £60,000 per annum.
- 4.5 Implementation of the salary sacrifice scheme will remove the need for the Council to arrange insurance for lease car drivers realising a saving of approximately £115k per annum once the existing scheme is phased out.
- 4.6 Total savings to the Council, following the full rollout, would therefore be over £250,000.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 5.1 The proposal provides an opportunity for the Council to avoid costs in terms of Employers NIC contributions and paying for insurance cover for existing lease car drivers. As such, this will facilitate the redirecting of financial resources towards the delivery of all the Council's priorities.

6.0 RISK ANALYSIS

- 6.1 Employee uptake of the scheme could be adversely affected by the proposals to move the Local Government Pension Scheme (LGPS) to a career average revalued earnings (CARE) scheme. The Council will therefore need to fully inform employees of the potential impact on their future pension entitlement before they enter into a salary sacrifice agreement for a car.
- 6.2 The other main risks to the scheme relate to changes that may occur in an individual's circumstances, such as:

- Early Termination due to a person leaving the employment of the Council;
- Redundancy;
- Total Loss Contingency (to cover any shortfall in the insurance settlement if the vehicle is stolen or written off);
- Maternity, Paternity & Adoption.

Provisions to mitigate the risk of these events will be included in the design of the scheme.

- 6.3 As occurs with the existing lease scheme, it is proposed that vehicles will be delivered to the Lowerhouse Lane Depot where they will be inspected prior to being issued to employees. This will ensure that all vehicles supplied under the scheme are fit for purpose and comply with the Council's duty of care as required under the PUWER regulations.
- 6.4 The implementation of a new salary sacrifice scheme will inevitably create some additional work in terms of administering the scheme to ensure all the pre-application assessments are undertaken. This work will primarily be carried out within the Human Resources Division and will need to be considered as part of the scheme's implementation.

7.0 EQUALITY AND DIVERSITY ISSUES

- 7.1 Replacement of the existing car leasing scheme with a salary sacrifice car scheme is more inclusive as the scheme is open to all employees on permanent contracts providing that the sacrificing of salary does not take employees below the national minimum wage.

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

None under the meaning of the Act.

REPORT TO:	Executive Board
DATE:	28th March 2013
PORTFOLIO::	Resources
REPORTING OFFICER:	Strategic Director – Policy & Resources
SUBJECT	Agency Workers – New Framework/Contract
WARDS:	Borough Wide

1.0 PURPOSE OF REPORT

1.1 This is a Preliminary Estimate Report to seek approval from Executive Board to commence a new collaborative procurement process for the supply of Agency Workers in compliance with both EU Public Procurement Regulations 2006 and Procurement Standing Orders 2.1.1 as the estimated value is likely to exceed £1M p.a. across all partners. (Merseyside Procurement Partnership [MPP]: Halton; Liverpool, St. Helens, Wirral, Sefton, Knowsley, Cheshire West and Chester, Mersey travel and Mersey Fire).

2.0 RECOMMENDATIONS: That

- (1) Halton continues to work with the collaborative group (MPP) to seek the most economic advantageous route to market, either an through existing Framework or to contribute to a full EU procurement exercise;**
- (2) Halton to participate in the collaborative contract with MPP to ensure the council maximises purchasing power on a common category of spend (supply of Agency Workers); and**
- (3) The new Agency Worker Framework/ Contract be utilised in the first instance for the supply of any Agency Staff to ensure the Council achieves value for money.**

3.0 BACKGROUND

3.1 MPP awarded a collaborative Framework Agreement for a period of 4 years, in September 2009 – August 2013 to Matrix SCM for the supply of Agency Workers. The total Collaborative spend to date is £40 million (as at Jan 2013).

St. Helens are to lead on the new Procurement Process for MPP, with all members participating in the options appraisal of existing Open Frameworks with GPS (Government Procurement Service) and MSTAR (Managed Services to Temporary Agency Resources) a central purchasing body, supported by a market review to identify the best solution available as an alternative consideration to conducting a new Tender Process. This will reduce unnecessary duplication of seeking competition from the supply market and remove unnecessary resource and process time and costs for both councils and suppliers if a Framework is already available that complies with EU Legislation.

3.2 Prior to the current Matrix Framework Agreement, minimal information was available on the councils Agency Worker spend profile, Matrix produce monthly Management Reports that provides transparency and Visibility of all Agency Workers placements at the Council that are arranged via the Framework. Management information now available allows us to monitor the following elements:

- Spend/Savings
- Number of Agency Workers
- Skill Sets and Categories
- Pay Rates to candidates
- Charge rates to the council
- Manager Justifications
- Budget Code
- Compliance with Agency Worker Regulations 2010
- Safeguarding documentation - online

Historical Spend Comparisons

3.3 The information below is taken from the Council's Financial system Agresso and assists the Procurement Division to monitor compliance and Spend for the Council.

The table below shows the historical spend of the council from 2008 to December 2012:

Year	Number of Suppliers	Agresso Total Spend £	Agresso Contract spend £	% of compliance via contract spend	Agresso Non-Contract Spend	% of non-compliance	Supplier
2008-09	54	3,873,652	2,015,917	52%	1,857,735	48%	RMS
2009-10	35	3,664,728	2,775,538	76%	889,190	24%	RMS
2010-11	27	3,031,979	2,676,803	88%	355,176	12%	Matrix
2011-12	11	1,893,789	1,642,273	87%	251,516	13%	Matrix
2012-13	15	1,388,558	1,228,307	88%	160,119	12%	Matrix

The data shows a continued reduction in spend and suppliers used by the council to provide Agency Workers over the past 5 years, whilst continually improving compliance. The current Matrix Framework Agreement, now reports that the % of non-contract spend is 12% spend (i.e. spend that officers have incurred outside of this Framework with Matrix). We are aiming for full compliance as this brings savings but this non-compliance has significantly reduced over the past few years.

Breakdown of spend across Directorates from April 2012 to December 2012 is £1,388,588.00:

Directorate	Spend £000,s
Communities	803,525
Children's	451,732
Policy and Resources	133,300
Total	1,388,588

Savings for Halton achieved from using the Matrix Framework since April 2010

	Council Savings £
2010-2011	118,270
2011-2012	95,313
2012-2012 to Dec	68,523

4.0 POLICY IMPLICATIONS

4.1 None

5.0 OTHER IMPLICATIONS

5.1 By engaging with this collaborative procurement exercise we will gain further savings for the council and partners (MPP).

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton**

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

6.3 **A Healthy Halton**

6.4 **A Safer Halton**

6.5 **Halton's Urban Renewal**

All Council priorities will be supported by us engaging with this new contract arrangement as it will reduce spending, ensure good

management and monitoring of such activity plus it will ensure that all agency staff utilised are appropriately checked in compliance with the Disclosure and Barring Service.

7.0 RISK ANALYSIS

7.1 The Council will miss opportunities for further savings if we do not engage with the procurement and use of this new contract. There will be minimal management information available or visibility of the charge rate to the council and how this broken down. As a result we would be unable to identify how many Agency Workers we have within the council or the length of service in compliance with the Agency Working Regulations 2011.

7.2 The existing Framework also includes additional elements for safeguarding vulnerable adults and children, with specified documents i.e. CRB's, Candidate's Photograph and qualifications to be available on-line for managers to verify prior to the potential candidate being accepted. We will ensure that these documents continue to be available at the beginning of the process prior to implementation of a placement

7.3 New Agency Worker Regulations (AWR) on additional Rights of Agency Workers come into force in October 2011, which states after 12 weeks in a given job agency workers will be entitled to equal treatment on basis working and employment conditions, including pay and holidays, as if they had been recruited directly by the council.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no equality and diversity implications arising from this report.

9.0 REASON(S) FOR DECISION

9.1 This will bring the most economic advantageous option to the council for the supply and management of agency workers.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10.1 Options being considered are to access an open Framework Contract or undertake a full EU compliant procurement exercise across MPP.

11.0 IMPLEMENTATION DATE

11.1 The existing Merseyside Framework Agreement with Matrix is due to expire on 30th September 2013, However due to MPP members accessing the Agreement at different times after the award, a decision will be made on what date to state in the 6 months' notice period, required by the current Terms and Conditions by Matrix.

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

None.

REPORT TO:	Executive Board
DATE:	28 March 2013
REPORTING OFFICER:	Strategic Director, Policy and Resources
PORTFOLIO:	Resources
SUBJECT:	Pensions Discretions Policy - Review
WARDS:	Not Applicable

1.0 PURPOSE OF THE REPORT

- 1.1 The Local Government Pension Scheme (LGPS) provides for employer discretions on a number of regulations relating to the application of the scheme when employees leave their employment under certain circumstances.
- 1.2 Every employer is required to publish annually a written policy statement on how it will exercise these discretions and to keep the scheme under review and revise as necessary.
- 1.3 Attached is Halton's revised Pensions Discretions Policy Statement following annual review.

2.0 RECOMMENDATION: That the Board review and agree the pension discretions policy for the Council, as attached to this report.

3.0 BACKGROUND INFORMATION

- 3.1 Under the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2008 most rules can only be changed by an Act of Parliament. However, there are some rules within the LGPS with discretions placed upon them. These discretions are powers that allow an employer to decide which options they wish to apply.
- 3.2 Decisions on discretions can vary between LGPS employers and it is good practice that these rules are reviewed periodically.
- 3.3 The LGPS Regulations allow both Cheshire Superannuation and the employing authority discretion over various elements of the pension scheme; these are outlined in the employer discretion policy and Staffing Protocol. The main discretions are:-
 - Augmentation of membership (Reg. 12)
 - Awarding additional pension (Reg. 13)
 - Flexible retirement (Reg.18)
 - Waiving actuarial reductions (Reg. 30A)

- Allowing early payment of benefits (Reg. 30)
- 3.4 The policies adopted seek to achieve the correct balance between cost to the council tax payer, good employee relations, staff recruitment and retention.
- 3.5 The Executive Board approved the previous Discretions Policy on 1 December 2011.

The key changes to the current Discretions Policy are:

Regulation 30 A - Power of Employing Authority to grant early payment of a suspended Tier 3 Ill Health Pension is a new discretion as a result of the Local Gov't Pension Scheme (Miscellaneous) Regulations 2012 which came into force Oct 2012. This discretion has to be incorporated into the Council's Discretions Policy by 31 March 2013.

In Part A of the policy there have been two slight changes as a result of the annual review of the policy and feedback from Cheshire Pensions.

Regulation 18 – Flexible retirement. Clarification that flexible retirement applications are only considered where there is a reduction in hours and not where an employee moves to a lower graded post.

Regulation 30 – choice of early payment of benefits. Discretion is amended to cover existing staff not just ex employees.

In Part B of the policy there have been two slight changes as a result of the annual review of the policy and feedback from Cheshire Pensions.

Regulation 16 – policy amended to make it clear that the 12 month deadline will not be extended.

Regulation 83 - policy amended to make it clear that the 12 month deadline will not be extended.

4.0 POLICY IMPLICATIONS

- 4.1 The Council is required to publish a written policy statement on how it will exercise its discretions provided by the scheme.

5.0 OTHER IMPLICATIONS

- 5.1 As a good employer it needs to be clear to employees how the authority is to exercise its discretions within the LPGS.

6.0 RISK ANALYSIS

- 6.1 There is a risk of challenge to the Council if it does not have a clear policy position against the discretions it has. This policy reduces that risk significantly.

7.0 EQUALITY AND DIVERSITY ISSUES

- 7.1 The recommendations will apply equally to all staff who are members of the LGPS. Employees have a right of appeal if they feel they have been treated incorrectly/unfairly.

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

- 7.1 None under the meaning of the Act

Halton Borough Council - Pensions Discretions Statement

**Local Government Pension Scheme (LGPS)
(Benefits, Membership and Contributions)
Regulations 2008**

Employer name: Halton Borough Council

Policy effective from: 1st April 2013

The Employing body which is Halton Borough Council

has resolved that the following discretions available in the above Statutory Instrument, should be implemented in compliance with Regulation 66 of the Local Government Pension Scheme (LGPS) Administration) Regulations 2008 as set out below:

PART A - where formulation of policy is compulsory

REGULATION 12	POLICY DECISION
<p><i>Power of employing authority to increase total membership of active members</i></p> <p>An employer may resolve to increase the total membership of an active member. The maximum award (including additional membership in respect of different employments) must not exceed 10 years.</p> <p>An employer may also resolve to award augmented service to a member up to 6 months after they have left employment provided that their termination of employment was on redundancy/efficiency grounds.</p>	<p><i>This discretion will be exercised.</i></p> <p><i>Employees who are aged 55 or above and who have at least 3 months membership in the Local Government Pension Scheme (LGPS) can apply to leave in the Interest of Efficiency.</i></p> <p><i>If Management agree that the application meets the criteria set out in the Staffing Protocol and the employee wishes to proceed with the voluntary retirement, the scheme gives unreduced payment of accrued pension</i></p> <p><i>Additionally, in agreeing to the request, the Council will augment the individuals LGPS service under the provisions of Regulation 12 of The Benefits, Membership and Contributions Regulations 2007 and Regulation 40 of The Administration Regulations 2008.</i></p> <p><i>The total amount of membership that will be augmented under this regulation will be in accordance with the current Staffing Protocol, subject to a maximum 40 years service in the LGPS. Augmentation will not be awarded on leaving if a pension member is paid a compensatory payment under The Local Government (Early termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006.</i></p>

REGULATION 13	POLICY DECISION
<p><i>Power of employing authority to award additional pension</i></p>	<p><i>The Council will not award a member of the LGPS any additional pension (in addition to any increase of total membership –Augmentation</i></p>

<p>An employer may resolve to award a member additional pension of not more than £5,000 a year payable from the same date as his LGPS pension. This award may be paid in addition to any increase of total membership awarded to that member under Regulation 12 above.</p>	
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REGULATION 18	POLICY DECISION
<p><i>Flexible retirement</i></p> <p>Employers may allow a member from age 55 onwards to draw all or part of the pension benefits they have already built up whilst still continuing in employment. This is provided the employer agrees to the member either reducing their hours or moving to a position on a lower grade.</p> <p>In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives the reduction either fully or in part or a member has protected rights.</p>	<p><i>Employees who are aged 55 or above may apply to have their hours and/or their pay grade reduced and to seek agreement to early release of all or part payment of their accrued benefits without retiring from the Council</i></p> <p><i>Applications will be considered if the employee's contractual hours reduce by a minimum of 25%.</i></p> <p><i>Flexible retirement will not be granted for a grade reduction</i></p> <p><i>Benefits released under the Flexible Retirement Scheme will be reduced if paid before age 65 (with the exception of members in the protected group, i.e. 60 or more before 31st March 2013.)</i></p>

REGULATION 30	POLICY DECISION
<p><i>Choice of early payment of pension</i></p>	<p><i>The Council will only consider requests for the early release of pension benefits on compassionate grounds to employees aged 55</i></p>

<p>Employers can allow voluntary early retirement to members of the LGPS between the ages of 55 and 59. In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights. The employer is responsible for paying to the Pension Fund any strain on fund costs arising from the exercise of this discretion.</p> <p>Employers can also allow the early payment of deferred benefits to former members of the LGPS between the ages of 55 and 59. In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights. The employer is responsible for paying to the Pension Fund any strain on fund costs arising from the exercise of this discretion.</p> <p>Please note where a deferred member left the LGPS before 1 April 2008 then the employer policy under the 1997 Regulations will apply</p>	
REGULATION 30A	POLICY DECISION
<p><i>Choice of early payment of pension : pensioner member with deferred benefits</i></p> <p>Employers can allow the early payment of deferred benefits to pensioner members of the LGPS between the ages of 55 and 59. A deferred pensioner member is a former employee retired on ill health grounds with the award of Tier 3 benefits that have now ceased.</p> <p>In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights. The employer is responsible for paying to the Pension Fund any strain on fund costs arising from the exercise of this discretion.</p>	<p><i>Employees who have left local government with an entitlement to a tier three ill-health pension which has since been suspended and who apply for early payment on or after age 55 and before age 60, pension benefits will not be released early.</i></p>

PART B - where formulation of policy is NOT compulsory

REGULATION 3 (LGPS (Benefits etc) Regs 2007)	POLICY DECISION
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Contributions payable by active members

Employers determine the contributions payable by members by attributing each member to one of the contribution bands set out in Regulation 3. Employers have the capacity to re-attribute the specific payband (upwards or downwards) where there is a material change in a member's contractual terms.

The employee rate of pension contributions is normally calculated on 01 April each year. However, if the contract changes during the year, i.e. due to promotion or grade reduction, any change to the contribution band will be effected before 01 April. If an employee receives a mid year increment or a late pay award, which changes their contribution band, the banding will not change until the following 01 April.

<p>REGULATION 16 (4) (b) (ii) (LGPS (Admin) Regs 2008)</p>	<p>POLICY DECISION</p>
<p><i>Facility to extend time limits for active members to aggregate deferred periods of LGPS membership</i></p> <p>Where a deferred member becomes an active member, then the member can elect to aggregate his deferred membership with his active membership. The election to aggregate must be made by the member within 12 months of becoming an active member and the member must be active at the date of election. Employers may allow a longer period than 12 months.</p>	<p><i>This discretion will be exercised.</i></p> <p><i>Employees must make the election in writing to the member's appropriate administering body before the expiry of the period of twelve months, beginning with the date that they again became an active member. The Council will not extend this time limit.</i></p>
<p>REGULATION 83 (8) (LGPS (Admin) Regs 2008)</p>	<p>POLICY DECISION</p>
<p><i>Facility to extend time limits for active members to request a transfer of previous pension rights into the LGPS</i></p> <p>Where an active member requests to transfer previous pension rights into the LGPS, the member must make a request within 12 months of becoming an active member. Employers may allow a longer period than 12 months.</p>	<p><i>This discretion will be exercised.</i></p> <p><i>An election must be made in writing before the expiry of the period of twelve months, beginning with the date that they became an active member. The Council will not extend this time limit</i></p>

There are other non-compulsory discretions available for the Council to consider, and cases where these may arise in the future will be considered on an individual basis; the merits of each case being fully investigated.

HBC, in exercising the discretionary

powers available under the above Regulation has acted with due prudence and propriety and considered the financial impact of applying the discretions.

These policies may be subject to review from time to time. Any subsequent change in this Policy Statement will be notified to affected employees.

HBC will notify the Fund of any revisions to this Statement within one month of the revised

PART C - where formulation is undertaken by the ERPF as administering authority

REGULATION 30 (LGPS (Benefits etc) Regs 2007)	POLICY DECISION Approved by the Pensions Committee (Minute 816, 14 December 2012)
<p><i>Choice of early payment of pension in cases where a member's former employing authority has ceased to exist</i></p> <p>Where a member's former employer has ceased to exist and there is no successor body, the administering authority can allow the early payment of deferred benefits to former members of the LGPS between the ages of 55 and 59. In such cases, pension benefits will be reduced in accordance with actuarial tables unless the administering authority waives reduction on compassionate grounds or a member has protected rights.</p>	<p>Each case will be initially assessed taking account of the member's former employer's statement of policy. Where the policy allows for early payment of benefits, then this will be approved if there is no strain on fund costs.</p> <p>Where there is no former employer's statement of policy or if there is strain on fund costs then the request for early payment of benefits will only be approved on compassionate grounds. This is where a deferred member is unable to work because they are providing full time care to a dependant. In compassionate cases, any actuarial reduction will be waived and the strain on fund costs will be met by all Fund employers.</p> <p>The Chief Executive in consultation with the Leader has delegated authority to exercise the discretion in accordance with the policy.</p>
REGULATION 30A (LGPS (Benefits etc) Regs 2007)	POLICY DECISION Approved by the Pensions Committee (Minute 816, 14 December 2012)

Choice of early payment of pension : pensioner member with deferred benefits in cases where a member's former employing authority has ceased to exist

Where a member's former employer has ceased to exist and there is no successor body, the administering authority can allow the early payment of deferred benefits to pensioner members of the LGPS between the ages of 55 and 59. A deferred pensioner member is a former employee retired on ill health grounds with the award of Tier 3 benefits that have now ceased.

In such cases, pension benefits will be reduced in accordance with actuarial tables unless the administering authority waives reduction on compassionate grounds or a member has protected rights.

Each case will be initially assessed taking account of the member's former employer's statement of policy. Where the policy allows for early payment of the pension, then this will be approved if there is no strain on fund costs.

Where there is no former employer's statement of policy or if there is strain on fund costs then the request for early payment of benefits will only be approved on compassionate grounds. This is where a deferred pensioner member is unable to work because they are providing full time care to a dependant. In compassionate cases, any actuarial reduction will be waived and the strain on fund costs will be met by all Fund employers.

The Chief Executive in consultation with the Leader has delegated authority to exercise the discretion in accordance with the policy.

<p>REGULATION 31 (LGPS (Benefits etc) Regs 2007)</p>	<p>POLICY DECISION Approved by the Pensions Committee (Minute 816, 14 December 2012)</p>
<p><i>Early payment of pension : ill-health in cases where a member's former employing authority has ceased to exist</i></p> <p>Where a member's former employer has ceased to exist and there is no successor body, the administering authority can allow the early payment of deferred benefits to a deferred member or the suspended Tier 3 ill health pension brought back into payment for a deferred pensioner member of the LGPS before Normal Retirement Age where a member has become permanently incapable of undertaking any gainful employment as defined in the LGPS Regulations 2008.</p> <p>In the case of the deferred pensioner member, this could be because the original ill health condition has worsened or the member is suffering from another ill health condition that renders the deferred pensioner member permanently incapable of undertaking any gainful employment.</p>	<p>Before deciding whether to agree to such a request, the Fund must obtain a certificate from an Independent Registered Medical Practitioner (IRMP) as to whether, in the IRMP's opinion, the member is suffering from a condition that renders the member permanently incapable of undertaking any gainful employment.</p> <p>Where in the IRMP's opinion, the member is suffering from a condition that renders the member permanently incapable of undertaking any gainful employment, the Fund will approve the early payment of the deferred pension benefits or the deferred pensioner tier 3 ill health pension and the strain on fund costs will be met by all Fund employers.</p> <p>The Chief Executive in consultation with the Leader has delegated authority to exercise the discretion in accordance with the policy.</p>
<p>REGULATION 70 (LGPS (Admin) Regs 2008)</p>	<p>POLICY DECISION Approved by the Pensions Committee (Minute 440, 26 January 2007)</p>

Statements of policy concerning abatement of retirement pensions in new employment

Where a scheme member retires and seeks re-employment, if they choose to remain outside the local government sphere, their pension continues. If they return to an employer who participates in the LGPS, their pension can be reduced or stopped.

Subject to consultation with Fund employers, the administering authority has discretion to determine how it wishes to treat re-employed scheme members who retire after 31st March 1998.

Where the re-employment starts before 1 April 2007, then the policy approved is:

- (a) That any ill health pension should cease in the event of re-employment subject to the protection afforded to members who were subject to the 1995 Regulations;
- (b) That with regard to other retirement pension no abatement be applied where the statutory pension in payment is £5,000 per annum or less, this amount to be increased in line with the annual index linking from April 1999 and thereafter; and
- (c) That where an annual statutory pension exceeds £5,000 per annum then the statutory pension in excess of this amount be abated subject to the protection afforded to members who were subject to the 1995 Regulations.

Where the re-employment starts after 31 March 2007, there will be no abatement of the retirement pension.

REPORT TO:	Executive Board
DATE:	28 th March 2013
REPORTING OFFICER:	Strategic Director – Policy & Resources
PORTFOLIO:	Resources
SUBJECT:	Review of Council Fees and Charges
WARDS:	Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 In conjunction with the annual budget review, it is proposed to increase the fees and charges for services in accordance with the schedules shown in the Appendix. This report presents the proposed fees and charges for 2013/14 for services provided by all three of the Council's Directorates.

2.0 RECOMMENDATION: That;

- 1) The proposed fees and charges for 2013/14 as set out in the Appendix, be approved and referred to the relevant Policy and Performance Boards for information;**
- 2) Charges for The Brindley as listed in Appendix 2 be agreed for 2014/15.**

3.0 SUPPORTING INFORMATION

- 3.1 The review of Fees and Charges has been carried out as part of the budget preparations for 2013/14. Fees and charges have been set to ensure, as a minimum, the Council recovers costs incurred as a result of providing the service the fee is payable for. It is proposed that existing fees and charges be increased generally in line with inflation, although some charges have increased by more to reflect the charges in adjacent local authority areas, whilst others have been reviewed with consideration given to the impact of the price change.
- 3.2 For consistency, all fees which are subject to VAT are shown as exclusive of VAT.
- 3.3 As part of the in-year budget monitoring process, actual income from fees and charges will be regularly reviewed against budgeted income.
- 3.4 It is proposed to uplift the fees for services in the following contracts for the provision of Residential and Domiciliary Care services by 1%:
- Contract for the Provision of Day, Residential and Nursing Home Care – 01.04.2009 to 31.03.2014
 - Contract for the Provision of Domiciliary Care and Personal Care Services – 27.04.2009 to 31.03.2014 (subject to Executive Board approval of 1 year extension until 31.03.2014).

- 3.5 The schedule in the Appendix 1 includes a number of statutory fees which may increase during the coming financial year and therefore the relevant fees will be increased accordingly.
- 3.6 The structure of fees and charges for Building Control have been rationalised for 2013/14 and therefore there is no comparison within the appendix to the previous year. The new category of charges makes it easier for homeowners to find the correct fee and also aids the validation process.
- 3.7 Community Warden charges for the forthcoming year have been reviewed and were approved by Executive Board on 24th May 2012.
- 3.8 Charges for The Brindley are listed at Appendix 2. Charges listed are those for 2014/15, whilst the charges for 2013/14 were approved by Executive Board in March 2012.

4.0 POLICY IMPLICATIONS

- 4.1 The effects of the proposed changes in charges have been incorporated into the draft budgets for 2013/14. Charges are adjusted annually in accordance with the current inflation rate.

5.0 OTHER IMPLICATIONS

- 5.1 There are no other implications.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no implications for this priority.

6.2 Employment, Learning and Skills in Halton

There are no implications for this priority.

6.3 A Healthy Halton

There are no implications for this priority.

6.4 A Safer Halton

There are no implications for this priority.

6.5 Halton's Urban Renewal

There are no implications for this priority.

7.0 RISK ANALYSIS

- 7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid; the fees should be received before the service is provided.

7.2 The Council's budget assumes an increase in fees and charges income in line with those proposed in the Appendix. If increases are not approved it may lead to a shortfall in budgeted income targets.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

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

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

APPENDIX 1

ENVIRONMENTAL INFORMATION

	<u>2012/13</u>	<u>2013/14</u>
Charges will apply subject to and in compliance with current statutory regulations		
The basis for charging is:		
(1) Where the information already exists in the format requested:		
Admin Charge - Charge inclusive of copying of first sheet.	£10.50	£10.50
A4 –per subsequent sheet.	£0.50	£0.50
A3 - per subsequent sheet	£0.75	£0.75
A2 –per subsequent sheet	£1.50	£1.50
A1 - per subsequent sheet	£6.00	£6.00
Provision of Electronic Documents	New charge	£15.00
(2) Where assistance is required from Council staff to either extract interpret, or describe material, the staff time is charged at an hourly rate given below:		
Manager	£110.00	£110.00
Professional Staff	£93.00	£93.00
Admin. Support	£56.00	£56.00
Typing Fees (hourly rate)	£51.00	£51.00
(Minimum Charge – Half an Hour for above 4 items)		
Charges above are subject to VAT.		
Postage	At Cost plus 15%	At Cost plus 15%

REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND

Land contamination reports for a given property or site is issued detailing all information held by HBC relating to known or potential contamination including historical, land use, landfill locations and details of site investigations and remediation contamination

The Charge varies depending on the size of the site for which information is requested:-

(1) For premises equivalent to less than 10 hectares in size. (e.g. a Single Domestic Property or a Small Factory Unit)		
(i) The premises site only	£67.00	£67.00
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	£108.00	£108.00
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	£180.00	£180.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	£240.00	£240.00
(2) For premises equivalent to more than 10 hectares in size. (e.g. a Housing estate or a large factory unit)		
(i) The premises site only	£108.00	£108.00
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	£180.00	£180.00
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	£240.00	£240.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	£300.00	£300.00

LICENCE FEES**HACKNEY CARRIAGE & PRIVATE HIRE CHARGES**

	<u>2012/13</u>	<u>2013/14</u>
(1) Single Status Driver		
- First Grant (Including 1 copy of user Guide)	£174.00	£177.50
- Renewal	£159.00	£162.00
- Extra copy of User Guide	£16.00	£16.50
- Extra copy of knowledge test syllabus	£7.50	£8.00
- Replacement Badges	£10.50	£11.00
- Replacement or duplicate paper licence or other document	£5.50	£6.00
- Faxing document (s)	£5.00	£5.50
(2) Vehicle Licence		
- Grant and Renewals 1 Year – Hackney Carriage	£206.00++	£210.00++
- Grant and Renewals 1 Year – Private Hire	£208.00++	£212.00++
****- Transfers Balance of 1 Year as above		
- ~~-Temporary Transfer Fees (Licence issued for a maximum of 2 months)	£80.00	£82.00
- Replacement Vehicle Plate (each)	£16.00	£16.50
- Replacement Bracket (each)	£16.00	£16.50
- Replacement Doors Stickers Private Hire (Pair)	£21.00	£22.00
- Replacement Internal plate	£10.50	£11.00
- Replacement or duplicate paper licence or other document	£5.50	£6.00
- Change to Personalised Number Plate	£48.00	£49.00
- Faxing document (s)	£5.00	£5.50
(3) Private Hire Operator Licence >>	£250.00	£255.00
- Replacement or duplicate paper licence or other document	£5.50	£6.00
- Faxing document (s)	£5.00	£5.50
(4) LOWERHOUSE LANE DEPOT FEES:		
HACKNEY CARRIAGE & PRIVATE HIRE		
- Vehicle Test Fee	£54.00	£55.00
- Vehicle Re-test Fee	£21.00	£21.50
- Vehicle Test Un-notified Cancellation Fee	£20.00	£20.50
- ++Includes Taximeter Sealing Fee	See++	See++

NOTES

- **** Unless part of a single transaction involving a simultaneous grant in which case **£27.00**
- ++ Includes Taximeter Sealing Fee. Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee.
- ~- Temporary Transfer - Includes fee for licence to be transferred back to the original owner
- >> Abolished the Standard and Discount Charge – now a single annual rate

LICENCE FEES (OTHER THAN HACKNEY CARRIAGE AND PRIVATE HIRE CHARGES)

	<u>PRESENT</u>	<u>PROPOSED</u>
(1) Dangerous Wild Animals	£63.00	£65.00
(2) Pet Shops	£63.00	£65.00
(3) Animal Boarding Establishments	£63.00	£65.00
(4) Riding Establishments	£63.00	£65.00
(5) Breeding of Dogs	£63.00	£65.00
(6) Street Trading		
- First Grant & Renewal	£350.00	£357.00
- Additional Vehicles (Per Vehicle)	£174.00	£177.50
- "Static" First Grant	£405.00	£413.00
- Change of Vehicle	£27.00	£27.50
- Daily fee for temporary extension of existing consent (Max 5 days per year)	£60.00 per day	£62.00 per day
- Daily fee for temporary consent (Max 5 days per year)	£90.00 per day	£92.00 per day
(7) Hawkers etc. Cheshire County Council Act	£210.00	£215.00
(8) House to House Collections	Nil	Nil
(9) Street Collections	Nil	Nil
(10) Scrap Metal Dealers	Nil	Nil
(11) Motor Salvage Operator registration	£65.00	£67.00
(12) Sex Establishments	£1300.00	£1330.00
(13) Licensing Act 2003	See Councils Web Site for details	See Councils Web Site for details
(14) Gambling Act 2005	See Councils Web Site for details	See Councils Web Site for details
(15) Hypnotism	Nil	Nil
(16) Performing Animals	Nil	Nil

NOTES

The fee charged for items 1, 2, 3, 4, and 5 will be increased by the cost of any fees paid out for specialist reports required before a Licence is granted plus 15%.

Item 12 The expression "Sex Establishment" includes Sex Entertainment Venues, Sex Cinemas and Sex Shops

<u>ROAD TRAFFIC REGULATION ACT 1984</u>	<u>2012/13</u>	<u>2013/14</u>
(1) The making of a Temporary Order at the request of a Third party (The fee is inclusive of advertising costs)	£1,700.00	£1,700.00
(2) The making of a Permanent Order	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(3) The issuing of a temporary closure notice (including emergency notices) at the request of a third party	£290.00	£300.00
(4) The Issuing of a diversionary notice at the request of a third party	£240.00	£250.00
<u>TOWN POLICE CLAUSES ACT</u>		
(1) The issuing of a temporary closure notice at the request of a third party (non commercial organisations and where the Police are attending to implement closure)	£100.00	£100.00
<u>HIGHWAYS ACT 1980</u>		
(1) Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs) Also applies to closures/diversions under Town & Country Planning Act 1990	£600.00 Plus Technical & Advertising Costs	£600.00 Plus Technical & Advertising Costs
(2) Issuing of Scaffolding/Hoarding permit	£65.00 Plus £20.00 per week or part thereof	£65.00 Plus £20.00 per week or part thereof
(3) (a) Issuing of Skip Permit – Initial Fee	£20.00 (up to 14 days)	£20.00 (up to 14 days)
(3) (b) Skip Permit – Additional periods	£10.00 for each additional 7 days or part thereof	£10.00 for each additional 7 days or part thereof
(4) Skip found without a licence	£50.00 plus the current permit fee	£60.00 plus the current permit fee
(5) Removal of unauthorised skip	At Cost Minimum £185.00 plus £15.00 per day storage fee	At Cost Minimum £185.00 plus £15.00 per day storage fee
(6) Issuing of permits to erect structures/equipment over or under the highway	At Cost Minimum £80.00	At Cost Minimum £100.00
(7) Construction of vehicular crossings on footways	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(8) Section 38 Agreements	8% of works cost Plus £500.00	9% of works cost Minimum charge 1% plus £2,000
NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,500.00 will be payable PLUS Legal Agreement fee as detailed below		
(a) Basic Agreement		£750.00
(b) Moderately Complex Agreement		£1,250.00
(c) Highly Complex Agreement		£2,000.00
NOTE: The Council will determine the appropriate agreement		
(9) Section 278 Agreements	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(10) Alfresco Dining Areas Licence - First Licence - Renewal of Licence	£300.00 £75.00	£300.00 £80.00
(11) 'A' Board Licence – Per Annum	£51.00	£51.00
(12) Shop Displays Licence – Per Annum	£100.00	£100.00

	2012/13	2013/14
(13)(a) Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations (Applications made within 7 working days of the event will incur an additional administration fee of £100.00)	£120.00 Per licence for up to one week, £50.00 per additional week or part thereof	£125.00 Per licence for up to one week, £60.00 per additional week or part thereof
(13)(b) Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by Strategic Director - Policy & Resources	As agreed by Strategic Director - Policy & Resources
(14) Minor Highways Works Permits NOTE: The refundable cash bond is the value of the works as determined by the Council	£800.00	£1,500.00 plus refundable cash bond
(15) Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee
(16) Structural checking and technical approval of highways structures	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(17) Relocation of lighting column at request of third party		
(a) Commercial Organisations	New Charge	Actual cost plus 15% administration fee
(b) Non-commercial organisations	New Charge	£600 contribution towards actual cost
HIGHWAY SEARCHES		
(1) Letter and plan showing adopted highway	£50.00	£50.00
(2) Additional questions	£15.00	£15.00
SIGNING		
(1) The design and erection of a traffic sign(s) at the request of a third party (VAT to be added in all cases)	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(2) Initial Assessment of application for Tourism signs (VAT to be added in all cases)	£100.00	£100.00
(3) Provision of H Bar Road Markings (VAT to be added in all cases)	£70.00	£75.00
(4) Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events) (VAT to be added in all cases)	£110.00	£120.00
(5) Provision of Disabled persons parking space (subject to meeting criteria)	No charge	No charge
TRAFFIC SIGNALS		
(1) Supply of Information on operation of traffic signals (VAT to be added in all cases)	£150.00	£160.00
(2) Switching off traffic signals and bagging over head (VAT to be added in all cases)	Minimum charge £250.00 or £50.00 per traffic signal head and £25.00 per pedestrian signal head or pushbutton unit	Minimum charge £350.00 or £50.00 per traffic signal head and £25.00 per pedestrian signal head or pushbutton unit
(3) Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	£100.00	£110.00
BUILDING ACT 1984 Section 18		
Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director- Policy & Resources)	£200.00	£200.00

	2012/13	2013/14
STREET NAMING AND NUMBERING		
- Up to 2 Dwellings	£25.00	£25.00
- Between 3 and 10 dwellings	£110.00	£110.00
- Schemes over 10 dwellings	£350.00	£350.00
(No VAT – Outside the Scope of VAT)		
ROAD SAFETY		
(1) Adult Cycle Training (Requests from outside Borough) – 3 Hour Course (VAT to be added in all cases)	£60.00	£70.00
(2) Supply of Accident Data (per road/junction for up to 3 years)	£100.00	£120.00
(3) Road Safety Courses	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(4) Junior Road Safety Officers support to each school for one year.	£80.00	£80.00
TRAFFIC DATA		
Supply of Automatic Traffic Count Data (No VAT – Outside the Scope of VAT)	£100.00 per site	£100.00 per site
Carry out Automatic Traffic Count (including provision of data in Excel format)	£250.00 per site	£250.00 per site
CCTV MAINTENANCE		
Management and monitoring of cameras (charge per camera per annum) Up to 2 cameras	£2,000.00	£2,000.00
For each additional camera (after initial 2 cameras)	£1,000.00	£1,000.00
Additional charge for monitoring of cameras on a broadband link or not connected to the main monitoring system (charge per camera per annum)	New charge	£1,000.00
Maintenance of camera (charge per camera per annum)	£1,000.00	£1,000.00
Reviewing CCTV recording	£120.00 per hour or part thereof (Minimum charge £120.00)	£120.00 per hour or part thereof (Minimum charge £120.00)
<i>Subject Access to CCTV Images (Statutory Fee) (Release of data to individual)</i>	£10.00	£10.00
Subject Access to CCTV Images (Statutory Fee) (Release of data to legal representative)	£50.00	£50.00
Monitoring of deployable camera (up to 10Gb per month)	New charge	£3,000.00
Installation/Removal of deployable camera	New charge	£100.00 per hour
Download data from deployable camera on site	New charge	£50.00 per hour
CLOSURE OF BUS STOPS FOR ROADWORKS		
(1) Closure of bus stop for road works	£150 per stop	£154 per stop
(2) Commissioning of temporary stop	£150 per stop	£154 per stop
(3) Bus stop closure notice and notice to the public	£80 per stop	£82 per stop

		2012/13	2013/14
NEW ROADS AND STREET WORKS ACT 1991			
(1) Unit of Inspection (30% of Total)	(Statutory Fee)	£50.00	£50.00
(2) Defective Reinstatements - Per inspection (maximum 3 No.)	(Statutory Fee)	£47.50	£47.50
- Additional Single Inspection	(Statutory Fee)	£68.00	£68.00
(Appropriate if defect reported by a Member of public)			
(3) Section 50 - Street Works Income			
(i) New Apparatus			
- Administration Fee (non returnable)		£150.00	£150.00
- Capitalised Fee in lieu of Annual Charges		£200.00	£200.00
- Inspection Charges (3 Number)	(Statutory Fee)	£150.00	£150.00
(ii) Existing Apparatus			
- Administration Fee (non returnable) - payable in advance		£150.00	£150.00
- Inspection Charges (3 Number)	(Statutory Fee)	£150.00	£150.00

Some New Road and Street Works Charges are Statutory Fees (as indicated above) and are subject to change during 2013/14

HEALTH & SAFETY ADVICE TO SCHOOLS AND ACADEMIES

Subject to Service Level Agreement

Local Authority Controlled School

(1) Nursery Schools		£310.00	£320.00
(2) Primary & Special Needs Schools		£620.00	£630.00
(3) Secondary Schools		£850.00	£870.00
(4) All Through Schools		£1,500.00	£1,550.00

Academies

(1) Primary & Special Needs Schools		£1,000.00	£1,100.00
(2) Secondary Schools		£1,250.00	£1,400.00
(3) All Through Schools		£1,750.00	£1,900.00

MISCELLANEOUS

		2012/13	2013/14
1.	Supply photocopy of the following:		
	(i) A copy Building Regulation approval or completion certificate including any other information normally attached (up to a maximum of 4 pages additional pages will be charged at 50p plus VAT per copy)	£21.00	£25.00
	(ii) Any other chargeable documents	£35.00	£35.00
	(iii) Assistance from Council Staff to extract, interpret or describe this material	£25.00	£25.00
	(iv) A4 Aerial Photograph	Charge as A4 Document	Charge as A4 Document
	(v) Copy of tree preservation order	Charge as A4 Document	Charge as A4 Document
	(vi) Copy of Consultant Report	£65.00	£65.00
2.	Copy of larger format plans	£11.00	£11.00
3.	Map Production		
	(i) Administration Charge	£10.50	£10.50
	(ii) Price per Copy (Black & White)		
	A4 - per sheet	£0.50	£0.50
	A3 - per sheet	£0.75	£0.75
	A2 - per sheet	£1.50	£1.50
	A1 - per sheet	£6.00	£6.00
	A0 - per sheet	£10.00	£10.00
	(iii) Price per Copy (Colour)		
	A4 - per sheet	New charge	£1.00
	A3 - per sheet	New charge	£1.50
	A2 - per sheet	New charge	£3.00
	A1 - per sheet	New charge	£12.00
	A0 - per sheet	New charge	£20.00
	(iv) Price Per Disc - cd-r	£50.00	£50.00
	- dvd-r	£60.00	£60.00
	Assistance from Council Staff to extract. Interpret or describe material	£94.00	£94.00
	(iv) Flat rate to be added for access to OS data	£13.00	£13.00
3.	Copies of weekly list of planning applications to non public authority applicants for one year, payable in advance	£300.00	£300.00
4.	Section 106, Town & Country Planning Act 1990		
	(i) Charges to developers for the preparation of agreements under the above legislation relating to the adoption of open space, together with any necessary supervision		
	Legal & Supervision Costs	A fee to be agreed as appropriate	A fee to be agreed as appropriate
	(ii) Other Section 106 Agreements	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
5.	Provision of non statutory information		
	(i) Per question (Estate Agents, etc.)	£35.00	£35.00
	(ii) Per question reporting conditions compliance	£60.00	£60.00
6.	Scooter Commuter	£20.00	£21.00

BUILDING CONTROL**Schedule 1 – Plan Charge: New Dwellings**

Number of House Types (Design)																					
Number of Dwellings	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	1	240																			
	2	246	336																		
	3	252	342	432																	
	4	258	348	438	528																
	5	264	354	444	534	624															
	6	270	360	450	540	630	720														
	7	276	366	456	546	636	726	816													
	8	282	372	462	552	642	732	822	912												
	9	288	378	468	558	648	738	828	918	1008											
	10	294	384	474	564	654	744	834	924	1014	1104										
	11	300	390	480	570	660	750	840	930	1020	1100	1200									
	12	306	396	486	576	666	756	846	936	1026	1116	1206	1296								
	13	312	402	492	582	672	762	852	942	1032	1122	1212	1302	1392							
	14	318	408	498	588	678	768	858	948	1038	1128	1218	1308	1398	1488						
	15	324	414	504	594	684	774	864	954	1044	1134	1224	1314	1404	1494	1584					
	16	330	420	510	600	690	780	870	960	1050	1140	1230	1320	1410	1500	1590	1680				
	17	336	426	516	606	696	786	876	966	1056	1146	1236	1326	1416	1506	1596	1686	1776			
	18	342	432	522	612	702	792	882	972	1062	1152	1242	1332	1422	1512	1602	1692	1782	1872		
	19	348	438	528	618	708	798	888	978	1068	1158	1248	1338	1428	1518	1608	1698	1788	1878	1968	
	20	354	444	534	624	714	804	894	984	1074	1164	1254	1344	1434	1524	1614	1704	1794	1884	1974	2064

Additional dwellings 21 and over – an additional charge of £6 per dwelling is applicable

Schedule 1 – Site Inspection Charge: New Dwellings

No. of Dwellings	Detached Dwelling Houses	Semi-Detached Dwelling Houses	Terraced/Town Houses or Flats
1	390	-	-
2	648	540	-
3	888	-	750
4	1110	906	904
5	1314	-	1040
6	1500	1236	1158
7	1668	-	1258
8	1818	1530	1358
9	1950	-	1458
10	2064	1788	1558
11	2178	-	1658
12	2292	2010	1758
13	2406	-	1858
14	2520	2214	1958
15	2634	-	2058
16	2748	2418	2158
17	2862	-	2258
18	2976	2622	2358
19	3090	-	2458
20	3204	2826	2558
21 and over	Additional £114 per Dwelling	Additional £102 per dwelling	Additional £100 per dwelling

Schedule 2 – Domestic Extensions and Alterations

Category:	Full Plans		Building Notice Charge	Regularisation Charge
	Plan Charge	Inspection Charge		
Extensions to Dwellings: To include: Basements, Ground Floor Single Storey, Two Storey and First Floor				
1. Extension less than 10m ²	150	125	360	410
2. Extension between 10m ² and 40m ²	150	270	534	584
3. Extension between 40m ² and 100m ²	150	425	720	770
Loft Conversions:				
4. Loft conversion no dormer	150	250	450	590
5. Loft Conversion with dormer	150	275	475	620
Detached / Attached Garages				
6. All garages less than 60m ²	150	125	300	410
Garage Conversions				
7. Alterations to garage to form a habitable room	100	100	210	302
Detached habitable building: Not a single Dwelling				
8. Detached habitable building up to 100m ²	150	425	600	770
Other Domestic Work and Alterations				
9. Structural and internal alterations with a commercial value less than £2000	125	N/A	135	192
10. Structural and internal alterations with a commercial value between £2001 and £5000	200	N/A	210	302
11. Structural and internal alterations with a commercial value between £5001 and £10000	125	125	260	362
12. Structural and internal alterations with a commercial value between £10001 and £20000	125	175	310	422
13. Replacement windows/doors up to 10 openings	80	N/A	80	96
14. Replacement windows/doors 11 or more openings	165	N/A	165	198
15. Installation of a heat producing appliance	175	N/A	175	210
16. Underpinning of existing foundations with a commercial value of less than £5000	225	N/A	225	270
17. Underpinning of existing foundations with a commercial value of less more £5000	275	N/A	275	330
18. Renovation of a thermal element including existing roof, wall or floor	175	N/A	175	235
19. Replacement of existing roof covering	175	N/A	175	235
20. All electrical work carried out by a person not Part P registered	125	N/A	125	150
21. All electrical work carried out where no acceptable BS7671 test certificate is given	275	N/A	275	330
22. Installation of cavity wall insulation under the Competent Persons Scheme	12.5	N/A	12.5	15

Differential Matrix for Residential Work

When a single application involves work to be undertaken at the same time as an extension/loft conversion to the dwelling then a reduction as per below table can be applied to the estimated cost of alteration work:

	Circumstance attracting a reduction	Reduction in Building Control Charge shown in Schedule 2 when that work is being carried out at the same time that any work shown in Category 1 through to 5 in Schedule 2 is being undertaken
1	Installation or replacement of windows and or doors in a dwelling house (under 10 units)	50% of Full Plans/Building Notice Charge dependent on which application is submitted
2	Where the work comes within the scope of Schedule 2 and the estimated cost of the building work is less than £10000	50% of Full Plans/Building Notice Charge dependent on which application is submitted

Other Additional Building Regulation Charges:

- 1. Demolition Application Charge
- 2. Dangerous Structures Call-out Charges

2013/14
150.00

£80 for the first 2 hours, £50 for every additional hour or part thereof

ADULT SOCIAL CARE

	2012/13	2013/14
<u>Residential Care</u>		
Residential Care for Older People in Independent Council Homes (per week)	365.06	368.71
Dementia Residential Care for Older People (per week)	430.41	434.71
Nursing Care for Older People in Independent Council homes (per week)	390.08	393.98
Nursing EMI care for Older People in Independent Council homes (per week)	448.6	453.09
Adults with Learning Disability Receiving Respite services (per week)	524.55	529.8
Adults in Family Placements (per week)	384.49	388.33
<u>Meals in the Community</u>		
Family Placement Breakfast	1.79	1.83
Family Placement Lunch	2.22	2.26
Family Placement Tea	2.07	2.11
Meals - Delivered to People in Their Own Homes	3.10	3.20
Meals - Tea Time Pack Delivered to People in Their Own Homes	2.10	2.20
<u>Meals – Day Centre Users</u>		
Cooked Meal	2.33	3.20
<u>Maximum Charges for Community Based Care</u>		
Domiciliary Care (per hour)	11.35	11.46
Day Care (per session)	14.86	15.16
Family Placement (per session)	14.86	15.16
Dorset Gardens Support Charge (per week)	10.40	10.61
Key Safe	31.95	32.59
Night Care Service (per week)	25.60	26.15
Transport (per journey)	1.09	1.31
<u>Charges Community Based Services</u>		
Pitch Charges (weekly) - Riverview Gypsy Site - 21 pitches @	52.50	53.55
Pitch Charges (weekly) - Riverview Gypsy Site - 1 pitch @	61.26	62.49
Water & Sewerage (weekly) - Riverview Gypsy Site	13.10	11.05
Pitch Charges (daily) - Travellers Site	11.62	11.85
<u>Charges to Other Local Authorities</u>		
Older People in Residential Intermediate Care (per week)	604.75	616.85
Adults in Supported Accommodation (per week)	524.55	535.04
Day Care - Older People (per session)	42.24	43.08
Day Care - Adults with Learning Disability (per session)	62.74	63.99
Day Care - Adults with Physical/Sensory Disability (per session)	87.92	89.68
<u>Appointee/Receivership Charges</u>		
For Council to Act as DWP Benefits Appointee	100% of Interest earned	100% of Interest earned
Securing Property	84.03	85.71
Continuous Monitoring of Property (when property holder is unable - cost per hour)	22.40	22.85
Storage of Wills (annual cost)	16.81	17.15
Property Searches, Meter Readings etc (cost per hour)	22.40	22.85
Appointeeship & Deputyship Service (per week)	New Charge	5.00
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost
Applications to the Court of Protection	Actual cost	Actual cost
COMMUNITY WARDENS/LIFELINE CHARGES		
<u>Single Occupancy – per person charge</u>		
Level 1	5.64	5.49
Level 2	6.75	7.05
Level 3	9.00	11.30
Intermediate care, short term assessment and monitoring, including assistive technology	Non chargeable	Non chargeable
<u>Dual Occupancy – per person charge</u>		
Level 1	2.82	4.67
Level 2	3.38	5.45
Level 3	4.50	7.57
<u>Multiple Occupancy (3 people all receiving service) per person charge</u>		
Level 1	1.88	4.40
Level 2	2.25	4.90
Level 3	3.00	6.34

<u>Multiple Occupancy (4 people all receiving service) per person charge</u>	2012/13	2013/14
Level 1	1.41	4.26
Level 2	1.69	4.65
Level 3	2.25	5.71
CARE PROVIDERS & SERVICE USERS		
<u>Payments for Direct Payments</u>		
Standard Rate - Personal Assistant (hourly rate)	9.54	9.64
Standard Rate - Agency (hourly rate)	11.13	11.24
Complex Rate - Personal Assistant (hourly rate)	11.59	11.71
Complex Rate - Agency (hourly rate)	11.59	11.71
<u>Payments for Adult Family Placements</u>		
Family Placement (per week)	384.49	388.33
Family Placement (per 6 hour session) 1 person	32.95	33.28
Family Placement (per 3 hour session) 1 person	16.48	16.64
Family Placement (per 6 hour session) 2 people	54.93	55.48
Family Placement (per 3 hour session) 2 people	27.47	27.74
Family Placement (per 6 hour session) 3 people	65.90	66.56
Family Placement (per 3 hour session) 3 people	32.95	33.28
Family Placement (night care per night)	54.93	55.48
OPEN SPACES		
<u>Allotments</u>		
Allotment Plot**	80.00	80.00
Allotment Plot Half (up to 125m2)**	40.00	40.00
<u>Cemeteries and Crematorium Charges</u>		
Purchase of Exclusive Right of Burial (50 year lease):		
Three interments	790.00	815.00
One or two interments	700.00	725.00
Cremated remains grave	400.00	415.00
Interment Fees (Mon to Thurs 10am to 3pm and Fri 10am to 2pm):		
1 interment - adult	605.00	625.00
2 interments - adult	700.00	725.00
3 interments - adult	800.00	825.00
1 interment – child (1 month-16 years)	300.00	300.00
2 interments – child (1 month-16 years)	330.00	330.00
3 interments - child (1 month-16 years)	410.00	410.00
Stillborn child or child not exceeding 12 months	Nil	Nil
Burial of cremated remains	150.00	155.00
Additional fee after above times	110.00	115.00
Indemnity fee	60.00	65.00
Use of Crematorium Chapel for funeral service	80.00	100.00
Transfer of Ownership of Exclusive Right of Burial	60.00	65.00
Civil Funeral Celebrant	185.00	190.00
Grave search – up to 10 names	25.00	30.00
Memorials:		
New Headstone	160.00	165.00
Additional Inscription	30.00	32.00
Vase/tablet/book – not exceeding 12" x 12" x 12"	40.00	42.00
Vase/tablet/book – up to 18" x 12" x 12"	60.00	62.00
Vase/tablet/book – over 18" up to 30" x 12" x 12"	75.00	78.00
Inscription to Baby Headstone in Baby Garden	50.00	55.00
Memorial Benches (10 year lease):		
5ft hardwood bench, with engraved plaque	710.00	710.00
Renewal of 10 year lease (new bench/plaque)	560.00	580.00
Granite bench – Four Seasons Garden only	1,250.00	1290.00
Renewal of 10 year lease (existing bench)	510.00	525.00
Crematorium Charges (Mon to Thurs 9am to 3.30pm and Fri 9am to 2pm):		
Cremation charge – adult	550.00	575.00
Cremation charge – child (1 year-16 years)	270.00	275.00
Cremation charge – child under 1 year	50.00	55.00
Cremation charge – after anatomical examination	300.00	310.00
Scattering of remains (cremation at Widnes Crematorium) – Monday to Friday		
Friday	40.00	45.00
Scattering of remains (cremation elsewhere) – Monday to Friday n/a	140.00	85.00

	2012/13	2013/14
Scattering of remains (no attendance) when cremation has taken place at another crematorium - Monday to Friday	80.00	85.00
Casket – wooden	65.00	65.00
Aluminium	40.00	40.00
Small wooden (child)	30.00	30.00
Token box	20.00	20.00
Storage of cremated remains after one calendar month from date of cremation	60.00	65.00
Postage of cremated remains (by secure carrier)	On application	On application
Certified Extract from the Cremation Register	40.00	45.00
Civil Funeral Celebrant	185.00	200.00
Plaques (10 year lease):		
Bronze plaque	210.00	220.00
Renewal for further 10 years	100.00	105.00
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery Sundial	360.00	370.00
Renewal for further 10 years	150.00	155.00
Book of Remembrance:		
2 line entry	88.00	91.00
3 line entry	114.00	118.00
4 line entry	140.00	145.00
5 line entry	166.00	172.00
6 line entry	193.00	199.00
7 line entry	220.00	226.00
8 line entry	247.00	253.00
Flower designs	75.00	78.00
Other designs	85.00	88.00
Extra line to existing entry	44.00	45.00
Slate Tablets per letter	3.60	3.75
Memorial Cards:		
2 line entry	36.00	37.00
3 line entry	47.00	49.00
4 line entry	59.00	61.00
5 line entry	71.00	73.00
6 line entry	83.00	85.00
7 line entry	95.00	97.00
8 line entry	106.00	109.00
Flower designs	75.00	78.00
Other designs	85.00	88.00
Sanctum Vaults:		
10 year lease *to include casket from 2013/14	460.00	540.00
Renewal for further 10 years	230.00	240.00
20 year lease *to include casket from 2013/14	660.00	745.00
Renewal for further 20 years	330.00	340.00
Placing 2nd casket of remains – Monday to Friday only	50.00	55.00
Lettering (per letter)	3.60	3.70
Small design	67.00	70.00
Large design	90.00	95.00
Photo tile (portrait – 1 person)	130.00	130.00
Photo tile (landscape – 2 persons)	170.00	170.00
<u>Outdoor Facility Charges</u>		
Summer Games:		
Bowling Green Hire (Alternate weeks)	Free	Free
Summer Rugby Adult	350.00	360.00
Summer Rugby Juniors*	200.00	205.00
Winter Games:		
Adult B/B Pitch Hire (Alternate weeks)	500.00	510.00
Adult Casual Hire	120.00	130.00
Junior B/B Pitch Hire* (Alternate weeks)	275.00	300.00
Mini Soccer B/B Hire*	200.00	225.00
Junior Casual Hire	60.00	65.00
Adult Baseball Field (Annual)	1,500.00	1540.00
Junior Baseball Field* (Annual)	750.00	770.00
Exhibition Unit Day Hire:		
In-house Service	400.00	450.00
Private Hire	600.00	650.00
Event Equipment Hire (per day):		
Pop Up Gazebo (3m x 3m)	100.00	150.00
Walkie Talkies	200.00	300.00
PA (Speakers, Amp, CD Player, Microphone)	300.00	400.00

	2012/13	2013/14
Bandstand Hire (by written request only)	100.00	150.00
SJB Bridge Zip Wire Hire (1 hire day per year)	No Charge	1000.00
Fair and Circus Park Hire 6000 m2:		
Non Trading Days (per day)	150.00	150.00
Trading Days (per day)	300.00	325.00
Fair and Circus Park Hire 3000 m2:		
Non Trading Days (per day)	100.00	100.00
Trading Days (per day)	200.00	250.00
ENVIRONMENTAL HEALTH SERVICES		
<u>Environmental Information</u>		
Basis for Charging - where information exists in format requested:		
Admin Charge - inclusive of copying of first sheet.	10.40	10.61
A4 –per subsequent sheet.	0.46	0.47
A3 - per subsequent sheet	0.71	0.72
A2 –per subsequent sheet	1.43	1.46
A1 - per subsequent sheet	5.87	5.99
Basis for Charging - where assistance required from Council staff to extract, interpret, or describe material (hourly rates – minimum half hour):		
Manager	108.12	110.28
Professional Staff	90.78	92.60
Admin. Support	54.57	55.66
Typing Fees (hourly rate)	49.98	50.98
Postage	At cost	At cost
<u>Environmental Protection Act</u>		
List of authorised part "B" Processes	40.80	41.62
List of authorised part "A" Processes	41.82	42.66
Copy of Application for Authorisation from file (per document)	25.50	26.01
Supply hardcopy air quality review and assessment to commercial undertakings	25.50	26.01
Assistance from Council Staff to extract, Interpret or describe above material	27.54	28.09
One month's data from pollution monitoring station	346.80	353.74
Three months data from pollution monitoring station	945.54	964.45
Six months data from pollution monitoring station	1,353.54	1,380.61
Supplying a copy of consultant's report	41.82	42.66
<u>Condemed Food Certificates</u>		
Charges under £5 waived (maximum certificate charge £220.00)	5% of value	5% of value
Fee charged increased by cost of fees paid out for specialised disposal of food.	At cost	At cost
<u>Certification of Food Products for Export</u>		
Certificates requiring signature	58.14	59.30
Other documents requiring stamp	6.89	7.03
<u>Kennelling of Dogs</u>		
Reclaiming of Stray Dogs (as agreed with Strategic Director Communities)	On application	On application
Collection of Dogs from repossessed premises	75.99	77.51
Transportation of non-seized animals i.e. dogs/cats to kennels or other premises	75.99	77.51
<u>EPA Authorisation</u>		
Application	Statutory fee	Statutory fee
Renewal	Statutory fee	Statutory fee
<u>Disclosure of Information (plus photocopying charge 50p per sheet)</u>		
Information obtained under the Health and Safety at Work Act 1974 etc.	129.03	131.61
Voluntary Disclosure of Information	108.63	110.80
<u>Acupuncture, Tattooing, Ear Piercing and Electrolysis</u>		
<u>Establishments</u>		
Registration fee	99.96	101.96
Additional Individual Operator Registration	31.62	32.25
Border Agency Accommodation Inspections	70.83	72.25
Return of Seized Sound Equipment (Noise Act 1996)	125.00	127.50
<u>Pest Control Charges</u>		
Commercial Charge (per hour)	94.40	96.29
Domestic Charges:		
Wasps	45.50	46.41
Ants	50.40	51.41
Fleas	50.40	51.41

COMMUNITY CENTRES	2012/13	2013/14
<u>Community Groups:</u>		
Room Hire – Hall (per hour)	7.75	7.90
Room Hire – Small Room (per hour)	2.80	2.85
Room Hire – Large Room (per hour)	4.35	4.45
Room Hire – Stage (per hour)	2.80	2.85
Room Hire – Kitchen (per hour)	2.20	2.25
Room Hire – Cafeteria (per hour)	4.35	4.45
Block Booking Discount	0.05	0.05
<u>Private and Commercial Groups:</u>		
Monday to Friday (as per Community Group Charges plus 15%)	Above +15%	Above +15%
Weekends (as per Community Group Charges Plus 50%)	Above +50%	Above +50%
Performing Rights (of total charge)	0.05	0.05
Sportshall at Upton Community Centre (Adults)	29.00	30.00
Sportshall at Upton Community Centre (Juniors)	14.50	20.00
LEISURE SERVICES		
Halton Leisure Card	4.00	4.00
<u>Swimming</u>		
Adult	3.20	3.30
Junior	1.70	1.80
HLC	1.90	2.00
JN Lessons(10 lessons)	36.50	38.00
SN Lessons(10 lessons)	38.00	39.50
<u>Sportshall</u>		
Adult	3.60	3.60
Junior	1.80	1.80
HLC	2.15	2.15
<u>Sportshall Block Bookings</u>		
Half Hall BB Hire	26.50	27.25
Adult admit fee	2.10	2.10
Junior admit fee	1.05	1.10
HLC admit fee	1.25	1.30
Squash (40 min)	3.30	3.40
Junior Squash	1.65	1.70
Casual Gym/Aerobics	4.80	4.80
Junior Fitness	2.40	2.40
Health Suite	5.80	5.90
Creche per hour.	1.40	1.50
Table Tennis	2.30	2.40
Junior Table Tennis	1.15	1.20
<u>Spectator</u>		
Adult	0.50	0.50
Junior	0.25	0.25
HLC	0.30	0.25
<u>Special Events – Kingsway Leisure Centre</u>		
Half Hall Booking	40.00	40.00
Full Hall Booking	80.00	80.00
Gymnasium	31.00	31.00
Creche	24.00	24.00
Swimming Pool	59.00	60.00
Small Pool	44.00	45.00
Studio 1& 2	29.00	30.00
<u>Runcorn Swimming Pool</u>	49.00	50.00
<u>Brookvale Recreation Centre</u>		
Swimming Pool	53.00	54.00
Sportshall Adult	66.50	66.50
Sportshall Junior	38.00	38.00
Half Hall Booking - Adult	34.00	34.00
Half Hall booking - Junior	19.00	19.00
Gymnasium - Adult	28.00	29.00
Gymnasium - Junior	19.00	19.50
Studio	24.50	25.00
<u>ATP</u>		
Adult Casual	37.00	38.00
Junior Casual	18.50	19.00
Block Booking – Adult	32.50	33.00
Block Booking – Junior	16.25	16.50
Hockey Match - Adult	48.00	48.00

<u>Halton Athletics Academy</u>	2012/13	2013/14
Track use per person, per 2 hour session	4.00	To be agreed with Wade Deacon Academy
Club hire with floodlights (including changing)	50.00	To be agreed with Wade Deacon Academy
Club hire without floodlights (including changing)	34.60	To be agreed with Wade Deacon Academy
Athletics meetings (per hour with floodlights):		To be agreed with Wade Deacon Academy
Up to 200 people	62.40	To be agreed with Wade Deacon Academy
Over 200 people	72.60	To be agreed with Wade Deacon Academy
Athletics meetings (per hour without floodlights):		To be agreed with Wade Deacon Academy
Up to 200 people	43.40	To be agreed with Wade Deacon Academy
Over 200 people	54.00	To be agreed with Wade Deacon Academy
Additional toilet hire (per toilet per day)	82.50	To be agreed with Wade Deacon Academy

LIBRARY SERVICES

Loan Charges

Talking Books (3 weeks)	1.20	1.20
Talking Books - Leisure Card Holders (3 weeks)	0.60	0.70
Compact Discs (per week) no longer applicable	1.00	
Compact Discs - Leisure Card Holders (per week) no longer applicable	0.50	
DVDs (per week)	2.70	2.00
DVDs - Leisure Card Holders (per week)	1.35	1.00
Learning for Life Collection – Non book Items (3 weeks)	1.20	1.20
Learning for Life Collection – Non book Items – Leisure Card Holders	Free	Free

Fines on Overdue Items

Books, Talking Books, CDs, and Learning for Life Collection:		
Adult's Tickets (£2.00 maximum fine) (per day)	0.15	0.15
Children's Tickets	No charge	No charge
Young Person's Tickets	No charge	No charge
Leisure Card Holder (£2.00 maximum fine) (per day)	0.05	0.05
DVDs	0.50	0.50
DVDs – Leisure Card Holders (£8.00 maximum fine) (per day)	0.30	0.20
Additional Administrative Charge for Overdue Reminders	0.30	0.30

Reservation Fees

Items in Stock	No charge	No charge
Items Bought Into Stock	1.80	2.00
Items Bought Into Stock – Leisure Card Holders	1.00	1.00
Items Obtained From Other Libraries or British Library	7.00	8.00
Items Obtained From Other Libraries or British Library – Leisure Card Holders	4.00	5.00

Personal Computer Bookings

Printing (per page) – Black and White	0.10	0.15
Printing (per page) – Colour	0.20	0.25
Printing (per page) – Black and White – Leisure Card Holders	0.05	0.10
Printing (per page) – Colour – Leisure Card Holders	0.10	0.15

Photocopies

A4 (per sheet)	0.10	0.15
A3 (per sheet)	0.20	0.25

Fax

Per Sheet Received	0.50	0.50
To UK – First Sheet	1.00	1.00
To UK – Subsequent Sheets	0.25	0.25
To Europe – First Sheet	2.00	2.00
To Europe – Subsequent Sheets	0.50	0.50
To Outside Europe – First Sheet	3.00	3.00
To Outside Europe – Subsequent Sheets	1.00	1.00

	2012/13	2013/14
Lost Tickets		
Adults	1.50	1.50
Children and Leisure Card Holders	0.75	0.75
Microfilm / Microfiche Copies	0.20	0.20
Room Hire		
Community Groups – Meeting Room 2 (per hour)	8.50	8.75
Community Groups – Meeting Room 3 (per hour)	8.50	8.75
Community Groups – Meeting Room 2 & 3 (per hour)	17.00	17.5
Community Groups – Meeting Room 4 (per hour)	4.00	4.25
Community Groups – Meeting Room 5 – ICT Suite (per hour)	8.50	8.75
Community Groups – Meeting Room 6 (per hour)	6.50	6.75
Community Groups – Meeting Room 7 (per hour)	5.00	5.25
Block Bookings Discount (10 or more)	0.15	0.15
Training Kitchen / Laptops (per session)	3.00	3.00
Private Groups (in addition to above charges)	0.25	0.25
Commercial Groups (in addition to above charges)	0.50	0.50
 WASTE MANAGEMENT		
Charge for a new or replacement wheeled bin	20.00	25.00
Charge for the collection of bulky household items (for up to 3 items with additional items £5.00 each).	15.00	20.00
 STADIUM		
Room Hire		
Bridge Suite	360.00	375.00
Karalius Suite	180.00	190.00
Single Box	40.00	45.00
Double Box	100.00	110.00
Triple Box	150.00	160.00
 Pitch Hire		
7-Aside - Peak	70.00	70.00
7-Aside - Off Peak	50.00	50.00
5-Aside - Peak	40.00	50.00
5-Aside - Off Peak	35.00	50.00

APPENDIX 2

THE BRINDLEY (2013/14 & 2014/15)	2013/14	2014/15
<u>The Theatre</u>		
Commercial Hirers (1 performance or up to 8 hours):		
Monday to Thursday	1,070.00	1,150.00
Friday and Saturday	1,185.00	1,260.00
Sunday and Bank Holidays	1,300.00	1,380.00
Community Hirers (1 performance or up to 8 hours):		
Monday to Thursday	685.00	725.00
Friday and Saturday	775.00	820.00
Sunday and Bank Holidays	885.00	930.00
Rehearsal Performance (Monday to Thursday)	300.00	315.00
Rehearsal Performance (Friday and Saturday)	350.00	370.00
Rehearsal Performance (Sunday and Bank Holidays)	400.00	420.00
<u>The Studio</u>		
Per 8 hour performance with technical support:		
Monday to Thursday	345.00	365.00
Friday and Saturday	400.00	425.00
Sunday and Bank Holidays	465.00	490.00
Per 4 hour rehearsal with technical support:		
Monday to Thursday	200.00	210.00
Friday and Saturday	225.00	240.00
Sunday and Bank Holidays	255.00	270.00
Per 2 hour hire without technical support:		
Monday to Thursday	65.00	70.00
Friday and Saturday	90.00	95.00
Sunday and Bank Holidays	120.00	130.00
Per 4 hours dressing room facility:		
Monday to Thursday	125.00	130.00
Friday and Saturday	175.00	185.00
Sunday and Bank Holidays	235.00	245.00
Per 8 hours dressing room facility:		
Monday to Thursday	245.00	260.00
Friday and Saturday	345.00	360.00
Sunday and Bank Holidays	465.00	480.00
Per 12 hour dressing room facility:		
Monday to Thursday	345.00	360.00
Friday and Saturday	400.00	420.00
Sunday and Bank Holidays	465.00	490.00
Additional Charges		
Inclusion within the Brindley season Brochure	115.00	125.00
Inclusion in the Brindley's Monthly Newspaper	57.00	60.00
Brindley to manage ticket sales (per ticket)	0.35	0.40
Programme/Merchandise sales by hire company	0.10	0.10
Programme/Merchandise sales by Brindley staff	0.20	0.20
Admin charge for orders made on behalf of hirer	0.10	0.10
Additional technicians (per hour)	14.50	15.00
Pre rig (sound, lighting or stage) (Monday to Friday)	310.00	325.00
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	350.00	370.00
Use of the orchestra pit	135.00	140.00
Smoke Machine (day)	16.50	16.50
Smoke Machine (week)	33.00	33.00
Haze Machine (day)	16.50	16.50
Haze Machine (week)	33.00	33.00
Radio Mics (each)	28.00	28.00
Radio Mics (weekly)	84.00	84.00
1400 Lumen Projector – Studio (day)	33.00	33.00
1400 Lumen Projector – Studio (week)	105.00	105.00
5000 Lumen Projector – Theatre (day)	102.00	105.00
5000 Lumen Projector – Theatre (week)	325.00	335.00
Film Screen – Studio (day)	22.00	22.00
Film Screen – Studio (week)	65.00	65.00
Cinema projector & Screen	163.00	170.00
Media Package – projector, dvd, cd & laptop (day)	50.00	50.00
Media Package – projector, dvd, cd & laptop (week)	150.00	150.00
Harlequin Dance Floor (day)	65.00	65.00
Harlequin Dance Floor (week)	195.00	200.00
Steinway Grand Piano – (Theatre only) (day)	115.00	240.00
Steinway Grand Piano – (Theatre only) (week)	340.00	480.00
Steinway Grand Piano tune (Theatre only) Monday to Friday	115.00	110.00
Steinway Grand Piano tune (Theatre only) Saturday and Sunday	145.00	140.00

	2013/14	2014/15
Touring PA – without technical support (day)	36.00	36.00
Touring PA – without technical support (week)	108.00	108.00
Touring Lights – without technical support (day)	46.00	46.00
Touring Lights – without technical support (week)	139.00	139.00
Additional Front of House Stewards (per hour)	14.50	15
Post show bar (waived if bar sales over £130)	45.00	45.00
Catering	On application	on application

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director – Children & Enterprise

PORTFOLIO: Physical Environment

SUBJECT: 3MG Funding and Infrastructure

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide a Preliminary Estimate Report for rail and road access infrastructure to the 3MG HBC Fields development site in accordance with Procurement Standing Order 2.1.2. and to provide an update on the appointment of a Project Manager for the Rail Sidings and to seek approval to procure the works.
- 1.2 To seek approval to go out to tender for Phase 2 of the western access road works and to appoint a Contractor.
- 1.3 To seek permission to amend the Capital programme to allocate £1,200,000 to the 3MG programme for; the construction of the western access road phase 2 to HBC Field development and all associated costs.

2.0 RECOMMENDATION: That

- 1) The Board notes the appointment of Waterman's as Project Manager for the Rail Sidings following competitive tender;**
- 2) The Board authorises the Operational Director for Economy, Enterprise and Property to procure the design and build of the Rail Sidings at 3MG HBC Field at an estimated cost of £2.5 M;**
- 3) Tenders be invited by the Operational Director Planning Policy and Transportation for a contract to complete construction of the western access road at 3MG HBC Field at an estimated cost of £1.2M in accordance with Procurement Standing Order Part 2;**
- 4) Development and award the contract in accordance with Procurement Standing Orders;**

- 5) **Council be recommended to approve a revision in the Capital Programme for £1.2m for the completion of the western access road to 3MG HBC Field; and**

- 6) **The Chief Executive, in consultation with the Leader and the following Portfolio holders (Physical Environment, Transportation and Resources) be authorised to take such action as he judges necessary to implement the 3MG HBC Field development.**

3.0 SUPPORTING INFORMATION

- 3.1 Executive Board on 9th December 2004 (EXB162) adopted the Ditton Strategic Rail Freight Park Masterplan, now known as 3MG (the Mersey Multimodal Gateway).

- 3.2 The Regional Growth Fund (RGF) grant allocation of £9.0m, of which £4.5m is towards the provision of additional rail sidings, western access link road and associated costs was last reported to Executive Board on 24 May 2012 (EXB8). Since that time the Council has received a second final offer letter dated 8th November 2012. Changes from the March 2012 version include the provision for Stobart to increase their draw down of grant in 2012 and the re-profiling of jobs. The jobs now commence in 2013 and not 2012 as originally planned.

- 3.3 The Liverpool City Region Local Enterprise Partnership (LEP) Growing Places Funds (GPF) issued an Offer Letter for £5.4m dated February 2013. In accordance with EXB8 the Chief Executive has accepted this offer on behalf of the Council and the 3MG programme. These funds are offered as a loan on condition that the Council repay the GPF in full by December 2015, failure to do so would incur a 2% interest rate from the date of default.

- 3.4 In January 2012 3MG Executive Sub Board (ESB5) and in May 2012 Executive Board (EXB8) approved the use of RGF funding towards the rail sidings project.

- 3.5 Competitive tenders were sought in December 2012 for a rail consultant who will project manage a design and build tender, and supervise the construction of the rail sidings. Three valid tenders were received:

Waterman's	£142,155
Atkins	£216,924
AECOM	£346,878

Following an interview and in consultation with the Chief Executive, Leader and Portfolio Holder, Waterman's were appointed as the Project Manager for the Rail Sidings.

3.6 Given that the RGF must be spent by December 2013 and the timetable for delivery is extremely tight, approval to procure a Rail Contractor is sought, either following a competitive tender process, or by working with Network Rail and using their Framework Contractor. Both options will be appraised to see which offers the best form of procurement in terms of timescales, reduction in risk and value for money. It is imperative that we start as soon as practicable and by examining both options concurrently we ensure the earliest start possible.

We will report back the outcome, should Members find this approach acceptable.

Road Infrastructure Access

At its meeting of 24th May, the Board considered a report dealing with the construction of the western access road to the 3MG development. Minute EXB9 refers.

At that time it considered that it would be inappropriate to complete the access road south of the railway line due to uncertainties regarding the arrangement of the future development within the site.

Construction of the initial phase of the road to provide a connection from the site to existing highway at Newstead Road and a new bridge over the railway line commenced in September 2012 and is due for completion in May.

However, due to the need to complete the road and rail access infrastructure whilst the external funding is available, (described in Paragraphs 3.2 and 3.3), it is proposed that tenders now be invited for the completion of the road. This primarily comprises the completion of the road embankment and drainage extending from the new bridge, south of the railway line and carriageway & footway construction south of Newstead Road.

Furthermore, it is considered that the completion of the road at this stage will minimise the risks to the Council of leaving the access in a partially constructed form and it is anticipated that the tendered cost of the works will be most advantageous if the completion works follow closely the completion of construction of the initial phase.

These completion works are estimated to cost £1.2M. It is proposed to invite tenders in accordance with Procurement Standing Orders Part 2 using the Special Select List form of tendering as set out in Standing Order 2.5.

The planning application for the development is now being re-consulted on, based upon the original layout proposal. The completion works referred to above will take the access to the boundary of the proposed development and provides sufficient flexibility for the on-site infrastructure to be adapted during the later design and implementation stages.

4.0 POLICY IMPLICATIONS

- 4.1 The 3MG programme is included in the Council's Corporate Plan, the Halton Partnership and Halton Borough Council Urban Renewal Strategy and Action Plan, and supports the Council's Urban Renewal corporate priority. Grant funding is essential to facilitate the delivery of 3MG.
- 4.2 As is usual with external funding arrangements, the funding places the balance of risk with the Council. Although some risks have been negotiated away, the most prominent risks for the Council remain:
1. The repayment of the GPF when HBC Field is developed or by December 2015 whichever is sooner. Also, an expectation that the development of HBC Field will provide 1725 jobs.
 2. The responsibility for State Aid compliance rests with HBC. For this reason we have taken advice regarding the potential implications of European Commission rules and regulations.
- 4.3 These risks are similar to those previously accepted by Members in connection with other projects such as Widnes Waterfront.
- 4.4 Having secured the GPF loan and the RGF grant, we now have a real opportunity to continue the progress already made with Phase 1 of the western access road with the remaining infrastructure on HBC Field.
- 4.5 Bringing forward the road and rail infrastructure whilst external funding is available puts the Council at an advantage in terms of the delivery of HBC Field for occupiers searching for a significant B8 opportunity in the North West. HBC Field will be ahead of competing sites if it already has road and rail connections. We strongly believe that HBC Field will create significant job opportunities and by kick starting the development through the road and the rail access infrastructure, developers and end users will be able to better visualise the area for development and remove some of the uncertainties which currently exist.

5.0 OTHER IMPLICATIONS

- 5.1 The Council has given a commitment to secure as much external funding as possible to support the delivery of 3MG. The Growing Places Fund referred to in this report supports that commitment.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

They are no implications associated with this report.

6.2 Employment, learning and Skills in Halton

Overall the 3MG programme will assist in providing job opportunities for local people and will go some way in addressing the level of unemployment in Halton. The next phases of development are estimated to create up to 3,450 new jobs.

6.3 A Healthy Halton

The overall 3MG programme provides new walking and cycling routes as well as a bus service, which offer safe and affordable means of accessing key services and thereby can overcome many of the transport barriers often faced by people who do not own or have access to a car.

6.4 A Safer Halton

The 3MG programme will provide much needed environmental improvements to the immediate areas.

6.5 Halton's Urban Renewal

The 3MG programme is acting as a catalyst to attract developers and new businesses to the area by creating an attractive, well-accessed and serviced area, which provides a safe and attractive environment for employees and visitors.

7.0 RISK ANALYSIS

7.1 There are risks in utilising loan and grant funding. These same risks have been acknowledged and accepted previously, e.g. previous NWDA funding agreements on 3MG and on the Widnes Waterfront Programme. In broad outline the risks are that the Council will have to repay GPF if the HBC Field is not developed by December 2015.

8.0 EQUALITY AND DIVERSITY ISSUES

Not applicable

9.0 REASON(S) FOR DECISION

The reason for the decision would be to maximise grant that has been made available to the scheme and also to bring forward additional infrastructure to further develop the site.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

The Council could decide not to progress the completion of the road. However, this would result in unspent grant being returned to Government and being lost to the Borough.

11.0 IMPLEMENTATION DATE

Mid-May 2013

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

Document	Place of Inspection	Contact Officer
3MG Masterplan	Regeneration, Municipal Building, Widnes	Sally McDonald
RGF Offer Letter	Regeneration, Municipal Building, Widnes	Sally McDonald
GPF Offer Letter	Regeneration, Municipal Building, Widnes	Sally McDonald

REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director Children and Enterprise

SUBJECT: Peelhouse Lane Site

WARDS: Boroughwide

PORTFOLIO: Physical Environment

1.0 PURPOSE OF THE REPORT

- 1.1 Executive Board approval was obtained in June 2012, to develop a 'whole site' approach and report back to members with a recommended way forward for the Peelhouse Lane Site (formerly Fairfield High School) site and land. This means that respective potential uses would not be presented, nor indeed, developed in isolation, but that the interrelationship between respective opportunities is promoted.
- 1.2 A number of meetings have been held between officers to discuss the options for the future use of the Peelhouse Lane Site. This report outlines the current recommended way forward along with the funding proposals and the timeline and actions required.

Recommended Future Use of the Peelhouse Lane site

It is proposed that the Peelhouse Lane site be used to provide a 50 year cemetery with the remainder of the land being set aside for housing.

The intention would be to allow sufficient space on the site for housing such that all the works for the cemetery, removal of existing buildings and the provision of additional transport links can be funded from the capital receipts derived from the sale of land for residential development.

In addition, it is suggested that the surplus ensuing out of capital receipts as a result of the release of the frontage of the site as residential building land can be used to enhance the educational delivery within the Fairfield Infant and Fairfield Junior schools by the improvement of the building structures and vehicle access to the schools. This will form the basis of a separate Executive Board paper in due course.

It is essential that the site is brought forward for development as quickly as possible to ensure that the Council is able to meet the tight timeframes in respect of bringing forward a 50 year capacity cemetery for the borough and delivery the necessary capital receipts.

2.0 RECOMMENDATIONS:

- 2.1 To note the progress on the disposal of the former Fairfield High land (see attached Plan Appendix A) as a school asset.**
- 2.2 To note the timescales and key dates for the recommended approach to ensure that land is available for cemetery use within the required time.**
- 2.3 To undertake such consultation as is necessary to deliver the new cemetery and undertake applications to Sports England and the Planning Authority.**
- 2.4 To promptly demolish the vacant school buildings upon the immediate vacation of the site by Wade Deacon, funded from eventual capital receipts.**
- 2.5 To place 11.35 acres of land fronting Peelhouse Lane in the open market for sale as residential building land.**
- 2.6 The land delineated in red in Appendix A be appropriated from education purposes to be held for planning purposes in terms of sections 232 and 237 Town and Country Planning Act 1990.**
- 2.7 That the Operational Director – Economy, Enterprise and Property in consultation with the Portfolio holder listed be authorised to finalise the indicative boundary between residential and cemetery, shown in blue on Appendix A with the other recommendations in the report being adjusted accordingly. The final line will remain consistent with the cemetery having a 50 year capacity.**

3.0 SUPPORTING INFORMATION

3.1 Background and Guiding Principles

3.1.1 Widnes Cemetery

The current Cemetery at Birchfield Road has approximately four years of capacity left. If a new cemetery is not created and ready to provide for burial by the end of 2016 the residents of Widnes would not be afforded the right to be buried in their own town. They would have to be buried at Runcorn Cemetery which would reduce the capacity there, or there would be a requirement to look for a burial ground outside of the Borough.

The former Fairfield High School site would be the most appropriate site for a new Widnes Cemetery as it is central and easily accessible. It is also in the ownership of the Council. The programme shown in Appendix B highlights that there is not much flexibility in meeting the 4 year end date

for current Cemetery capacity. Internal decision making and reporting may extend the process.

3.1.3 Wade Deacon High School

Wade Deacon currently occupies the former Fairfield High School site whilst the Building Schools for the Future (BSF) remodelling work is being undertaken.

It is agreed in writing that Wade Deacon is to vacate the site by the 26th April 2013. This could be extended in the unlikely event of programme slippage for the new building.

3.1.4 Finance

There is no identified Council budget for a new cemetery. It is proposed that capital is to be generated for the Cemetery development, and associated works, including the removal of existing buildings, via a residential development on the fronting Peelhouse Lane land.

A cemetery development to provide capacity for 50 years would release 11.35 acres for residential development. The land would be placed on the open market for sale in accordance with standing orders. It is anticipated that the receipts from the sale of the land would pay for the creation of the cemetery, removal of existing buildings, highways infrastructure and associated works and provide an enhanced educational facility at Fairfield Infants and Juniors and improve the vehicle access arrangements to the Fairfield Infants and Junior Schools.

3.2 Progress to date and next steps

3.2.1 Application for alternative provision

Former Fairfield High School Building

A Schedule 1 consent application, under the Academies Act 2010, for the disposal of land occupied by the buildings at Fairfield High was submitted by the Council on 19th July 2012. This was acknowledged and the Council was advised that in addition to the Schedule 1 application a Section 77 consent may be required to allow the disposal of the School Playing Fields to proceed, this is detailed below.

On 28th September 2012 the Education Funding Agency notified the Authority that the Secretary of State had confirmed consent to dispose of the land previously occupied by the former Fairfield High School on Peelhouse Lane. It is recommended that the area of land shown in Appendix A be appropriated from education purposes to be held for planning purposes in terms of sections 232 and 237 Town and Country Planning Act 1990.

Former Fairfield High School Playing Fields

Section 77 consent covers the protection of school playing fields used by maintained schools (which includes community, foundation, voluntary, special and LA maintained nursery schools) in the last 10 years.

In order to use the fields for an alternative use a Section 77 application is required. It is to be noted that in order to deliver a new cemetery prior to the current cemetery reaching its capacity, the Council needs to make an early Section 77 application. This may only be applied for following an open public consultation process on the future use of the playing fields, to be considered as part of the borough's Playing Pitches Strategy.

3.2.2 Fairfield Infants and Juniors

In order to fully address the options for improvements to the current Infants and Junior sites a feasibility study has been undertaken. This will be the subject of a separate paper to Executive Board.

3.3 Key Timeline

3.3.1 An assessment of the actions required and the timescales for the proposed way forward has been undertaken and the estimated dates are highlighted in Appendix B.

3.3.2 Although the tables in Appendix B show the quickest possible delivery time, there is a high risk of slippage which could have an adverse impact on the delivery of the new graves. In addition, for both options there are risks of delays beyond the Council's control e.g. Sports England, Secretary of State for Education and the challenges to the Planning process

3.3.3 It should also be noted that the residential land values for the Peelhouse Lane site will be constrained by highways, services and access issues.

4.0 POLICY IMPLICATIONS

4.1 The reallocation of the Fairfield High site for community use will allow the wider Halton Borough Council aims to be achieved.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

N/A

6.2 Employment, Learning and Skills in Halton

N/A.

6.3 A Healthy Halton

N/A

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

The reallocation of the Fairfield High site for cemetery and residential will allow the wider Halton Borough Council aims to be achieved.

7.0 FINANCIAL IMPLICATIONS

It is recommended that the primary call for use of capital receipts for the land sale should be as follows;

Demolition of existing buildings, estimated at £450,000

Highway works at junction of Peelhouse Lane, estimated at £685,000

Establishment of Cemetery infrastructure, estimated at £1,000,000

8.0 RISK ANALYSIS

In order to achieve the timescales, public consultation needs to commence before the tendered prices, valuations, site investigations etc. are completed. Public announcement will need to be carefully managed to retain realistic expectations since funding of both the cemetery and school works are reliant on capital receipts from housing land sales in a difficult property market.

As with all land sales there is a risk to the timing of receipts being received, this has implications on the cashflow of the Council with the potential of estimated project expenditure being fully defrayed before a receipt is received.

It is also to be noted that there are risks with the project outside of the Council's control relating to Sports England, Secretary of State for Education and the challenges to the Planning process.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 Consideration to access issues is given in all building projects.

10.0 REASON FOR DECISION

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

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

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

12.0 IMPLEMENTATION DATE


12.1 The public consultation would need to be undertaken by the Spring of 2013.

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

Document	Place of Inspection	Ann McIntyre Operational Director Childrens Organisation & Provision
Schedule 1 Consent Education Funding Agency (28 th September 2012)	Floor 2 Rutland House Runcorn	As above
Executive Board Report Fairfield High Site 7 th June 2012	As above	As above

Appendix A – Former Fairfield High Site




Site Boundary


Indicative dividing line between residential and cemetery developments

DRAFT

Appendix B – Former Fairfield High School Site and Land

Key Steps

Quickest Possible delivery

High risk of delays from Sport England and challenges to the planning process

Activity	Date
SoS Approval for De-Designation from educational use received	September 2012
Executive Board Decision	March 2013
Engage appropriate agents – to advise on how to optimise re-sale potential	April 2013 to August 2013
Sports England Consultation	Playing pitch strategy completed end March 13 Public Consultation April to May 13 Section 77 application May to Sept 13 <i>Overall timescale: April 13 to Sept 13</i>
Wade Deacon vacate Fairfield site <i>(security issues / consider early demolition)</i>	April 13
Planning Process – for Residential and Cemetery	September 13 to May 14
Land sale process – for residential	May 14 to July 15
Capital Receipts – Phased over 3 years ; 33% July 15; 33% July 16; 33% July 17	

Cemetery Development	May 14 to November 15
Cemetery Completed	November 2015

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REPORT TO: Executive Board

DATE: 28th March 2013

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO: Neighbourhood, Leisure & Sport

SUBJECT: Catalyst Science Discovery Centre

WARD(S) Riverside

1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to inform Members that the Catalyst Science Discovery Centre is seeking a loan from the Council to support the continued operation of the facility.

2.0 **RECOMMENDATION: That the Board approves the provision of a loan of £30,000 subject to the Science Discovery Centre meeting the conditions set out in section 7 of the report.**

3.0 **SUPPORTING INFORMATION**

3.1 Catalyst Science Discovery Centre is the only science discovery centre in the UK with chemistry as its central theme.

3.2 Members will be aware that in the past Catalyst has struggled to balance its expenditure with the income it received.

3.3 Catalyst has been coming to terms with a change in the funding environment (both from the public and private sector). However, with the arrival of the current Chief Executive, Catalyst has started to become a more viable business and with the right kind of offer could in the future begin to operate in a sustainable way.

3.4 Catalyst has submitted a Business Plan to the Council which sets out what the organisation seeks to achieve over the next 5 years, whilst avoiding the weakness of its previous funding strategy. The Business Plan is available for inspection but in summary it focuses on 4 areas:

- Cost Control
- Capital Grants
- Income Generation
- Maintaining existing levels of sponsorship

3.5 Regarding cost control, the Catalyst has reduced its salary costs by

15%. Overall, the Catalyst has reduced expenditure by 9%. Whilst this figure is modest, the Catalyst has secured capital grants which it is anticipated will assist in further reducing its expenditure. Income generation is at the core of the Business Plan and this comprises:

- Increasing visitor numbers from 26,000 to 38,000 by 2018;
- Increasing the dwell time of visitors;
- Growing conference business;
- Growing and strengthening links across the industrial scientific and academic community;
- Enhancing the education offer;
- Capturing new heritage opportunities within Halton.

3.6 The Business Plan goes into more detail about how the above will be achieved. However, key points to make are visitor numbers are rising notable as a result of targeted marketing campaigns, a change in emphasis in regard to the product and services provided by the museum, as well as a closer alignment with the needs of schools and businesses.

3.7 The Catalyst proposes to utilise any potential loan from the Council to consolidate and further develop these activities.

4.0 **POLICY IMPLICATIONS**

4.1 In considering a request for a loan, the Council has a responsibility to ensure that its resources are deployed efficiently and effectively and in the public interest.

4.2 In order to meet these requirements, the Council requested that the Catalyst Discovery Centre provided its audited accounts to March 2012.

4.3 The Catalyst also provided a detailed cash flow analysis which picks up the last 6 months of trading and also forecasts the next 6 months. This information also sets out a number of assumptions made, including sensitivity analyses which evaluate visitor trends, comparable facilities, and evidence of tighter budgetary control.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 The risks associated with offering a loan to the Catalyst Science Discovery Centre are set out in section 7 of the report, however, Members are advised that whilst there are risks to the Council in providing the loan, the recommendation to Members to offer the loan is based on the following:

- Catalyst has provided detailed cash flow analysis which picks up the last 6 months of trading and a forecast of the next 6 months

of trading. Whilst margins are tight, there is evidence to demonstrate that the current Chief Executive is turning around the business and the improvements are set to continue.

- The Catalyst Science Discovery Centre plays a wider role in supporting the Borough's Visitor Officer.
- It offers indirect benefits to our Open Spaces amenities adjacent to the Museum.
- There are no immediate sustainable options for the future use of the building.
- The costs of closing and or maintaining the building would exceed the loan amount.
- The Mersey Gateway development presents opportunities for the Catalyst and the Council.

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

6.1 **Children & Young People in Halton**

Catalyst Science Discovery Centre plays an important role in advising young people on the key role that the Borough played in the birth of the industrial revolution. However, it also plays a contemporary role in providing a link between the curriculum and future job opportunities and careers in the science sector.

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

As outlined in 6.1 above.

6.3 **A Healthy Halton**

None identified.

6.4 **A Safer Halton**

None identified.

6.5 **Halton's Urban Renewal**

The Catalyst Science Discovery Centre contributes to a diverse visitor offer in the Borough, which assists in making the borough an attractive place in which to invest, live and or work.

7.0 **RISK ANALYSIS**

7.1 There is a risk to the Council that the loan would not be paid back at all or in full. However to reduce this risk, it is proposed that the loan is paid in two instalments:

Instalment 1: £15,000 would be paid on 1st April 2013.

Instalment 2: would be paid on 1st July 2013.

7.2 Payment of the second instalment would be triggered by Catalyst meeting the cash flow targets as outlined above for the period April-June 2013. Furthermore, the Council would offer work shadowing/mentoring support during the period. If Members were to agree the loan, repayment would commence in September 2013 and would be repaid over a 3 year period. A report on progress would be submitted to the Executive Board in October 2013.

7.3 In addition, the Council would explore, as part of our loan conditions, the potential to recoup a return on the Council's investment through a profit share arrangement.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are no Equality and Diversity issues arising from this report.

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

A business plan has been provided by the Catalyst Science Discovery Centre. Further details can be obtained from W Rourke, 5th Floor Municipal Building, Widnes, WA8 7QF.

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