

Public Document Pack



Corporate Policy and Performance Board

Tuesday, 6 November 2018 6.30 p.m.
Civic Suite - Town Hall, Runcorn

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

Chief Executive

BOARD MEMBERSHIP

Councillor Robert Gilligan (Chair)	Labour
Councillor Ged Philbin (Vice-Chair)	Labour
Councillor John Abbott	Labour
Councillor Harry Howard	Labour
Councillor Martha Lloyd Jones	Labour
Councillor Chris Loftus	Labour
Councillor Alan Lowe	Labour
Councillor Angela McInerney	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Joe Roberts	Labour
Councillor Kevan Wainwright	Labour

*Please contact Gill Ferguson on 0151 511 8059 or gill.ferguson@halton.gov.uk for further information.
The next meeting of the Board is on Tuesday, 29 January 2019*

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

Part I

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1. MINUTES	1 - 3
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)	
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 and voting on the item.	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

CORPORATE POLICY AND PERFORMANCE BOARD

At a meeting of the Corporate Policy and Performance Board on Tuesday, 4 September 2018 in the Civic Suite - Town Hall, Runcorn

Present: Councillors Gilligan (Chair), Philbin (Vice-Chair), Abbott, M. Lloyd Jones, C. Loftus, A. Lowe, N. Plumpton Walsh and Joe Roberts

Apologies for Absence: Councillors Howard, A. McInerney and Wainwright

Absence declared on Council business: None

Officers present: M. Reaney, I. Leivesley, E. Dawson, G. Ferguson and P. Garnett and G. Tootle

Also in attendance: None

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

	<i>Action</i>
CS13 MINUTES	
<p>The Minutes from the meeting held on 5th June 2018 were taken as read and signed as a correct record.</p>	
CS14 PUBLIC QUESTION TIME	
<p>The Board was advised that no public questions had been received.</p>	
CS15 EXECUTIVE BOARD MINUTES	
<p>The Board was presented with the Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board since the last meeting of the Board.</p> <p>Following a discussion on Minute EXB22 it was agreed that an update report on the work of property services should be brought to a future meeting.</p> <p>RESOLVED: That the minutes be noted.</p>	

CS16 PROGRESS UPDATES REGARDING THE DISCRETIONARY SUPPORT SCHEME, DISCRETIONARY HOUSING PAYMENTS AND UNIVERSAL CREDIT

The Board considered a report which provided updates on the Discretionary Support Scheme (DSS), Discretionary Housing Payments (DHP) and Universal Credit (UC).

With regard to the DSS, it was in its sixth year of operation. During 2017/18, 863 awards were made totalling £175,317. Full details of funding and expenditure for 2017/18 were outlined in the report.

In respect of DHP, Members were advised that in 2017/18 grant funding of £406,692 was received and actual expenditure totalled £412,767 representing 1,403 awards. This was an over spend of £6,075. This compared with 2016/17 where 1,201 in 2016/17 and a total expenditure of £379,974. It was reported that the increase in the number of awards and total expenditure in 2017/18 compared to the previous year had been caused by the increasing numbers of residents becoming eligible for Universal Credit.

In addition, Members noted that Halton Job Centres had commenced the roll out of UC on 27th July 2016. The report provided details on the UC caseload in Halton since April 2015 and the changes introduced by the Government since its introduction.

Arising from the discussion, it was agreed that:

- Members be provided with the number of Halton residents who had reached the benefits cap;
- a copy of the report be circulated to both MP's for the Halton area;
- the Board's appreciation be forwarded to staff for the work they do to administer these schemes; and
- information be forwarded to Members on the Council Tax position for Castle View House.

RESOLVED: That the latest position regarding the Discretionary Support Scheme, Discretionary Housing Payments and Universal Credit, be noted.

(N.B. Councillor M. Lloyd Jones declared a disclosable other interest in the following item of business as she was a governor at Beechwood Primary School)

CS17 PERFORMANCE MANAGEMENT REPORTS - QUARTER 1 - 2018/19

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 1 of 2018/19.

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period:

- Finance;
- Human Resources and Organisational Development;
- ICT and Administrative Support;
- Legal and Democracy;
- Policy and Performance;
- Property Services; and
- Catering, Stadium and Registration Services.

Members sought clarification on the overspend at Quarter 1 of the Community and Environment Department budget. Members were advised as to the reasons of this position.

RESOLVED: That the first quarter performance monitoring reports be received and noted.

Meeting ended at 7.45 p.m.

REPORT TO: Corporate Policy & Performance Board

DATE: 6th November 2018

REPORTING OFFICER: Strategic Director, Enterprise, Community and Resources

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

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

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

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

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

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

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

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

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

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

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

REPORT TO: Corporate Policy and Performance Board

DATE: 6th November 2018

REPORTING OFFICER: Chief Executive

SUBJECT: Executive Board Minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

APPENDIX 1

Extract of Executive Board Minutes Relevant to the Corporate Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 20th SEPTEMBER 2018

RESOURCES PORTFOLIO

EXB33 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 1 2018 - 19

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on progress against key milestones/objectives and performance targets for the first quarter of 2018/19.

The Board was advised that the Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate, being aligned to Council priorities or functional areas. The Board noted that such information was key to the Council's management arrangements, with the Board having a key role in monitoring performance and strengthening accountability. Performance management would continue to be important in the demonstration of value for money and outward accountability.

RESOLVED: That the report and progress and performance information be noted.

EXB34 2018/19 QUARTER 1 SPENDING

The Board considered a report of the Operational Director, Finance, which summarised the overall revenue and capital spending position as at 30 June 2018.

In overall terms revenue expenditure was £1.109m above the budget profile. It was reported that based on current spend patterns, projections showed that Council would have a year-end outturn overspend position of approximately £5.140m, if no corrective action were taken. There were a number departments where net spend for the quarter exceeded the budget profile. The main budget pressure continued to be within the Children and Families Department, despite an additional budget growth of £3m being allocated to the department at the start of the current

financial year.

The Capital Programme had been revised to reflect a number of changes in spending profiles and funding, as schemes had developed; a list of those schemes that had been revised were set out in the report. Capital spending at 30 June 2018 totalled £3.8m which was 98% of the planned spending at this stage. It was noted that this represented 9.9% of the total Capital Programme of £38.2m.

The Council's balance sheet was monitored regularly in accordance with the Reserves and Balances Strategy, which formed part of the Medium Term Financial Strategy. The key reserves and balances had been reviewed and were considered prudent and appropriate at this stage in the financial year and within the current financial climate.

RESOLVED: That

- 1) all spending continues to be limited to the absolutely essential;
- 2) Strategic Directors take appropriate action to contain overall spending within their total operational budget by year-end; and
- 3) Council be recommended to approve the revised Capital Programme, as set out in Appendix 2.

Operational
Director - Finance

EXB39 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and
- 2) Whether the disclosure of information was in the

public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

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

**COMMUNITY AND SPORT PORTFOLIO, CHILDREN,
EDUCATION AND SOCIAL CARE PORTFOLIO, HEALTH
AND WELLBEING PORTFOLIO, PHYSICAL
ENVIRONMENT PORTFOLIO AND RESOURCES
PORTFOLIO**

EXB40 SOUTHERN WIDNES KEY IMPACT AREA

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on proposals for the development of the Southern Widnes Key Impact Area.

The Board was reminded that in March 2017, it had approved the Mersey Gateway Regeneration Plan *Plus*, which focused on a cohesive package of development opportunities in eight Regeneration Impact Areas. It was reported that the Southern Widnes area had become a significant 'gateway' to Widnes and the wider Borough, with increased connectivity to and from the area following the opening of the Mersey Gateway.

The report set out details of proposals to provide an attractive, high quality and sustainable mixed use gateway providing an environment that supported business growth, promoted an improved health and wellbeing offer for local residents and encouraged visitors to the Borough.

RESOLVED: That the Board approve the recommendations as tabled at the meeting.

Strategic Director
- Enterprise,
Community and
Resources

REPORT TO: Corporate Policy & Performance Board

DATE: 6 November 2018

REPORTING OFFICER: Strategic Director - Enterprise, Community & Resources

SUBJECT: ICT & Support Services Service Update.

WARDS: Borough-Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To define the service delivery capability of the ICT & Support Services Divisions and specialist teams within. To update the board on three Key project areas, The Halton Cloud, The Agresso Financial Management Collaboration, and The Records Management Unit. To update the board in relation to the department's additional commercial development opportunities.
- 1.2 To summarise the presentation to be delivered to the board by the Operational Director ICT & Support Services.

2.0 RECOMMENDATION: That: -

- 2.1 The board supports the ongoing efforts of the department within the key project areas.

3.0 SUPPORTING INFORMATION

- 3.1 As part of the presentation the Operational Director ICT & Support Services would like to take the opportunity to detail the makeup of the Support Services department in order to highlight the number of service delivery teams within the department and the breadth of services delivered through these teams.
- 3.2 To summarise the department has expanded its portfolio quite considerably over the last eight years from that of a single ICT Support Service focused upon the internal support of Halton based system users. Financial pressures placed upon the authority and the consolidation of services and staffing has brought with it new pressures as well as new and innovative opportunity.
- 3.3 ICT & Support Services is made up of 332 members of staff, 178 of whom are based within the 34 teams that make up the central Administrative Support Service. This service was developed and designed by the department to support the authority enabling an agile support solution that now cost effectively supports the needs of the business and its partner organisations through the efficient use generic administrative resource across the authority.
- 3.4 The Customer Services teams have now moved over to the department and 65 members of staff have now been linked to the Administrative Division. Plans are

in place to link further process and efficiencies in service delivery through these teams. The wider administrative process and aspects of the front line ICT support services for call handling and increased self-service opportunity will be reviewed in line with the new technology stack that is currently within the final implementation phase.

- 3.5 The Print Unit is now part of the Administrative Division allowing the centralisation of the service, releasing considerable savings and technology advantages, and making efficiencies as well as links to the use of MFD printing and the reduction in printed waste and the associated costs.
- 3.6 In order to support the consolidation of office space and the delivery of agile working, the delivery of the Records Management Unit has been huge success for the authority and should be recognised for the considerable efforts made in not only designing the solution but the considerable amount of work involved in reducing and organising the authority's paper mountain. As part of the presentation, the scale of the task will be discussed along with the successful development that is now in place delivering commercial opportunity as well as securing efficient services in the authority and its partners.
- 3.7 The ICT teams and the size of the department have reduced by over half over the last 10 years. Yet the efficiencies delivered through the effective use of technology and the dedication of those working within the many specialist areas have allowed the authority to change in line with its efficiency targets. The combination of innovative technology and the dedication of the staff has allowed the authority to not only offer leading edge services to its user base but expand upon these platforms, enabling innovative service solutions into its internal customer base as the authority consolidates and requires a greater reliance upon technology to operate. The department has also taken the opportunity to offer similar innovative platforms to external organisations raising levels of income and additional opportunity for growth.
- 3.8 Such opportunity has been enabled through the delivery of three key platform projects the Halton Cloud, The Records Management Unit and the Agresso Collaboration. The presentation will cover these projects in greater detail in order to enable a greater understanding of the scale of the deliveries and the opportunities ahead. It must be noted that the commitment shown by a small number of people within the associated teams has delivered the success. The Agresso team is made up of only 5 people now delivering services into thousands of users across multiple authorities (HBC, Sefton, Mersey Travel) and schools. The Halton Cloud was delivered through a small team of 6 people initially. The Records Management Unit is a small team of just 7 people.
- 3.9 The department's commercial opportunities continue to expand through the growth and development of our Schools clients, now linked to further offerings such as GDPR support on top of the traditional Technical and Networking support. The authority has always maintained and developed a strong system development resource. This resource is responsible for the development of hundreds of internally written and supported applications removing the need for expensive and often inferior support systems. Some of note that are currently in development or recently released are the transport co-ordination and route

planning systems, the new in-house Cemeteries System that has now been sold externally to a commercial operator of crematoria, hundreds of interfaces into external partners' systems and the continued development of the Halton CRM and Web based systems - all developed in-house.

4.0 POLICY IMPLICATIONS

4.1 None

5.0 OTHER IMPLICATIONS

5.1 All external ICT & Support Services contractual arrangements will continue to be scrutinised by the ICT Strategy Board, Corporate Management Team, monthly meetings with the Strategic Director Resources, monthly review with Financial Services and monthly meetings with the Portfolio Member for the ICT & Support Service.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The work programme will enhance partnership and collaborative targets as well as continue to support staff in delivering the service efficiently and in modern ways.

6.2 Employment, Learning and Skills in Halton

As above

6.3 A Healthy Halton

As above

6.4 A Safer Halton

As above

6.5 Halton's Urban Renewal

As above

7.0 RISK ANALYSIS

7.1 The key risk of the project is ensuring that there is an effective balance between supporting evolving business needs and maintaining existing working practices within all teams. By implementing the correct technology, alignment with an effective training programme and project management, project analysis and reporting linked to an agreed communications strategy, this key risk will be mitigated.

7.2 The reliance upon key members of staff continues to be a risk as teams reduce in size and the workloads increase due to the appetite for technology to support wider efficiency needs.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no specific issues arising from this report.

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

9.1 None for the purposes of the Act

REPORT TO: Corporate Policy & Performance Board

DATE: 6 November 2018

REPORTING OFFICER: Strategic Director, Enterprise Community & Resources

PORTFOLIO: Resources

SUBJECT: Council Tax Section 13A Discount Policy

WARD(S): Borough-wide

1. PURPOSE OF REPORT

- 1.1. To propose an amendment to the Council Tax Section 13A Discount Policy, in relation to the provision of discretionary council tax discount for Halton Foster Carers resident within the Borough.

2. RECOMMENDED: That the amendment to the Council Tax Section 13A Discount Policy proposed in paragraph 3.5 below regarding Foster Carers and the updated Policy document presented in the Appendix, be recommended to Executive Board for approval.

3. SUPPORTING INFORMATION

- 3.1 Over the past few years the Council has experienced a significant increase in the number of children coming into care. This has placed significant demand pressures upon the availability of residential and foster care placements within the Borough. As a result, many children are having to be placed outside the Borough in more costly placements. The children in care budget was overspent by £4.3m in 2017/18 and despite having increased the budget provision by £3m it is forecast to be £4m overspent by the end of 2018/19.
- 3.2 Work is currently being carried out to increase the availability of placements within the Borough, both for the benefit of children and also to utilise more cost effective placements.
- 3.3 A key objective for this work is to increase the number of Foster Carers available within the Borough. This will enable some children to be placed in foster care rather than residential care and also to remain within the Borough rather than out of Borough. This will help to reduce costs as foster care placements cost significantly less than residential placements. The average cost of an out of Borough residential care placement is currently around £170,000 per annum, whilst a foster care placement within the Borough is currently around £26,000 per annum on average.
- 3.4 A range of initiatives have been launched by Children's Services to identify and encourage potential new Foster Carers within the Borough. To assist in

this respect, a number of councils now provide 100% discretionary council tax discount for their Foster Carers.

- 3.5 In order to encourage new Foster Carers and to help retain Halton's existing Foster Carers within the Borough, it is proposed to amend the Council Tax Section 13A Discount Policy to provide 100% discretionary council tax discount for all Foster Carers resident within the Borough who foster Halton children directly on behalf of the Council. This discount would not apply to Foster Carers associated with Independent Fostering Agencies.

4. POLICY IMPLICATIONS

- 4.1 The policy statement presented in the Appendix would meet the requirements of Section 13A of the Local Government Finance Act 1992 (as amended).

5. FINANCIAL IMPLICATIONS

- 5.1 There are currently approximately 70 Foster Care households within the Borough. After taking into account existing discounts such as council tax reduction, the total cost of providing 100% discretionary council tax discount for existing Foster Care households would be approximately £70,000 per annum.
- 5.2 The potential cost savings from placing children in foster care within the Borough rather than in residential care, will significantly out-weigh the cost of providing this council tax discount.

6. 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**

Depending upon the specific circumstances, the award of discounts under the Section 13A Policy have the potential to affect all of the Council priorities above.

7. RISK ANALYSIS

- 7.1 If no new Foster Carers were recruited then there would be a loss of £70,000 from providing discounts to all existing Foster Carers, although this would still assist with retaining existing provision. However, the placement of just one child with a new Foster Carer within the Borough rather than in residential care, would more than offset the total cost of council tax discounts provided.

8. EQUALITY AND DIVERSITY ISSUES

- 8.1 The eligibility criteria and application process relation to the Section 13A Policy will ensure that no particular groups of individuals are excluded.

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

Document	Place of Inspection	Contact Officer
Section 13A Local Government Finance Act 1992 (as amended)	Revenues & Financial Management Division Kingsway House Widnes	Steve Baker

Council Tax
Section 13A Discount
Policy Statement

1. INTRODUCTION

- 1.1 Section 13A of the Local Government Finance Act 1992 (as amended) provides the Council with discretionary powers to reduce the amount of council tax liability in exceptional circumstances, where national discounts and exemptions cannot be applied.
- 1.2 This would only be applied in exceptional circumstances and would then be considered on a case-by-case basis or for several taxpayers who may fall into a group due to similar circumstances e.g. those who have had to leave their home due to flooding or fire, care leavers or foster carers.
- 1.3 Council tax legislation provides a wide range of discounts, exemptions and reductions that have the effect of reducing the level of council tax due. Applicants will therefore be expected to have exhausted all other options before making an application under this policy.
- 1.4 Prior to applying this policy, consideration should be given to whether alternative actions should be undertaken. Therefore, this policy will only consider exceptional circumstances, where it is appropriate and fair to provide a discretionary discount.

2. STATEMENT OF OBJECTIVES

- 2.1 Section 13A discount awards will be awarded when tax payers experience unforeseen or exceptional circumstances that threaten their ability to pay their council tax.
- 2.2 Given that the cost of any such award has to be met by the Borough's council taxpayers, any applications must meet the underlying principle of offering value for money to council tax payers. This will be achieved by asking for a range of information to support each application.
- 2.3 From time to time Government may introduce a specific scheme in response to an event such as a natural disaster (e.g. flooding). Where such schemes are introduced, funding is normally fully met by Government without impact upon the local council taxpayer.
- 2.4 Any such schemes that are introduced, in so far as they fall to be administered under Section 13A of The Local Government Finance Act 1992 (as amended), will be administered in accordance with instructions and guidance set out by Government.
- 2.5 The Council will consider making a Section 13A award to applicants who meet the qualifying criteria set out below. All applicants will be considered on their individual merits.
- 2.6 Sections 3 and 4 of this policy details specific groups of taxpayers who may be entitled to a reduction in accordance with Section 13A.

3. CARE LEAVERS

- 3.1 The Council may reduce to nil the council tax liability of Care Leavers who satisfy all of the following criteria:
- The person is a former relevant Care Leaver as defined within the Children (Leaving Care) Act 2000
 - The person has left care and is aged between 18 and 25
 - The person resides within Halton and is liable to pay council tax to Halton Borough Council with effect from 1st April 2018.
- 3.2 Any award given to an individual case will end on the day before their 25th birthday
- 3.3 Where the Care Leaver is liable for more than one property the discretionary discount will be awarded in respect of only one property, that being the person's sole or main residence.
- 3.4 The amount of discount granted will be the amount of council tax the Care Leaver still has to pay after any existing statutory discounts and council tax support has been taken into account.
- 3.5 Any award given will be automatically granted and any change to the Care Leaver's circumstances during the financial year will be taken into consideration.
- 3.6 Where the Care Leaver is jointly and severally liable with one or more residents, who are not Care Leavers, the amount of council tax payable will be reduced by 50%.

4. FOSTER CARERS

- 4.1 The Council may reduce to nil the council tax liability of Foster Carers who satisfy all of the following criteria:
- The person is available to provide or currently provides foster care services directly on behalf of the Council.
 - The person resides within Halton and is liable to pay council tax to Halton Borough Council with effect from 1st April 2019.
- 4.2 This discount will not apply to Foster Carers who provide services via an Independent Fostering Agency.
- 4.3 Where the Foster Carer is liable for more than one property, the council tax discount will be awarded in respect of only one property, that being the person's sole or main residence.

- 4.4 The amount of discount granted will be the amount of council tax the Foster Carer still has to pay after any existing statutory discounts and council tax support has been taken into account.
- 4.5 Any award given will be automatically granted and any change to the Foster Carer's circumstances during the financial year will be taken into consideration.

5. APPLICATION PROCESS

5.1 The features of the Council's Section 13A Discount Policy are that:

- It is discretionary;
- An applicant does not have the statutory right to a payment;
- The operation of the scheme is for the Council to determine;
- The Council may choose to vary the way in which funds are allocated according to community needs;
- Other than the normal appeal against the application of discretionary function by Judicial Review, there is no right to a statutory appeal of any application decision. In the interest of fairness the Council will operate an internal review procedure for appeals in a non-discriminatory way;

5.2 In order for an application to be considered, there is no formal application form. All applications shall be made in writing, written or by email, by the Council Taxpayer or by somebody authorised to act on their behalf. It should be submitted to the Council Tax Team under the title of Section 13A Discount application. Applications should relate to the current council tax year, and should include the following information:

- The reason for the request;
- How long the discount is wanted for;
- The steps that have been taken to meet or mitigate the council tax liability;
- The cost of such a discount.

6. ELIGIBILITY CRITERIA

6.1 There are no pre-set criteria for the award of a Section 13A council tax discount. Each application will therefore be considered on its individual merits.

6.2 In deciding whether to award a Section 13A discount, the Applicant's particular circumstances will be considered. The Applicant will therefore be asked to provide supporting evidence to substantiate the answers that they give to the questions above. This may include, but is not limited to:

- Income and expenditure statements;

- Any sources of credit such as debit cards, credit cards, store cards, overdraft facilities and loan arrangements;
- Any financial assistance which is likely to be available to the Applicant from other sources.

6.3 Decisions on eligibility for an award will be made by the Operational Director Finance. All awards will be made by crediting the award value to the council tax account to which it applies.

6.4 The Council will notify the Applicant in writing of the outcome within 20 working days of the date the decision is made. Where the request for an award under Section 13A is unsuccessful or is not met in full, the Council will explain the reasons why the decision was made.

7. THE RIGHT TO APPEAL

7.1 Section 13A awards are administered under the Local Government Finance Act 1992 (as amended) and are not subject to a statutory appeals process. Appeals will therefore be decided by the Council.

7.2 The Council will operate the policy for dealing with appeals about either the decision not to make an award or the amount of an award.

7.3 An applicant who requires further explanation of a Section 13A Discount decision must request this in writing within 20 days of notification of the decision.

7.4 An applicant who disagrees with a decision may appeal the decision within 20 days of the original decision. Where possible, the Council will initially try to resolve the matter by explaining the reasons for the decision to the Applicant in writing.

7.5 Decisions on appeals will be made by the Strategic Director Enterprise, Community & Resources. If it is decided to reject the appeal, the reasons for the decision will be provided to the Applicant in writing within 20 working days.

8. OVERPAYMENTS

8.1 If the Council becomes aware that the information contained in an application for a Section 13A Discount award was incorrect or that relevant information was not declared, either intentionally or otherwise, the Council may seek to recover the value of any award made as a result of that application.

8.2 The award will be removed from the relevant council tax account and any resulting balance will be subject to the normal methods of collection and recovery applicable to such accounts.

9. FRAUD

- 9.1 The Council is committed to prevent fraud. Any applicant who tries to fraudulently claim a Section 13A discount might have committed an offence under the Fraud Act 2006. If the Council suspects that fraud may have occurred, the matter will be investigated as appropriate and this could lead to criminal proceedings.

REPORT TO: Corporate Policy & Performance Board

DATE: 6th November 2018

REPORTING OFFICER: Strategic Director – Enterprise Community Resources

PORTFOLIO: Resources

SUBJECT: Interim Corporate Accident / Incident Report
1.4.18 to 1.9.18

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To report on the interim performance of health safety management within the Authority for 1st April 2018 to 1st September 2018.

2.0 RECOMMENDATION: That

1 the report be received; and

2 the Board notes the contents of the report including the updates on the progress of actions in relation to the recommendations for 2018/19.

3.0 SUPPORTING INFORMATION

3.1 The interim health and safety report on the performance of health and safety management in relation to Key Performance Indicators for the current financial year is appended.

3.2 It highlights national and local health and safety information.

3.3 The report includes information around the number of actual near misses, over 7 day and significant accidents.

3.4 It highlights a rise in complex Display Screen (DSE) assessments.

4.0 **POLICY IMPLICATIONS**

4.1 The report assists in the delivery of the Corporate Health and Safety Policy.

5.0 **FINANCIAL IMPLICATIONS**

5.1 There are no financial implications.

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

The provision of a safe working environment and reduction in accidents is important in order to provide:

6.1 **A Healthy Halton**

6.2 **A Safer Halton**

6.3 **Efficient and Effective Delivery of Services**

7.0 **RISK ANALYSIS**

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

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are no direct equality and diversity issues arising from this report.



**CORPORATE ACCIDENT / INCIDENT REPORT
MANAGEMENT TEAM
1st April 2018 to 1st September 2018**

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1. INTRODUCTION

1.1 General

The Health and Safety at Work etc Act 1974 clearly places responsibility on those who create the risk to manage it. The new HSE Strategy, 'Helping Great Britain Work Well' highlights that members of the board have both collective and individual responsibility for health and safety. As such, the need is for board-level members to champion health and safety and be held accountable for its delivery.

Part of this includes identifying areas for improvement in health and safety management with the intention of improving staff morale, reducing in work-related sickness absence and lowering insurance premiums for legal, moral and financial reasons. In particular having robust health and safety procedures in place provides safeguards against legal action being taken against the Authority.

1.2 Health and Safety Management System

In order to demonstrate how Halton Borough Council as an employer is delivering the HSE Strategy, this report is to provide Management Team with details of health and safety performance in relation to Key Performance Indicators (KPI). Details of KPI's are as follows:

LEAD INDICATORS

Proactive action taken and any outcomes

KPI

1. **Number of risk assessments completed on corporate systems**
Rationale – creating a safe working environment
2. **Number of Near Misses**
Rationale – action taken to prevent further similar incidents and before injuries
3. **Percentage of registered staff on the Lone Working Monitoring System who are utilising the system**
Rationale – demonstrating effective management of lone working risks

REACTIVE [Lagging] INDICATORS

Reactive action taken in response to accidents/incidents

4. **Number of Significant¹ and RIDDOR Reportable Accidents²**
Rationale – identify accident/incident trends and actions required to prevent similar occurrences
5. **Number of Violent Incidents**
Rationale – identify incident trends and actions required to prevent similar occurrences

¹ Accidents that either require more than basic first aid, incur time lost or arise from a failure in health and safety management

² Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 1995, including Fatalities, Specified Injuries, Over 7-day Injuries, Reportable Occupational Diseases & Dangerous Occurrences

National and Local Information together with performance gaps and incident trends form the basis for the Recommended Actions for 2018/19.

By responding positively to identified trends, the Authority can demonstrate compliance with the recommendations of the Health and Safety Executive's guidance HS(G)65 "Management of Health and Safety".

2. RECOMMENDATIONS

2.1 Recommended Actions for 2018/19

KEY PERFORMANCE INDICATORS

No.	KPI No.	ACTION	RATIONALE	RESPONSIBLE
1.	1.	Ensure that Schools Catering Risk Assessments are reviewed to identify control measures for scalds and burns	Accidents 2017/18	Managers – School Meals, now completed.
2.	1.	Ensure that Environmental and Fire Risk Assessments for offices are reviewed and updated to identify control measures for scalds and burns	Accidents 2017/18	Health and Safety Team
3.	1.	Ensure that risk assessments for Leisure Services involving manual handling are reviewed and updated	Accidents 2017/18	Leisure Services Manager
4.	1.	Ensure that Violence and Aggression School Risk Assessments are reviewed to ensure that there are suitable measures in place	Accidents 2017/18	Head teachers
5.	2.	Ensure that Condition Surveys are carried out at leisure centres	Near Misses 2017/18	Divisional Manager - Property Services – Ongoing, initial surveys actioned on take back of buildings and are on a 4 year programme. Urgent issues dealt with immediately.
6.	2.	Review the section on Transporting Children and Young People in Private Vehicles within the Occupation Road Risk Policy	Near Misses 2017/18	Health and Safety Team - completed

GENERAL ACTIONS

6.	Audit of Asbestos management within Council Buildings and Schools and full review of policies.	Completed	Health and Safety Team and Property Services
7.	Review and update the Personal Protection Equipment Policies (Corporate & Schools)	Completed	Health and Safety Team
8.	Review and update all Health and Safety policies (Corporate & Schools) requiring the holding of personal information to ensure that they are compliant with the new GDPR Regulations	Completed	Health and Safety Team

2.2 Update of Actions for 2017/18

No.	ACTION	UPDATE
1.	Review and update the Personal Protection Equipment Policies (Corporate & Schools)	Completed
2.	To review the current Drugs and Alcohol Policy (renamed) to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Substance Misuse Policy published 1 st August 2018
3.	Implement actions from the Noise Risk Surveys including mandatory use of ear defenders and annual health surveillance - Waste Management & Environmental Improvement and Open Space Services	Ongoing

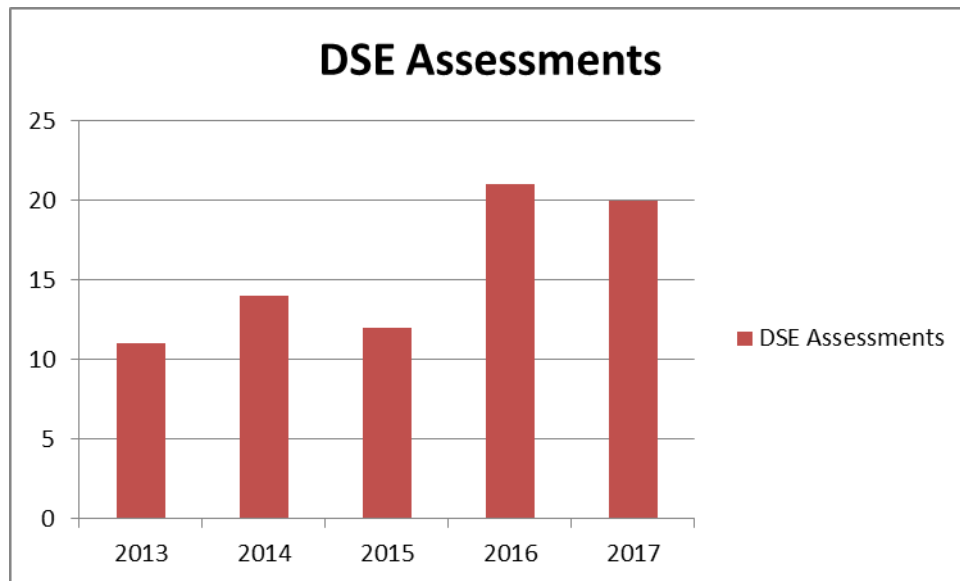
3. INFORMATION**3.1 Local Information****3.1.1 Complex Display Screen Equipment Assessments**

We are as an Authority experiencing a sharp rise in requests for Complex DSE (Display Screen Equipment) Assessments due to staff suffering upper body injuries and musculoskeletal disorders. The HSE have described this as 'a tsunami of disorders' being reported.

There has been a process in place within Halton Borough Council since 2007 whereby staff complete their own electronic DSE assessment and training with quarterly reviews by managers. This was reviewed in 2013 due to a rise in requests for further support and a new procedure was implemented. Staff continued to complete their own assessments and for employees with health issues, injuries etc, on the provision of written medical evidence, a further complex DSE assessment, upon request by a manager, is completed by the Health & Safety Team who produce recommendations for further support. This includes advice around posture, seating positions, work areas and in severe cases specialist equipment is advised.

As the equipment is an asset owned by the Council, the Procurement Team are currently compiling an inventory of where items are located and who is using them. In the event that a member of staff leaves the employment of the Council the equipment will be collected and stored to allow reuse by other members of staff with health issues, but only if appropriate, for example, specialist foot stools, adjustable moveable arm rests, specialist keyboards, evoluent mouse units etc and if suitable, chairs.

For the first half of this year a total of 18 complex assessments have been completed with further historical information below.



3.1.2 Fire Management

The tragic events surrounding the Grenfell Tower Block fire reinforced why it is necessary to have effective procedures in place to prevent fires from starting in the first instance and in the event of an incident, to warn and evacuate occupants of buildings as quickly and safely as possible.

As part of a fire audit of corporate buildings in 2017 a Fire Precautions Log Book was implemented and issued to all Building Managers.

The Log Book has proved to be extremely successful and as a result of this has now also been implemented into Halton Schools.

3.1.3 Defibrillators

In October 2013 defibrillators were installed in 15 Council Buildings after a joint work programme with North West Ambulance Service who provided the AED units and a further 5 have been installed in various buildings since then. The recent return of Leisure Centres control to the Authority has also increased the numbers.

The most recent unit was installed into the Lowerhouse Lane Depot.

The Learning and Development Team are continuing to promote defibrillator training and Bank Training, the First Aid Training provider also cover the use of the defibrillator.

3.1.4 Fairfield Primary School

On 19th April 2018 an incident occurred at the Territorial Army Barracks on Peelhouse Lane, Widnes. A suspicious package was received by post that triggered an evacuation of the barracks. Fairfield Primary School activated their Bomb/Lockdown procedure on the advice of Cheshire Police and pupils and staff were immediately moved to safe areas.

The school staff dealt with this matter, in conjunction with Cheshire Police and HBC key staff, in a safe, effective and professional manner.

Halton Schools have been working on Bomb/Lockdown plans and procedures for a number of years alongside the Health & Safety Team and this incident highlighted the value of practicing and review. A safety bulletin, following this incident was sent to all schools reminding them to revisit their current plans to action a review if necessary.

3.2 National Information

(National trends and information that will assist with health and safety management within the Authority)

3.2.1 Water Management and Testing

Bupa fined £3m over care home resident's Legionnaires' disease death

15 June 2018

Private healthcare group Bupa's residential care arm has been fined £3m after an elderly man died of Legionnaire's disease at one of its nursing homes in Essex.

Bupa Care Homes failed to implement measures to control and monitor the hot and cold water systems at the Hutton Village Nursing Home in Brentwood during refurbishment works, Ipswich Crown Court was told.

In addition, it had failed to properly train staff responsible for overseeing legionella controls and measuring the temperature of the water.

The service user died on 23 June 2015 in Basildon Hospital after contracting the disease, which is a waterborne form of pneumonia.

Bupa Care Homes pleaded guilty to breaching s. 3 (1) of the Health and Safety at Work Act and was ordered to pay £151,482 costs.

As an Authority, HBC has robust water management and testing regimes in place in Corporate Buildings and Schools and regular Schools awareness briefings and training are delivered.

3.2.2 Waste & Environmental Services

Nationally Deaths among refuse workers have shot up 50% according to the latest HSE figures – at the same time staff face 1,000 instances of dangerous driving every single day.

At least 12 people died in the waste sector last year - up from eight the year before, according to the HSE's 'Workplace Fatal Injuries in Great Britain 2018' statistics.

Meanwhile, Biffa, which handles 10% of household waste collections in the UK, says their staff are reporting around 3,000 incidents of reckless driving per month. This suggests that the waste industry could be putting up with around 30,000 incidents of motorists driving recklessly on pavements every month (or 1000 incidents every day).

Video footage released by Biffa shows refuse workers diving for cover as reckless drivers mount pavements, curbs and grass verges to get round bin lorries making rubbish collections.

The Waste and Environmental Services Division within Halton Borough Council are regularly reviewing policies, procedures and risk assessments with regular communication to staff. Supervisors action constant monitoring of operations with all incidents reported on electronic reporting systems with support for staff. As a result of this a behavioural safety survey carried out earlier this year produced positive results from the operatives.

4. LEAD INDICATORS

4.1 . Number of risk assessments completed on corporate systems

4.1.1 An electronic risk assessment system, based on the Intranet, has been 'live' since September 2011.

- Actual number of assessments current and completed up to 23/8/18 are;

Enterprise, Community & Resources – 1007, 74% of total,
People – 349, 52% of total.

4.2 Number of Near Misses

4.2.1 The number reported in the last 3 years are:

2015/16	2016/17	2017/18
9	9	16

From the 1st April up until 24th August 2018 there have been 5 near misses.

4.3 Percentage of registered staff on the Lone Working Monitoring System who are utilising the system

4.3.1 Lone Working – Contact Centre Monitoring update

- See below, there has been a slight decrease in registered users of the system compared to the same period last year but increase in actual use of the system,

- In total 41 (4-ECR & 37-P) registered users have been deleted from the system as they have not used it for 12 months. The reasons are that the user could be a leaver, is unlikely to remember how to use the system and also their contact information / management contacts will probably have changed;

	June – Sept 2017		June – Sept 2018	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	58	44	65	45
People	342	143	308	175
TOTAL USERS	400	187	373	220
% OF USE	46%		59%	

5 REACTIVE ['Lagging'] INDICATORS

5.1 Number of Significant and RIDDOR Reportable Accidents

5.1.1 The number of accidents that took place from 1st April 2018 to 24th August 2018 are;

Directorate	Near Miss	> 7-Day	Significant
Enterprise, Community and Resources	4	3	37
People – excluding schools	1	1	3
Schools – excluding pupils	0	1	1
Total	5	5	41

5.2 Number of Violent Incidents

5.2.1 General

From 1st April 2018 to 24th August 2018

Directorate	Verbal	Physical
Enterprise, Community and Resources	9	1
People	3	2

Historical Information

Directorate	Verbal	Physical
TOTAL 2017/18	35	11
TOTAL 2016/17	25	6
TOTAL 2015/16	28	19

5.2.2 Schools

From 1st April 2018 to 24th August 2018 – 3 physical incidents

Historical Information

Schools	Verbal	Physical
TOTAL 2017/18	4	28
TOTAL 2016/17	1	19
TOTAL 2015/16	0	16

6. Risk Assessment Position Statements

Risk assessment position statements for both Directorates

	Enterprise, Community & R				People			
	<i>Expected No. RAs</i>	<i>Actual No. RAs (up-to-date)</i>	<i>%</i>	<i>Earliest Review</i>	<i>Expected No. RAs</i>	<i>Actual No. RAs (up-to-date)</i>	<i>%</i>	<i>Earliest Review</i>
Home Working Risk Assessment	144	121	84.03	25/08/2018	37	24	64.86	04/09/2018
Environmental/Fire Risk Assessment	75	32	42.67	01/09/2018	45	15	33.33	10/10/2018
Fire Risk Assessment								
Lone Working Risk Assessment	28	15	53.57	19/10/2018	33	5	15.15	21/09/2018
Manual Handling Risk Assessment	9	7	77.78	16/11/2018				
Occupational Risk Assessment	237	186	78.48	01/09/2018	32	10	31.25	24/10/2018
Ladder Checklist	12	9	75	08/09/2018				
General Risk Assessment	111	56	50.45	15/09/2018	152	50	32.89	06/09/2018
COSHH Risk Assessment	47	43	91.49	28/09/2018	26	4	15.38	15/08/2019
COSHH (Advanced) Risk Assessment	12	7	58.33	21/11/2018	3	2	66.67	09/04/2019
Transport in Depots Risk Assessment	2	1	50	31/08/2018				
Workstation Risk Assessment	686	530	77.26	13/09/2018	346	239	69.08	13/09/2018
Total	1363	1007	73.88	-	674	349	51.78	-

Lynn Pennington-Ramsden
Principal Health and Safety Advisor,
Risk and Emergency Planning
1st September 2018

REPORT TO:	Corporate Policy & Performance Board
DATE:	6 th November 2018
REPORTING OFFICER:	Strategic Director – Enterprise, Community & Resources
SUBJECT:	Area Forums Annual Report for 2017/18
PORTFOLIO:	Community & Sport
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To inform members of the project delivery for Area Forums for the period 1st of April 2017 to 31st March 2018.

2.0 RECOMMENDATION: That Members consider and comment on the report.

3.0 SUPPORTING INFORMATION

- 3.1 Local Area Forums provide a mechanism for Councillors to respond to community needs and aspirations. Community initiatives and projects are generated which are delivered collaboratively with other partner organisations to help secure funding from a variety of sources. Support to Local Area Forum's is provided by the Community Development team.

4.0 LOCAL AREA FORUM

- 4.1 Each year funding is allocated to support the projects programme. In 2017/18 the budget was £300,000. It is split on a per capita basis across the seven Local Area Forums that cover the Borough:-

AF1 – Broadheath, Ditton, Hale & Hough Green

AF2 – Appleton, Kingsway & Riverside

AF3 – Birchfield, Farnworth & Halton View

AF4 – Grange, Halton Brook, Heath & Mersey

AF5 – Halton Castle, Norton North, Norton South & Windmill Hill

AF6 – Beechwood & Halton Lea

AF7 – Daresbury

- 4.2 The Community Development & Project Officers are neighbourhood based. They engage with and work alongside community groups to support them to develop their skills and knowledge; promoting community action and developing initiatives. They manage the Area Forum funding applications process and co-ordinate project delivery.
- 4.3 Local communities are invited to contribute ideas for neighbourhood projects to enhance their local area. These ideas are developed jointly

and applications are submitted for forum consideration. Initiatives must have community support and must not result in long-term financial commitment.

- 4.4 Case study information and resident feedback is appended to the report (Appendix 1) to demonstrate the impact Area Forum projects have for Halton's communities. A full breakdown of projects across the seven areas is appended to the report (Appendix 2).

5.0 LOCAL AREA FORUM EXPENDITURE

- 5.1 The Projects funded through the Local Area Forums are varied, they have been categorised into a number of key areas, which are listed below:-

5.1.1 **Children & Youth Facilities** - This covers activities, support and improvements to facilities for children and young people.

5.1.2 **Community Events** - This category is for community events organised by local groups, this supports participation and vibrant communities.

5.1.3 **Community Resource & Equipment** - This category is for equipment and resources to support community organisations and venues.

5.1.4 **Community Initiatives** - This category includes community activity and pilot initiatives in our neighbourhoods.

5.1.5 **Improved Parks** - This category includes initiatives which support the provision of weekend gardeners in the Council's parks which can deter vandalism, improves public reassurance and the general appearance of parks. It also includes additional improvements such as benches or new features.

5.1.6 **Landscapes** - This category includes increased planting and any support to green spaces.

5.1.7 **Pedestrian & Highway Improvements** - This category captures improvements to the local physical infrastructure, such as pathways and any facilities on the highways for example road safety improvements, traffic calming and speed surveys.

5.1.8 **Community Safety** - This category covers initiatives that deter crime and anti-social behaviour i.e fencing, lighting and alley gating.

5.2 Breakdown of Budget by Area Forum

The budget is allocated per capita on the population levels for each area:-

Local Area Forum	Approved Budget	Actual Spend
1 - Broadheath, Ditton, Hale & Hough Green	£52,709.96	£51,643.32
2 - Appleton, Kingsway & Riverside	£44,760.04	£19,217.43
3 - Birchfield, Farnworth & Halton View	£52,480.08	£23,641.50
4 - Grange, Halton Brook, Heath & Mersey	£63,260.00	£55,000.81
5 - Halton Castle, Norton North, Norton South & Windmill Hill	£52,119.96	£36,471.07
6 - Beechwood & Halton Lea	£23,930.04	£21,623.61
7 - Daresbury	£10,750.04	£7,797.74
Totals	£300,010.12	£215,395.48

Underspend in 2017/18 has rolled forward for expenditure in 2018/19.

5.3 Breakdown of Expenditure by Category

	Children & Young People	Community Events	Community Resources & Equipment	Community Initiatives	Improved Parks	Landscapes	Pedestrian & Highway Improvements	Community Safety	Total
AF1	£793.53	£150.00	£14,517.00	£1,000.00	£14,600.00	£4,278.32	£0.00	£16,304.47	£51,643.32
AF2	£0.00	£5,000.00	£5,478.49	£2,940.00	£0.00	£0.00	£0.00	£5,798.94	£19,217.43
AF3	£1,778.50	£0.00	£5,963.00	£0.00	£7,600.00	£0.00	£1,300.00	£7,000.00	£23,641.50
AF4	£0.00	£3,590.00	£22,463.77	£1,725.38	£13,600.00	£2,800.00	£5,000.00	£5,821.66	£55,000.81
AF5	£6,921.77	£4,320.00	£13,779.30	£0.00	£3,800.00	£0.00	£1,650.00	£6,000.00	£36,471.07
AF6	£0.00	£350.00	£19,413.61	£0.00	£0.00	£1,860.00	£0.00	£0.00	£21,623.61
AF7	£0.00	£0.00	£5,263.24	£2,534.50	£0.00	£0.00	£0.00	£0.00	£7,797.74
Total	£9,493.80	£13,410.00	£86,878.41	£8,199.88	£39,600.00	£8,938.32	£7,950.00	£40,925.07	£215,395.48

5.3.1 Broadheath, Ditton, Hale & Hough Green

The forum approved 23 projects with spend of £51,643.32. The highest category of spend was Community Safety.

5.3.2 Appleton, Kingsway & Riverside

The forum approved 8 projects with spend of £19,217.43. The highest category of spend was Community Safety.

5.3.3 Birchfield, Farnworth & Halton View

This forum approved 8 projects with spend of £23,641.50. The highest category spend was Improved Parks.

5.3.4 Grange, Halton Brook, Heath & Mersey

This forum approved 35 projects with spend of £55,000.81. The highest category of spend was Community Resources & Equipment.

5.3.5 Halton Castle, Norton North, Norton South & Windmill Hill

This forum approved 21 projects with spend of £36,471.07. The highest category spend was Community Resources & Equipment.

5.3.6 Beechwood & Halton Lea

This forum approved 6 projects with spend of £21,623.61. The highest category of spend was Community Resources & Equipment.

5.3.7 Daresbury

This forum approved 4 projects with spend of £7,797.74. The highest category spend was Community Resources & Equipment.

5.3.8 Overall spend was highest on Community Resources & Equipment with 40% of the budget, followed by Community Safety at 19% and Improved Parks at 18%.

5.4 Breakdown of Expenditure by Council Priority

5.4.1 All Area Forum projects are required to demonstrate a contribution to the Council's priorities. The table below shows the spend on projects for each priority.

	Healthy Halton	Environment & Regeneration	Employment, Learning & Skills	Children & Young People	Community Safety	Total
AF1	£1,820.00	£22,954.32	£5,271.00	£5,293.53	£16,304.47	£51,643.32
AF2	£249.99	£2,940.00	£5,228.50	£5,000.00	£5,798.94	£19,217.43
AF3	£715.00	£8,400.00	£5,248.00	£1,778.50	£7,500.00	£23,641.50
AF4	£4,893.02	£32,490.24	£8,858.91	£4,866.98	£3,891.66	£55,000.81
AF5	£5,343.33	£8,193.38	£9,935.92	£6,998.44	£6,000.00	£36,471.07
AF6	£16,879.22	£1,860.00	£2,884.39	£0.00	£0.00	£21,623.61
AF7	£224.24	£0.00	£3,609.50	£3,964.00	£0.00	£7,797.74
Total	£30,124.80	£76,837.94	£41,036.22	£27,901.45	£39,495.07	£215,395.48

Projects may contribute to more than one priority area. A lead priority area is attributed to each project to avoid duplication in monitoring information.

6.0 Supporting Funding

- 6.1 Area Forum projects support partnership working and enable the leverage of funding from other organisation and grant giving bodies. For a significant part of the reporting period the CD Team was operating with reduced capacity. Despite this, an additional amount of £60,427.11 was levered in to support area forum projects providing a total spend of £275,822.59 as detailed in the table below.

Funding Source	Amount
Area Forum	£215,395.48
Halton Borough Council	£6,200.00
Other Halton	£42,202.11
External	£4,500.00
Total	£275,822.59

In the above table, 'HBC' refers to funding provided by departments within the Council; such as Highways and Open Space Services. 'Other Halton' refers to funding provided direct by applicants or other agencies such; as local Housing providers. 'External' refers to funding coming in from outside of Halton; for example from organisations such as WREN, Biffa and Big Lottery Fund.

7.0 STRATEGIC APPROACHES

- 7.1 The Local Area Forum projects programme provides a means of funding neighbourhood schemes in response to local needs and aspirations. In addition, area forum grants often provide much needed third party or match funding to support larger schemes, helping to lever in much larger pots of external funding as demonstrated in 6.1 above. Area forums provide a platform for community engagement at a neighbourhood level which not only delivers projects and improvements but can contribute towards achieving strategic objectives and informing decisions on policy development.

8.0 POLICY IMPLICATIONS

- 8.1 There are no Policy implications arising from this report

9.0 FINANCIAL IMPLICATIONS

- 9.1 These are contained within the report.

10.0 RISK ANALYSIS

- 10.1 There are no significant risks associated with this report.

11.0 EQUALITY AND DIVERSITY ISSUES

11.1 There are no equality and diversity issues as the Area Forum process is open and accessible to all members of Halton's community.

12.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

12.1 A Healthy Halton

Many of the community initiatives have a wellbeing impact supporting the ethos of a whole area approach to community life. Enabling community led activity builds community resilience.

12.2 Environment & Regeneration in Halton

Local area forums provide a mechanism for residents to be involved in local decision making impacting on place shaping for their local area. Halton's residents can influence expenditure to improve their local environment and work jointly with the Council towards the communities aspirations

12.3 Employment, Learning and Skills in Halton

The expenditure that supports community initiatives includes accessing learning & skills opportunities through locally delivered courses. Many of the community initiatives have volunteer opportunities either with the Management Committees or as part of delivering activities i.e community cafés.

12.4 Children & Young People in Halton

The expenditure profiles for each of the area forums demonstrates a significant proportion of funding is allocated to supporting activities and facilities for children and young people.

12.5 A Safer Halton

A sense of community and community connectedness reduces residents fear of crime where they live, they are likely to feel a stronger sense of belonging and safety in an environment where the communities know each other, are active and there are established links to other stakeholders.

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

13.1 None under the meaning of the Act

Area Forum Case Studies/Feedback**A1 Area Forum 1 Broadheath, Ditton, Hale & Hough Green****A1.1 Broadheath: Hough Green Allotment Association, £3,200**

The forum grant enabled resurfacing works to take place on the allotment site. This will stop flooding during heavy rain and will enable the group to install a cabin and toilets on the site.

A1.2 St Michael's Residents Association – Rose Bushes, £250

The area forum grant enabled the group to purchase rose bushes and necessary compost and feed. The project has:-
“brightened up the area of garages, enhanced wildlife and encouraged people to get involved with the project”.

A1.3 Hale: St Mary's Church – Pastoral Project, £1,000

This grant was awarded for a befriending scheme to be established supporting isolated members of the community. The grant paid for registration, members and training for volunteers for three years.

A1.4 Hough Green: Crafty Kids, £493. 53

“The grant has provided Crafty Kids with the best arts and craft supplies, which enables the children to enjoy producing arts and craft activities on a weekly basis.”

A2 Area Forum 2: Appleton, Kingsway & Riverside**A2.1 Appleton: VPET (Victoria Park Environmental Team) Christmas Event £2,000**

The grant provided support for the annual Christmas event in the park including a lantern parade, horse and cart rides and opening the glass houses for Christmas crafts. This is an event that brings Christmas to Widnes and provides activities for many families that may otherwise be unable to participate in.

A2.1 Kingsway: Skip Scheme £2,940

A partnership between the Ward Councillors and Waste Management delivering a community recycling skip scheme to provide residents with the opportunity to declutter and dispose of unwanted household items or excess general waste they may have. Low car ownership limits the number of residents who can access the household waste and recycling centres hence providing skips within close proximity provided an added benefit to such individuals giving people the opportunity to dispose of unwanted items with the aim to reduce fly tipping incidents, improve conditions in the area and encourage residents to maintain a clean and tidy neighbourhood.

A2.3 Riverside: The Studio, Third Part Funding for Wren £752.50

This grant enabled the group to release £7,525 from Wren to get their boiler and heating replaced. The feedback on the impact the funding has had for the group:-

“the past 2 years have been difficult with an increasingly temperamental boiler system. As well as having to pay for call out charges and repairs, it has meant that especially in winter there have been times when people/groups were unable to use The Studio due to no heating or hot water. This was very disruptive for Studio users and especially for vulnerable people. We are looking forward to having reliable heating in the building this coming winter!”

A3 Area Forum 3: Birchfield, Farnworth & Halton View

A3.1 Birchfield: Weekend Gardeners £3,000

The Open Spaces Service deployed a park operative in Upton Rocks, Sunny Bank & Birchfield parks throughout the summer period (Mid-July to first weekend of September). The staff provided a uniformed presence on site and carried out duties such as additional litter picking and bin emptying during what is usually a very busy period. This enhanced the visitor experience to all the parks.

A3.2 Farnworth: Lunts Heath School – Water Play and Fencing, £1,778.50

The grant paid for a water play feature and fencing to enhance safety of the children.

“Pupils are now able to play in a secure environment, opportunities for learning have been enhanced and continues to be developed. The space has been utilised more effectively.”

A3.3 Halton View: Knights Singers, Jackets £700

The forum provided funding for the purchase of insulated jackets for the members of the choir for performing in the winter months to ensure they are able to keep warm against the elements, essential for the many older members.

A4 Area Forum 4: Grange, Halton Brook, Heath & Mersey

A4.1 Grange: Years Ahead £300

“Years Ahead Craft Group has been able to continue to operate with thanks to the funding for craft materials for our group. This means that over 50s group members have been able to continue to socialise and spend time with friends in an engaging activity across the year.”

A4.2 Halton Brook: Holy Spirit Nursery, £115.98

The forum funded two garden benches near the entrance to Holy Spirit Nursery so parents can sit and wait when picking up their children in a pleasant area. This is the first step to enhancing the area as the children are going to create a tyre garden.

A4.3 Heath: Heath Methodist Church – Projector, £2,161.92

The church has recently benefited from major refurbishment thanks to a £49k grant from Wren. The forum grant enabled the purchase of a new projector and screen to ensure that the equipment and resources match the high standards of the building. The equipment will be used by a wide variety of community groups.

A4.4 Mersey: Runcorn Locks Restoration Society, £6,799.88

The grant was provided so that the organisation could improve security and access at their base and visitor centre. The improvements to the Visitor's Centre fencing made it more user friendly as well as secure. Adding an additional gate improved access to the currently disused section of the Bridgewater Canal at the rear of the Visitor's Centre for both visitors and volunteers who are undertaking land clearance and maintenance along the towpath.

A5. Area Forum 5: Halton Castle, Norton North, Norton South & Windmill Hill

A5.1 Halton Castle: Kyujutsu Archery Club, £2,743.38

The forum enabled the club to reconfigure the play centre into an archery venue including a fit for purpose archery range and an intimate range use for focus on performance and development. There is also office space for club administration, a rest area and small shop selling club merchandise.

A5.2 Norton North & South: Halton Haven, £3,000

The forum provided the funding to enable the patient room at Halton Haven to be refurbished:-

“The improvements to the family rooms and bedrooms is a more home from home feeling, much brighter and more modern. Albeit we are a hospice we do not wish to be clinical and want patients and their families to have a restful, caring and homely setting when admitted to our care.”

A5.3 Windmill Hill: Children's Centre, £525

A grant to support the centre to provide a family fun day:-

“173 adults and families attended the event from our reach area and it provided the opportunity to play, socialise, learn, make friends and develop new skills in a fun, safe, secure and welcoming environment. The families enjoyed a wide range of arts and crafts to take home, listened to and took part in music and story and rhyme session to encourage the development of vital early communication skills.”

A6 Area Forum 6 Beechwood & Halton Lea

A6.1 Beechwood: Beechwood Community Centre, £16,747.22

The pool plant was 40 years old and regular problems were occurring. The grant enabled the filters, valves, pumps and fans to be replaced.

A6.2 Halton Lea: Palace Fields Ukulele Group, £273.39

The grant enabled the purchase of a ukuleles and music stands to encourage new members and to provide workshops for other groups such as schools, care homes and other interested groups.

A7 Area Forum 7 Daresbury

A7.1 Daresbury: Preston Brook Pre-School, £3,964

The grant enabled the purchase of much needed equipment and resources for the children focussing on number, shapes, communication and language development to ensure that the children are prepared in readiness for school.

Area Forum Projects List 2017/18

Area Forum 1: Broadheath, Ditton, Hale & Hough Green		
Project	Amount	Ward
Locality	£5,271.00	
St Mike's Residents Association - Rose Bushes	£250.00	Ditton
Alley Gate - Avondale Drive	£1,656.97	Broadheath
Alley Gate - Blackburne Ave	£1,633.67	Ditton
Halebank Football Club - Changing Rooms	£2,000.00	Ditton
Quarry Court - Security Gate	£1,939.60	Broadheath
Hale & Hough Green Parks - Weekend Gardeners	£7,600.00	Hale & Ditton
Alley Gate - Budworth Ave	£1,571.53	Broadheath
Operation Scrambler (DNA kits and K Barriers)	£5,561.65	Hough Green
Halebank Village Green - Gating & Fencing	£7,000.00	Ditton
Homewatch Signs - Marling Park/Wilsden Road	£31.16	Broadheath
Upton Children's Centre - Fun Day	£300.00	Hough Green
Freemen of Hale - Football/Cricket Pitch	£2,076.00	Hale
Alley Gates - Hough Green Rd	£1,803.45	Hough Green
Crafty Kids - Craft Materials	£493.53	Hough Green
Hough Green Allotment Association - Resurfacing	£3,200.00	Broadheath
Upton CC - Christmas Meal	£150.00	Hough Green
Hale Park - Planters	£828.32	Hale
Alley Gate - Budworth Ave	£1,881.44	Broadheath
Barkla Fields - Pool Table	£670.00	Broadheath
Pickering Pastures - Car Crime Signs	£225.00	Ditton
St Mary's Church Hale - Pastoral Support Project	£1,000.00	Hale
Ditton Nursery - Pram Store	£4,500.00	Broadheath
	£51,643.32	

Area Forum 2: Appleton, Kingsway & Riverside		
Project	Amount	Ward
Locality	£4,476.00	All
Alley Gate - Church Street West Bank	£0.00	Riverside
Victoria Park Christmas Event	£3,000.00	Appleton
Brennan Lodge - Table Tennis Table	£249.99	Appleton
VPET - Christmas Event in Victoria Park	£2,000.00	Appleton
K Barrier & Fencing - Prestbury Close	£5,798.94	Kingsway
Skip Scheme - Kingsway	£2,940.00	Kingsway
The Studio - Third Party Funding for WREN (Boiler)	£752.50	Riverside
	£19,217.43	

Area Forum 3: Birchfield, Farnworth & Halton View		
Project	Amount	Ward
Tea and Coffee	£15.00	All
Locality	£5,248.00	All
Crow Wood & Upton Rocks Park - Weekend Gardeners	£7,600.00	Birchfield and Halton View
Lunts Heath Primary School - Water Play and Fencing	£1,778.50	Farnworth
Bollards at Moorfield Rd Junction	£800.00	Farnworth
SID Camera	£7,000.00	All Wards
Knights Community Singers - Jackets	£700.00	Halton View
20mph Signs in the Birchfield Ward	£500.00	Birchfield
	£23,641.50	

Area Forum 4: Grange, Halton Brook, Heath & Mersey		
Project	Amount	Ward
St Johns Church Weston - Storage	£69.29	Heath
Locality	£6,326.00	All
Four Estates - Roller Shutters	£1,930.00	Halton Brook
Churches Together in Runcorn - Easter Egg Hunt	£681.00	All
Alley Gate - York Street and Hill Street	£1,814.93	Mersey
Runcorn Locks Restoration Society	£6,799.88	All
Holy Spirit Nursery - Garden Benches	£115.98	Halton Brook
Halton Brook Residents Association - Cake Stands	£27.72	Halton Brook
Alley Gate - Wicksten Drive	£1,898.85	Halton Brook
Wicksten Drive Alleycats - Skip Hire & Shed	£384.98	Halton Brook
Grange Community Forum - Bingo Machine	£268.75	Grange
Parks - Weekend Staff	£7,600.00	All
Heath Rangers JFC	£1,060.00	Halton Brook & Heath
Halton Lodge Childrens Centre - Fun Day	£720.00	Grange
Linkway Upgrade	£5,000.00	Grange
Heath Methodist Church - Projector	£2,161.92	Heath
Victoria Music - Projector	£700.00	Mersey
Grange Forum - Halloween Event	£350.00	Grange
Four Estates - Printer	£173.98	Halton Brook
Halton Lodge Childrens Centre - Christmas Event	£850.00	Grange
Runcorn Food Bank - IT Equipment	£911.96	Mersey
Years Ahead - Craft Materials	£300.00	Grange
Grangeway Community Centre - Christmas Decorations	£133.31	Grange
Four Estates - 11 o'clock club Christmas Party	£220.00	Halton Brook
HALDS - Carer Respite Break	£1,000.00	All
Children's Centres - Christmas Hampers & Toys	£1,000.00	All

Heath Park Improvements - Park Benches	£6,000.00	All
Old Town Bloom	£1,500.00	Mersey
Grange Forum - Easter Event	£450.00	Grange
Halton Brook Residents Assoc - Newsletter	£185.00	Halton Brook
Grangeway Community Centre - Bowling Mats	£730.00	All
Cenotaph - Steps Improvements	£3,900.00	All
Simonsfield Care Home - Street Signage	£384.00	Halton Brook
Grange Homewatch	£177.88	Grange
Mersey Ward - Skip Scheme	£475.38	Mersey
Boat Club - Returned Funds	-£200.00	
HHT - Contribution to J427	-£1,100.00	
	£55,000.81	

Area Forum 5: Halton Castle, Norton North, Norton South & Windmill Hill		
Project	Amount	Ward
Locality	£5,212.00	All
Operation SHIELD	£6,000.00	All
Friends of Bridgewater Park - Sensory Room	£981.44	Halton Castle
Phoenix Park Event	£1,000.00	All
Parks - Weekend Staff	£3,800.00	All
Halton Village Millenium Green Trust - Fun Day	£1,200.00	Halton Castle
Kyujutsu Archery Club - Refurbishment of Building	£2,743.38	All
Runcorn Linnets - U11s Kit	£473.33	Norton North & South
St Mary's School - Refurbishment of Nursery	£2,567.00	Halton Castle
Brookvale Childrens Centre - Fun Day	£525.00	Norton South
Windmill Hill Childrens Centre - Fun Day	£525.00	Windmill Hill
Murdishaw Board of Directors - Fun Day	£200.00	Norton North & South
St Augustines Primary School - IT Equipment	£2,900.00	Halton Castle
Castlefields Community Centre - Christmas Meal	£290.00	Halton Castle
Windmill Hill Children's Centre - Purchase of Defibrillator	£1,000.00	Windmill Hill
Murdishaw Over 60s Club - Christmas Meal	£140.00	Norton North & South
Installation of bins at Main Street, Halton Village	£1,650.00	Halton Castle
Halton Haven - Refurbishment of Patient Rooms	£3,000.00	Norton North & South
Windmill Hill Senior Citizens Group - Christmas Meal	£240.00	Windmill Hill
Runcorn Food Bank - Provision of IT & Internet	£1,823.92	Norton North & South and Windmill Hill
Village Life - Social Event	£200.00	Halton Castle
	£36,471.07	

Area Forum 6: Beechwood & Halton Lea		
Project	Amount	Ward
Locality	£2,393.00	All
Halton Lea Library - Art Supplies	£218.00	Halton Lea
PUG - Purchase of Ukuleles	£273.39	Halton Lea
4 Estates - Xmas Meal	£132.00	Halton Lea
Beechwood CC – Plant Room Repair	£16,747.22	Beechwood
Beechwood Community Centre	£1,860.00	Beechwood
	£21,623.61	

Area Forum 7: Daresbury		
Project	Amount	Ward
Locality	£1,075.00	Daresbury
Moore and Daresbury Women's Institute - Heater	£224.24	Daresbury
Preston Brook and District History Group - WW1	£2,534.50	Daresbury
Preston Brook Pre-School - Equipment & Resources	£3,964.00	Daresbury
	£7,797.74	

REPORT TO: Corporate Policy and Performance Board

DATE: 6th November 2018

REPORTING OFFICER: Strategic Director Enterprise, Community & Resources

SUBJECT: Performance Management Reports for Quarter 2 of 2018/19

WARDS: Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and to raise any questions or points of clarification, in respect of performance management for the second quarter period to 30th September 2018.
- 1.2 Key priorities for development or improvement in 2018-19 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
- Finance
 - Human Resources & Organisational Development
 - ICT and Administrative Support
 - Legal and Democracy
 - Policy & Performance
 - Property Services
 - Catering, Stadium and Registration Services

The report details progress made against objectives and milestones and performance targets and provides information relating to key developments and emerging issues that have arisen during the period.

- 1.3 Information concerning the implementation of high risk mitigation measures relevant to this Board is provided in Appendix 1

2.0 RECOMMENDED: That the Policy and Performance Board

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

3.0 SUPPORTING INFORMATION

- 3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the Council's

strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

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

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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

Not applicable

Corporate Policy and Performance Board– Priority Based Monitoring

Reporting Period: **Quarter 2 – 1st July 2018 – 30th September 2018**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 2018/19 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency i.e.:
- Financial Services
 - Human Resources, Organisational Development, Policy, Performance and Efficiency
 - ICT Infrastructure
 - Legal and Democracy
 - Catering, Stadium and Registration Services
 - Property Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

2.0 Key Developments

- 2.1 There have been a number of developments within the Directorate during the period which include:-

Finance

Benefits Division

Universal Credit

- 2.2 For the preceding 3 years the Council has provided a Universal Support service comprising Personal Budgeting Support and Assisted Digital Support for new Universal Credit claimants. As of 01st April 2019 the service will no longer be provided by the Council as the Department of Work and Pensions have commissioned the Citizens Advice Bureau as the new provider.

Audit, Procurement & Operational Finance

Procurement Strategy

- 2.3 The Local Government Association has recently published a National Procurement Strategy for Local Government in England 2018 entitled 'Delivering the ambition'. The strategy builds upon the previous national strategy and the Procurement Team will be reviewing the 2018 National Strategy and associated toolkit and assessing the Council's maturity in each of the key areas. This assessment will then be used to inform an update of the Council's own Procurement Strategy.

Liverpool City Region Procurement Efficiency Workstream

- 2.4 Collaborative procurement activity is continuing through the LCR Procurement Efficiency Workstream, which is led by Halton's Strategic Director (Enterprise, Community & Resources), the focus of which is on realising cashable savings from collaborative procurement activity.
- 2.5 An LCR Procurement Catalogue has been created providing visibility of over 80 existing LCR collaborative contracts into a central document. Price benchmarking has also been completed on a number of common contracts identifying opportunities for 'quick wins', e.g. catering, utilities, agency workers. Data cleansing work is also ongoing to improve visibility of third party spend and common suppliers and categories. This will assist the identification of further collaborative opportunities for the remainder of 2018-19 and 2019-20.

National Fraud Initiative

- 2.6 The Council is in the process of compiling a range of data sets to be submitted to the Cabinet Office as part of the National Fraud Initiative (NFI). NFI is a sophisticated data matching exercise which matches electronic data within and between public and private sector bodies to prevent and detect fraud. These bodies include police authorities, local probation boards, fire and rescue authorities as well as local councils.
- 2.7 The Council's involvement in NFI is being managed by the Audit & Investigations Team and Privacy notices have been issued to all individuals whose data is to be submitted. Once the data-matching process for each exercise is completed, the NFI will make the output available to the each participating bodies for consideration and investigation. It is expected that the data matches from the exercise will be received by the end of January 2019.

Revenues and Financial Management

- 2.8 The external auditor has completed the audit of the Council's Statement of Accounts for the period ending 31 March 2018, and an unqualified opinion on the Council's financial statements was issued on 31 July 2018. It concluded the Council had proper arrangements in all significant respects to ensure it delivered value for money in its use of resources. The final audit certificate covering the Council's accounts, value for money conclusion and Council submission to the Whole of Government Accounts (WGA) was issued and published on 23 August 2018.
- 2.9 For the financial year to 30 June 2018, overall Council net spending was £26.4m, resulting in an overspend position to date against budget of £1.1m. Spending on capital schemes for the same period totalled £3.8m, representing 9.9% of the total capital programme of £38.2m.

Human Resources, Organisational Development, Policy, Performance and Efficiency

New Pay Spine

- 2.10 Further work has been completed during the quarter on the new pay spines that are to be introduced as a result of the NJC 2019/20 pay award. It is confirmed that disruption to the Council's grading structure can be contained, and the integrity of the grading structure remains as originally intended and this will mitigate against any claims of inequality in implementation. There will be a nominal cost to the introduction of the new pay spines which will be calculated fully and considered during Quarter 3.

Apprenticeships

2.11 The service is continuing to work with operational areas to make progress with the setting up of new apprenticeships in the Council which incorporates new placements and also new learning for existing employees. Whilst the Council had a slow start to the new apprenticeship regime in 2017/18 due to the required development work, pace has picked up in 2018/19, and by the end of September '18 the Council has at 2.4% slightly exceeded the government target for the Financial Year to have 2.3% of the workforce in an apprenticeship placement.

New Learning & Development Programmes

- The Learning & Development team have recently introduced a range of new learning and development programmes, aligned with the Organisational Development Strategy which include High Performing Teams, Conducting Difficult Conversations, Leadership and Management Masterclass and ILM Level 3 Qualification in Leadership and Management.

2.12 Each of the above is designed to address a range of needs that have been identified through feedback from employees and managers across a variety of service areas, all with intention of building capacity and enhancing capability within the organisation.

Recruitment, Pay and Pensions

2.13 An increase in schools recruitment particularly placed a significant demand upon the service (recruitment and payroll teams) in September. The teams performed admirably to deliver the right level of service under SLA arrangements, and ensured that all new schools staff were accurately paid in September payroll.

2.14 Further external work has been taken into the Pay & Pensions Team, largely resulting from the adoption of new primary schools into the Borough's Multi-Academy Trusts. Whilst this service generates additional income for the Council its existing capacity is now being reached and will need to be considered before further work is undertaken.

ICT Infrastructure

Halton Cloud Desktop Upgrade Programme

2.15 The authorities' in house Cloud Services Delivery and Cloud Desktop upgrade continues to be successfully rolled out across all users at the rate of approximately 200 desktop users per month. To date service user feedback has been positive in terms of the added flexibility offered by the solution and the simplified and faster management of issues.

One Stop Shops

2.16 The One Stop Shop staff continue to deliver council services through our location in Widnes and Runcorn and during this financial quarter handled 24009 cases with average wait times at Halton Lea of 8 minutes and Widnes 10 minutes.

2.17 In both Runcorn and Widnes 50% of all enquiries made were equally related to either Council Tax or Adult Social Care Services with a further 8% of enquiries being related to Waste Management, 7% relating to finance and 5% relating to transport.

Contact Centre

- 2.18 The Contact Centre staff continue to take calls for all council service and during the quarter2 period handled 22,298 calls with an average waiting time of 5mins and 25 seconds.
- 2.19 Of all enquiries made during the period the highest number of contacts related to Council Tax (23%), Waste Management (17%) and Adult Social Care (15%). There were a further 7% of calls relating to the Emergency Duty Team and 7% relating to Children's Social Care.

Key Projects

- 2.20 Smooth wall web filtering and web management is live across corporate and Schools with the Libraries implementation underway. This system now monitors all users internet usage in detail, most importantly this system will allow the authority across all of its schools to manage and monitor the prevent agenda.
- 2.21 Guest WiFi – Now available in all libraries, and fully managed to user level – currently being linked to the Smooth Wall web management software extending the prevent agenda into the borough's Libraries and public access areas such as the Markets and Community Centre's.
- 2.22 Exchange 2016 – Corporate rollout of the new email solution, changing email archiving systems and upgrading the associated storage now given the scale of the email retention requirement throughout the authority is underway with over 150 test accounts in place awaiting the delivery of the storage services.
- 2.23 A new Reablement Service system will introduce real time monitoring of visits for clients at home and staff are presently receiving training. Unfortunately some installation issues from the supplier have arisen that have caused some delay and these are presently being addressed.
- 2.24 The roll out a new Hybrid mail system is expanding and this will continue to have a positive impact upon the operational postage costs. The system is already in operation for Children's Centres and Adoption and Fostering teams and Client Finance teams already using it. System has been deployed to Planning Team and will go live shortly with and Highways and Corporate Insurance teams are currently being analysed.
- 2.25 The Cemeteries and Crematorium booking and payment system which was developed in-house has been sold to external private company All Faiths and further enhancements to system currently being deployed.

Legal and Democracy

- 2.26 Elected Members have received training on the implementation of the recently introduced General Data Protection Regulations.

Catering, Stadium and Registration Services

Replacement Pitch

- 2.27 Following receipt of quotations it is anticipated that the old pitch will be lifted in October and the new carpet laid by the end of November and this will allow time to fully train the groundsmen in the new techniques associated with the new pitch.

The Karalius Suite/Fitness Suite

- 2.28 Work is well underway that will see the Karalius Suite increase its capacity from 100 guests to 150 and the Halton Suite is being redesigned for use by Council Staff which will result in an annual saving of approximately £350K in accommodation costs..

Property Services

Crow Wood Park New Pavilion Building

- 2.29 A main contractor has now been appointed following the procurement exercise. The start on site has been delayed following ground investigation works which has required amendment to the foundation design. The start on site is now anticipated in November with completion being due in late Spring 2019..

Education Maintenance Programme

- 2.30 Works on the 2018/19 schools maintenance programme are progressing, there being numerous projects with an overall value of circa £900k. The majority of projects were completed across the summer holiday period, the remaining projects will be taking place over the coming months with all projects due for completion by year end.

Accommodation Moves

- 2.31 HM Courts & Tribunal Service will be moving into additional space at Rutland House in due course once some minor refurbishment works have been completed. These works have been delayed however as we are waiting for HMCTS to give the financial go ahead and until we have that the works cannot commence. This has delayed HMCTS occupying the space but on completion of the works, which will take circa 6 weeks they will be in a position to occupy. This fits well with our accommodation strategy of making Rutland House our income generation hub.

Widnes Market

- 2.32 The roofing works are generally progressing well although they are slightly behind programme due to the difficulty in replacing the glazed panels within a working environment. Completion is now expected in mid-October.

Vine Street Centre / Bridge School

- 2.33 Works to refurbish the Vine Street Centre for North West Boroughs Healthcare are complete. The final arrangements with regards the lease are being finalised following which they will take occupation of the ground floor. In addition the project to develop a vocational centre for the Bridge school in Astmoor is now complete and the school took occupation prior to the start of the school year in September.

One Public Estate

- 2.34 The master planning exercise in respect of the Kingsway Quarter site is now complete and the options with regards the proposed redevelopment of the area are now being considered. The planning exercise for the Runcorn former Magistrates Court site is currently on hold. Homes England are no longer going to take over responsibility of the building as was planned and the Council are awaiting further information from the Courts and Tribunal Service in respect of the future of the building.

Belvedere- Redevelopment In To Care Home

2.35 An outline feasibility study has been completed in respect of converting Belvedere in to a 30 bed Care Home and funding options are now being considered. Once the funding package has been finalised design works can progress to a more detailed stage.

3.0 Emerging Issues

3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

Finance

Benefits

Financing Supported Housing

3.2 In August 2018 the Department for Works and Pensions (DWP) and the Ministry of Housing and Communities and Local Government formally responded to the October 2017 consultation on future funding for supported housing. The response sets out the government's decision to maintain Housing Benefit (HB) for all supported housing (including short-term) and introduce a new oversight mechanism to ensure quality of provision and value for money across this particular sector.

3.3 The Government will work with providers, local authorities, membership bodies and resident representatives over the coming months to construct a robust oversight regime, which will cover short-term, long-term and sheltered, and extra care accommodation. In addition the Government will undertake review of supported housing to clearly understand how housing and support currently fit together.

Audit, Procurement & Operational Finance

Insurance tender

3.4 In April 2014 the Council entered into five year contracts for a range of insurance services covering public and employers' liability, officials' indemnity, professional indemnity, engineering inspection and engineering insurance. These contracts end on 31 March 2019 and no further pre-determined contract extensions are available. A procurement process is therefore to be undertaken to renew these policies.

3.5 As part of the exercise a review of the Council's insurance programme will be undertaken and relevant alternatives considered to establish the most appropriate programme for the Council. This will include reviewing components such as extent of cover, level of deductibles, indemnity limits and length of contract.

Direct Payments

3.6 The Council continues to see a significant increase in the number of people assessed as requiring care or support services who are opting to have a Direct Payment rather than a support package arranged by the Council. The number of people in receipt of Direct Payments has now increased from 681 in 2017/18 to 740 as at September 2018. It is anticipated that expenditure on Direct Payments in 2018/19 will exceed £10m.

Revenues and Financial Management

Business Rate Retention 100% Pilot

- 3.7 Confirmation has been received from MHCLG that the 100% rate retention policy operating within the Liverpool City Region will continue for another year through to 31 March 2020. At this point it not yet know if there will be any changes to the way the pilot operates or if it will continue beyond this date.

Medium Term Financial Strategy

- 3.8 Work is underway in revising the Medium Term Financial Strategy; this is being continually updated as new information is received on a frequent basis. The Budget Working Group (BWG) have already met to consider the first set of 2019/20 savings, these will be reported to Executive Board on 15 November. The Medium Term Financial Strategy is expected to be reported to Executive Board on the same date. Work is underway on preparing the Council's 2019/20 revenue budget and three year capital programme.

Cost and Performance Benchmarking

- 3.9 The Financial Management team have completed an initial benchmarking exercise of the Council's costs using a software tool called CFO Insights. This will be developed further over the coming months examining service cost & performance and comparing this to authorities who share similar demographics and size to Halton although this can be expanded to all Council's across the country. The aim will be to utilise the tool so it can be used to promote ideas for efficiencies to be put forward in helping to balance the Council's budget from 2020/21.

Human Resources, Organisational Development, Policy, Performance and Efficiency

Agency Spend

- 3.10 Signs of increasing spend in Children's Social care services across the city region remain. Analysis of current spend and deployment against previous years is underway as part of an efficiency initiative. When capacity allows a full examination of the resourcing mix for the service area will be undertaken (as outlined in service objective PPPE04 below).

Employment Relations School Support

- 3.11 As reported last quarter, the impact of reducing funding settlements in the education sector is leading to schools requiring significant support in Employment Relations matters, which have the potential to become very protracted and complex restructuring proposals. Services provided to schools under the standard SLA will continue to be offered, however for the 2019/20 SLA year the charge will be increased to reflect the increase in workloads.

Recruitment Services

- 3.12 Following the increase in recruitment activity reported in previous quarters, demand has continued unabated. Since January 2018, 370 items of Council recruitment have come into the team – this represents an average of 41 items per month, against an average of 22 for the 4 year period 2013-2017.
- 3.13 School recruitment has increased by 30% in the same period from an average of 21 items per month to 27. The reasons for this are multi-faceted, ranging across turnover, growth, increased demand for services, new initiatives / projects, restructuring, and inward TUPE transfers.

- 3.14 Additionally, the local labour market is not sufficiently supporting some post types to the level required (e.g. care work), which is resulting in re-advertisements. Work is ongoing with services to attempt to address this (refer to service objective PPPE04 below). The current situation will however mean that at present some delays in recruitment are unavoidable.

ICT Infrastructure

Agresso

- 3.15 Discussions are taking place with another large local authority looking into the opportunity to join the current Agresso system collaboration. It is also proposed to include all HR modules within the new development allowing the creation of an integrated Enterprise Resource Planning (ERP) solution. Linked to the upgrade of the current product suite as detailed previously this will enable integration with Mobile Phone based App's and improve and integrate management reporting and Financial reporting quite considerably. A progress report will be presented to this Board once negotiations are completed.

New Projects

- 3.16 The Adult Learning device replacement programme has been approved and will link in with the Schools Cloud Desktop programme that is due to start in August. This upgrade, which will also be linked to the Libraries Wi-Fi upgrade will bring the Schools services in-line with the corporate services and will facilitate agile working across all learning platforms.
- 3.17 A formal review of the IT Helpdesk service will be undertaken in line with the deployment of the new Halton Cloud Services platform, which will be focus upon client requirements and the expected role into the future of this service. The helpdesk is now linked to the contact centre systems allowing for voice recording and a greater level of statistical analysis.
- 3.18 Contact Centre - Contact Centre Management are working with the Telehealthcare Service to modernise the service. Over the next few months the service will move to a new operating model which will give the Telehealthcare Officers remote access to the new system when working within a client's property. Referrals for the service are taken within the Contact Centre and these will be loaded directly into Service manager capturing far more information at initial point of contact than at present.

Legal and Democracy

- 3.19 Legal and CIU staff continue to be involved in supporting the Council's response to the Boundary Commission review.
- 3.20 Preparations continue for the by election in Ditton to be held early in Quarter 3, and the ensuing new member induction.

Property Services

- 3.21 Following a restructure within the Economy, Enterprise and Property department a full review of existing Market policies and procedures will be undertaken alongside promotional work to further exploit opportunities to develop new business and sustain existing take up of the Councils offer.

4.0 Risk Control Measures

- 4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2018 – 19 Directorate Business Plans.

Progress concerning the implementation of all high-risk mitigation measures is included as Appendix 1 to this report.

5.0 High Priority Equality Actions

- 5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

The Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:

<https://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/ObjectivesProgressReport.pdf>

6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.

It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.

Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

Financial Management

Key Objectives / milestones

Ref	Milestones	Q2 Progress
FS 01a	Report 2019 – 22 Medium Term Financial Strategy to Executive Board - November 2018.	<input checked="" type="checkbox"/>
FS 01b	Report 2019 – 22 revenue budget, capital programme and Council Tax to Council - March 2019.	<input checked="" type="checkbox"/>
FS 02c	Provide quarterly monitoring reports on the overall budget to Executive Board.	<input checked="" type="checkbox"/>
FS 03a	Publish the Statement of Accounts following external Audit by 31st July 2018.	<input checked="" type="checkbox"/>
FS 04a	Establish Treasury Management Policy and report to Council - March 2018.	<input checked="" type="checkbox"/>
FS 04b	Provide monitoring reports to Executive Board on a bi-annual basis.	<input checked="" type="checkbox"/>
FS 05a	Establish and report prudential indicators to Council - March 2018.	<input checked="" type="checkbox"/>
FS 05b	Provide monitoring reports to the Executive Board on a bi-annual basis.	<input checked="" type="checkbox"/>

Supporting Commentary

The Medium Term Financial Strategy (MTFS) will be reported to Executive Board on 15 November 2018 with the financial forecast regularly being updated.

Progress remains on track for revenue budget, capital programme and council tax to be reported to Council on 06 March 2019. Budget proposals for 2019/20 are currently being considered and it is expected the first set of proposals will go to Council on 15 November 2018.













2018/19 Q1 overall budget report was received by Executive Board on 20 September 2018, which highlighted a number of potential pressures emerging for which is required to keep spending within budget by year-end. Quarter 2 information will be reported on 15 November 2018.

The Statement of Accounts approved by Business Efficiency Board on 25 July 2018 and the audit certificate published on Council's web-site on 23 August 2018.

The 2018/19 Treasury Management Policy was approved by Council on 07 March 2018 and Half- year monitoring report is scheduled to be presented to Executive Board on 15 November 2018. Report will be supported with an analysis of the economic outlook provided by Link Asset Services, the Council's treasury management advisors.

The 2018/19 prudential indicators were reported to Council on 07 March 2018 as part of Treasury Management Policy and a Half year report scheduled to be reported to Executive Board on 15 November 2018. Prudential borrowing indicators are reviewed on a regular basis.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
FS LI 01	Receive an unqualified external audit opinion on the accounts.	Yes	Yes	Yes		
FS LI 02	Receive positive annual comment from the External Auditor relating to the financial standing of the Council and the systems of internal financial control.	Yes	Yes	Yes		
FS LI 03	Proportion of Council Tax that was due that was collected.	94.62%	95.00%	55.07		
FS LI 04	The percentage of Business Rates which should have been received during the year that were received.	98.21%	97.00%	57.01		
FS LI 05	Average time for processing new claims (Housing & Council Tax Benefit).	18.79 (Days)	20 (Days)	17.55 (Days)		
FS LI 06	Average time for processing notifications of changes in circumstances.	5.3 (Days)	6 (Days)	10.05 (Days)		

Supporting Commentary

2017/18 Statement of Accounts audit opinion was reported to the Business Efficiency Board on 25 July 2018. In the 2017/18 Audit Findings report the Council's external auditor concluded that the risk in regard to the Council's financial position and sustainability was sufficiently mitigated and the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

The external auditor also concluded that it was satisfied with management's assessment that the Council will continue for the foreseeable future and that the going concern basis was appropriate for the 2017/18 financial statements.

FS LI 03

The collection of Council Tax has marginally reduced by 0.3% when compared with the same point last year and at quarter 2 there has been an increase of 1.27% in the collection of Business rates. Both measures are expected to achieve target by year-end.

New claims processing times have improved when compared to this time last year; 20 (days) and partly automating processing from 8th October 2018 should improve performance for changes of circumstances.

Policy, People, Performance & Efficiency Service

Key Objectives / milestones

Ref	Milestones	Q2 Progress
PPPE 01a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy May 2018	<input checked="" type="checkbox"/>
PPPE 01b	Review and refresh annual training calendar September 2018 .	<input checked="" type="checkbox"/>
PPPE 01c	Regular engagement with service managers to identify areas of challenge and develop appropriate bespoke solutions April, September, December 2017, and March 2019 .	<input checked="" type="checkbox"/>
PPPE 01d	Development of Management Development Programme September 2018	<input checked="" type="checkbox"/>
PPPE 02a	Establish 10 new apprentice placements within the Council consistent with the requirements of legislation March 2019	<input checked="" type="checkbox"/>
PPPE 02b	Establish 10 new existing employee apprenticeships to enable up-skilling in a range of business areas compliant with the requirements of Apprenticeships legislation March 2019	<input checked="" type="checkbox"/>
PPPE 03a	Monitor the impact of policy quarterly – support with financial and data analysis – June, September, December 18 and March 2019	<input checked="" type="checkbox"/>
PPPE 03b	Demonstrate improved wellbeing, cost reduction and productivity enhancement over the financial year 2018 – 19, through a review of data and engagement with managers and employees March 2019 .	<input checked="" type="checkbox"/>
PPPE 04a	Review analysis and consider most appropriate resourcing mix in collaboration with service management in areas of highest Agency usage September 2018	<input checked="" type="checkbox"/>
PPPE 04b	Implement resourcing plans with service management in appropriate areas September 2018	<input checked="" type="checkbox"/>
PPPE 04c	Ongoing monitoring of agency usage and spend April, September, December 2018, and March 2019 .	<input checked="" type="checkbox"/>

Supporting Commentary

The Organisational Development Service is now enabling a focus on Organisational Development Need. Actions within the strategy are in scope of current activity, with additional initiatives now being brought forward for inclusion in the portfolio made available to the organisation. The basis of a revised strategy is being constructed as the scope of the service grows.

Dialogue continues through a ‘business partner’ model to understand and address the training and development needs of individual service areas.

Basis of a programme for senior leadership development is constructed and will be considered by Management Team during October.

Steady progress is being made concerning apprenticeships and 39 existing employees are in the process of being engaged in levy compliant Learning & Development this year.

Reporting for full year period from policy inception – July 2017 to July 2018 is in draft. Indications are that the implementation of the new policy has had a positive impact. Further updates to follow once report has been quality assured and considered by Management Team.





Resourcing activity forms part of the role of the Recruitment & Resourcing team introduced at the start of 2018. Expertise from the Efficiency Programme been merged with this area. The current recruitment workload has prevented as much activity taking place in this area as desired, however the highest priority area is Adult Social Care and work is ongoing with services to seek a more stable establishment and reduce reliance on agency workers.

PPPE 04c

Regular dialogue with agency contract provider is ongoing concerning usage and spend with quarterly business review meetings undertaken to keep track of deployment and financial performance in this area.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
PPPE LI01	The number of working days / shifts lost due to sickness absence (Corporate)	10.28 (Days)	10	5.13		
PPPE LI02a	Total Full Time Equivalent Staffing Establishment	3,470	For info only	3,399	For info only	For info only
PPPE LI02b	Total Staff (head count) (indicator for information only)	4,648		4,503		
PPPE LI02c	Total Agency Worker usage (number of placements – year to date)	685 Placements	650	260		
PPPE LI02d	Total Agency Worker usage (cumulative cost – year to date)	£1,718,283 (Gross Cost)	£1.5m (Gross Cost)	£1.05M (Gross Cost)		
PPPE LI03	% of training delegates attending as proportion of places reserved	89.00%	90.00%	91.07%		
PPPE LI04	The percentage of top 5% of earners that are					
	a) women	56.86%	50.00%	58.82%		
	b) from BME communities.	2.53%	1.50%	2.41%		
	c) with a disability	0.86%	8.00%	0.89%		
PPPE LI05	No of staff declaring that they meet the definition of disability within the Equality Act 2010 as a %	1.45%	10.00%	1.35%		

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
	of the total workforce.					
PPPE LI06	Minority Ethnic community staff as % of total workforce.	0.99%	1.00%	0.98%		
PPPE LI07	Average time to recruit (Management Team approval to employee start date)	69 (Days) (Q3 2017/18)	Baseline to be determined 18/19	86.29 (Days)	N/A	N/A
PPPE LI08	Staff turnover rate (Permanent & temporary staff. Excludes casual)	4.70%	TBC	2.29%	N/A	N/A
PPPE LI09	Number of apprenticeship placements established in the Council (cumulative – year to date)	10	20 (Government target is 55)	42		

Supporting Commentary

The implementation of the new Absence Management policy and procedures may result in more robust management reporting of sickness may result in a recorded increase over previous figures

Number of agency worker placements should show a reduction over time and this should be reflected in cost savings. However as reported in the Emerging Issues section of this report spend is showing an increase in Quarter 2.

Training continues to be well attended and the introduction of the GDPR has resulted in a higher level of attendance. This indicator is subject to fluctuation and will continue to be monitored.

Positive movement on all three staff profile component indicators, however recruitment in to 5% of earners is very limited, and as such scope for significant change is low.

Target for employees with a disability is based on wider community profile. Very unlikely to be met, however nominal movement in this indicator remains positive and in line with 2017/18 outturn. The indicator for BME staff remains static. Fluctuation may occur in year due to staff turnover, however forecasting this is difficult and recruitment practice remains focused on being open to all.












The introduction of a new Applicant Tracking System (ATS) means that information concerning time to recruit will be more accurate than previously reported but means that comparison with previously reported data to be difficult.

During Q1 18/19, 149 posts were vacated of a headcount of 4,631.

There have been 8 new apprenticeship starts 3 in TI services and 5 in Open Space services. In addition to this there have been 34 conversions, ie. existing members of staff undertaking an approved Apprenticeship Qualification. These range from Lead Adult Care Worker to Children & Young People Early Years Educator and Business Administration.

ICT and Administrative Support Services





Key Objectives / milestones











Ref	Milestones	Q2 Progress
ICT 01a	Continued Enhancement of the virtualization platform to enhanced or new technologies - March 2019 .	
ICT 01b	Further development of Cloud Services Platform - March 2019 .	
ICT 01c	SharePoint and Records Management enhancements - March 2019 .	
ICT 01d	Interactive Web Services Enhancement and further SharePoint Integration - March 2019 .	
ICT 01e	Further development of commercial ICT opportunity within desktop, hosting and DR provision - March 2019 .	
ICT 02a	Continuing improvements, enhancements and potential commercial use of Cloud system - March 2019 .	
ICT 02b	Continuing workflow implementation - March 2019 .	
ICT 02c	Improvement and enhancement of all web based customer interfaces - March 2019 .	
ICT 02d	Continued development of document management and distribution services - March 2019 .	
ICT 03a	Continual development of the I Want Admin Portal - March 2019 .	
ICT 03b	Develop and enhance operational Records management Unit Services - March 2019 .	

Supporting Commentary

All objectives are presently on track and notable initiatives are detailed within the Key Development and Emerging Issues sections of this report.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
ICT LI01	Average availability of Council servers.	99.07%	99.00%	99.41%		
ICT LI02	Average availability of the Council's WAN Infrastructure.	99.03%	99.00%	98.83%		




Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
ICT LI03	School support SLA - % of calls responded to within agreed target					
	Priority 1	93.00%	85.00%	100.00%		
	Priority 2	94.00%	90.00%	90.00%		
	Priority 3	100.00%	95.00%	100.00%		
	Priority 4	100.00%	95.00%	100.00%		
ICT LI04	Average working days from delivery to completion of a new PC.	10 (Days)	10 (Days)	10 (Days)		

Supporting Commentary

All indicators remain have achieved their annual target levels with only minor deviances in performance in comparison to the same period in the previous year.

Legal & Democracy

Key Objectives / milestones











Ref	Milestones	Q2 Progress
LD 01	Review constitution - May 2018 .	
LD 02a	To ensure that all members have been given the opportunity of a having a MAP meeting where desired.	
LD 02b	To induct all new members by October 2018 .	

Supporting Commentary

The revised Constitution was approved at Annual Council in May and all Members are given the opportunity to have a MAP meeting but this remains a matter of personal choice.

All new Members went through the induction programme in Quarter 1 with the induction of further new members is planned through the year.


Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
LD LI01	No. Of Members with Personal Development Plans (56 Total).	55 (98.21%)	56 (100.00%)	55 (98.21%)		
LD LI02	Percentage of Members attending at least one organised Training Event.	86.00%	100%	86.00%		
LD LI03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	7 (Days)	10 (Days)	7 (Days)		
LD LI04	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1 (Days)	3 (Days)	1 (Days)		
LD LI05	% of Executive Board minutes published within 5 working days after the meeting.	100%	100%	100%		

Supporting Commentary

All indicators are performing as well as at the same period in the previous year and are expected to meet their respective targets for the current financial year.









Community & Environment**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
CE 01a	Deliver a promotion and educational campaign - September 2018 and January 2019 .	

Supporting Commentary

As part of the educational Campaign brochures have been sent to the homes of new pupils starting secondary school and representatives have attended parents evenings to promote the school meals service.





Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 01	% Take up of free school meals to those who are eligible - Primary Schools.	78.20%	80%	77%		
CE LI 02	% Take up of free school meals to those who are eligible - Secondary Schools.	71.88%	75%	76%		
CE LI 03	Take up of school lunches (%) – primary schools.	63.36%	65%	59%		
CE LI 04	Take up of school lunches (%) – secondary schools.	61.22%	55%	92%		

Supporting Commentary

Figures for the take up of school meals are presently within the expected range with take up in secondary schools being notably high.

Economy, Enterprise & Property**Key Objectives / milestones**

Ref	Milestones	Q2 Progress
EEP 06a	To complete the construction of Widnes Market roof	
EEP 06b	Complete the construction of Crow wood park pavilion	
EEP 06c	To complete the refurbishment of the Halton Suite and relocation of staff – March 2019	
EEP 06d	To complete the retender of the property services consultant services contract	





Supporting Commentary

The works on the Market roof are nearing completion and should be finished by mid- October 2018. The start on Crow Wood Pavilion has been delayed on site as explained within the Key developments section of this report.

Works are due to commence on completion of the upgrade of the Karalius Suite which is likely to finish by year end.

The procurement process is nearing the end of the tender evaluation stage, it is anticipated that the successful consultant will be appointed in October.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO ₂ e)	16,043 tonnes CO ₂ e (Actual 16/17)	14,663 tonnes CO ₂ e (Target 18/19)	14,811 tonnes CO ₂ e (Actual 17/18)		
EEP LI 05	Occupancy of Widnes Market Hall.	83.0%	83%	83%		
EEP LI 06	Unit Costs – office accommodation (reported annually).	£1,153	£1,124	N / A	N / A	N / A

Supporting Commentary

EEP LI 01

The reporting requirements for emissions have been amended whereby the figures for academies are no longer included. The actual figure for 2016/17 has therefore been amended to reflect the change to ensure the comparison to the 2017/18 figure is meaningful.

The overall emissions for 2016/17 amounted to 16,043 tonnes. The emissions for 2017/18 are 14,811 tonnes which equates to a 7.6% reduction. Energy consumption has risen slightly however as the kw/h-CO₂ conversion factor has been reduced due to the greater mix of renewable energy being generated the overall CO₂ emissions have reduced.

The target for 2018/19 has been set at 14,663 tonnes CO₂e, a 1% reduction over 2017/18. The annual figure for this indicator is a year behind and therefore only reported in the following year. The target for 2018/19 will be a 1% reduction on the 2017/18 figure.

The figure Unit Costs of office accommodation can only be calculated at year end due to the nature of the costs involved.

7.0 Financial Statements

FINANCE DEPARTMENT**Revenue Budget as at 30th September 2018**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
Expenditure				
Employees	5,446	2,668	2,556	112
Supplies & Services	409	192	142	50
Insurance	1,071	687	687	0
Rent Allowances	50,200	19,209	19,209	0
Non HRA Rent Rebates	65	26	26	0
Discretionary Social Fund	154	53	53	0
Discretionary Housing Pmts	387	160	160	0
Concessionary Travel	2,175	666	691	(25)
LCR Levy	2,241	2,241	2,241	0
Total Expenditure	62,148	25,902	25,765	137
Income				
Clerical Error Recovery	-400	-123	-123	0
Rent Allowances	-49,800	-17,359	-17,359	0
Other fees & Charges	-197	-102	-147	45
Non HRA Rent Rebate	-65	-34	-34	0
Burdens Grant	-61	-61	-86	25
Dedicated Schools Grant	-96	0	0	0
Discretionary Hsg Payment Grant	-387	-179	-179	0
Hsg Benefit Admin Grant	-510	-255	-237	(18)
Universal Credits	-130	-124	-121	(3)
Council Tax Admin Grant	-211	-211	-211	0
Council Tax Liability Order	-421	-348	-348	0
Business Rates Admin Grant	-166	0	0	0
Schools SLAs	-858	-858	-853	(5)
LCR Reimbursement	-2,241	-2,241	-2,241	0
Reimbursements & Other Grants	-103	-49	-42	(7)
CCG McMillan Reimbursement	-80	-40	-40	0
Transfer from Reserves	-105	-4	-4	0
Total Income	-55,831	-21,988	-22,025	37
Net Operational Expenditure	6,317	3,914	3,740	174
Recharges				
Premises Support	8	4	4	0
Central Recharges	2,356	1,178	1,178	0
Central Recharge Income	-4,641	-2,311	-2,311	0
Net Total Recharges	-2,277	-1,129	-1,129	0
Net Department Expenditure	4,040	2,785	2,611	174

Comments on the above figures

In overall terms revenue spending at the end of quarter 2 is under budget.

Employee budgets are based on full time equivalent staffing numbers of 158.

Employee costs is currently underspent due to vacancies within all Divisions but the majority relates to those within the Benefits Division. Further costs have been reduced by offsetting expenditure against external grants within the Revenues and Financial Management Division.

Supplies and services is currently underspent due to tighter control of spending.

Concessionary travel costs for the year are forecast to exceed the set budget by £50k. Reasons for the increased spend is due to an uplift in costs being paid to operators and an increase on passenger numbers from the last financial year. The Council have very little scope to negotiate on the reimbursement rate paid to operators, being based on set guidance provided by the Department for Transport.

There has been a reduction in the Housing Benefit Admin Subsidy grant as the allocation is based on the Housing Benefit caseload and the introduction of the Universal Credit Full service has meant the working age benefit caseload has reduced significantly with people transferring to Universal Credit. The shortfall however is anticipated to be netted from the extra Burdens Grant which is received in respect of legislative changes as the Council has received more than the original allocation.

Overall the Department is forecast to underspend against the budget allocation by year-end.

POLICY, PEOPLE, PERFORMANCE & EFFICIENCY DEPARTMENT**Revenue Budget as at 30th September 2018**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date (Overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	1,857	889	929	(40)
Employees Training	133	57	46	11
Supplies & Services	140	49	37	12
Apprenticeship Levy	300	72	72	0
Total Expenditure	2,430	1,067	1,084	(17)
<u>Income</u>				
Fees & Charges	-93	-84	-83	(1)
Schools SLAs	-426	-389	-377	(12)
Transfer from Reserves	-98	0	0	0
Total Income	-617	-473	-460	(13)
Net Operational Expenditure	1,813	594	624	(30)
<u>Recharges</u>				
Premises Support	12	6	6	0
Central Support Recharges	-1,042	-521	-521	0
Support recharges Income	-783	-392	-392	0
Net Total Recharges	1,813	-907	-907	0
Net Department Expenditure	0	-313	-283	(30)

Comments on the above figures

Net spend at the end of the Second Quarter is over the budget profile for the reasons outlined below:

The variance in relation to the employee's budget is in the main due to not achieving the staff turnover savings target as a result of increased agency costs within the Recruitment and Resourcing team.

Employee budgets are based on full time equivalent staffing numbers of 42.

Within supplies and services there has been a conscious effort to reduce expenditure, reflected in the net underspend for the year to date.

Employee training costs has been reduced as some training costs have been funded through the apprenticeship levy.

Schools SLA Income is below budget as the existing SLA is based on charges per employee, and as school staffing numbers are reducing it is impacting on income levels received. The charging calculation will be reviewed to ensure levels of income don't continue to fall.

It is currently forecast the outturn position will show the department overspending against net budget by approximately £57k.

ICT AND ADMINISTRATION**Revenue Budget as at 30th September 2018**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
Expenditure				
Employees	6,766	3,391	3,471	(80)
Supplies & Services	711	337	325	12
Capital Financing	1,607	53	49	4
Computer Repairs & Software	934	634	569	65
Communication Costs	385	287	328	(41)
Transfer to Reserves	15	0	0	0
Premises Costs	58	47	53	(6)
Total Expenditure	10,476	4,749	4,795	(46)
Income				
Fees & Charges	-841	-117	-136	19
Schools SLA Income	-522	-485	-481	(4)
Reimbursements & Other Grant Income	-15	-8	-8	0
Total Income	-1,378	-610	-625	15
Net Operational Expenditure	9,098	4,139	4,170	(31)
Recharges				
Premises Support Recharges	605	303	303	0
Transport Recharges	8	4	4	0
Central Support Recharges	1,063	532	532	0
Support Services Income	-10,504	-5,252	-5,252	0
Net Total Recharges	-8,828	-4,413	-4,413	0
Net Department Expenditure	270	-274	-243	(31)

Comments on the above figures

In overall terms net spending is above the budget profile at the end of the second quarter

Employee budgets are based on full time equivalent staffing numbers of 244.

The negative variance on employee costs is due to the staff turnover savings target not being met. There is also a large efficiency saving target set against staffing which is currently being projected to be achieved through further income generation although details have yet to be finalised.

Within supplies and services there has been a conscious effort to reduce expenditure.

Computer repairs and software will be under budget due to a reduction in contract costs. Communication costs are above budget due to increased spend against telephone and internet charges.

There is expected to be increased income generation which should offset some of the projected negative outturn position, but the effect of this cannot be projected at this point till negotiations are finalised and figures confirmed. Therefore at this point it is forecast the department's net spend will be higher than the allocated budget by approximately £60k.

ICT AND ADMINISTRATION**Capital Projects as at 30th September 2018**

Capital Expenditure	2018/19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
ICT Rolling Capital Programme	700	133	133	567
Total Capital Expenditure	700	133	133	567

Comments on the above figures.

It is expected the programme will be fully spent by year end.

LEGAL & DEMOCRATIC SERVICES DEPARTMENT**Revenue Budget as at 30th September 2018**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date (Overspend)
	£'000	£'000	£'000	£'000
Expenditure				
Employees	1,746	889	871	18
Supplies & Services	290	160	153	7
Civic Catering & Functions	56	25	10	15
Legal Expenses	223	49	58	(9)
Total Expenditure	2,315	1,123	1,092	31
Income				
Land Charges	-78	-42	-42	0
School SLAs	-79	-79	-79	0
Licence Income	-245	-110	-110	0
Fees & Charges Income	-55	-55	-67	12
Total Income	-457	-286	-298	12
Net Operational Expenditure	1,858	837	794	43
Recharges				
Premises Support	155	78	78	0
Central Support Recharges	346	173	173	0
Support Recharges Income	-1,742	-871	-871	0
Net Total Recharges	-1,241	-620	-620	0
Net Department Expenditure	617	217	174	43

Comments on the above figures

Overall, spending is below budget profile at the end of second quarter.

Employee budgets are based on full time equivalent staffing numbers of 39.

Employee expenditure is below budget due to a vacancies within Legal Services, Communication and Marketing .There will be further savings as the Communication and Marketing post has now been filled at a reduced FTE, and within the Legal Department a post holder has taken up flexible retirement. These reductions have helped the department achieve the staff turnover savings target.

With regards to Supplies and Services expenditure, continued effort is being made to ensure that expenditure of controllable budgets is kept to a minimum.

Legal Expenses are dependent on number of cases, so cannot be projected accurately, but it is expected that there might be a significant overspend against budget provision due to a pending case. This can only be confirmed further into the financial year, and current projections on spend are at this point only estimated, and could change.

Fees and Charges income relates to Legal Fees, these cannot be projected, but at mid-point of the financial year income has exceeded budget based on demand for property searches.

It is expected the department's annual spend will be within the annual budget at year end.

COMMUNITY & ENVIRONMENT DEPARTMENT**Revenue Budget as at 30th September 2018**

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000
Expenditure				
Employees	13,897	6,980	7,086	(106)
Other Premises	2,026	1,158	1,161	(3)
Supplies & Services	1,389	743	642	101
Book Fund	160	73	65	8
Hired & Contracted Services	1,165	488	492	(4)
Food Provisions	470	240	209	31
School Meals Food	1,980	744	656	88
Transport	51	28	25	3
Other Agency Costs	390	194	183	11
Waste Disposal Contracts	5,900	3,306	3,352	(46)
Grants To Voluntary Organisations	67	17	2	15
Grant To Norton Priory	172	87	87	0
Rolling Projects	7	7	7	0
Capital Financing	101	101	101	0
Total Expenditure	27,775	14,166	14,068	98
Income				
Sales Income	-1,879	-945	-767	(178)
School Meals Sales	-2,368	-961	-839	(122)
Fees & Charges Income	-6,073	-3,329	-2,723	(606)
Rents Income	-225	-126	-111	(15)
Government Grant Income	-1,198	-1,018	-1,050	32
Reimbursements & Other Grant Income	-681	-271	-241	(30)
Schools SLA Income	-1,347	-1,347	-1,346	(1)
Internal Fees Income	-172	-92	-74	(18)
School Meals Other Income	-254	-105	-66	(39)
Catering Fees	-177	-83	-56	(27)
Capital Salaries	-123	-53	-61	8
Rolling Projects Income	0	0	-45	45
Transfers From Reserves	-125	-125	-125	0
Total Income	-14,622	-8,455	-7,504	(951)
Net Operational Expenditure	13,153	5,711	6,564	(853)
Recharges				
Premises Support	1,558	779	779	0
Transport Recharges	3,069	1,376	1,376	0
Central Support Services	3,665	1,871	1,871	0
Asset Charges	93	0	0	0
HBC Support Costs Income	-421	-286	-286	0
Net Total Recharges	7,964	3,740	3,740	0
Net Department Expenditure	21,117	9,451	10,304	(853)

Comments on the above figures

The net Department budget is £853,000 over budget profile at the end of the second quarter of the 2018/19 financial year.

Employee budgets are based on full time equivalent staffing numbers of 477.

Employee spend is currently over budget, mainly due to staff savings targets for the department which are not being met in all areas due to the need to maintain frontline services in areas such as School Meals and Open Spaces. Employee spend against budget to date has improved since Quarter 1 due to some areas operating with vacancies, although this is having an adverse impact on certain income streams. Casual and overtime usage across the Department is £260,685 over the profiled budget to date. Agency spend is over £43,000 higher than what it was at the same stage last year.

Income targets had been reduced by approximately £200k this year, although in many areas, the department will again struggle to meet the budgeted income amounts. Fees and charges will be the main source of concern again, with large shortfalls on Leisure Centre income due to cancelled classes as staff vacancies cannot be filled, and a continued reduction in the number of memberships being taken out. The Brindley is struggling to meet income targets and has suffered lower than expected ticket sales over the summer due to the World Cup and several weeks of unusually hot weather, although it is hoped that sales will increase coming in to the busier winter season. With no concert or significant event at the Stadium, planned events income will underachieve significantly at year-end.

Other areas where income targets are not being achieved include catering, event income, sponsorship income and architect fees within the Open Spaces division.

Sales income is again currently short of the target to date mainly due to Stadium Bars and Catering, and Municipal Catering. So far income is down on these activities compared to the same stage last year and there is no evidence to be able to project anything more hopeful for the remainder of the year. Currently sponsorship income for the Stadium is under review but this also stands to underachieve significantly by year-end.

Rental income is a concern with Liverpool and Everton Ladies not currently allowed to play at the Stadium under FIFA regulations. It is hoped this can be addressed with a new pitch on which work is due to start in Quarter, however this year's income will be significantly affected, and it is not certain that these tenants will return next year.

Based on current demand and estimated income streams it is forecast the department will be approximately overspent by £1.8m at the end of the year.

COMMUNITY & ENVIRONMENT DEPARTMENT**Capital Projects as at 30th September 2018**

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	50	25	17	33
Stadium Pitch	300	0	0	300
Brindley Cafe Extension	80	30	6	74
Children's Playground Equipment	61	0	-1	62
Landfill Tax Credit Schemes	340	0	0	340
Upton Improvements	13	0	0	13
The Glen Play Area	41	0	0	41
Runcorn Hill Park	5	5	3	2
Crow Wood Park Play Area	478	5	5	473
Open Spaces Schemes	611	100	128	483
Peelhouse Lane Cemetery	500	25	16	484
Peelhouse Lane Cemetery - Enabling Works	33	0	7	26
Phoenix Park	100	80	103	(3)
Victoria Park Glass House	170	0	0	270
Sandymoor Playing Fields	1,032	560	470	562
Widnes & Runcorn Cemeteries - Garage & Storage	190	0	0	210
Litter Bins	20	0	0	20
Total	4,024	830	748	3,390

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Revenue Budget as at 30th September 2018

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000
<u>Expenditure</u>				
Employees	4,308	2,362	2,395	(33)
Repairs & Maintenance	2,215	1,064	1,064	0
Premises	51	50	47	3
Energy & Water Costs	686	270	257	13
NNDR	542	541	541	0
Rents	353	212	221	(9)
Economic Regeneration Activities	17	4	4	0
Supplies & Services	1,649	1,099	1,094	5
Grants To Voluntary Organisations	36	24	24	0
Other Expenditure	25	13	13	0
Capital Financing	99	74	74	0
Total Expenditure	9,981	5,713	5,734	(21)
<u>Income</u>				
Fees & Charges Income	-248	-93	-92	(1)
Rent – Commercial Properties	-1,139	-15	-28	13
Rent – Investment Properties	-44	-20	-20	0
Rent – Markets	-773	-691	-687	(4)
Government Grant Income	-1,696	-1,696	-1,696	0
Reimbursements & Other Grant Income	-105	-58	-58	0
Schools SLA Income	-504	-465	-457	(8)
Capital Salaries	-62	-16	-16	0
Transfers From Reserves	-857	-512	-512	0
Total Income	-5,428	3,566	3,566	0
Net Operational Expenditure	4,553	2,147	2,168	(21)
<u>Recharges</u>				
Premises Support	1,965	983	983	0
Transport	26	11	11	0
Asset Charges	4	0	0	0
Central Support Services	2,121	1,085	1,085	0
Accommodation Income	-2,396	-1,198	-1,198	0
Repairs & Maintenance Income	-2,402	-1,201	-1,201	0
Central Support Income	-2,042	-1,021	-1,021	0
Net Total Recharges	2,724	-1,341	-1,341	0
Net Department Expenditure	1,829	806	827	(21)

Comments on the above figures

Economy Enterprise & Property budget is projected to be over budget at year end. The significant budget variances are listed below.

Employee budgets are based on full time equivalent staffing numbers of 122.

A recent restructure within the Department has helped reduce the anticipated negative variance on employee costs this quarter. There has not been a great turnover of staff this financial year and this is reflected in the staff turnover saving target not being achieved by the Department. Where possible, vacancies will not be filled in year and agency staff will be kept to a minimum and only used in statutory areas.

Following reconciliation by the energy providers, the Council has received a number of one off refunds relating to previous years utility charges.

Commercial Properties held by Halton Borough Council are fully occupied and this is reflected in the income to date. Quarter 2 shows the Department over achieved on rental income and this is profiled to continue in year.

School SLA income target has not been achieved this financial year. Due to the increase of staffing costs, SLA charges have increased, which in turn has meant that schools are choosing to use alternative services. Market rental income is under budget as at quarter 2. Following a restructure within the Department the main focus over the next few months will be to promote the markets, which will hopefully increase the income levels.

All savings put forward by the Department for 18-19 have been achieved this financial year. Every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the financial year and where necessary budgets have been realigned to try and relieve budget pressures. It is currently forecast the department's net spend will be approximately £35k over the annual budget.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Capital Projects as at 30 September 2018

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	499	42	42	457
Sci Tech Daresbury – EZ Grant	382	243	243	139
Solar Panel Golf Course	1,278	19	19	1,259
Decontamination of Land	50	0	0	50
Former Crossville Depot	440	83	83	357
Advertising Screen at The Hive	100	0	0	100
Murdishaw	38	0	0	38
Venture Fields	41	0	0	41
Widnes Market Refurbishment	1,191	813	813	378
Equality Act Improvement Works	150	0	0	150
Linnets Club House	287	22	22	265
Broseley House	1,190	711	711	479
Stadium Alterations	200	0	0	200
The Croft	30	0	0	30
Total	5,876	1,933	1,933	3,743

Comments on the above figures.

Widnes Market Refurbishment – The re-roofing contract (incl. internal decoration) is currently in delay with anticipated completion W/C 22nd October (subject to weather conditions). A Notification of Delay letter has been submitted by the contractor and this is currently being assessed.

The remaining Widnes Market projects will be postponed until the final costs for the re-roofing works are confirmed.

Broseley House - The vacant upper floors have been secured where necessary to prevent unauthorised access, and are in the process of being cleared of all debris following vandalism prior to HBC purchasing the property. Minor improvement works have been carried out to the front parking area to make the area safe and the external oil tank building to the rear of the main building is soon to be demolished to help reduce anti-social behaviour in the area.

3MG - Alstom have completed the relocation of its Preston workforce to Widnes and now has 206 people on the Widnes Site. Discussions have commenced with Alstom to extend their option for a further 18 acres as the current option expires on 31 December 2018.




Stobart have completed a new headquarters at Viking Park for their Energy division and have completed a sale and lease back to raise capital to further invest in the site, starting with land remediation.

Solar Panel Golf Course –The Council are in the process of updating the design based on technical advice. Once finalised this will start the preparation of the main design and build contract and hopefully go out to tender at the beginning of November. Planning approval for the scheme was granted in May 2018





8.0 Application of Symbols

Symbols are used in the following manner:

Progress Symbols

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

Direction of Travel Indicator

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