

Public Document Pack



Executive Board

Thursday, 17 March 2022 2.00 p.m.
Council Chamber - Town Hall, Runcorn

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

Chief Executive

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

PART 1

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2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
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Please contact Ann Jones 0151 511 8276 or ann.jones@halton.gov.uk for further information.

The next meeting of the Committee is on Thursday, 14 April 2022

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PART II	
<p>In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.</p>	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 17 February 2022 in the Council Chamber - Town Hall, Runcorn

Present: Councillors Wharton (Chair), Dennett, Harris, M. Lloyd Jones, J. Lowe, T. McInerney, Nelson, Nolan, Thompson and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: G. Cook, I. Leivesley, M. Vasic, M. Reaney, E. Dawson, S. Wallace-Bonner and A. Jones

Also in attendance: 20 members of the public, one member of the press and Councillors C. and N. Plumpton Walsh

**ITEMS DEALT WITH
UNDER POWERS AND DUTIES
EXERCISABLE BY THE BOARD**

	<i>Action</i>
EXB64 MINUTES	
<p>The Minutes of the meeting held on 20 January 2022 were taken as read and signed as a correct record.</p>	
<p>CORPORATE SERVICES PORTFOLIO</p>	
EXB65 DISCRETIONARY NON DOMESTIC BUSINESS RATE RELIEF	
<p>The Board considered a report from the Strategic Director – Enterprise, Community and Resources, which presented two applications for discretionary non-domestic rate relief, under Section 47 of the Local Government Finance Act 1988.</p>	
<p>The report outlined details of the applications from NMO Spectrum UK and the Cathie Stankevitch Foundation, in respect of their premises. Appended to the report was the potential annual cost to the Council of granting discretionary rate relief to each organisation.</p>	

RESOLVED: That

- 1) the request for 15% discretionary rate relief from NMO Spectrum UK in respect of premises at D1, 1st Floor Centre Point, Victoria Square, Widnes, from 1 January 2022, be approved; and
- 2) the request for 15% discretionary rate relief from the Cathie Stankevitch Foundation in respect of premises at Unit 2, Ditton Court, Widnes, from 17 June 2021, be approved.

Strategic Director
- Enterprise,
Community and
Resources

EXB66 COVID ADDITIONAL BUSINESS RATE RELIEF FUND
2021/22

The Board considered a report of the Strategic Director – Enterprise, Community and Resources, which requested approval for a discretionary business rate scheme for the distribution of Government financial support for businesses affected by the Covid pandemic, but were ineligible for existing support linked to business rates.

Members were advised that on 15 December 2021 Government announced that they would provide additional relief to businesses that did not qualify for any previous reliefs announced as part of the response to Covid-19. The new Covid-19 Additional Relief Fund (CARF) was £1.5 billion and the amount allocated to Halton was £3,087,468. The CARF support would be provided to businesses through rate relief to their 2021/22 business rate accounts, rather than via a grant payment.

Appended to the report was the *Covid Additional Relief Fund Policy*, which outlined the Scheme's scope and eligibility, application process and how award amounts would be calculated.

RESOLVED: That

- 1) the Discretionary Covid Business Rate Additional Relief Policy included at Appendix A be approved; and
- 2) approval be given to the Operational Director – Finance, in consultation with the Portfolio Holder for Corporate Services, to amend the Covid Business Rate Additional Relief Policy, to ensure the Council distributes the full amount of Government grant funding allocated for the Scheme.

Strategic Director
- Enterprise,
Community and
Resources

EXB67 REVENUE SPENDING AS AT 31 DECEMBER 2021

The Board received a report from the Operational Director – Finance, which reported the Council's overall revenue net spending position as at 31 December 2021 together with a forecast outturn position; and reported the financial impact of Covid-19 which included a summary of Government funding made available to the Council to date.

A summary of spending against the operational revenue budget up to 31 December 2021 was presented in Appendix 1, and Appendix 2 provided detailed figures for each individual Department. In overall terms the outturn forecast for the year showed that net spend would be over the approved budget by £2.998m. It was noted that this represented a significantly improved position on the forecast provided in quarter 2, where the forecast outturn was an overspend of up to £5.843m; the report outlined the reasons for the improved position. The revisions to the Capital Programme were listed in the report and the revised Capital Programme was attached at Appendix 3.

RESOLVED: That

- 1) all spending continues to be limited to only absolutely essential items;
- 2) Strategic Directors take urgent action to identify areas where spending could be reduced or suspended for the remainder of the current financial year; and
- 3) Council be requested to approve the revisions to the Capital Programme as set out in paragraph 3.18.

Operational
Director - Finance

EXB68 BUDGET 2022/23

The Board considered a report from the Operational Director, Finance, which outlined a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2022/23.

The Medium Term Financial Strategy (MTFS) was approved at the Executive Board meeting on 18 November 2021. It was reported that there were funding gaps of around £12.0m in 2022/23, £4.2m in 2023/24 and £2.6m in 2024/25. The Strategy had the following objectives:

- Deliver a balanced and sustainable budget;
- Prioritise spending towards the Council's priority areas;

- Avoid excessive Council Tax rises;
- Achieve significant cashable efficiency gains;
- Protect essential front line services and vulnerable members of the community; and
- Deliver improved procurement.

In terms of consultation, it was noted that the Council used various methods to listen to the views of the public, and Members own experiences through their Ward work was an important part of that process. Individual consultations had taken place in respect of specific budget proposals and equality impact assessments would be completed where necessary.

The proposed revenue budget for 2022/23 totalled £113.891m; the departmental analysis of this was shown in Appendix C and the major reasons for change from the current budget were shown in Appendix D. Further to the £1.783m savings approved by Council on 8 December 2021, Appendix B presented further proposed budget savings for 2022/23 of £0.504m.

The Board was advised the final Local Government Finance Settlement figures were awaited, along with confirmation of some 2022/23 grant allocations including the Public Health grant. It was confirmed that the Council would continue to participate in the pilot of the 100% Business Rates Retention Scheme, as part of the Liverpool City Region (LCR).

Further information was provided on the budget outlook, Halton's Council Tax, Parish precepts, Police, Fire and Liverpool City Region Mayor precepts, the Capital Programme, Prudential Code and School Budgets.

It was noted that Members' had received copies of letters from Derek Twigg MP and Mike Amesbury MP, opposing the closure of Runcorn Swimming Pool, as part of the budget savings for 2022/23. Members of the public had also made their objections known to the proposed closure of the pool. Following the Board's consideration of the matter the Leader proposed an amendment to the recommendation. This was seconded and agreed by the Board.

RESOLVED: That

- 1) Council be recommended to adopt the resolution set out in Appendix A, which includes setting the budget at £113.891m, the Council Tax requirement of

Operational
Director - Finance

£57.174m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D council Tax for Halton of £1,595.67;

- 2) the recommendations in the report relating to the setting of the 2022/23 budget, set out in Appendix B and Capital Programme set out in Appendix F, be supported and recommended to Full Council for approval, with the exception of the proposal contained therein in relation to the closure of Runcorn Swimming Pool;
- 3) the proposal to close Runcorn Swimming Pool be put on hold for a period, no longer than six months, to allow time to see if an alternative delivery model can be identified by giving the opportunity for a third party to come forward with a costed and sustainable business plan to take over the running of the baths. That opportunity would be widely advertised to attract potential interest;
- 4) any proposal must cover both the capital and revenue costs of running the pool in the future;
- 5) if no such proposal is submitted that meets the above criteria within that six month period then the closure of the pool would proceed at that point; and
- 6) the subsequent gap this causes in the budget currently recommended by officers be met by increasing the amount of reserves and balances being utilised to set a legal budget for 2022/23.

EXB69 TREASURY MANAGEMENT STRATEGY STATEMENT
2022-23

The Board received the Treasury Management Strategy Statement, (TMSS) which incorporated the Annual Investment Strategy (AIS) and the Minimum Revenue Provision (MRP) Strategy for 2022/23.

The TMSS was appended to the report and detailed the expected activities of the treasury function in the forthcoming financial year (2022/23). Its production and submission to Council was a requirement of the CIPFA Prudential Code and the CIPFA Treasury Management Code.

The Local Government Act 2003 required the Council to have regard to the Prudential Code and to set Prudential

Indicators for the next three years, to ensure that the Council's capital investment plans were affordable, prudent and sustainable.

The Act therefore required the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (AIS), which set out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments. Government guidance notes stated that authorities could combine the TMSS and the AIS into one report, which the Council had done and was included in Section 4.

Members noted that the production of a Minimum Revenue Provision Policy Statement was required and a formal statement for approval was contained within the report at paragraph 2.3, with the full policy shown in Appendix A.

RESOLVED: That Council be recommended to adopt the policies, strategies, statements, prudential and treasury indicators outlined in the report.

Operational
Director - Finance

EXB70 CAPITAL STRATEGY 2022-23

The Board considered a report of the Operational Director – Finance, on the Council's Capital Strategy for 2022/23.

It was reported that all councils were required to produce a Capital Strategy annually, the aim of which was to ensure that the Council understood the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

Members were advised that the Capital Strategy should be read in conjunction with the Treasury Management Strategy Statement, included on the same agenda; this detailed the expected activities of the treasury management function and incorporated the Annual Investment Strategy (AIS) and the Minimum Revenue Provision (MRP) policy for 2022/23. It was noted that the successful delivery of the Capital Strategy would assist the Council in planning and funding its capital expenditure over the next three years.

RESOLVED: That Council be recommended to approve the 2022/23 Capital Strategy, as presented in the Appendix attached to the report.

Operational
Director - Finance

EXB71 CALENDAR OF MEETINGS 2022-23

The Board received a report of the Strategic Director – Enterprise, Community and Resources, which set out the proposed Calendar of Meetings for the 2022/23 Municipal Year, which was appended to the report for information.

RESOLVED: That Council be recommended to approve the Calendar of meetings for the 2022/23 Municipal Year, as appended to the report.

Strategic Director
- Enterprise,
Community and
Resources

ADULT SOCIAL CARE PORTFOLIO

EXB72 HALTON SUPPORT AT HOME SERVICE

The Board considered a report from the Strategic Director – People, which sought a waiver in compliance with Procurement Standing Order 1.14.4 iv of Part 3 of Procurement Standing Orders, to grant a direct award for the delivery of the ‘Halton Support at Home Service’, to be delivered by the British Red Cross, from 1 April 2022 to 31 March 2025.

Members were advised that the British Red Cross were currently commissioned to provide a Support at Home Service until 31 March 2022, which supported people for a short period of time during the difficult transition from hospital to home, as well as providing support in the community to prevent hospital admission. The service was an important part of the discharge management process, helping to alleviate the pressure on hospital beds as well as offering practical support and emotional support to people when they were at their most vulnerable. A list of services which may be provided to individuals was provided in the report.

The report described the rationale behind the waiver request and the costs involved over the duration of the contract.

RESOLVED: That the Executive Board

- 1) note the contents of the report; and
- 2) agree to the waiver of Part 3 of Procurement Standing Orders, in compliance with Procurement Standing Order 1.14.4 iv, and approve a direct award to British Red Cross for the provision of a Halton Support at Home Service from 1 April 2022 to 31 March 2025.

Director of Adult
Social Services

ENVIRONMENT AND URBAN RENEWAL, HEALTH AND WELLBEING AND CLIMATE CHANGE PORTFOLIOS

EXB73 DECARBONISING EXISTING HOMES IN HALTON

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which set out the approach for the local delivery of a number of UK Government funding and finance initiatives, to improve the energy efficiency and performance of existing residential properties.

It was reported that based on the evidence of the scale of the challenge and opportunity in Halton, a strategic approach was required to guide the implementation of the programme. This would be achieved through partnership working and would prioritise the least energy efficient homes and those households experiencing or at risk of fuel poverty.

The report described in detail the initiatives and funding schemes available in relation to reducing carbon emissions from UK homes, under the following headings:

- UK Government policy and funding;
- Halton and Liverpool City Region perspective;
- Energy Company Obligation;
- Challenges and opportunities in Halton;
- Delivery in Halton; and
- Strategic approach to delivery.

It was noted that although that these schemes and initiatives dealt with improving the energy performance of existing homes in Halton, the Council were also committed and developing a strategy to improve the energy efficiency of new build housing. This would outline opportunities to accelerate delivery of Net Zero homes within the Borough ahead of UK Government targets and introduction of new Future Homes Standards.

RESOLVED: That Executive Board

- 1) recognised the progress being made to support the decarbonisation of homes in Halton;
- 2) approves the strategic approach to delivery of decarbonising homes in Halton, as outlined in paragraph 3.26, to guide Council activity;
- 3) provides delegated authority to the Strategic Director – Enterprise, Community and Resources, in

Strategic Director
- Enterprise,
Community and
Resources

consultation with the Portfolio Holder for Climate Change, to enter the Council into collaboration agreements with the Liverpool City Region Combined Authority, to deliver housing energy retrofit grant schemes;

- 4) provides delegated authority to the Director of Public Health, in consultation with the Portfolio Holder for Health and Wellbeing and Portfolio Holder for Climate Change, to approve future revisions to ECO Flex criteria for Halton;
- 5) agrees that The Energy Projects Plus are engaged via the existing Service Level Agreement to provide ongoing advice and support to the Council to target delivery of energy retrofit grant schemes and subject to future review; and
- 6) agrees that future targets and monitoring in relation to decarbonising existing homes forms part of the Halton Climate Change Action Plan and Boroughwide Carbon Reduction Strategy.

ENVIRONMENT AND URBAN RENEWAL PORTFOLIO

EXB74 PRELIMINARY ESTIMATES FOR STREET LIGHTING ENERGY PROCUREMENT

The Board considered a report of the Strategic Director – Enterprise, Community and Resources, which sought approval for the Council to utilise Dukefield Energy (formerly Utilities Procurement Group UPG), as specialist energy advisor for the Council's un-metered electricity supply contract for street lighting, utilising the 'National Public Sector Energy Framework' in accordance with Procurement Standing Order 1.4.1 and to record that the anticipated expenditure was likely to be over £1m per annum.

The report provided some information in respect of Dukefield, who were energy procurement specialists to the public sector. They had procured energy for the Council since 2002; the companies awarded since then were listed, with SEE Energy being the current provider until 31 March 2022. Approval was sought for Dukefield to invite tenders on the Council's behalf for the supply of energy from April 2022 onwards, for a period of between 12 and 36 months, as recommended.

RESOLVED: That

- 1) the Board endorse the use of the 'National Public Sector Energy Framework' for the purchase of un-metered energy in compliance with Procurement Standing Order 1.4.1;
- 2) it be recorded that the expenditure was anticipated to be in excess of £1m per annum; and
- 3) Dukefield Energy continue to be used to manage the Council's street lighting energy provision.

Strategic Director
- Enterprise,
Community and
Resources

CLIMATE CHANGE PORTFOLIO

EXB75 HALTON SMART MICRO GRID

The Board considered a report of the Strategic Director – Enterprise, Community and Resources, which presented proposals for the development of a Smart Micro Grid.

Further to the completion of a 1 MW Solar Farm on the former St Michael's Golf Course, further feasibility work had been undertaken to see if there was scope to extend the Solar Farm and create a Micro Grid connecting the Municipal Building, Lowerhouse Lane Depot and the new Leisure Centre in Moor Lane.

Members were presented with the business case, which included outline budget estimates for the scheme. The report described how this proposal would benefit the Council with its ambitions to decarbonise Council buildings electricity, and heating and transport, via the culmination of several technologies.

RESOLVED: That the Executive Board approves a funding allocation of £250,000 to allow a technical consultant to be appointed to support the Project, including seeking a planning permission and to develop the required documentation to allow tenders to be invited for a Design, Build and Maintenance contract.

Strategic Director
- Enterprise,
Community and
Resources

EXB76 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 Sub-Section 4 of Section 100A of the Local Government Act 1972, because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of 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 the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following item of business, in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it 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.

CORPORATE SERVICES PORTFOLIO

With prior permission from the Leader, Councillors Carol and Norman Plumpton Walsh remained to observe the following item.

EXB77 ACQUISITION OF ST PAUL'S MEWS, RUNCORN

The Board received a report of the Strategic Director – Enterprise, Community and Resources, requesting approval to the acquisition of the freehold property of 1-4 St Pauls Mews, Runcorn.

Supporting information and financial implications in respect of the proposal were outlined in the report.

RESOLVED: That Executive Board

- 1) approves the acquisition and of the freehold interest in 1-4 St Pauls Mews, Runcorn, as reported in paragraph 3.4;

Strategic Director
- Enterprise,
Community and
Resources

- 2) authorises the Operational Director for Economy, Enterprise and Property, to arrange for all required documentation for the transactions to be completed to the satisfaction of the Operational Director for Legal and Democratic Services, in consultation with the Portfolio Holder for Corporate Services; and
- 3) requests that full Council amend the Capital Programme to accommodate this purchase.

MINUTES ISSUED: 22 February 2022

CALL- IN: 1 March 2022 at 5.00 pm

Any matter decided by the Executive Board may be called in no later than 5.00pm on 1 March 2022.

Meeting ended at 3.10 p.m.

REPORT TO:	Executive Board
DATE:	17 th March 2022
REPORTING OFFICER:	Strategic Director, Enterprise, Community and Resources
PORTFOLIO:	Corporate Services
SUBJECT:	Pensions Discretions Statement 2022/23.
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 The Council is required to publish a Pensions Discretion Statement annually, to advise the discretions it intends to exercise under the Local Government Pension Scheme (LPGS).
- 1.2 This report accompanies the proposed statement for 2022/23.

2.0 RECOMMENDATION: That:

- i. **the Board approve the Pensions Discretions Statement for 2022/23.**

3.0 SUPPORTING INFORMATION

- 3.1 The Pensions Discretion Statement for 2022/23 is based upon the statement for 2021/22, which was approved by Executive Board in February 2021.
- 3.2 No new discretions have been added
- 3.3 One discretion has been removed for 2022/23, that being the discretion under Regulation 16 (2) (e) & 16 (4) (d) - Ability to contribute to a shared cost additional pension contribution (APC) scheme. This was in place to enable an employee to enter into a shared cost APC with the Council to cover the cost of pension contribution not paid due to the 4 days unpaid leave that the Council has operated for many years. That scheme ends on 31st March 2022 and as such the discretion is no longer required from 1st April 2022.

- 3.4 There have been no material changes to the Local Government Pension Scheme Regulations 2013 that would result in a change to the statement. Regulation 60 of those regulations sets out what the statement should contain, and the statement is compliant.

4.0 POLICY IMPLICATIONS

- 4.1 The Council is required to publish a written policy statement on how it will exercise its discretions provided by the scheme. The policies adopted seek to achieve the correct balance between cost to the council tax payer, good employee relations and staff recruitment and retention

5.0 FINANCIAL IMPLICATIONS

- 5.1 There are financial implications for the Council in considering the application of these discretions. Each case will be different, and a business case will be required when such a discretion is exercised, balancing the interests of the Council with the interests of the individual.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 There are no direct implications to be noted for any of the Council's priorities.

7.0 RISK ANALYSIS

- 7.1 The statement complies with the Local Government Pension Scheme Regulations 2013, and enables the Council to make balanced decisions taking into account all risks.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 The recommendations will apply equally to all staff who are members of the LGPS. Employees have a right of appeal if they feel they have been treated incorrectly/unfairly.
- 8.2 In the first instance, appeals are made to the Operational Director Policy, People, Performance & Efficiency, who acts in the capacity of the Independent Person for the Independent Disputes and Resolution Procedure.

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

Document	Place of Inspection	Contact Officer
The Local Government Pension Scheme Regulations 2013 (Statutory Instrument 2013 No. 2356)	Municipal Building, Kingsway, Widnes	Richard Rout

**PENSIONS DISCRETIONS
STATEMENT 2022/23**

HALTON BOROUGH COUNCIL

Introduction

This statement is prepared and published in accordance with the requirements of Regulation 60 (1) of the Local Government Pension Scheme Regulations 2013, which states that;

A Scheme employer must prepare a written statement of its policy in relation to the exercise of its functions under regulations –

- (a) 16(2)(e) and 16(4)(d) (funding of additional pension);
- (b) 30(6) (flexible retirement);
- (c) 30(8) (waiving of actuarial reduction); and
- (d) 31 (award of additional pension),

and an administering authority must prepare such a statement in relation to the exercise of its functions under regulation 30(8) in cases where a former employer has ceased to be a Scheme employer. This statement fulfils that requirement.

There are no material changes to the discretions contained within this statement for 2022/23.

Where relevant, monetary amounts used within the explanations of discretions have been revised as appropriate.

This document is confirmed as the Council's Pensions Discretions Statement for the financial year 2022/23.

The discretions will be exercised by the appropriate Strategic Director, in consultation with the Portfolio Holder for Corporate Services, and Operational Director Finance. (In the case of applications from Strategic Directors or the Chief Executive, the discretions will be exercised by the Chief Executive, in consultation with the Portfolio Holder for Corporate Services and Strategic Director, Enterprise, Community and Resources).

Any questions relating to this statement should be directed to:

Pay & Pensions Team (HR Service Centre)
Policy, People, Performance & Efficiency Division,
Enterprise, Community & Resources Directorate,
Halton Borough Council,
Municipal, Building,
Kingsway,
Widnes,
WA8 7QF
e-mail: payandpensions@halton.gov.uk

**COMPULSORY POLICY STATEMENTS IN ACCORDANCE WITH LOCAL GOVERNMENT
PENSION SCHEME REGULATIONS 2013**

Regulation 16 (2) (e) & 16 (4) (d)

Ability to contribute to a shared cost additional pension contribution (APC) scheme.

Explanation:

Where an active scheme member wishes to purchase extra annual pension of up to £7,316 (2021/22 rate) by making an Additional Pension Contribution (APC) the employer may voluntarily contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).

HBC decision:

All APC contracts will be funded in full by the member.

Regulation 30 (6)

Ability to award Flexible Retirement

Explanation:

A member who is aged 55 or over and with their employers consent reduces their hours/or grade, can then, but only with the agreement of the employer, make an election to the administering authority to receive all or part payment of their accrued benefits without having retired from that employment.

HBC decision:

The Council will adopt this discretion and will assess applications from those employees aged 55 and over who reduce their hours by 25% (not for a grade reduction). Applications will be considered on the basis of future service provision and cost. The decision to release benefits will be taken by the appropriate Strategic Director.

Regulation 30 (8)

Waiving of Actuarial Reduction on Flexible Retirement and early retirement (age 55+)

Explanation:

Employers can elect to waive some or all of the reduction on benefits if a member chooses to take flexible retirement and take their benefits before Normal Pension Age (NPA)

HBC decision:

HBC will only waive actuarial reduction on flexible retirement in exceptional circumstances.

Transitional Protections – Regulation 1 (1) (c) Schedule 2

Power of the Employing Authority to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

Explanation:

A member who meets the 85 year rule and elects to draw their pension benefits from age 55 will no longer require their employers consent if they retire after 31st March 2014. However, certain members will lose some 85 year rule protections if they wish to draw their pension between age 55 and 60.

An employer may decide to “switch on” protection to the 85 year rule for a member who voluntarily retires from age 55 but before age 60 and meet any additional cost of the retirement.

HBC decision:

In exceptional circumstances, where this is in the interest of the Council and the costs of allowing such requests are considered against the benefits to the Council, the Council will pay the additional cost of an unreduced pension.

Regulation 31

Ability to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency.

Explanation:

An employer may decide to award a member additional pension up to a limit of £6822 per year (or revised amount as stated in the scheme rules) payable from the same date as their pension is payable.

HBC decision:

The Council will not award additional pension.

NON COMPULSORY DISCRETIONS

Regulation 9 (3)

Contributions Payable by an Active Member.

Explanation:

Employers must assess the appropriate rate of contribution band, in a reasonable and consistent manner and review the contribution bands on any material change in pay.

HBC decision:

The Council will review contribution bands annually or at a significant change, unless an employee exercises their right to appeal their band allocation when the review may be conducted earlier.

Regulation 22 (7) & (8)

Re-employed and Re-joining Deferred Members

Explanation:

This provision permits an employer the discretion to extend the statutory 12 month window within which a scheme member can elect to aggregate deferred LGPS benefits into their current employment.

HBC decision:

The Council will not normally extend the time limit beyond 12 months.

Regulation 100 (6)

Inward Transfer of Pension Rights

Explanation:

This provision allows an employer the discretion to extend the statutory 12 month window within which a scheme member can elect to transfer benefits from another scheme into their current scheme.

HBC decision:

The Council will not normally extend the time limit beyond 12 months.

Regulation 30 (5)

Ability to Waive Actuarial Reduction on Compassionate Grounds

Explanation:

This regulation provides for early payment of retirement benefits, reduced by the amount shown in actuarial guidance issued by the Secretary of State for Local Government, in relation to an employment, for a scheme member who is not an employee in local government service in that employment, and has not attained normal pension age, but is aged over 55 years.

HBC Decision:

The Council will consider, on a case by case basis, exercising its discretion to waive some or all of the reduction. This will be where it is felt to be in the best interests of the Council as well as the employee (deferred member) and the costs of allowing such requests will be considered against the benefits to the Council.

**Discretion under the
Local Government (Early Termination of Employment) (Discretionary Compensation)
(England and Wales) Regulations 2006.**

The Council is required to formulate, publish and keep under review a statement of policy on how it will exercise its discretion under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. Such a statement is contained in the Councils Staffing Protocol. It is reproduced here for completeness.

By virtue of regulation 7 (1) of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 Scheme employers are required to formulate a Statement of Policy on whether it intends to base a redundancy payment on an employee's actual weeks' pay where this exceeds the statutory weeks' pay limit and whether to make a termination payment (inclusive of any redundancy payment) of up to a maximum of 104 weeks' pay (regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.

The Council will pay a redundancy payment based on actual weeks' pay where this exceeds the redundancy payment and will enhance payments in line with the multiplier applicable at that time and contained in the Councils Staffing Protocol. The multiplier has been set at 1.4, effective from 1st April 2016.

REPORT TO:	Executive Board
DATE:	17 th March 2022
REPORTING OFFICER:	Strategic Director Enterprise, Community & Resources
PORTFOLIO:	Corporate Services
SUBJECT:	Moor Lane Bus Depot
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to inform Members of two offers that have been received for the former bus depot on Moor Lane.

2.0 RECOMMENDATION: That:

- i) **It is recommended that:
Members authorise officers to progress more detailed discussions with company Y which would culminate in company Y being granted a lease for the building.**

3.0 SUPPORTING INFORMATION

- 3.1 In November 2020, the Council commissioned Thornber and Walker a quantity surveyor consultancy to carry out a high level feasibility study to ascertain the potential costs of refurbishing the Moor Lane Bus Depot to provide commercial space.

They estimated that the cost of refurbishment would be in the region of £5m. Since the report was commissioned, construction costs have increased and also this was before the building became listed. This will probably result in higher refurbishment costs, too.

In early 2021 Historic England designated the former depot as a Grade 2 building. Following an appeal submitted in February, Historic England contacted the Council in October 2021 to confirm that the listed status designation had been upheld.

This will have a bearing on any future use of the building, because the listing also relates to the interior of the building.

Officers have been setting out potential options for the future use of the building. These options are set out as follows:

Option 1 Do Nothing - 'Moth Ball' the building

- Pros – Reduced expenditure to the Council
- Pros – Manages expectations in terms of future use
- Cons – a building in a prominent position remains empty
- Cons – potential community backlash if building remains unused

Option 2 – Market the Building and Sell

- Pros – an alternative use for the building may come forward that HBC has not considered e.g. car storage/parking for Liverpool John Lennon Airport; premises for industrial storage
- Pros – no future capital or revenue costs for the Council
- Cons – Council loses control of the building and future use
- Cons – Building still remains empty even when acquired by 3rd Party

Option 3 – Seek funding from the Community Ownership Fund

Invite the community sector to apply to the fund to manage and operate the building. Council provides a dowry

- Pros – Reduced capital or revenue costs to the Council
- Cons – maximum grant £250,000, not enough
- Cons – adds to a long list of community venues many of which are struggling

Option 4 – Develop the Building

4a) Heritage and Arts Centre

- Pros – an empty building is brought back into use
- Pros – development of an exciting community venue in a prominent position (gateway to the town, opposite a new leisure centre)
- Cons – duplicates existing visitor attractions in the area and leads to competition
- Cons – debatable need and demand

4b) Transport Museum

A Transport museum would present similar pros and cons.

4c) Convert the Building into Office Premises

One area to explore is providing accommodation for the Mersey Crossings Board (MCB). This would be presented as an alternative site to the hand back site(s) currently being considered

- Pros – building is brought back into use
- Pros – could use the Mersey Gateway 'loan mechanism' to fund the costs.

4d) Managed Workspace

To provide business units for start-up businesses. The building

could be divided into small units.

Pros – Could provide cheap albeit poor quality accommodation for fledgling businesses

Cons – limited demand for these types of premises

Cons – costs of conversion outweigh benefits

4e) Vocational Training Facility for construction, motor vehicle industries

Some exploratory discussions took place with Riverside College regarding the establishment of a training facility for the benefit of colleges across the City Region. N.B. Riverside College are very clear they don't want to 'own the building' or pay for refurbishment costs.

Pros – demand exists for this type of facility across the LCR

Pros – some skills capital/SIF grant could be available

Pros – revenue stream for the Council e.g. rent from LCR colleges

Cons – responsibility for the refurbishment and maintenance and management of the building remains with the Council

During the last twelve months, Council officers have been made aware of various suggestions for the future use of the building.

However, up until recently, this interest had been speculative without any firm proposals or offers having been made.

Members are advised of two offers below:

Company X

This is a local company. The business owner has been keen to expand the premises, Discussions have taken place with the owner regarding future Mersey Gateway hand back land sites, but the timing of the return and marketing of these sites does not meet the requirements of the business.

The company has offered to pay the Council to lease the premises from now until December 2022. If the property were to be leased the company would not take on any repairs and maintenance costs. There is also an offer to acquire the building.

The advantage of this offer is that it is for a short period and this would give the Council some 'breathing space' to either extend the existing arrangements, or consider the options outlined above. The main disadvantage is that the building would not be used for the purposes it was intended, and care would be needed to ensure this did not contravene the conditions of the Listed Building Status, as well as any planning obligations.

Company Y

This is a company based just outside the borough and relocated following a fire. The company is keen to return to the borough for operational reasons and most of its employees are Widnes residents.

Company Y have offered a 'baseline' figure per calendar month but have caveated this by stating that this would be subject to further surveys and dependent upon repairs and Health and Safety requirements.

The advantage of this offer is that it could utilise the building for the purposes for which it was intended and, therefore, it is unlikely to impact on the Listed Building and planning requirements.

The main disadvantage is the uncertainty surrounding the level of repairs the company would take on.

On balance, it is pleasing to note that two offers have been received for a building that does require significant investment and any future uses would be limited by the Listed Building status. For these reasons, it is recommended that officers from property services and legal services should further explore a lease arrangement with Company Y.

4.0 POLICY IMPLICATIONS

4.1 There are no further policy implications at this stage.

5.0 OTHER/FINANCIAL IMPLICATIONS

5.1 All of the above options require some expenditure. Options 4a-4e require significant investment. The least expensive option is option 2.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

N/A

6.2 Employment, Learning & Skills in Halton

N/A

6.3 A Healthy Halton

N/A

6.4 A Safer Halton

N/A

6.5 Halton’s Urban Renewal

The bus depot is in a prominent site and will be opposite the new leisure centre on Moor Lane. The listed status of the building will have an impact on the type of regeneration and development that can be progressed in this part of Widnes.

7.0 RISK ANALYSIS

7.1 Each of the options outlined in section 3 of the report carry certain risks. The greatest risk to the Council relates to budgetary pressures associated with delivering options 4a-e. Option 1 presents a limited risk to the Council, but an empty building could attract anti-social behaviour. This would be mitigated by increased security measures. In addition, the Council’s property team has experience of managing similar albeit smaller buildings. Option 2 presents a risk that the Council does not sell the building. This risk could be mitigated by including the building as part of a package. Option 3 could be a risk to the Council as it could raise expectations within the community, and potentially encourage an asset of community value request. Whilst an alternative community use would be welcomed, similar requests in the past have not been progressed due to lack of community capacity, and, therefore, this would further delay any proposals to dispose of the building.

For these reasons, it is proposed that a lease to Company Y would be the option with the least risk to the Council.

8.0 EQUALITY AND DIVERSITY ISSUES

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

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

Document	Place of Inspection	Contact Officer
None under the meaning of the Act		

REPORT TO:	Executive Board
DATE:	17 March 2022
REPORTING OFFICER:	Strategic Director – Enterprise, Community & Resources
PORTFOLIO:	Corporate Services
SUBJECT:	Review of Council wide Fees and Charges
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 In conjunction with the annual budget review, it is proposed to charge the fee rates for services in accordance with the schedules shown in Appendix A, B and C. This report presents the proposed fees and charges for 2022/23 for services provided by both of the Council's Directorates.

2.0 RECOMMENDATION: That;

- (i) **The proposed fees and charges for 2022/23 as set out in Appendix A and for 2023/24 as set out in Appendices B and C, be approved;**

3.0 SUPPORTING INFORMATION

- 3.1 The review of fees and charges has been carried out as part of the budget preparations for 2022/23.
- 3.2 The general aim in setting fees and charges is to ensure the Council fully recovers the cost incurred in providing a service. In a number of cases this is achieved by breaking down the cost of providing a service on a unit basis but given the volume of services the Council provides isn't feasible on a case by case basis. Estimated costs will be reviewed at individual service level and budgeted income targets set to ensure the Council fully recovers the cost of providing that service.
- 3.3 Recovering the full cost of services through the year is also dependent on a number of other factors outside the agreed charge, including:
- Demand – will change year on year and could be determined by a number of drivers such as weather, economy, regional and national events, demographics etc...
 - Competition – There are a number of services the Council provides for which there is a strong competitive market. Costs within the private sector are generally lower than in the public sector, for example employee terms and conditions.
 - Statutory Element – Some charges are outside control of the Council with there being no discretion to what can be charged.

- 3.4 Fees and charges income targets for the new financial year have been set by the inflation level highlighted in the Medium Term Financial Strategy, at an increase of 2% on 2021/22 budgeted targets.
- 3.5 As part of the in-year budget monitoring process, actual income from fees and charges will be regularly reviewed against budgeted income. Supporting narrative will be provided within monitoring reports to highlight areas where the Council has not fully recovered the cost of providing a service.
- 3.6 All proposed charges are exclusive of VAT. Where applicable, VAT will be added to the charges set out in the appendices.
- 3.7 The schedule in the appendices includes guidance on the charge being a discretionary or statutory fee. Statutory fees may result in changes throughout the year and therefore the relevant fees will be amended accordingly.
- 3.8 The ongoing impact of covid-19 and reduced use of services has had an impact on income levels during 2021/22. It is expected the removal of restrictions should see a steady increase in the use of services but it remains unknown on how quickly usage will revert to pre Covid levels.

4.0 POLICY IMPLICATIONS

- 4.1 The effects of the proposed changes have been incorporated where possible into budgets for 2022/23. As per the Medium Term Financial Strategy budgeted income for 2022/23 has been increased by 2%, except where additional increases have been proposed as saving items, statutory fee increases apply or where income targets have been reduced to reflect the actual recovery rate. Individual fees and charges have been reviewed and increases proposed by Service Managers which also reflect the particular circumstances of each area.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The financial implications are as presented in the report and appendices.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no implications for this priority.

6.2 Employment, Learning and Skills in Halton

There are no implications for this priority.

6.3 A Healthy Halton

There are no implications for this priority.

6.4 A Safer Halton

There are no implications for this priority.

6.5 Halton's Urban Renewal

There are no implications for this priority.

7.0 RISK ANALYSIS

- 7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid; the fees should be received before the service is provided.
- 7.2 The Council's budget assumes an increase in fees and charges income in line with those proposed in the Medium Term Financial Strategy. If increases are not approved it may lead to a shortfall in budgeted income targets.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

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

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

ENVIRONMENTAL INFORMATION

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND			
Information relating to statutory designation under Part 2A of the Environmental Protection Act 1990, e.g. details of an entry on the Statutory Register	No Charge	No Charge	D
Searches for land contamination information for a given property or site against all information held by HBC relating to known or potential contamination including historical land use, landfill locations and details of site investigations and remediation contamination. The charge varies depending on the size of the site for which information is requested:-			
For premises equivalent to less than 1 hectares in size, (e.g. a single domestic property or a small factory unit)			
(i) The premises site only	78.00	81.90	D
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	125.00	131.25	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	208.00	218.40	D
For premises equivalent to more than 1 hectares in size, (e.g. a Housing estate or a large factory unit)			
(i) The premises site only	125.00	131.25	D
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	208.00	218.40	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	285.00	299.25	D
Additional enquiries charged at £60 per hour			

LICENCE FEES

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
HACKNEY CARRIAGE & PRIVATE HIRE CHARGES			
Single Status Driver			
First Grant (max 3 year licence)	208.00	210.00	D
First Grant - inc DBS (max 3 year licence)	248.00	250.50	D
Renewal (max 3 year licence)	190.00	192.00	D
Renewal - inc DBS (max 3 year licence)	230.00	232.00	D
Replacement Badges	13.10	13.20	D
Vehicle Licence			
Grant and Renewals 1 Year – Hackney Carriage ++ ##	265.50	268.00	D
Note: £21.50 added for to recover the costs of the Hackney Carriage Vehicle unmet demand survey			
Grant and Renewals 1 Year – Private Hire ++ ##	246.00	248.50	D
Transfer of Existing Vehicle Licence	30.75	31.00	D
Temporary Transfer Fees (Licence issued for a maximum of 2 months)	96.50	97.50	D
Replacement Vehicle Plate (each)	19.50	19.70	D
Replacement Bracket (each)	19.50	19.70	D
Replacement Doors Stickers Private Hire (Pair)	25.75	26.00	D
Replacement Internal plate	13.10	13.20	D
Change to Personalised Number Plate	57.00	57.60	D
Private Hire Operator Licence:	297.00	300.00	D
Private Hire Operator Licence (5 years)	594.00	600.00	D
LOWERHOUSE LANE DEPOT FEES:			
Hackney Carriage & Private Hire			
Hackney Carriage and Private Hire - Vehicle Test Fee	63.00	63.00	D
Hackney Carriage and Private Hire - Vehicle Re-test Fee	25.25	25.25	D
Hackney Carriage and Private Hire - Vehicle Test Un-notified Cancellation Fee	24.25	24.25	D
Notes			
Hackney Carriage and Private Hire - ++Includes Taximeter Sealing Fee			
Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee ## Unless part of a single transaction involving a simultaneous grant in which case £30.50			
Street Trading			
First Grant & Renewal	418.00	426.00	D
Additional Vehicles (Per Vehicle)	208.00	212.00	D
"Static" First Grant	481.50	491.00	D
Change of Vehicle	31.75	32.40	D
Daily Fee for Temporary Extension of Existing Consent (max 5 days per year)	71.00	72.50	D
Daily Fee for Temporary Consent (max 5 days per year)	107.50	110.00	D
Hawkers etc. Cheshire County Council Act	248.50	253.00	D
Sex Establishments*	1,527.50	1,558.00	D
Scrap Metal Dealers	208.00	212.00	D
Notes			
* The expression "Sex Establishment" includes Sex Entertainment Venues, Sex Cinemas and Sex Shops			
LOCAL LAND CHARGES (Search Fees)			
Form CON29R	80.00	80.00	D
Official Search (LLC1 & CON29) - LLC1 no longer part of search from 2022/23	110.00	80.00	D
Each additional (CON29) parcel***	80.00	80.00	D
CON29O Optional Enquiries (per person, per parcel)	12.00	12.00	D
Each Additional Enquiry	14.00	14.00	D
Personal Search	0.00	0.00	D
Notes			
***Parcel of land means land (including a building or part of a building) which is separately occupied or separately rated, in separate ownership. For the purposes of this definition an owner is a person who (in his own right or as a trustee for another person) is entitled to receive the rack rent of land, or, where the land is not a rack rent, would be so entitled if it were so let.			

HIGHWAYS

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
ROAD TRAFFIC REGULATION ACT 1984			
Temporary Order at request of a third party	2,150.00	2,200.00	D
Temporary Order at request of non-commercial organisations – Section 16A plus actual cost of advertising	100.00 plus advertising	150.00	D
Temporary Closure Notice (incl emergency) at request of a third party	380.00	380.00	D
Diversionsary Notice at request of a third party	320.00	320.00	D
HIGHWAYS ACT 1980			
Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs). Also applies to closures/diversions under Town & Country Planning Act 1990	735.00	772.00	D
Issuing of Scaffolding/Hoarding permit	100.00	105.00	D
Issuing of Scaffolding/Hoarding permit (Additional week or part thereof) – Note, 2021/22 charge increased by 14% in of reducing occupancy on highway	40.00	42.50	D
Issuing of Skip Permit – Initial Fee (up to 14 days)	40.00	42.00	D
Skip Permit – Additional periods (each additional 7 days)	20.00	21.00	D
Skip found without a licence (plus current permit fee)	115.00	120.00	D
Removal of unauthorised skip	At cost plus 15% admin fee	At cost plus 15% admin fee	D
Issuing of Cherry Picker/Mobile Platform permit (Initial week)	100.00	105.00	D
Issuing of Cherry picker/Mobile Platform permit (Additional week or part thereof)	35.00	36.00	D
Issuing of permits to erect structures/equipment over or under the highway (Minimum £80)	At cost plus 15% admin fee	At cost plus 15% admin fee	D
Construction of vehicular crossings on footways	As agreed by the Strategic Director	As agreed by the Strategic Director	D
Section 38 Agreements	10% of works cost. Minimum charge £2,613	10% of works cost. Minimum charge £2,613	D
NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,690.00 will be payable PLUS Legal Agreement fee as detailed below			
(a) Basic Agreement	815.00	824.00	D
(b) Moderately Complex Agreement	1,360.00	1,374.00	D
(c) Highly Complex Agreement	2,170.00	2,192.00	D
NOTE: The Council will determine the appropriate agreement			
Section 278 Agreements	As agreed by the Strategic Director	As agreed by the Strategic Director	D
Alfresco Dining Areas Licence (capped until sept 2022 by government)	117.00	100.00	D
'A' Board Licence – Per Annum	60.00	60.00	D
Shop Displays Licence – Per Annum	133.00	133.00	D
Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations. (Applications made within 7 working days of the event will incur an additional administration fee of £130.00)	184.00	190.00	D
Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by the Strategic Director	As agreed by the Strategic Director	D
Minor Highways Works Permits	1,600.00 plus refundable	1,600.00 plus refundable	D
NOTE: The refundable cash bond is the value of the works as determined by the Council			
Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Structural checking and technical approval of highways structures	As agreed by the Strategic Director	As agreed by the Strategic Director	D

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Relocation of lighting column at request of third party			
Commercial Organisations	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Non-commercial organisations	640.00	650.00	D
HIGHWAY SEARCHES			
Letter and plan showing adopted highway	56.00	59.00	D
Additional questions	18.00	19.00	D
SIGNING			
Design and Erection of a Traffic Sign(s) at the request of a third party	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Initial Assessment of Application for Tourism Signs	150.00	155.00	D
Provision of H Bar Road Markings	105.00	110.00	D
Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events)	165.00	170.00	D
Provision of Disabled Persons Parking Space (subject to meeting criteria)	No charge subject to meeting criteria	No charge subject to meeting criteria	D
TRAFFIC SIGNALS			
Supply of Information on Operation of Traffic Signals	245.00	255.00	D
Switching Off/On Traffic Signals and Bagging Over heads during normal working hours (08.00 - 19.00; Monday - Saturday (excluding bank holidays)) –	620.00	645.00	D
Switching Off/On Traffic Signals and Bagging Over outside normal working hours -	720.00	750.00	D
Bagging over traffic signal head	20.00	21.00	D
Bagging over pedestrian push button / demand unit	10.00	10.50	D
Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	180.00	180.00	D
BUILDING ACT 1984 Section 18			
Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director- Enterprise, Community & Resources)	210.00	TBC	D
STREET NAMING AND NUMBERING			
Up to 2 Dwellings	42.00	45.00	D
Between 3 and 10 dwellings	210.00	221.00	D
Schemes Over 10 dwellings	394.00	414.00	D
Re-numbering of properties where original numbering has already been confirmed	£53 per plot	56.00	D
ROAD SAFETY			
Supply of Accident Data (per road/junction for up to 3 years)	185.00	190.00	D
Road Safety Courses	As agreed by the Strategic Director	As agreed by the Strategic Director	D
TRAFFIC DATA			
Supply of Automatic Traffic Count Data	165.00	170.00	D
CLOSURE OF BUS STOPS FOR ROADWORKS			
Closure of Bus Stop for Roadworks (per stop)	183.00	192.00	D
Commissioning of Temporary Stop (per stop)	183.00	192.00	D
Bus Stop Closure Notice and Notice to the Public (per stop)	99.00	104.00	D
Section 50 - Street Works Income (I) All Apparatus			
Minor Works	425.00	435.00	D
Standard Works	850.00	865.00	D
Major Works	1,700.00	1,735.00	D

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Miscellaneous			
Supply Photocopy of the Following:			
Building Regulation Approval or Completion Certificate and planning decision notice (max 4 pages)	31.21	31.84	D
Any Other Chargeable Documents	41.62	42.45	D
Assistance from Council Staff to Extract, Interpret or Describe this Material	31.21	31.84	D
A4 Aerial Photograph	As A4 Doc	As A4 Doc	D
Copy of tree preservation order	As A4 Doc	As A4 Doc	D
Copy of Consultant Report	72.83	74.28	D
Copy of larger format plans	16.65	16.98	D
Map Production:		0.00	
Admin Charge - inclusive of copying of first sheet.	15.61	15.92	D
A4 –per subsequent sheet.	0.72	0.74	D
A3 - per subsequent sheet	1.04	1.06	D
A2 –per subsequent sheet	1.76	1.80	D
A1 - per subsequent sheet	6.92	7.05	D
A0 - per subsequent sheet	11.08	11.30	D
Price per Copy (Colour)		0.00	
A4 –per subsequent sheet.	1.76	1.80	D
A3 - per subsequent sheet	2.28	2.33	D
A2 –per subsequent sheet	3.85	3.92	D
A1 - per subsequent sheet	13.21	13.47	D
A0 - per subsequent sheet	21.53	21.96	D
Price Per Disc - CD-R	60.34	61.55	D
Price Per Disc – DVD-R	75.43	76.94	D
Assistance from Council Staff to Extract, Interpret or Describe Material	114.44	116.73	D
Flat Rate to be Added for Access to OS Data	17.69	18.04	D
Weekly List of Planning Applications to Non-Public Authority Applicants for One Year	369.34	376.73	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	48.90	49.88	D
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	74.91	76.41	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	48.90	49.88	D
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	74.91	76.41	D

PLANNING

PRE APPLICATION PLANNING FEE SCHEDULE Charges for pre application are applied prior to planning requests being submitted to the Council. Planning application fees are set nationally.

Development Category	Charging Rates 2022/23
Category A – Householder Development	<ul style="list-style-type: none"> £130 – unaccompanied visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer.
Category B – Minor Development See also notes: (1), (2)	<ul style="list-style-type: none"> £310 to cover one unaccompanied site visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category C – Intermediate Development See also notes: (1), (2),	<ul style="list-style-type: none"> £620 to cover one site visit, formal response to request and one meeting. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category D – Small Scale Development See also notes: (1), (2),	<ul style="list-style-type: none"> £1500 to cover one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category E – Significant Development See also notes: (1), (2),	<ul style="list-style-type: none"> £2500 to cover one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category F – Large Scale Development See also notes: (1), (2),	<ul style="list-style-type: none"> £3000 for schemes of 50 houses plus an additional fee of £100 per house over 50 houses to a maximum fee of £30000. Fee covers one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc
Notes:	
(1) Current hourly rate is £100 per hour for all Officers.	
Householder (Category A) meetings and Minor Development (Category B) meetings, where requested, are with the Case Officer. Additional officers at hourly rate.	
Meetings included in Categories C to F include the Case Officer and a Highways Officer. Additional officers will be charged at an hourly rate.	
(2) Green Belt/Conservation Areas/Listed Buildings: Proposals involving one or more of these categories will incur additional fees due to the additional considerations involved. Additional fees for Category A £100, Category B £150, Category C £250, Category D £350, Category E £500, Category F £1000	

ADULT SOCIAL CARE

	2021-22	2022-23	Statutory / Discretionary Charge (S/D)
Maximum Charges for Community Based Care			
Domiciliary Care (per hour) – Note – Full cost recovery applies if above threshold level	Full cost recovery as per charge by care provider	Full cost recovery as per charge by care provider	S
Residential Care – Note – Full cost recovery applies if above threshold level	Full cost recovery as per charge by care provider	Full cost recovery as per charge by care provider	S
Day Care (per session)	17.40	17.75	D
Family Placement (per session)	17.40	17.75	D
Naughton Fields and Barkla Fields Support Charge (per week)	14.25	14.55	D
Key Safe	58.30	59.50	D
Transport (per journey)	3.25	3.35	D
Meals in the Community			
Family Placement Breakfast	2.20	2.25	D
Family Placement Lunch	2.65	2.70	D
Family Placement Tea	2.50	2.55	D
Meals - Delivered to People in Their Own Homes	4.20	4.30	D
Meals - Tea Time Pack Delivered to People in Their Own Home	2.95	3.00	D
Charges Community Based Services			
Pitch Charges (weekly) Riverview Gypsy Site 21 pitches @	63.10	65.60	D
Pitch Charges (weekly) Riverview Gypsy Site 1 pitch @	73.95	76.90	D
Water & Sewerage (weekly) - Riverview Gypsy Site	15.40	16.00	D
Combined Pitch and Water/Sewerage Charge – Canalside Traveller Site	85.00	88.40	D
Pitch Charges (daily) - Transit Site	14.10	14.65	D
Charges to Other Local Authorities			
Older People in Residential Intermediate Care (per week)	727.50	742.05	D
Adults in Supported Accommodation (per week) Bredon	630.50	643.10	D
Day Care - Older People (per session)	50.35	51.35	D
Day Care - Adults with Learning Disability (per session)	89.35	91.15	D
Day Care - Adults with Physical/Sensory Disability (per session)	103.50	105.55	D
Appointee/Deputyship Charges*			
Securing Property	110.00	110.00	D
Continuous Monitoring of Property (when property holder is unable - cost per hour)	27.50	27.50	D
Storage of Wills (annual cost)	27.50	27.50	D
Property Searches, Meter Readings etc (cost per hour)	30.00	30.00	D
Charging structure for the Appointeeship Service:			
Appointeeship clients (residential) per annum	380.00	380.00	D
Appointeeship clients (community based) per annum.	624.00	625.00	D
Deputyship clients	charged in accordance with the fees set by the Office of the Public Guardian	charged in accordance with the fees set by the Office of the Public Guardian	S
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost	S
Applications to the Court of Protection	Actual cost	Actual cost	S
Administration charge following a client leaving the Appointeeship service.	300.00	300.00	D
Funeral Arrangements	360.00	360.00	D
Same day payment of personal allowances	5.00	5.00	D
Community Wardens/Lifeline Charges			
Single Occupancy – per person charge			
Level 1 Call centre monitoring plus community warden reactive response. (Assessment and support plan, review within the first 6 weeks and then 6 monthly, unless further review is indicated.)	6.45	6.60	D
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to assessed need and support planning.	10.40	10.60	D
Houses of Multiple Occupation	3.45	3.50	D

	2021-22	2022-23	Statutory / Discretionary Charge (S/D)
Fees for Licensing Residential Park Home Sites			
New License Application: 1-5 Pitches	520.00	530.40	D
New License Application: 6-15 Pitches	560.00	571.20	D
New License Application: 16-45 Pitches	600.00	612.00	D
New License Application: >46 Pitches	640.00	652.80	D
Transfer of Existing License: 1-5 Pitches	130.00	132.60	D
Transfer of Existing License: 6-15 Pitches	130.00	132.60	D
Transfer of Existing License: 16-45 Pitches	130.00	132.60	D
Transfer of Existing License: >46 Pitches	130.00	132.60	D
Application to vary a Site License: 1-5 Pitches	215.00	219.30	D
Application to vary a Site License: 6-15 Pitches	270.00	275.40	D
Application to vary a Site License: 16-45 Pitches	320.00	326.40	D
Application to vary a Site License: >46 Pitches	375.00	382.50	D
Annual License Fee: 1-5 Pitches	85.00	86.70	D
Annual License Fee: 6-15 Pitches	110.00	112.20	D
Annual License Fee: 16-45 Pitches	170.00	173.40	D
Annual License Fee: >46 Pitches	335.00	341.70	D
Deposit of Site Rules: 1-5 Pitches	32.25	32.90	D
Deposit of Site Rules: 6-15 Pitches	32.25	32.90	D
Deposit of Site Rules: 16-45 Pitches	32.25	32.90	D
Deposit of Site Rules: >46 Pitches	32.25	32.90	D

CHILDREN'S SOCIAL CARE

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Halton Lodge Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	7.20	7.30	D
Meeting Room – Voluntary Group Daily Rate	38.40	39.20	D
Meeting Room – Private Group Hourly Rate	9.30	9.50	D
Meeting Room – Private Group Daily Rate	53.50	54.60	D
Training Room 1&2 – Voluntary Group Hourly Rate	7.20	7.30	D
Training Room 1&2– Voluntary Group Daily Rate	38.40	39.20	D
Training Room 1&2 – Private Group Hourly Rate	9.30	9.50	D
Training Room 1&2 – Private Group Daily Rate	53.50	54.60	D
Training Room 1 – Voluntary Group Hourly Rate	3.80	3.90	D
Training Room 1– Voluntary Group Daily Rate	15.80	16.10	D
Training Room 1 – Private Group Hourly Rate	6.10	6.20	D
Training Room 1 – Private Group Daily Rate	30.80	31.40	D
Training Room 2 – Voluntary Group Hourly Rate	3.80	3.90	D
Training Room 2– Voluntary Group Daily Rate	15.80	16.10	D
Training Room 2 – Private Group Hourly Rate	6.10	6.20	D
Training Room 2 – Private Group Daily Rate	30.80	31.40	D
Community Room – Voluntary Group Hourly Rate	4.90	5.00	D
Community Room – Voluntary Group Daily Rate	23.30	23.80	D
Community Room – Private Group Hourly Rate	7.70	7.90	D
Community Room – Private Group Daily Rate	42.70	43.60	D
Quiet Room – Voluntary Group Hourly Rate	2.80	2.90	D
Quiet Room – Voluntary Group Daily Rate	10.90	11.10	D
Quiet Room – Private Group Hourly Rate	5.60	5.70	D
Quiet Room – Private Group Daily Rate	27.20	27.70	D
Halton Brook Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	7.20	7.30	D
Meeting Room – Voluntary Group Daily Rate	38.40	39.20	D
Meeting Room – Private Group Hourly Rate	9.30	9.50	D
Meeting Room – Private Group Daily Rate	53.50	54.60	D
Windmill Hill Children's Centre			
Play Room – Voluntary Group Hourly Rate	9.30	9.50	D
Play Room – Voluntary Group Daily Rate	53.50	54.60	D
Play Room – Private Group Hourly Rate	11.50	11.70	D
Play Room – Private Group Daily Rate	68.60	70.00	D
Training Room – Voluntary Group Hourly Rate	7.20	7.30	D
Training Room – Voluntary Group Daily Rate	38.40	39.20	D
Training Room – Private Group Hourly Rate	9.30	9.50	D
Training Room – Private Group Daily Rate	53.50	54.60	D
Family Room – Voluntary Group Hourly Rate	4.90	5.00	D
Family Room – Voluntary Group Daily Rate	23.30	23.80	D
Family Room – Private Group Hourly Rate	7.70	7.90	D
Family Room – Private Group Daily Rate	42.70	43.60	D

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Brookvale Children's Centre			
Woodhatch Room – Voluntary Group Hourly Rate	9.30	9.50	D
Woodhatch Room – Voluntary Group Daily Rate	53.50	54.60	D
Woodhatch Room – Private Group Hourly Rate	11.50	11.70	D
Woodhatch Room – Private Group Daily Rate	68.60	70.00	D
Wellbrook Room – Voluntary Group Hourly Rate	7.20	7.30	D
Wellbrook Room – Voluntary Group Daily Rate	38.40	39.20	D
Wellbrook Room – Private Group Hourly Rate	9.30	9.50	D
Wellbrook Room – Private Group Daily Rate	53.50	54.60	D
Helston Room – Voluntary Group Hourly Rate	5.60	5.70	D
Helston Room – Voluntary Group Daily Rate	27.20	27.70	D
Helston Room – Private Group Hourly Rate	7.70	7.90	D
Helston Room – Private Group Daily Rate	42.70	43.60	D
Kilncroft Room – Voluntary Group Hourly Rate	4.30	4.40	D
Kilncroft Room – Voluntary Group Daily Rate	19.50	19.90	D
Kilncroft Room – Private Group Hourly Rate	6.70	6.80	D
Kilncroft Room – Private Group Daily Rate	34.50	35.20	D
Portleven Room – Voluntary Group Hourly Rate	4.30	4.40	D
Portleven Room – Voluntary Group Daily Rate	19.50	19.90	D
Portleven Room – Private Group Hourly Rate	6.70	6.80	D
Portleven Room – Private Group Daily Rate	34.50	35.20	D
Clovelly Room – Voluntary Group Hourly Rate	4.30	4.40	D
Clovelly Room – Voluntary Group Daily Rate	19.50	19.90	D
Clovelly Room – Private Group Hourly Rate	6.70	6.80	D
Clovelly Room – Private Group Daily Rate	34.50	35.20	D
Hanover Full Room – Voluntary Group Hourly Rate	9.30	9.50	D
Hanover Full Room – Voluntary Group Daily Rate	53.50	54.60	D
Hanover Full Room – Private Group Hourly Rate	11.50	11.70	D
Hanover Full Room – Private Group Daily Rate	68.60	70.00	D
Hanover Half Room – Voluntary Group Hourly Rate	4.60	4.70	D
Hanover Half Room – Voluntary Group Daily Rate	26.90	27.40	D
Hanover Half Room – Private Group Hourly Rate	7.20	7.30	D
Hanover Half Room – Private Group Daily Rate	34.10	34.80	D
Ditton Library			
Community Room & Kitchen– Voluntary Group Hourly Rate	9.30	9.50	D
Community Room & Kitchen – Voluntary Group Daily Rate	53.50	54.60	D
Community Room & Kitchen – Private Group Hourly Rate	11.50	11.70	D
Community Room & Kitchen – Private Group Daily Rate	68.60	70.00	D
Quiet Room – Voluntary Group Hourly Rate	3.30	3.40	D
Quiet Room – Voluntary Group Daily Rate	12.00	12.20	D
Quiet Room – Private Group Hourly Rate	5.70	5.80	D
Quiet Room – Private Group Daily Rate	27.20	27.70	D
Play Room – Voluntary Group Hourly Rate	5.70	5.80	D
Play Room – Voluntary Group Daily Rate	27.20	27.70	D
Play Room – Private Group Hourly Rate	7.70	7.90	D
Play Room – Private Group Daily Rate	42.10	42.90	D

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Ditton Children's Centre			
Conference Room – Voluntary Group Hourly Rate	7.20	7.30	D
Conference Room – Voluntary Group Daily Rate	38.40	39.20	D
Conference Room – Private Group Hourly Rate	9.30	9.50	D
Conference Room – Private Group Daily Rate	53.50	54.60	D
Community Room – Voluntary Group Hourly Rate	5.60	5.70	D
Community Room – Voluntary Group Daily Rate	27.20	27.70	D
Community Room – Private Group Hourly Rate	7.70	7.90	D
Community Room – Private Group Daily Rate	42.10	42.90	D
Quiet Room – Voluntary Group Hourly Rate	3.30	3.40	D
Quiet Room – Voluntary Group Daily Rate	12.00	12.20	D
Quiet Room – Private Group Hourly Rate	5.70	5.80	D
Quiet Room – Private Group Daily Rate	27.20	27.70	D
Upton Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	5.50	5.60	D
Meeting Room – Voluntary Group Daily Rate	26.60	27.10	D
Meeting Room – Private Group Hourly Rate	7.50	7.70	D
Meeting Room – Private Group Daily Rate	41.20	42.00	D
Play Room – Voluntary Group Hourly Rate	7.00	7.10	D
Play Room – Voluntary Group Daily Rate	37.60	38.40	D
Play Room – Private Group Hourly Rate	9.10	9.30	D
Play Room – Private Group Daily Rate	52.40	53.40	D
Warrington Road Children's Centre			
Buttercup Room – Voluntary Group Hourly Rate	9.30	9.50	D
Buttercup Room – Voluntary Group Daily Rate	53.50	54.60	D
Buttercup Room – Private Group Hourly Rate	11.50	11.70	D
Buttercup Room – Private Group Daily Rate	68.60	70.00	D
Daisy Room – Voluntary Group Hourly Rate	5.70	5.80	D
Daisy Room – Voluntary Group Daily Rate	27.20	27.70	D
Daisy Room – Private Group Hourly Rate	7.70	7.90	D
Daisy Room – Private Group Daily Rate	42.10	42.90	D
Daffodil Room – Voluntary Group Hourly Rate	5.70	5.80	D
Daffodil Room – Voluntary Group Daily Rate	27.20	27.70	D
Daffodil Room – Private Group Hourly Rate	7.70	7.90	D
Daffodil Room – Private Group Daily Rate	42.10	42.90	D
Daisy and Daffodil Room – Voluntary Group Hourly Rate	9.30	9.50	D
Daisy and Daffodil Room – Voluntary Group Daily Rate	53.50	54.60	D
Daisy and Daffodil Room – Private Group Hourly Rate	11.50	11.70	D
Daisy and Daffodil Room – Private Group Daily Rate	68.60	70.00	D
Kitchen – Voluntary Group Hourly Rate	9.30	9.50	D
Kitchen – Voluntary Group Daily Rate	53.50	54.60	D
Kitchen – Private Group Hourly Rate	11.50	11.70	D
Kitchen – Private Group Daily Rate	68.60	70.00	D
Poppy Room – Voluntary Group Hourly Rate	3.30	3.40	D
Poppy Room – Voluntary Group Daily Rate	12.00	12.20	D
Poppy Room – Private Group Hourly Rate	5.70	5.80	D
Poppy Room – Private Group Daily Rate	27.20	27.70	D
Kingsway Children's Centre			
Community Room – Voluntary Group Hourly Rate	9.30	9.50	D
Community Room – Voluntary Group Daily Rate	53.50	54.60	D
Community Room – Private Group Hourly Rate	11.50	11.70	D
Community Room – Private Group Daily Rate	68.60	70.00	D
Quiet Room – Voluntary Group Hourly Rate	3.30	3.40	D
Quiet Room – Voluntary Group Daily Rate	12.00	12.20	D
Quiet Room – Private Group Hourly Rate	5.70	5.80	D
Quiet Room – Private Group Daily Rate	27.20	27.70	D
Meeting Room – Voluntary Group Hourly Rate	4.30	4.40	D
Meeting Room – Voluntary Group Daily Rate	19.50	19.90	D
Meeting Room – Private Group Hourly Rate	6.70	6.80	D
Meeting Room – Private Group Daily Rate	34.50	35.20	D
For All Above - Equipment Hire TV, OHP, Projector, DVD Player available at an hourly rate of £2.75 each			
For All Above - 25% discount on all block bookings over 10 sessions			

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Early Years Day Care Parental Fees			
Warrington Road Bambini Daycare Centre			
Full Day 8am – 6pm	40.50	41.30	D
Morning 8am – 1pm	26.75	27.25	D
Afternoon 1pm – 6pm	25.75	26.25	D
Ditton Early Years Centre			
Full Day 8am – 6pm	40.50	41.30	D
Morning 8am – 1pm	26.75	27.25	D
Afternoon 1pm – 6pm	25.75	26.25	D

OPEN SPACES

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Allotments			
Allotment Plot	0.47p m ²	0.47p m ²	D
New Tenant Admin Fee (includes £20 refundable cost of key)	43.50	43.50	D
Cemeteries and Crematorium Charges			
Purchase of Exclusive Right of Burial (50 year lease):			
Three interments	990.00	1,000.00	D
One or two interments	878.00	886.00	D
Cremated remains grave	525.00	530.00	D
Extension of lease for further 50 years after initial purchase	Nil	Nil	
Three Interments	990.00	1,000.00	D
One or two interments	878.00	886.00	D
Cremated remains grave	525.00	530.00	D
<i>Price includes fee for concrete beam for installation of memorial</i>			
Interment Fees (Mon to Thurs 10am to 3pm and Fri 10am to 2pm):			
1 interment - adult	825.00	835.00	D
2 interments - adult	935.00	945.00	D
3 interments - adult	1,050.00	1,060.00	D
Stillborn child or child not exceeding 12 months	Nil	Nil	D
Burial of cremated remains (Mon-Fri)	210.00	210.00	D
Burial of two cremated caskets at same time or double cremated remains casket (Mon-Fri)	313.00	316.00	D
Burial of two cremated remains casket/double casket at the same time – non-resident	600.00	605.00	D
Burial of Body Parts/ Organs	80.00	80.00	D
Burial of cremated remains child under 16 (Mon-Fri)	Nil	Nil	D
Additional fee outside of core times (<i>Monday to Thursday 10.00 a.m. – 2.00 pm, Friday – 10.00 a.m. to 1.30 pm</i>).	146.00	147.00	D
Saturday morning additional fee (full burials)	+50% of interment fee	+50% of interment fee	D
Non-resident charge for A-H above +100%(If Previous Borough resident when grave purchased –	1.00	1.00	D
Late Arriving Funeral – 10 minutes or more	55.00	55.00	D
Incorrect coffin size for Cremation or Burial	75.00	75.00	D
Excessive coffin length for Burial (over 6ft 6)	75.00	75.00	D
Indemnity fee	94.00	95.00	D
Use of Crematorium Chapel for funeral service	126.00	127.00	D
Transfer of Ownership of Exclusive Right of Burial	94.00	95.00	D
Replacement Grave Deed	55.00	55.00	D
Grave search – up to 10 names	45.00	45.00	D
Memorials:			
New Headstone	195.00	195.00	D
Additional Inscription	55.00	55.00	D
Vase/tablet/book – up to 18" x 12" x 12"	77.00	77.00	D
Registration of BRAMM registered masons	nil	Nil	D
Inscription to Baby Headstone in Baby Garden	67.00	67.00	D
Replacement headstone/kerb/refix to NAMM	Nil	Nil	D
Memorial Benches (10 year lease)			
5ft hardwood bench, with engraved plaque	818.00	827.00	D
Renewal of 10 year lease (existing bench)	730.00	739.00	D

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Crematorium Charges			
Cremation charge – adult	799.00	815.00	D
Cremation charge – child (1 year-16 years)	Nil	Nil	D
Cremation charge – child under 1 year	Nil	Nil	D
Cremation charge – after anatomical examination	410.00	415.00	D
Cremation webcast Live service charge	30.00	30.00	D
Cremation webcast service charge	46.50	46.50	D
Cremation webcast physical Copy (DVD/Blu-Ray/USBcharge service)	52.00	52.50	D
Saturday morning – additional charge	0.50	0.50	D
Scattering of remains (cremation at Widnes Crematorium) – Monday to Friday	74.00	75.00	D
Scattering of remains (no attendance) when cremation has taken place at another crematorium - Monday to Friday	121.00	122.00	D
Scattering of Ashes no appointment (other crematorium)	50.00	50.00	D
Casket – wooden	81.00	82.00	D
Token box	25.00	25.00	D
Storage of cremated remains after one calendar month from date of cremation	80.00	80.00	D
Postage of cremated remains (by secure carrier)	By Request	By request	D
Certified Extract from the Cremation Register	57.00	57.00	D
Miscellaneous Charges			
Civil Funeral Celebrant	207.00	209.00	D
Reprinting of Invoice Schedule	27.00	27.00	D
Incomplete cremation forms	10.00	10.00	D
Late Cremation / Burial Forms	25.00	25.00	D
Storage of Headstone After Burial - Up to 6 Months – Note, cost not recovered	nil	Nil	D
Storage of Headstone After Burial - Monthly Charge Thereafter - Note increase in charge reflects actual cost	25.00	25.00	D
Release fee after hours from any Halton Cemetery	50.00	50.00	
Plaques (10 year lease)			
Bronze plaque	280.00	284.00	D
Renewal for further 10 years	133.00	134.00	D
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery Sundial	435.00	440.00	D
Renewal for further 10 years	133.00	134.00	D
Memeorial Plaque on Marble Bench - Peel House Cemetery only	475.00	480.00	
Book of Remembrance -			
2 line entry	104.00	105.00	D
3 line entry	135.00	136.00	D
4 line entry	166.00	167.00	D
5 line entry	192.00	193.00	D
6 line entry	230.00	233.00	D
7 line entry	255.00	258.00	D
8 line entry	285.00	287.00	D
Flower designs	94.00	95.00	D
Other designs	104.00	105.00	D
Extra line to existing entry	57.00	57.00	D
Slate Tablets			
Slate Tablets per letter	6.00	6.00	D
Sanctum Vaults:			
10 year lease (includes wooden casket)	676.00	682.05	D
Renewal for further 10 years	133.00	134.00	D
20 year lease (includes wooden casket)	904.00	913.00	D
Renewal for further 20 years	440.00	445.00	D
Placing 2nd casket of remains – Monday to Friday only	74.00	75.00	D
Opening vault on request	45.00	45.50	D

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Design and Lettering			
Lettering (per letter)	4.65	4.70	D
Small design	88.00	89.00	D
Large design	114.00	115.00	D
Photo tile (portrait – 1 person)	160.00	162.00	D
Photo tile (landscape – 2 persons)	206.00	208.00	D
Outdoor Facility Charges			
Summer Games:			
Adult Bowling Green Card (Annual)	25.00	25.00	D
Couples Bowling Green Card (Annual) (in same household)	43.33	43.33	D
Junior Bowling Green Card (Annual)	12.50	12.50	D
Summer Rugby Adult	585.00	595.00	D
Summer Rugby Juniors - #	345.00	352.00	D
Winter Games:			
Adult B/B Pitch Hire (Alternate weeks)	590.00	595.00	D
Junior B/B Pitch Hire (Alternate weeks)	348.50	352.00	D
Mini Soccer B/B Hire	268.00	271.00	D
Youth B/B Pitch Hire - no changing rooms (Alternate Weeks)	200.00	202.00	
Mini Soccer B/B Pitch Hire - no changing rooms (Alternate Weeks)	150.00	151.00	
Adult Baseball Field (Annual)	580.00	585.00	D
Junior Baseball Field (Annual)	345.00	350.00	D
Adult Casual Pitch	34.50	35.00	D
Junior Casual Pitch	21.50	21.75	D
Bandstand Hire			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Event Land Hire – Non Commercial			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Land Hire Bond (Refundable)	POA	POA	D
Event Land Hire - Commercial			
Commercial Land Hire	POA	POA	D

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES

	2021/22	2022/23	Statutory / Discretionary Charge (\$/D)
Environmental Information			
Basic outstanding Environmental Health search	Free	Free	S
Access to information on Public Register	Free	Free	S
Provision of other environmental information that is not publicly available (per hour)	22.00	22.45	D
Environmental Protection Act			
List of authorised part "B" Processes	44.85	45.75	S
List of authorised part "A" Processes	45.95	46.90	S
Condemned Food Certificates			
Disposal of condemned food following statutory or voluntary process	At cost	At cost	S
Certification of Food Products for Export			
Certificates requiring signature	68.45	69.85	S
Other documents requiring stamp	22.65	23.10	S
National Food Hygiene Rating Scheme			
Request for Re-Inspection	118.40	120.80	S
Kennelling of Dogs			
Reclaiming of Stray Dogs	On Application*	On Application*	S
Collection of Dogs from repossessed premises	85.25	87.00	S
Transportation of non-seized animals i.e. dogs/cats to kennels or other premises	85.25	87.00	S
*As agreed with Strategic Director People or Director of Public Health			
Animal Welfare Licensing of Activities involving Animals (Regulations 2018)			
Pet Shop	223.45	227.95	S
Pet Shop with Dangerous Animals	331.15	337.80	S
Boarding Cats	244.50	249.40	S
Boarding Dogs	244.50	249.40	S
Breeding Dogs	352.60	359.70	S
Hiring Horses	352.60	359.70	S
Home Boarding Dogs	201.15	205.20	S
Dog Day Care	201.15	205.20	S
Exhibition Animals	244.90	249.80	S
EPA Authorisation			
Application	Statutory fee	Statutory fee	S
Renewal	Statutory fee	Statutory fee	S
Health and Safety At Work Act 1974 etc.			
Provision of information obtained under the Act including production of statements and reports as requested (per hour)	22.00	22.45	S
Acupuncture, Tattooing, Ear Piercing and Electrolysis Establishments Registration fee	119.05	121.45	S
Additional Individual Operator Registration	37.60	38.40	S
Border Agency Accommodation Inspections	79.35	80.95	S
Return of Seized Sound Equipment (Noise Act 1996)	140.10	142.90	S
Housing Enforcement Notices under Section 49 of the Housing Act 2004	199.25	203.25	S
Houses in Multiple Occupation up to and including 5 rooms. 5 year license	525.40	535.90	S
Houses in Multiple Occupation with 6 rooms. 5 year license	562.85	574.10	S
Houses in Multiple Occupation with 7 rooms. 5 year license	599.65	611.65	S
Houses in Multiple Occupation with 8 rooms. 5 year license	636.70	649.45	S
Houses in Multiple Occupation with 9 rooms. 5 year license	673.80	687.30	S
Houses in Multiple Occupation with 9 rooms and over. 5 year license	710.85	725.10	S
Petroleum Consolidation Regulations 2014 Certificate and Licensing	Statutory Fee	Statutory Fee	S

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Pest Control Charges			
Commercial Charge for all pests (per hour, minimum 1 hour)	80.80	82.40	D
Academy School Charge:			
Ants	58.30	59.50	D
Fleas	58.30	59.50	D
Wasps	58.30	59.50	D
Cockroaches	58.30	59.50	D
Mice	58.30	59.50	D
Rats	58.30	59.50	D
Journal or Cheque Book School Charge:			
Ants	58.30	59.50	D
Fleas	58.30	59.50	D
Wasps	58.30	59.50	D
Cockroaches	58.30	59.50	D
Mice	58.30	59.50	D
Rats	58.30	59.50	D
Domestic Charges - #:			
Ants	48.50	49.50	D
Fleas	48.50	49.50	D
Wasps	43.90	44.80	D
Bedbugs	54.30	55.40	D
Cockroaches	28.00	28.55	D
Mice	28.00	28.55	D
Rats	Free	Free	S
Regulatory Enforcement and Sanctions Act			
The first 10 hours of advice in a financial year to all businesses	Free	Free	S
Hourly rate for additional consultancy to primary authority businesses	60.70	61.90	S

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Trading Standards Services			
Fireworks			
Type of Application			
One year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	185.00	185.00	S
Two year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	243.00	243.00	S
Three year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	304.00	304.00	S
Four year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	374.00	374.00	S
Five year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	423.00	423.00	S
One year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	86.00	86.00	S
Two year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	147.00	147.00	S
Three year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	206.00	206.00	S
Four year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	266.00	266.00	S
Five year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	326.00	326.00	S
One year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	109.00	109.00	S
Two year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	141.00	141.00	S
Three year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	173.00	173.00	S
Four year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	206.00	206.00	S
Five year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	239.00	239.00	S
One year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	54.00	54.00	S
Two year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	86.00	86.00	S
Three year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	120.00	120.00	S
Four year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	152.00	152.00	S
Five year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	185.00	185.00	S
Varying the name of licensee or address of site. Statutory fee.	36.00	36.00	S
Any other kind of variation.	Reasonable cost to the licensing authority of having the work carried out	Reasonable cost to the licensing authority of having the work carried out	S
Transfer of licence. Statutory fee.	36.00	36.00	S
Replacement of licence. Statutory fee.	36.00	36.00	S
Weights and Measures charged per office hour	64.40	65.70	S
Feeding stuffs – Manufacturing (statutory fee)	451.00	451.00	S
Feeding stuffs – Placing on the Market (statutory fee)	226.00	226.00	S
PUBLIC HEALTH			
Health Improvement Team – exercise session charge	3.00	3.00	D

COMMUNITY DEVELOPMENT

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
COMMUNITY CENTRES			
Activities			
Badminton (Juniors)	10.00	10.20	D
Badminton (Adults)	12.25	12.50	D
Climbing Wall (Adults – per hourly session)	2.85	2.90	D
Climbing Wall (Juniors – per hourly session)	1.15	1.20	D
Climbing Wall (Hire per hour inc. instructor)	40.00	41.00	D
Community Groups:			
Room Hire – Hall (per hour)	9.30	9.50	D
Room Hire – Small Room (per hour)	3.70	3.80	D
Room Hire – Medium Room (per hour)	5.30	5.40	D
Room Hire – Large Room (per hour)	5.90	6.00	D
Private Groups:			
Room Hire – Hall (per hour)	11.60	11.80	D
Room Hire – Small Room (per hour)	4.70	4.80	D
Room Hire – Medium Room (per hour)	6.40	6.50	D
Room Hire – Large Room (per hour)	7.20	7.35	D
Commercial Groups:			
Room Hire – Hall (per hour)	14.00	14.30	D
Room Hire – Small Room (per hour)	6.10	6.20	D
Room Hire – Medium Room (per hour)	8.00	8.20	D
Room Hire – Large Room (per hour)	8.60	8.80	D
Weekend Room Hire	Relevant room hire charge +50%	Relevant room hire charge +50%	D
Performing Rights (of total charge)	0.05	0.05	D
Sportshall at Upton Community Centre (Adults)	35.25	36.00	D
Sportshall at Upton Community Centre (Juniors)	28.40	29.00	D

LEISURE & RECREATION

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Swimming			
Adult	3.58	3.67	D
Under 8's	Free	Free	D
Junior	2.08	2.17	D
Halton Leisure Card (HLC)	2.25	2.50	D
Family Swim (2 x adults & 2 x juniors)	8.58	8.75	D
Splash and Play - NEW	0.00	3.75	D
Private lesson 121	16.00	16.00	D
Private lesson 221	22.00	22.00	D
Child Swim Lesson - 30 min membership	21.20	22.20	D
Child Swim Lesson - 60 min membership	28.00	28.00	D
Sport Works membership (NEW)	0.00	30.00	D
Crash Course - 30 min (5 day)	24.00	26.00	D
Certificate and badge (2023/24)	2.00	0.00	D
Memberships			
Single membership	21.67	21.67	D
Joint membership	39.58	39.58	D
HLC Membership	21.00	21.00	D
Swim Only membership	19.58	19.58	D
Gym only membership (BRC/RSP)	13.33	13.33	D
Gym only membership (KLC)	14.99	14.99	D
Teen Membership	13.33	13.33	D
Family membership	43.33	43.33	D
Activities			
Bowls	46.67	46.67	D
Men's 50+ Badminton	3.58	3.58	D
Trampoline Private Hire	12.10	12.10	D
Trampoline Membership	11.67	11.67	D
Badminton Club Hire (Per court, per hour, plus admission)	5.20	5.20	D
Liverpool Canoe Club	50.50	50.50	D
Netball Leagues	285.00	285.00	D
Back to Netball	3.50	3.50	D
Sports Hall Admit Adult	2.10	2.10	D
Sports Hall Admit Junior	1.17	1.17	D
HLC Admit	1.33	1.33	D
Squash Adult	3.50	3.50	D
Squash Junior	1.75	1.75	D
Squash Membership	29.17	29.17	D
Casual Gym/Aerobics	4.33	4.33	D
Junior Fitness	2.25	2.25	D
Health Suite	5.10	5.10	D
Table Tennis Adult	2.17	2.17	D
Table Tennis Junior	1.20	1.20	D
Half Hall Booking KLC	26.80	50.00	D
Full Hall Booking KLC	85.00	91.00	D
Gymnasium KLC	50.00	20.00	D
Activity Room	26.80	26.80	D

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Activities Continued			
Swimming Pool KLC	93.00	87.00	D
Small Pool	51.00	51.00	D
Studio 1 & 2	29.70	16.00	D
Swimming Pool RSP	40.00	40.00	D
Swimming Pool BRC	70.00	71.50	D
Five a Side Block Booking BRC	49.00	49.00	D
Five a Side Block Booking junior BRC	24.00	24.00	D
Five a Side Casual - Adult	35.00	35.00	D
Five a Side Casual - Junior	17.50	17.50	D
Full Hall Booking Adult BRC	69.50	69.50	D
Half Hall Booking Junior BRC	24.00	24.00	D
Full Hall Booking Junior BRC	39.50	39.50	D
Gymnasium Adult BRC	31.00	31.00	D
Gymnasium Junior BRC	21.00	21.00	D
Astro Casual Adult - OLD	33.33	0.00	D
Astro Casual Junior - OLD	18.33	0.00	D
Astro Casual Adult/Junior (Quarter)	0.00	25.00	D
Astro Casual Adult/ Junior (Half)	0.00	40.00	D
Astro Casual Adult/Junior (Full)	0.00	70.00	D
Astro Partner Club (Quarter)	0.00	20.00	D
Astro Partner Club (Half)	0.00	30.00	D
Astro Partner Club (Full)	0.00	60.00	D
Astro Commercial (Quarter)	0.00	33.00	D
Astro Commercial (Half)	0.00	50.00	D
Astro Commercial (Full)	0.00	100.00	D
Parties (BRC) - Multi - Full Hall	120.00	130.00	D
Parties (BRC) Half Hall	100.00	110.00	D
Parties (KLC) - Multi - Full Hall	120.00	130.00	D
Parties (KLC) Half Hall	100.00	110.00	D
Frank Myler Activity Room Block Booking	16.00	16.00	D
Frank Myler MUGA Block Booking	13.30	13.30	D
Halton Leisure Card	3.33	3.33	D
Reservation Fees			
Items in Stock	Free	Free	D
Items Bought Into Stock	2.50	2.50	D
Items Bought Into Stock – Leisure Card Holders	1.50	1.50	D
Personal Computer Bookings			
Printing (per page) – Black and White	0.15	0.15	D
Printing (per page) – Colour	0.25	0.25	D
Printing (per page) – Black and White – Leisure Card Holders	0.10	0.10	D
Printing (per page) – Colour – Leisure Card Holders	0.15	0.15	D
Photocopies			
A4 (per sheet)	0.15	0.15	D
A3 (per sheet)	0.25	0.25	D
Fax			
Per Sheet Received	0.50	0.50	D
To UK – First Sheet	1.00	1.00	D
To UK – Subsequent Sheets	0.25	0.25	D
To Europe – First Sheet	2.00	2.00	D
To Europe – Subsequent Sheets	0.50	0.50	D
To Outside Europe – First Sheet	3.00	3.00	D
To Outside Europe – Subsequent Sheets	1.00	1.00	D
Lost Tickets			
Adults	2.20	2.20	D
Children and Leisure Card Holders	1.10	1.10	D
Room Hire			
Meeting Room 2 - Halton Lea (per hour)	15.50	16.00	D
Meeting Room 3 - Halton Lea (per hour)	15.50	16.00	D
Meeting Room 2 & 3 - Halton Lea (per hour)	31.00	32.00	D
Meeting Room 4 - Halton Lea (per hour)	9.00	9.25	D
Meeting Room 5 – Halton Lea ICT Suite (per hour)	15.50	16.00	D
Meeting Room 7 - Halton Lea (per hour)	10.00	10.25	D
Meeting Room 8 - Runcorn (per hour)	12.75	13.10	D
Meeting Room 9 - Runcorn (per hour)	9.00	9.25	D
Meeting Room 10 - Runcorn (per hour)	9.00	9.25	D

WASTE & ENVIRONMENTAL IMPROVEMENT SERVICES

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Waste Management			
Charge for a new or replacement wheeled bin	29.50	30.00	D
Charge for the collection of bulky household items (Up to 3 items)	25.50	26.00	D
Charges for the collection of an additional bulky item (To a maximum of 3 additional items)	6.50	6.75	D
Charge for collection of garden waste (per bin)	35.00	37.00	D
Charge for the collection of commercial waste	Increase of 2.5% on 2020/21 Charges	Increase of 2.5% on 2021/22 Charges	D
**Charge for collection of an abandoned shopping trolley	56.00	57.00	D
**Charge for storage of an abandoned shopping trolley (per day)	5.60	5.70	D
**Charge for the return of an abandoned shopping trolley to the owner	56.00	57.00	D
**Charge for the disposal of an abandoned shopping trolley	56.00	57.00	D

STADIUM

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Room Hire			
Bridge Suite	440.00	450.00	D
Karalius Suite	300.00	310.00	D
Single Box	70.00	75.00	D
Double Box	140.00	150.00	D
Triple Box	210.00	220.00	D
Pitch Hire			
*1/4 Hire - Off Peak	50.00	52.50	D
*1/2 Hire - Off Peak	100.00	105.00	D
*Full Pitch Hire - Off Peak	200.00	210.00	D
**/4 Hire - Peak	60.00	65.00	D
**1/2 Hire - Peak	120.00	130.00	D
**Full Pitch Hire - Peak	240.00	250.00	D
Community Usage & Everton Ladies - Daytime	0.00	82.00	D
School Meals	2.50	2.50	D

ECONOMY, ENTERPRISE & PROPERTY SERVICES

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
PROPERTY SERVICES			
Industrial Estate Service Charges	Based on actual costs for the preceding year with uplift for inflation		D
ADULT LEARNING CLASSES – Note – Charges do not cover full cost of course, external grant covers the full remaining cost			
Maths	Nil	Nil	D
English	Nil	Nil	D
HEP Employability Skills	Nil	Nil	D
Employability Skills	Nil	Nil	D
10 Week Courses	60.00	60.00	D
22 Week Courses + £30 registration fee	120.00	120.00	D
33 Week Courses + £30 registration fee	160.00	210.00	D
Wellbeing Courses	Nil	nil	D
Any course that does have a fee attached may be subject to fee remission (either 50% or 100%) dependant on which benefits the learner may be claiming			
Runcorn Town Hall Room Hire Charges per hour			
Committee Room 1 - 18 people	9.54	12.00	D
Committee Room 2 - 12 people	8.52	11.00	D
Civic Suite - 30 people or 50-60 theatre style	21.21	26.00	D
Chamber 80-90 people	31.83	40.00	D
Kingsway Learning Centre Room Hire Charges per hour (10% discount for 6 meetings or more)			
Room 10A - 15 people	8.00	10.00	D
Room 11 - 15 people	8.00	10.00	D
Room 15 - 15 people	8.00	10.00	D
Room 13 - 30 people	14.00	18.00	D

THE BRINDLEY

	2022/23	2023/24	Statutory / Discretionary Charge (S/D)
The Theatre			
Commercial Hirers (1 performance or up to 8 hours):			
Monday to Thursday	1,208.33	1,233.33	D
Friday to Sunday	1,375.00	1,400.00	D
Community Hirers (1 performance or up to 8 hours):			
Monday to Thursday	725.00	740.00	D
Friday and Saturday	825.00	840.00	D
Rehearsal Performance per 4 Hours (Monday to Thursday)	350.00	358.33	D
The Studio			
Per 8 hour performance with technical support:			
Monday to Thursday	335.00	341.67	D
Friday, Saturday and Sunday	385.00	393.33	D
Per 4 hour rehearsal with technical support:			
Monday to Thursday	200.00	204.17	D
Friday, Saturday and Sunday	241.66	246.67	D
Per 4 hours dressing room facility:			
Monday to Sunday	165.00	168.33	D
Per 8 hours dressing room facility:			
Monday to Sunday	248.33	253.33	D
Per 12 hour dressing room facility:			
Monday to Sunday	331.67	338.33	D
Workshops Per 1 hour (studio):			
Monday to Thursday (10am – 5pm) per hour	30.00	35.00	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	D
Workshops Per 4 hours (studio):			
Monday to Thursday (10am – 5pm)	250.00	260.00	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	
Education Room Hire			
Hourly Rate	25.00	25.00	D
Day Rate	85.00	85.00	D
Technical Support	POA	POA	D
Gallery Walls Hire			
Standard Hire (Per Month)	400.00	400.00	D
Community Hire (Per Month)	Nil	Nil	D
Gallery Room Hire			
Hourly Rate	50.00	50.00	D
3 Hours Rate	100.00	100.00	D

	2022/23	2023/24	Statutory / Discretionary Charge (S/D)
Additional Charges			
Inclusion within the Brindley season Brochure	166.67	170.83	D
Brindley Website Facebook Advert	POA	POA	D
Brindley to manage ticket sales (per ticket)	0.46	0.46	D
Programme/Merchandise sales by Brindley staff	91.66	91.66	D
Merchandise Sales for Hirer by a Third Party (Per Show)	20.83	25.00	D
Additional technicians (per hour)	16.66	17.08	D
Pre rig (sound, lighting or stage) (Monday to Friday)	327.50	334.17	D
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	365.83	373.33	D
Use of the orchestra pit	31.00	32.00	D
Use of the Orchestra Pit (3 days +) Inclusive when hiring Brindley Theatre Music Stands and Lights –	Nil	Nil	D
Smoke Machine (day)	23.33	24.17	D
Smoke Machine (3 days +)	70.00	72.50	D
Haze Machine (day)	23.33	24.17	D
Haze Machine (3 days +)	70.00	72.50	D
Strobe Lights (day)	23.33	24.17	D
Strobe Lights (3 days +)	70.00	72.50	D
Radio Mics (each)	30.83	31.67	D
Radio Mics (3 days +) (per mic)	92.50	95.00	D
Music Stand and Light (day)	4.17	4.17	D
Music Stand and Light (3 days +)	12.50	12.50	D
Theatre Projector (day)	120.83	123.33	D
Theatre Projector (3 days +)	362.50	370.00	D
Studio Projector and Screen (day)	63.33	65.00	D
Studio Projector and Screen (3 days +)	190.00	195.00	D
Media Package – Projector and DVD Player (day)	45.00	45.83	D
Media Package – Projector and DVD Player (3 days +)	135.00	137.50	D
TV Monitor 65" and Stand (day)	62.50	64.17	D
TV Monitor 65" and Stand (3 days +)	187.50	192.50	D
Harlequin Dance Floor (day)	70.00	71.67	D
Harlequin Dance Floor (3 days +)	210.00	215.00	D
Star Cloth (day)	90.83	92.50	D
Star Cloth (3 days +)	272.50	277.50	D
Gauze (day)	46.66	47.50	D
Gauze (3 days +)	140.00	142.50	D
Pyrotechnics (day)	POA	POA	D
Pyrotechnics (week)	POA	POA	D
Steinway Grand Piano – (Theatre only) (day)	119.16	121.67	D
Steinway Grand Piano – (Theatre only) (3 days +)	357.50	365.00	D
Steinway Grand Piano tune (Theatre only) (weekday)	123.33	125.83	D
Steinway Grand Piano tune (Theatre only) (weekend)	153.33	157.50	D
Post show bar	100.00	104.17	D
Corkage Per Bottle (Wine)	8.33	8.33	D
Café Facility Per Hour (outside of normal opening hours) OR Café Space Hire	41.67	45.83	D

REGISTRARS SERVICE**

	2022/23	2023/24	Statutory / Discretionary Charge (S/D)
Boston Suite and Lounge			
Monday to Thursday	240.00	240.00	D
Friday	285.00	285.00	D
Saturday	325.00	325.00	D
Sunday (11am to 1pm)	410.00	410.00	D
Bank Holiday	510.00	510.00	D
Civic Suite, Runcorn Town Hall			
Monday to Thursday	355.00	355.00	D
Friday	365.00	365.00	D
Saturday	410.00	410.00	D
Sunday (11am to 1pm)	460.00	460.00	D
Bank Holiday	550.00	550.00	D
Leiria or Members Room, Runcorn Town Hall			
Monday to Thursday	325.00	325.00	D
Friday	335.00	335.00	D
Saturday	355.00	355.00	D
Sunday (11am to 1pm)	420.00	420.00	D
Bank Holiday	520.00	520.00	D
Council Chamber Runcorn Town Hall and Approved Premises			
Monday to Thursday	440.00	440.00	D
Friday	460.00	460.00	D
Saturday	520.00	520.00	D
Sunday	620.00	620.00	D
Bank Holiday	720.00	720.00	D
Note** - All charges are listed as discretionary but do include a statutory element applied by the General Registry Office			

REPORT TO:	Executive Board
DATE:	17 th March 2022
REPORTING OFFICER:	Strategic Director, People
PORTFOLIO:	Adult Social Care
SUBJECT:	Homelessness Funding Grant Allocation
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This Report describes the various grants that have been issued by Central Government to support rough sleepers and people who are, or are likely to become, homeless. It makes proposals for the allocation of these grants.

2.0 RECOMMENDATION: That:

- i) Executive Board note and consider the contents of this Report and
- ii) Approve the recommendations for expenditure against the grants, as described in Appendices 1 and 2

3.0 SUPPORTING INFORMATION

3.1 Context:

3.1.1 The Government confirmed the allocation of a key element of the overall investment: of £315.8 million in funding through the Homelessness Prevention Grant, which is available to local authorities in 2022/23 to support and deliver services to prevent and tackle homelessness

3.1.2 Halton has been allocated homelessness grant funding of £344,829 for 2022/23, with an additional £11,338 for domestic abuse burdens. The Government has streamlined the funding allocation streams to simplify the process; with the Homelessness Prevention Grant replacing the Flexible Homelessness Support Grant and the Homelessness Reduction Grant.

3.1.3 The funding grant allocation will be ring-fenced to ensure the Local Authority has the resources to take action to prevent homelessness, and utilise the funding to continue to implement the Homelessness Reduction Act.

3.2 Purpose of Grant Funding

3.2.1 The purpose of the Homelessness Prevention Grant is to give local authorities control and flexibility in managing homelessness pressures and supporting those

who are at risk of homelessness, and to deliver the following priorities:

- To fully enforce the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness
- Reduce family temporary accommodation numbers through maximising family homelessness prevention,
- Eliminate the use of unsuitable bed and breakfast accommodation for families for longer than the statutory six week limit

3.2.2 This funding will be provided upfront in April 2022 and can be used flexibly as part of the councils' resourcing to contribute to the costs of statutory duties, including implementing the Homelessness Reduction Act, domestic abuse burdens and supporting with the costs of temporary accommodation.

3.3 Proposed Funding Allocation

3.3.1 The Homelessness Prevention Grant will be allocated to improve and deliver statutory services and develop new initiatives to prevent homelessness. The proposed Prevention grant funding allocation is outlined within Appendix 1.

3.3.2 Within the grant allocation funding, there is an additional amount of £50,000. It is proposed that the funding will provide financial incentives to prevent homelessness and offer vulnerable clients financial assistance and support to prevent homelessness and sustain tenancies.

3.3.3 These services have proven successful during the latter years and assisted clients to remain within their homes or have the necessary assistance to move into alternative suitable housing accommodation.

3.3.4 One of the biggest barrier for clients accessing private rented accommodation is the need for guarantors. The proposal is for the LA to act as guarantor for 3 - 6 months to enable vulnerable client groups to access properties in the private sector, this is intended to break down barriers and encourage landlords to work directly with the LA. The scheme will also link in with the Bond Guarantee Scheme to offer longer term support and reassurance to landlords.

3.3.5 The proposal for an additional triage officer is intended to support the team to complete initial assessment to ascertain what interim action is required. The officer will manage the temporary accommodation placements and address all identified issues relating to homelessness clients placed within the accommodation. The officer will work with homelessness clients and support them to address health and housing issues. The post will reduce the pressure upon the team, thus allowing officers to focus upon homelessness prevention measures.

3.3.6 The domestic abuse funding will enable the Local Authority to meet its statutory requirements in line with legislation. The burdens funding will be used to assist victim of domestic abuse retain tenancy security and offer additional training to officers.

3.4 Rough Sleepers Initiative Funding

- 3.4.1 The Rough Sleeping Initiative Funding (RSI 4) will continue to run in 2021/22, commencing its fifth year of funding in April 2022. The funding bid is presently being drawn up to retain existing services and will also be ring-fenced in 2022/23, to ensure the funds are dedicated to achieve the shared ambition of ending rough sleeping.
- 3.4.2 This funding is described as being made available for local authorities to support people living on the streets. The Local Authority was awarded £106,000 for 2021/22 and the Government has released the RSI 5 funding bid which will cover a three year period and must be submitted by 27/2/22. The proposed bid to continue with existing services is detailed within Appendix 2.
- 3.4.3 The identified services are a continuation of the service presently being delivered, which has proven successful and has been highlighted as best practice. The outreach support services will work with all rough sleepers to assist them off the streets and access to short and long term sustainable accommodation.

3.5 Winter Funding Enhancement 2021/22

- 3.5.1 The Government announced a £65 million top up of the Homelessness Prevention Grant for 2021/22. The one off ring-fenced grant allocation for Halton is £72,303 and available to support private renters with rent arrears, avoid eviction and find new accommodation where necessary, thus allowing Local Authorities to target those most in need.
- 3.5.2 The Department for Levelling Up, Housing and Communities (DLUHC) expect the additional funding to be specifically used to maximise upstream homelessness prevention for low-income clients within private rented accommodation, however, it cannot be used to fund temporary accommodation. The funding allocation for 2021/22 must be spent by 31st March 2022.
- 3.5.3 Funding will be used to deliver early intervention measures to offer a more client focused service to both clients within the private rented sector and homeowners. The LA must demonstrate negotiations with landlords and financial agencies to increase tenancy and home ownership sustainment.

4.0 POLICY IMPLICATIONS

- 4.1 There are no policy implications arising from this Report.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The financial implications are as described in this Report. The increased demand in homelessness presentations has placed additional pressure upon the team. The funding grant will provide additional staffing to deliver homelessness services and reduce/prevent homelessness and will complement the ongoing delivery of services for homelessness clients, with additional financial assistance to promote

lifestyle change and sustainability.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

The services and supports provided by the Housing Solutions Team apply to young people, families and care leavers, as well as to individuals who find themselves homeless. These can be some of the most vulnerable groups in our communities, and many rely on accessing suitable social housing to meet their needs.

6.2 Employment, Learning & Skills in Halton

None identified.

6.3 A Healthy Halton

Key elements of the services for rough sleepers include the provision of an outreach nurse practitioner, and an outreach team to help entrenched rough sleepers to engage with services, move off the streets and address housing and health needs. The nurse practitioner can prescribe and can provide direct health advice and support, thereby reducing pressures on hard-pressed GP and secondary care services.

6.4 A Safer Halton

Although the number of rough sleepers in Halton is small, they can be perceived as being a public nuisance, particularly when associated with begging. The services and supports funded by the grant allocations help to reduce the numbers of people sleeping rough and to manage their situations more effectively.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 On an individual basis, the provision of help and support from the housing and homelessness service is addressing the needs of some of the most vulnerable people in our area.

7.2 The provision of services to support rough sleepers and potentially homeless people is a statutory requirement. Without the services and support described in this Report and funded by grant allocation, the council would be at risk of legal challenge.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no equality implications arising from the contents of this Report.

9.0 REASON(S) FOR DECISION

The report outlines the purpose of the awarded grant allocation to provide full breakdown of expenditure and transparency.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

None

11.0 IMPLEMENTATION DATE

The funding allocation 2022/23 will commence on 1st April 2022.

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

None.

Appendix 1**Proposals for allocation of the Homelessness Prevention Grant**

Funding	Service Delivery	Purpose
£64.000	2 x Housing Solutions Advisers	Increased levels of homelessness put additional pressure upon Housing Solutions Team. Additional officers to meet demand and ensure LA is fully compliant with statutory requirement
£40.000	CGL Homelessness Nurse Practitioner	Continuation of provision to deliver outreach health advice and prescribing to homelessness clients.
£55.000	Prevention Fund	Offer financial funding to prevent homelessness. E.g., rent arrears, safety certificates, deposits etc. Assist migrant Families (including those experiencing domestic abuse) who have NRPF, whilst applying for immigration status.
£18.000	No Recourse to Public Funds (NRPF) – Families	Homelessness data reporting IT system (Jigsaw) Accommodation and support referral IT system across LCR Mainstay
£25.000	Mainstay & Jigsaw	
£50.000	Bond Guarantee Service	Financial uplift for private landlords to encourage engagement and assist with accommodation provision
£30.000	Mortgage Rescue	Financial assistance to homeowners to prevent homelessness
£30.000	GIFT Initiative	Furniture package for homelessness clients to assist when undertaking new tenancy.
£32,000	Support Officer Columba	Officer based at Columba to provide additional support for clients placed there during COVID.
£828.00	Staff Training	Additional training for staff to ensure they are compliant with Homelessness legal requirements

Appendix 2**Proposals for the allocation of the Rough Sleepers Initiative Grant**

Funding	Delivery	Purpose
£17.000	Changing Lives Sit up service	Provide 3 crisis spaces for rough sleepers for upto 3 nights.
£64.000	Whitechapel 1 x Intensive Support Officer 1 x Move On Officer	Outreach support provision for rough sleepers.to source accommodation within the private rented sector
£20.000	Prevention Fund	Financial assistance for rough sleepers. E.g. enhanced deposits, rent in advance etc.
£10.000	No Recourse to Public Funds	Assist migrants who have NRPF, whilst applying for immigration status.
£17.000	Outreach support	Provide intensive support to rough sleepers placed at Lacy St/Market Street accommodation.
£20.000	Co-ordinator (joint service covering Halton & Knowsley	Coordinator role to work alongside team. Strategic approach, identify trends, demands, gaps in services.

REPORT TO:	Executive Board
DATE:	17 March, 2022
REPORTING OFFICER:	Strategic Director, People
PORTFOLIO:	Adult Social Care
SUBJECT:	Adult Social Care Annual Report (Local Account) 2020-21
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 To agree the Adult Social Care Annual Report (Local Account) for 2020-21.

2.0 **RECOMMENDATION: That:**

- i) Agree for the Adult Social Care Annual Report 20-21 to be published and shared with partners and stakeholder organisations, and;
- ii) Acknowledge the achievements across Adult Social Care during the height of the pandemic.

3.0 **SUPPORTING INFORMATION**

3.1 Background

3.1.1 The Adult Social Care Annual Report is now an embedded part of the reporting cycle for Halton Borough Council. While it is not a mandatory requirement it remains supported as good practice by the Association of Directors of Adult Social Services (ADASS).

3.1.2 The 'Local Account', as it is known, has changed format since its inception in 2011. The format of the report for Halton was refreshed a couple of years ago in both its look and focus, making it more straightforward and therefore accessible. The report includes information on the successes and achievements across Adult Social Care, details of our progress against performance metrics, some of the challenges faced, how we're established and responded to community needs and details of future activities to be further developed.

3.1.3 The report is usually published towards the end of the financial year

but reflects the full previous financial year. Reporting in this way allows us to ensure the performance data is verified and narrative encompasses consideration of all areas of services and how delivery has impacted on the community of Halton. The annual report being presented covers the period April 2020 to March 2021.

3.2 The 2020-21 Adult Social Care Annual Report

3.2.1 The Local Account is produced through the Policy, Performance and Customer Care team. In planning towards development of content a report was brought to Adult Social Care Senior Management Team back in October 2021 and, unsurprisingly, agreement was reached to concentrate on the responses to the pandemic, in particular looking at our care homes support.

3.2.2 The annual report is produced for public consumption and is published on the Council's intranet pages, as well as being shared with a range stakeholders and Elected Members. As such it is prefaced with an 'introduction' and some information about Adult Social Care. The opening section for this report also discusses the overall impact of the pandemic and sets out how this year's report is structured slightly differently as a result.

3.2.3 The content is intended as readable by the lay person and is purposely explanatory. The report forms part of the Council's transparency duties and supports the flow of information and guidance back to members of the Halton community.

3.2.4 Articles written for the report cover the following areas:

Care Homes

- Resident wellbeing
- A day in the life – care worker
- New ways of working
- Care Home Resilience Plan
- Maintaining Service Quality

Additional funding support

- Infection control fund
- Rapid testing fund
- Workforce Capacity Grant
- Covid Winter Grant Fund

Alleviating pressure on the health system

- Transitional support beds
- Domiciliary care

3.2.5 The performance data cited in the report collates some overarching figures around continuity of service delivery. The performance section usually covers Adult Social Care Outcomes Framework (ASCOF) measures but these were not mandated for the period.

3.3 A workforce to celebrate

3.3.1 Acknowledgement of the contribution of the entirety of the Council's workforce has been reiterated throughout the pandemic, and cannot be understated.

3.3.2 This year's Annual Report has been brought to your attention to highlight the delivery outcomes across Adults Social Care during this difficult period. In particular it shows the extraordinary commitment and resilience demonstrated by our Adult Social Care workforce. Their ongoing efforts, dedication and resolve have safeguarded continuity of care for those most vulnerable in our community.

Next steps

3.4

3.4.1 Approval is sought to publish this report and share across our partners and stakeholders. It is intended that this report is further taken to Health Policy and Performance Board and Health and Wellbeing Board to raise their awareness of the work undertaken during this time. Publication will be to the Council's internet pages and publicity opportunities will be sought through our Press and Marketing team.

4.0 **POLICY IMPLICATIONS**

4.1 The Annual Report serves as a review mechanism for Adult Social Care to consider as part of ongoing continuous service improvement measures.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 The Adult Social Care Annual Report is published online incurred no print costs.

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

6.1 **Children & Young People in Halton**

None identified at this time

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

None identified at this time

6.3 **A Healthy Halton**

The report highlights the range and breadth of work being undertaken across Adult Social Services to support our community to live longer, happier and more independently.

6.4 **A Safer Halton**

None identified at this time

6.5 **Halton's Urban Renewal**
None identified at this time

7.0 **RISK ANALYSIS**

7.1 None identified

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 An Equality Impact Assessment (EIA) is not required for this report.



Adult Social Care Annual Report

2020 / 2021



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Introduction

The Adult Social Care annual report, sometimes known as the 'local account', is a valuable part of Halton Borough Council's quality improvement and planning cycle. It provides the chance to reflect on services delivered, progress made and needs met, and allows us to increase public understanding of the range and remit of provision across the borough.

The Council is duty-bound, as a Local Authority in receipt of public funds, to monitor and shape provision of Adult Social Care services to meet the care and support needs of its residents. Individual needs are determined through access and eligibility criteria which are governed under law - under the Care Act 2014, the Human Rights Act 1998, the Mental Capacity Act 2005 and the Mental Health Act 1983, the Equality Act 2010 and other relevant legislation.



What is adult social care?

Adult Social Care allows those with mental, physical and sensory conditions, disability or ill-health to be able to live life as independently as possible. It aims to give people equal to opportunities to reach your full potential and have positive life experiences - be it educationally, employment-wise, having a home and family life and pursuing activities of your choice. It is also intended to keep people safe from harm and safeguard their welfare and wellbeing.

Adult Social Care forms part of the Council's Strategic Priorities towards achieving:

A Healthy Halton: "To improve the health and wellbeing of Halton people so they live longer, healthier and happier lives."

Service are provided by in-house Council teams and commissioned from independent companies and agencies and third sector (charitable) organisations to meet the specific population needs of the borough. This is determined by strategic planning processes, continuous monitoring of the projected health and wellbeing requirements across Halton to determine demand for service and in consultation with the public in recognition of individual ambitions and aspirations.

The impact of the pandemic

This annual report covers the period April 2020 to March 2021, encompassing the emergence and response to the ongoing global pandemic.

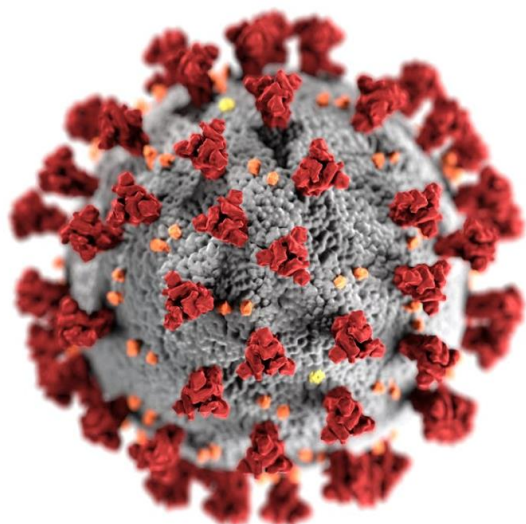
National lockdown restrictions were already in place at the start of the period being examined and Halton Borough Council took decisive, responsive and safe action in respect of its Adult Social Care provision to alleviate the impact on the most vulnerable members of the community. This involved effective risk and contingency planning and management to deploy personnel and resources to where they were needed the most.

Under the evolving government direction, services were adaptive and open to regular change. Some front-line provision, such as day services activities, were paused and new and innovative ways of working were developed.

Social work teams continued to undertake care assessments, adopting different ways of communicating with people including virtual appointments, where appropriate. It was important to us to retain face-to-face assessments for those presenting with the highest level of needs. In particular, those being assessed under the Mental Health Act needed direct contact to ensuring the right support was accessed, in a timely manner, and in-line with legislation. Infection control measures such as use of PPE and social distancing were followed.

For some this meant different sorts of social and leisure activity, for example, many of the borough's supported living settings, who were unable to undertake their normal movements across the local community, found new ways of working together to maintain social contact and pursue interests. Some held regular quizzes, parties and barbeques within their care setting and others learnt new digital skills as part of virtual contact with their families.

The picture was similar across care homes with Activity Co-ordinators taking on new skills to facilitate virtual visits and arrange enjoyable activity while maintaining social distancing and hygiene requirements.



Across Adult Social Care services front-line staff worked tirelessly, remained motivated and determined to support the individual in their care over this period. This not only kept people out of hospital but supported timely discharge where in-patient care was needed, backing our colleagues and sustaining provision across the National Health Service.

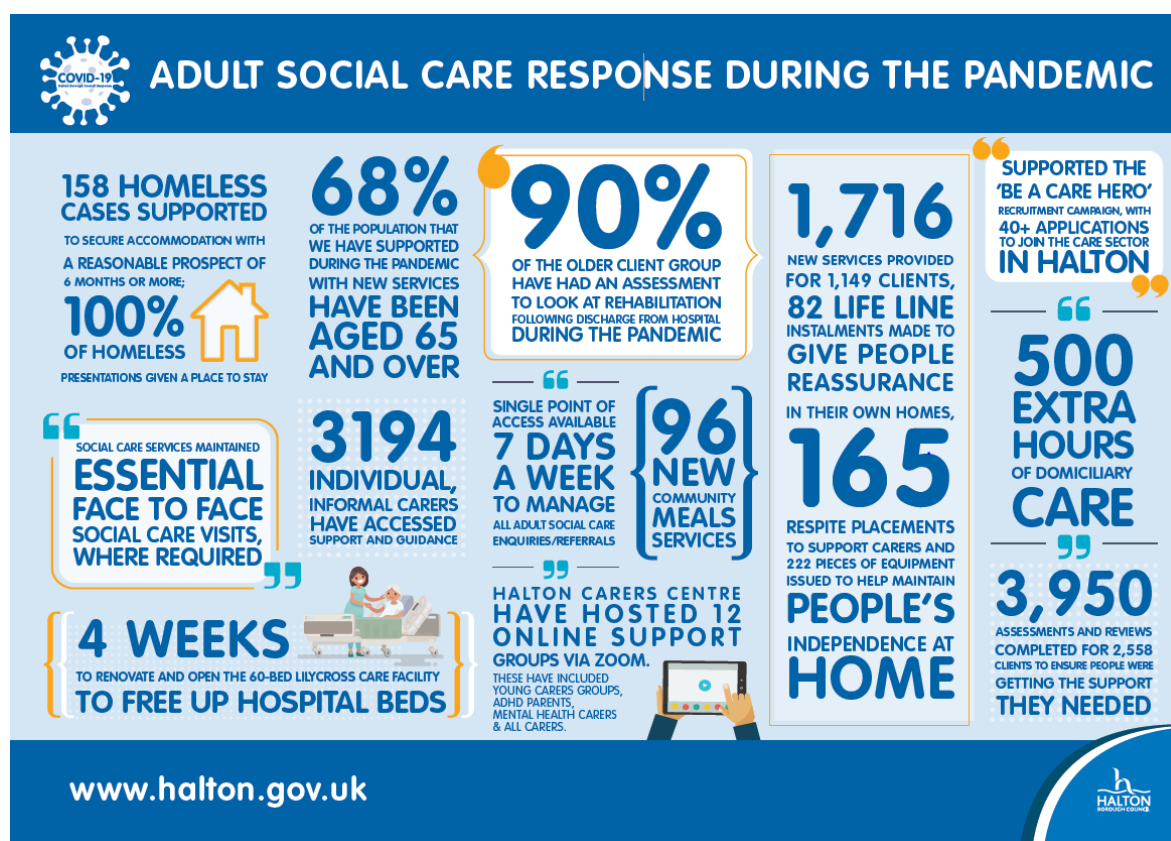
Structure of this report

The Adult Social Care annual report is usually structured around three areas of service support and delivery. This gives us the opportunity to highlight some of the key work areas which have been focussed on during the period.

This report will cover a more overarching response to the pandemic, in particular honing in how our care home provision was maintained during the period.

The Council's response to the pandemic has been co-ordinated in parallel to national measures and legislative changes, including the Care Act Easement in the Coronavirus Act 2020, which expired on 16 July 2021. The Easements allowed local authorities, if needed, to implement care and support prior to full assessment and eligibility assessment, allowing people to access the services through a streamlined process.

In July 2020 Halton Borough Council collated and made public the following figures. These support the Council's communication and transparency objectives and were aimed at offering reassurance that service provision was ongoing:



The report also looks at key facts and figures, giving an indication of our performance over the year 2020/21.

The report concludes with a section on how to get in touch with us for further information about adult social care.

Care Homes

Halton's care home market is made up of private sector providers, some of which are Council-commissioned to provide bed-based services to adults with care and support needs, and Council-owned and managed provision. The private sector includes older people's residential care as well as accommodation for adults with physical, sensory and learning disabilities who are unable to live independently. Halton Borough Council's provision includes four homes for older people, three of which offer nursing care.

In addition there is a wide range of supported living arrangements across the borough, where residents live semi-independent lives.

The majority of residents across these settings have distinct vulnerabilities which have required risk assessment and co-ordinated management over the course of the pandemic.

At the start of the pandemic measures were taken to 'lockdown' services as far as possible. This took account of the fact that little was known about transmission of the virus and testing and vaccinations were not yet available. For many this meant they were closed to admission and closed to visitors. The difficulties this posed were multiple, impacting on the availability of new residential placements across the borough, affecting people's social contact and personal interaction with loved ones, and also affecting the sustainability of provision where income was lost to vacancies. For the latter issue the Council used Government funding to block-book vacant beds where necessary.

All settings worked diligently to prevent outbreaks, though some were inevitable given the extent of the spread of the virus. In particular, the toll this has taken on staff has not been overlooked and employee wellbeing programmes have been developed and promoted on a national, regional and local basis. One of the key reported factors to sustaining staff wellbeing has been the support that staff have offered to each other through this time, and their hard work and commitment is recognised and applauded.

Change has been rapid, particularly in the first six to nine months of the pandemic. Guidance and policy has undergone frequent alteration, both on a national basis and locally.

The availability and effective use of testing and Personal Protective Equipment (PPE) has become a mainstay of day-to-day working but rallying to set this up has required dedicated procurement and distribution resource, effective allocation of funding, a safe programme of training being rolled out and ongoing monitoring, recording and action to mitigate hazards.

Resident wellbeing

Adults within residential care homes were some of the hardest hit by the pandemic. They were isolated from their family and friends and from the communities in which they live. Consideration of their mental and emotional state was just one part of keeping them well over this period.

The Council recommended and supported person-centred Covid19 care plans, as separate to normal care plans. These took into account the social and emotional needs of residents alongside their care and support needs associated with health, mobility and levels of independence. These were updated on a regular basis to align to the changing restrictions across the country.

Ongoing contact with family and friends involved new and innovative ways of working and technology played a massive part in maintaining social interaction.

Backed by an NHS funding stream to provide laptops to care homes, the Council supported implementation of virtual visits across Halton. Information, advice and ideas were shared across the sector to ensure that all residents had the opportunity to see their loved ones.

As soon as it was allowable homes made provisions to welcome visitors, and over the summer of 2020 some of this was mainly managed as outdoors visits. Homes utilised the space available to them to put up gazebos and other shelters and their designated Activity Co-ordinators turned their attentions to organising safe visits on an appointment basis. Homes took a wide-ranging approach to visiting, dependent on the facilities available to them and the changing restrictions – window visits, drive-by visits, social distancing and use of barriers and pods were adopted.

Where possible, get-togethers were managed in small groups in large space to ensure that social distancing measures were in place. Across Halton we also had local schools reach out to care homes to send videos of choirs and story reading.

Technology was also used effectively to link with other professionals outside of the home, such as GPs, district nursing teams, social workers and others. Many homes adopted weekly virtual 'ward rounds' focussing in on those residents with the greatest needs and looking at care plans as part of a multi-disciplinary team.



A day in the Life – Care Worker

Halton Borough Council owns and operates four residential care homes in the borough, two of which also provide nursing care - Madeline McKenna Court Care Home, Millbrow Nursing Care Home, St Luke's Nursing Home, St Patricks Nursing Home.

Our homes provide care for older people with a range of needs, including people who may be physically frail and need support with everyday tasks or people living with complex conditions such as dementia. The role of the care worker in a care home is a diverse one – with different challenges and rewards each day. **Liz, a care worker from St Luke's Nursing Home** in Runcorn, gives an insight into her role and how the care home staff have managed through the peak COVID pandemic response.

“As a care worker we can be directly involved in all aspects of the daily life of our residents, depending on what their specific needs are. This can include waking, dressing and assisting them at meal times and with their personal care. I help residents take part in social activities and I enjoy spending time chatting with our residents as I work, to get to know them better. We all work hard to make sure that what we do is personal and specific to that person.

I work alongside nurses and a clinical lead for the home, and let them know if there have been any changes to our resident's health so that they can be investigated further. When there are meetings with health colleagues and social workers about the wellbeing of a resident the care workers are asked to contribute to make sure that as much as possible is known about the person and the best ways to help them.

A big part of our role is providing social and emotional support to our residents, particularly through the peak of the Covid pandemic, when outside social activities and family visits had to be stopped.

When Covid hit it was really hard. Everyone was fearful because there were so many unknowns. At first it was very difficult as residents didn't always understand why family could not visit and the way we did things had to change. As time went by we became more confident in our new ways of working and we settled into new routines. We became family to many of our residents and we all supported each other. Having designated 'clean units' where there were zero covid cases was hard, as it meant that not only were residents separated from each other, but also staff. The way we moved around the building changed to maintain 'clean zones' and it was hard seeing the impact on staff working in the Covid units from afar. Our nurse and clinical lead in the home were brilliant at supporting us with the ever changing guidance.

Although working through Covid is very stressful – physically and emotionally, we knew we had the support of the public. They showed us! We had bikers pull into the car park and rev their engines in support of the staff, we had local retailers drop of food and treats and members of the public made face masks for us that had adaptations to make them comfortable to wear for long spells. I feel that the way the staff supported each other, and the residents was truly amazing given what we were (and still are!) going through”.

New ways of working

Rapid change has been a key feature of working through the pandemic and at the start of the first lockdown period everyone was in unknown territory. Across Adult Social Care contingency and business continuity plans were made and pragmatic decision taken around service operational needs.

For care homes in particular infection prevention and control measures were adopted as a staple requirement to day-to-day working. Making the move from pre-pandemic working practices which offered a degree of flexibility and informality to strict pandemic rules and regimes has involved an ongoing shift in mindset and routines.

Access to PPE was scarce to start with and a programme of mutual aid was supported by the Council where all homes, irrespective of ownership, lent out spare stock to have it replaced once other homes' orders came in. Staff were training in safe donning and doffing (putting on and taking off) of PPE and best practice information was regularly shared and updated on every aspect of hygiene and protection from cleaning schedules to hand washing; secure movement around buildings to management of rotas to minimised cross-contamination across the shift patterns. A whole host of policy and procedure documents were drawn up to maintain practices, as well as monitoring tools and checklists to measures effective implementation.

Once regular testing became available care homes established practices to ensure the orderly capture of records, and again, routines have become well-established.

Staff rose to unprecedented challenges while keeping in mind that their work setting is also a home to the residents who live there.



Care Home Resilience Plan

On the 14th May 2020, Local Authority Leaders received a letter from Helen Whately MP, Minister of State for Care, in which she asked that all local authorities review or put in place a care home support plan, drawing on local resilience and business continuity plans.

From the outbreak of the pandemic, extensive work had already been taking place across the health and social care sector in Halton, to ensure our response to the crisis was robust and effective. In respect to the Care Home sector, this work had already been collated into Halton's overarching Adult Care Home Resilience Plan; this plan was therefore reviewed and updated in light of the letter received.

This plan was being used in conjunction with each Care Home's individual Business Continuity Plan and the overarching Halton Adult Social Care Business Continuity Plan, to ensure that our response to the pandemic is robust and effective. It was updated on an ongoing basis to reflect when processes changed or additional support needed to be implemented.

The Resilience Plan addresses the following areas and outlines in detail the support that is in place:

- Infection Prevention and Control (in. Training in Infection Control, Personal Protection Equipment etc.)
- NHS Clinical Support
- Testing
- Oversight and Compliance
- Workforce
- Funding

The Care Home Resilience working group which took forward the plans involved representation from the Council, the health sector and other partners, such as care providers and the voluntary sector.

One practical outcomes of the Plan has been to start to develop a programme of 'lessons learned' conversations with care homes. These are to involve reflections on infection outbreaks and the learning that has taken place as a result. Anonymised case studies are being shared back across the sector so that further considerations can be adopted into different settings.

The Care Home Resilience Group met monthly (up to the April 2021) after which elements of the Plan were adopted under other areas of activity. An overview is being maintained to monitor further pandemic developments and local outbreaks.

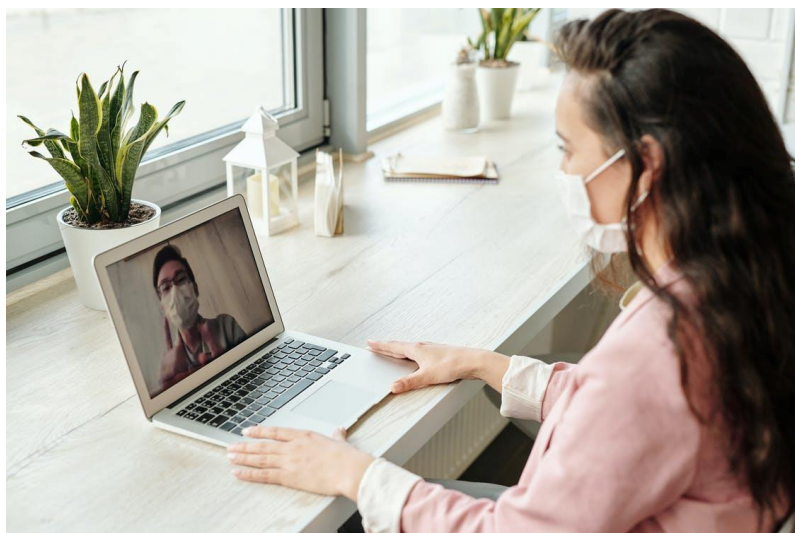
Maintaining Service Quality

The Council's Quality Assurance team work with commissioned provider of adult social care services to monitor standards and ensure adherence to contractual arrangements. Maintaining good practice standards, centred on the individual needs of the people who use services, has remained central to provision across Halton while contending with the pandemic.

At the start of the first lockdown services, and care homes in particular, told us they were overwhelmed with information and contact from different authorities across the health and social care system. Quality Assurance contacted different teams and pulled all communication into one daily email. This has been maintained throughout the year so that all key messages are co-ordinated from one source.

In addition, the Quality Assurance team set up daily 'welfare' calls with care homes, to check everyone remained well, whether they had any issues with staffing levels, their PPE stocks, any queries they had around current guidance and much more. These calls were stepped down at the end of the first lockdown and stepped up again as further restrictions came into play or where homes had an outbreak of Covid19.

Other expertise across the system were called into support as help was needed, including collaboration with Infection Prevention and Control (IPC), Public Health, District Nursing, GPs aligned to individual homes and other as required.



Additional financial support

As part of Government measures to support the communities across the country, Halton Borough Council distributed targeted funds that fall outside of the annual Adult Social Care budget. This included allocation of an Infection Control Fund, a Rapid Testing Fund, a Workforce Capacity Grant and a Covid Winter Grant Fund. The first three were primarily pushed towards sustaining the provision of direct care services while the latter provided support specific to those families and individual impacted by food and energy poverty.

Infection Control Fund (ICF)

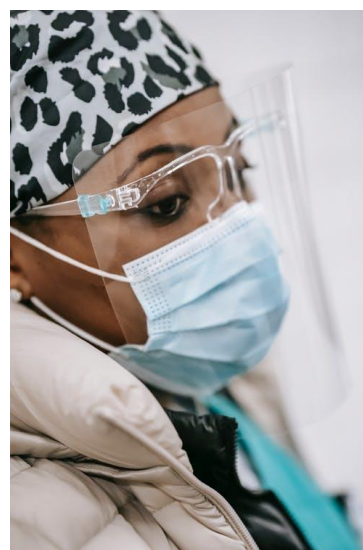
The ICF was announced in May 2020, with two rounds of funding being made available through to March 2021. The purpose of this fund was to support the implementation of infection control measures advised in the Care Home Support Package, particularly the restriction of movement of workers between different care settings and full payment for staff who are required to self-isolate. The grant was allocated to Local Authorities based on the number of Care Quality Commission (CQC) registered beds there are within the locality, and payment of the grant was subject to certain conditions and assurances.

In line with Government guidance, the majority of the overall grant allocation for Halton was paid directly to care homes in the borough (75% in Round 1 and 80% in Round 2). The Local Authority had discretion to determine use of the remaining proportion and for this wider workforce support measures were funded, particularly within the Domiciliary Care and Supporting Living sector.

Reports back from care homes indicated that they used the funds to:

- Introduce measures to isolate residents within their own care homes
- Undertake actions to restrict staff movement within care homes e.g. paying for additional staff
- Paying staff full wages while isolating following a positive test
- Increased infection control training
- Additional cleaning (staff costs)
- Costs of alternative transport to minimise social contact
- Increased Covid testing
- Cover recruitment and induction costs
- On-site accommodation for staff

Additional equipment; such as uniforms, laptops/tablets.



Halton's total allocation for Round 1 of the ICF was **£1,008,396** and for Round 2 was **£957,055**.

Rapid Testing Fund (RTF)

This grant was only published on 15th January 2021, the main purpose of which was to support additional rapid testing of staff in care homes, and to support visiting professionals and enable indoors, close contact visiting where possible.

This grant had separate conditions to the original ICF and extension to the ICF outlined above and was specifically intended to support additional rapid (Lateral Flow Device) testing.

Against the grant conditions, 80% of the grant was provided directly to care homes, including residential drug and alcohol services (allocation has been based on the number of CQC registered beds). The Local Authorities deployed the remaining 20% to support the wider care sector to implement increased LFD testing. Providers are able to use the funding to:

- Pay for staff costs associated with training and carrying out LFD testing
- Costs associated with recruiting staff to facilitate increased testing
- Costs associated with the creation of a separate testing area where staff and visitors can be tested and wait for their result. This includes the cost of reduced occupancy where this is required to convert a bedroom into a testing area, but only if this is the only option available to the care home
- Costs associated with disposal of LFD tests and testing equipment

Halton's total allocation for the RTF up to 31 March 2021 was **£278,455**.

Workforce Capacity Grant (WCG)

This was made available from 16th January 2020 to enable providers to meet the workforce challenges associated with the pandemic.

The funding was distributed to enable measures to supplement and strengthen the staffing capacity within Adult Social Care to ensure that safe and continuous care was achieved to the following outcomes:

- maintain care provision and continuity of care for recipients where pressing workforce shortages may put this at risk
- support providers to restrict staff movement between care homes and other care settings in all but exceptional circumstances, which is critical for managing the risk of outbreaks and infection in care homes
- support safe and timely hospital discharges to a range of care environments including domiciliary care, to prevent or address delays as a result of workforce shortages
- enable care providers to care for new service users where need arises

Halton's allocation was **£319,566** up to 31 March 2002, and has been based on the standard Adult Social Care Relative Needs Formula (RNF).

Covid Winter Grant Fund

£700,000 was distributed to those with assessed need across Halton, including those known to Adult Social Care Services, those known to Children and Family Services and those who had not previously accessed social care support. Aid took the form of the individual requirements of those accessing the fund and ranged from payment of fuel bills to purchase of warm clothing and bedding and food vouchers.



Alleviating pressure on the health system:

Transitional support beds

Early in 2020, Halton Borough Council identified the need for an urgent increase in residential care home bed capacity across the Cheshire and Merseyside region in order to meet the anticipated demand and expected peak of the COVID 19 pandemic outbreak.

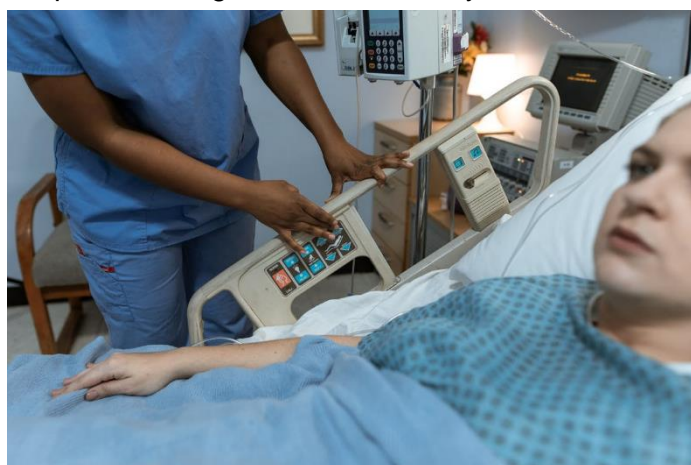
In order to be able to respond and alleviate potential bed capacity issues created by Covid 19, it was agreed to refurbish and bring into operation a dis-used 60-bedroom care home, located in the North of Widnes (Lilycross Care Centre). This would provide additional short term residential care capacity and support local acute systems to manage bed flow and discharges from hospital to ensure optimal clinical care capacity during the crisis.

Many partner organisations helped in the various elements of the setup of Lilycross from project management support from LLC (Capacity Lab), Eric Wright Construction Ltd for refurbishment works, Catalyst Choices for Care Support, NHS Halton Clinical Commissioning Group (HCCG) for GP practice support, Bridgewater NHS Foundation Trust with nursing support and all local Hospital Trusts for support with adjusted discharge pathways.

The care home was leased by Halton Borough Council on an initial 6-month basis (May to October 2020), and later extended for a further 6 months, to support the local system. Care and support is provided by Catalyst Choices, a registered CQC care provider and contracted directly with Halton Borough Council.

Lilycross began admissions in May 2020 through a revised hospital discharge process and also from the community for people who required supported daily living where it could not be provided in their own home and for those who required a further period of support following being unwell due to Covid-19.

Its introduction helped ensure there was enough bed capacity in areas across the Cheshire and Merseyside region throughout 2020-21 and to mitigate the impact of Covid 19 on the hospital discharge and residential systems across the region.



Lilycross has remained open throughout 2021 with NHS Halton CCG taking over the commissioning of the contract from HBC in May 2021 for a further temporary period to last in to spring 2022. The facility is therefore currently still being used to support the Cheshire & Merseyside region in terms of any peaks in demand until the contract ends.

Domiciliary Care

One of the main drivers over the past 10-15 years, both locally and nationally, has been to offer support to people's independence in their own home for as long a period as is possible. One of the most effective ways to do this is through a domiciliary care agency.

In 2017, Halton Council re-commissioned its domiciliary care provision for the borough, which led to there being one main provider - Premier Care Limited.

At the start of the pandemic, and as time moved on, demand for domiciliary care increased. This was partially to facilitate timely hospital discharge, as well as reducing the use of short-term rehabilitation bed facilities, but also as a result of informal care interruptions (for example, where carers themselves had to isolate or where they were under restrictions around households mixing or travel beyond their immediate area). Coupled with this is an ongoing increase in demand for social care as a result of an ageing population.

Care at home delivered by Premier Care

4,700 hours per week
(3,800 pre-COVID)

10,300 calls per week

To alleviate the pressures the Council worked with Premier Care to commission an **additional 500 hours** of domiciliary care per week. The number of people waiting for a domiciliary care package went into single figures with people waiting a few days at most. This was significant achievement in comparison to some neighbouring authorities.

Premier Care recruited additional staff from the local area and supported all staff by introducing mileage payments, providing full pay when staff were unable to work due to COVID and offering additional paid COVID training.

The joint work between the Council and Premier Care during the pandemic led to the creation of a Rapid Response Team, which facilitated:

- Regular meetings;
- Speedy discharges from hospital;
- The ability to react to the changing needs of local people in receipt of care;
- The ability to pick up 15-20 new packages of care per week;
- The elimination of a waiting list for community support within Halton.

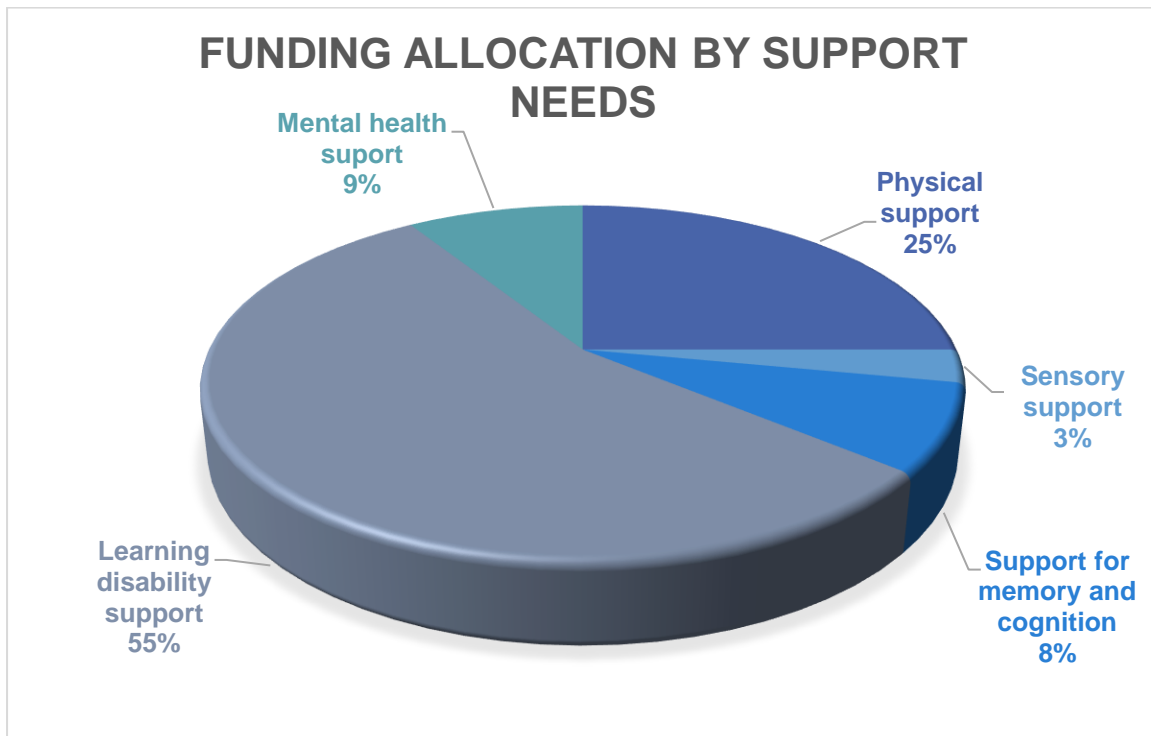
As we move forward, the focus will continue to be on a 'Home First' approach, enabling people to leave hospital (when safe and appropriate) and continue their care and assessment at home. This is in-line with the aims of the ongoing local Transforming Domiciliary Care Programme and the national agenda.

Facts & Figures

Adult social care spend

The total expenditure allocated against Adult Social Care during 2020-21 was £48.4 million, which was split across different service user group needs as illustrated below:

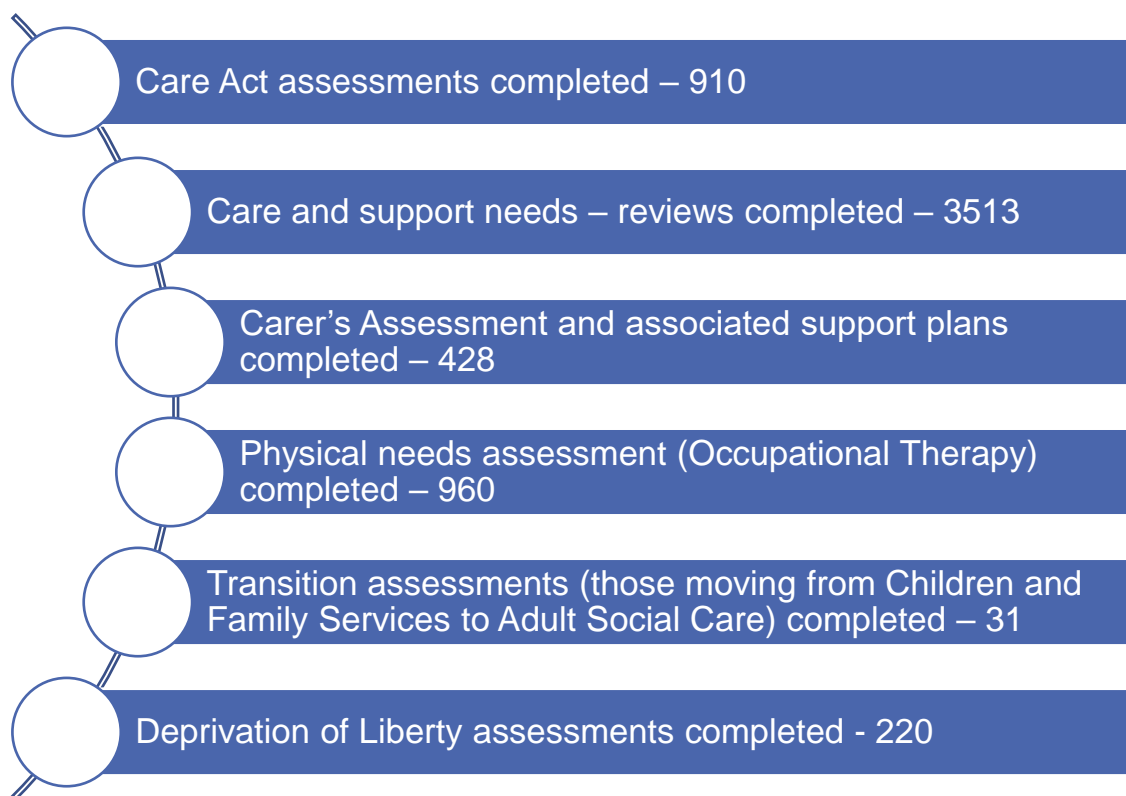
A total of 4,119 people were supported in 2020/21



As part of a national data requirement Halton Borough Council usually undertakes an annual survey across Adult Social Care to capture feedback from services users in receipt of long-term services. The survey looks at people’s experiences of care and the impact on their quality of life. This was cancelled on a national level for 2020/21 for Local Authorities to focus on the immediate needs of the pandemic.

This report usually contains feedback from the Adult Social Care Survey. This year, instead, we would like to highlight the level of support that we have maintained and stepped up to meet the emerging needs of the pandemic.

Assessment of needs 2020-21:



Service delivery data

Supported Living:

As at March 2021 – 381 people with learning disabilities out of 424 known to Adult Social Care were accommodated in supported living. Supported living provides these service users with the opportunity to live as part of their immediate community and to have or retain some level of independence.

Equipment and minor adaptation delivered within 7-days

Quarter 1 – April to June 2020	78%
Quarter 2 – July to September 2020	70%
Quarter 3 – October to December 2020	76%
Quarter 4 – January to March 2021	72%

Over 140,000 telecare activations
(telecare incorporates the Life Line personal alarm service as well as other remote response equipment)

Number of Direct Payments

– 592 a month

Direct Payments allow people the flexibility to purchase their own care and support services



Capacity and demand – Number of people referred to intermediate care:

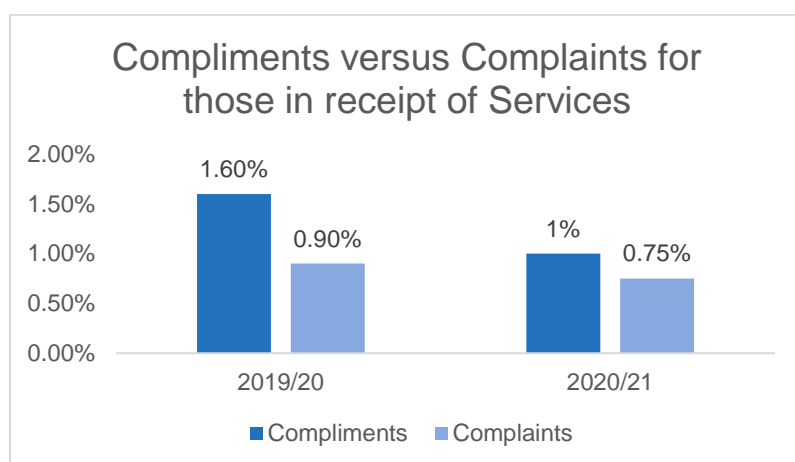
Period	2019/20	2020/21
Quarter 1 – April to June 2020	262	449
Quarter 2 – July to September 2020	262	358
Quarter 3 – October to December 2020	196	360
Quarter 4 – January to March 2021	292	355

Intermediate care services support timely hospital discharge ensuring that people can either return home with the right short-term or ongoing support, can move into short-term transitional and rehabilitation care before returning home or are moved into an appropriate residential placement.

Complaints and compliments

One of the measures we use to consider quality across Adult Social Care is the feedback we receive from the public.

Proportionately the Council receives limited feedback from this mechanism, as seen in the table below which compares last year's figures to this year's. It does however allow us to understand, in detail, some of the areas we need to improve and some of the procedures and arrangements which are working well.



Compliments, and in particular praise for the way team members have supported an individual, are always passed on to those involved in delivering services.

Complaints are recorded systematically so that we can further examine where learning might take place or where working practices might need to be altered.

This involves looking at the service area under which the complaint comes:

Category of complaint by service area	2019-20	2020-21
Care Management	5	2
HBC Services	2	0
Home Care (Domiciliary Care)	12	13
Hospital	0	1
Other provision	4	1
Residential/nursing care	10	12
Supported Living (where people live in self-contained accommodation with support provided where needed, e.g. Independent Living)	6	2
Total	39	31

As well as what type of issue is being encountered:

Category of complaint by service type	2019-20	2020-21
Assessment and Care Planning	10	15
Assessment and Care Planning: awaiting POC	2	0
Charging	7	3
Direct Payments	0	1
Disabled Facilities Grant	1	0
Inconsistency of call times	4	1
Inconsistency of care staff	3	1
Late calls	1	0
Other	9	10
Safeguarding	1	0
Transition from Children's to Adult services	0	0
Transport (including Blue Badge)	1	0
Total	39	31

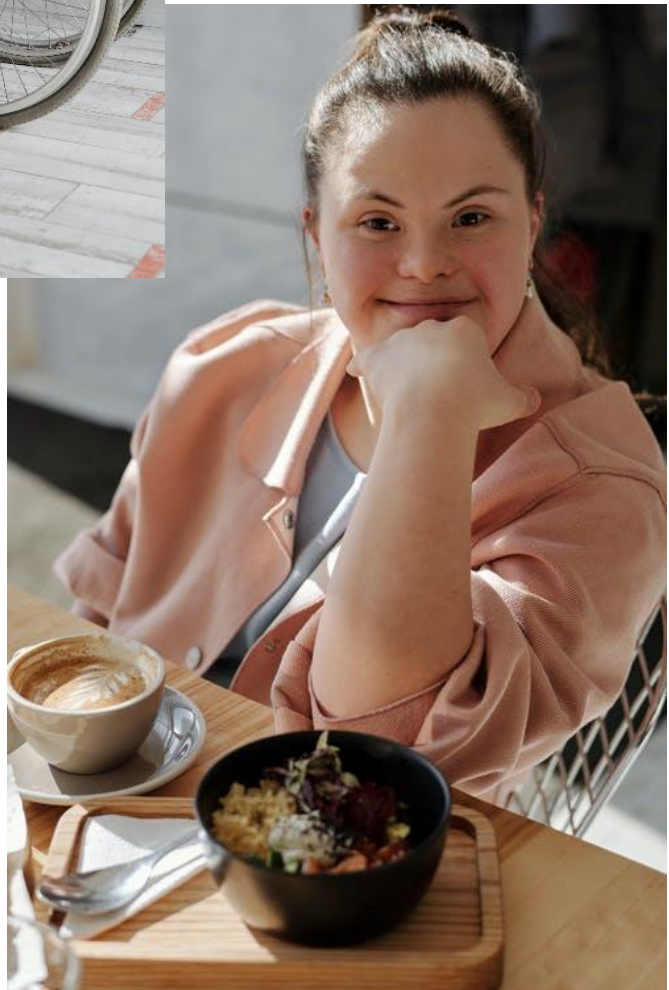
Extracts from compliments received

Thanks to the social care team for all of their help in dealing with her mum. She said that following her call this morning to Complex Care Runcorn a lovely gentleman has been out to visit her mum today and has sorted things out for her.

Following my call today praise was given to the lifeline wardens, who he believes saved his life. He fell and went into a diabetic coma, and our response team arranged for an ambulance. He is extremely grateful for all our help and feels very safe having the service in place.

I would like to offer my thanks to K at Halton Direct Link. She dealt with my initial query regarding the most recent invoice I had received for G's Care Package, in a very professional and caring way, swiftly linking me in with the key personnel who could progress the query for me. She also assisted me in making the amended payment at the end of the process. She is a credit to your organisation.

Mrs M has called to pass on her thanks to the two wardens who came out to assist her a few weeks ago when she fell and broke her wrist. She is really grateful for their help and would appreciate if you could let them know please.



Contact us

We welcome your feedback on this report. You can let us know what you think by emailing ssdcustomercare@halton.gov.uk or writing to:

Policy, Performance & Customer Care
Runcorn Town Hall
Heath Road
Runcorn
WA7 5TD

If you require assistance in relation to adult social care, please call 0151 907 8306.

There is also a range of information available on our website:

<https://www3.halton.gov.uk/Pages/adultsocialcare/AdultSocialCare.aspx>

For general Council enquiries, please call the contact centre on 0303 333 4300 or call into one of the Halton Direct Links (HDL – one-stop-shops):

Halton Lea HDL
Rutland House
Runcorn
WA7 2ES

Widnes HDL
Brook Street
Widnes
WA8 6NB

REPORT TO:	Executive Board
DATE:	17 th March 2022
REPORTING OFFICER:	Strategic Director, People
PORTFOLIO:	Employment, Learning and Skills, Leisure, Community and Culture
SUBJECT:	Voluntary Sector Funding – Grant Allocations 2022/23
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 Voluntary Sector Funding – Grant Allocations 2022/23

2.0 **RECOMMENDATION: That:**

- i) **the Board approve the grant allocations as outlined in the report at Section 4.**

3.0 **SUPPORTING INFORMATION**

3.1 Halton Borough Council has been awarding direct grants to local voluntary and charitable organisations for a number of years. The opportunity is advertised on the Council website and applications invited. Applications are assessed against key criteria including: impact on and outcomes for local people; demonstrable wider social impact such as volunteering and training and development opportunities for local people; the impact on reducing the need for statutory services

Applications are assessed and recommendations agreed by a panel consisting of the Executive Board Member with portfolio responsibility for the Voluntary Sector and Officers from the People Directorate

3.2 **Monitoring arrangements**

- 1) All grants must agree a Service Level Agreement and provide quarterly monitoring reports. Grants under £5,000 provide midyear and end of year reports.
- 2) All grants must agree a Service Level Agreement and provide quarterly monitoring reports. Grants under £5,000 provide midyear and end of year reports

- 3) Voluntary sector grant performance monitoring information contributes to corporate assessments

4.0 **APPROVAL OF GRANTS 2022/23**

4.1 **Voluntary Sector Core Funding Grants**

The grants are listed below; the report is in the context of the budget allocation and the panel's assessment. These recommendations are for an annual allocation for the financial year 2022/23

The budget available is **£226,640 2022/23**

Amount	Organisation Name
£5,000	Cheshire Asbestos Victims Support
£143,350	Halton Citizens Advice Bureau
£3,000	Cheshire Race & Equality Council (CHAWREC)
£5,000	Halton Childrens Contact Centre
£38,700	Halton & St Helens VCA
£9,000	Relate
£2,590	Runcorn & Frodsham MENCAP
£4,500	Samaritans
£4,000	Vision Support
£11,500	Widnes & Runcorn Cancer Support Group

TOTAL £226,640 - This is commensurate with funding received in 2021/22

5.0 **POLICY IMPLICATIONS**

5.1 None at this stage.

6.0 **FINANCIAL IMPLICATIONS**

6.1 The recommended grants do not exceed the current budget allocations.

6.2 The work of the voluntary sector organisations receiving grants impacts greatly on health improvements, social inclusion, community involvement, anti-poverty and diversity issues.

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

The service delivery from organisations receiving core grants in many cases is cross cutting in the context of the Council's strategic priorities.

There are significant levels of welfare rights and debt handling support provided which impacts on anti-poverty issues for the Borough

7.1 **Children & Young People in Halton**

The work delivered by Relate in preventing family breakdown and offering counselling to teenagers has a direct impact on those children and young people in the Borough.

The Samaritans works with local schools on suicide prevention and following a suicide, supporting school staff, students and their families

Widnes & Runcorn Cancer support group offer support to all members of families affected by the disease, encompassing young members of families.

Halton Citizens Advice Bureau provides advice to families of young children about how to improve their living conditions and how to make better lifestyle choices

Cheshire, Halton and Warrington Race and Equality Centre (CHAWREC) provides support to children of Syrian refugee families who have resettled in Halton.

Halton Child Contact Centre aims to build healthy relationships with families in the event of family breakdown

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

The voluntary sector organisations have a significant reliance on volunteer time to deliver services. The organisations provide training opportunities for volunteers to enable the delivery of service and improve their skills and employability

Halton Citizens Advice Bureau in particular has experienced local volunteers gaining local employment as result of their training and experience.

Halton and St Helens VCA supports volunteers to gain work experience, train and get qualifications and develop new skills which enable them to explore new career paths.

Relate offers placements for students on counselling degrees

7.3 **A Healthy Halton**

Widnes & Runcorn Cancer Support Group has a major impact on the health and wellbeing of our residents diagnosed and in remission from cancer through the support, advocacy and therapies

they are able to offer.

Cheshire, Halton & Warrington Race & Equality Centre (CHAWREC) will actively work with local BAME communities to maximise uptake of Covid-19 vaccination

Cheshire Asbestos Victims Support Group works with sufferers and their families to support them through the illness, offering welfare support and recreational breaks for the sufferers and their families.

Vision Support provides a resource centre for visually impaired and offers home visits and welfare rights support

7.4 A Safer Halton

Halton Citizens Advice Bureau provides a Hate Crime Reporting Centre.

Cheshire, Halton & Warrington Race & Equality Centre (CHAWREC) work with minority groups in the Borough to contribute to a cohesive and integrated community in Halton. They offer support to individuals experiencing discrimination and will support in challenging discriminatory practice and will help people through tribunal processes.

Cheshire Asbestos Victims Support Group generates awareness of the dangers of asbestos at home, at work and in the environment.

MENCAP provides a community meeting point for disabled members in Halton offering a safe environment for their clients to engage in community activity and participate in skill development and recreational activity.

7.5 Halton's Urban Renewal

None identified.

8.0 RISK ANALYSIS

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

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 To receive a grant, organisations have to demonstrate that acceptable equality and diversity policies are in place.

10.0 REASON(S) FOR DECISION

A decision is required as the outcome will result in the local

authority incurring expenditure. The expenditure will provide valuable services to Halton residents, which may otherwise not be financially sustainable.

11.0 **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

No alternative options are available to provide these funded services.

12.0 **IMPLEMENTATION DATE**

1st April 2022.

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

None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 17th March 2022

REPORTING OFFICER: Strategic Director – Enterprise, Community and Resources

PORTFOLIO: Environment & Urban Renewal

SUBJECT: Household Waste Recycling Centres - Vehicle Access Policy

WARD(S): Borough-wide

1. PURPOSE OF REPORT

The purpose of this report is to provide Members with information in respect of Halton's Household Waste Recycling Centres (HWRCs) and to ask Members to approve proposed changes to the current HWRC Access Policy and associated Vehicle Permit Scheme.

2. RECOMMENDED: That:

2.1 Members approve that;

2.1.1 The Council's Household Waste Recycling Centre booking system, as currently operating and as detailed within the report, be adopted as a replacement for the Vehicle Permit Scheme;

2.1.2 The number of visits that can be made to the Council's Household Waste Recycling Centres in a commercial type vehicle, van or a large trailer be limited to one per week, and;

2.1.3 The revised Household Waste Recycling Centre Access Policy, attached as Appendix 1 to this report, be adopted.

3. SUPPORTING INFORMATION

3.1 At their meeting of 17th November 2021, Members of the Environment and Urban Regeneration Policy and Performance Board received a report on the Council's Household Waste Recycling Centre Vehicle Access Policy. The report set out a proposal to amend the Council's current Policy which Members were asked to consider and endorse. The Policy and Performance Board subsequently resolved that a report be presented to the Executive Board recommending the approval of the introduction of a number of changes to the current Policy; as set out within this report.

- 3.2 In accordance with the requirements of the Environmental Protection Act 1990, the Council has a statutory duty to provide places where residents in its area may deposit their own household waste free of charge. In meeting this duty, the Council provides two Household Waste Recycling Centres (HWRCs); one at Johnson's Lane in Widnes and one Picow Farm Road in Runcorn.
- 3.3 The Council's sites are provided for household waste only and waste generated through commercial operations or 'paid for' services (trade waste) is not permitted. If trade waste is deposited at the Council's HWRCs it would result in the Council incurring additional costs that should be borne by those charging for the removal and disposal of such waste.
- 3.4 In September 2010, the Council's Executive Board approved a Household Waste Recycling Centre Access Policy and the implementation of a Vehicle Permit Scheme (Minute EXB48/2010 refers). The Policy and Vehicle Permit Scheme were introduced to help deter and prevent the depositing of 'trade waste' at the HWRCs by placing controls on access to sites in commercial type vehicles or with large trailers (those between 2 and 3 metres).
- 3.5 Under the Vehicle Permit Scheme, Halton residents who wish to access the sites using commercial type vehicles or with large trailers are required obtain a permit to do so. The scheme provided for two types of Permits as detailed below;
- 3.5.1 **Annual Permits** - available to residents of the borough who **own** a 'commercial-type' vehicle or large trailer and who wish to deposit rubbish, recyclables or smaller segregated household waste items. These permits are valid for one calendar year and allow unlimited visits.
- 3.5.2 **Temporary Permits** - available to residents of the borough who **own or are hiring or borrowing** a 'commercial-type' vehicle or large trailer and who wish to deposit materials other than those described in paragraph 3.4.1, such as bulky waste (furniture etc.), rubble and hardcore, scrap metal (white goods etc.), televisions and large electrical items, wood (fences etc).

When originally adopted in 2010, the Council's Policy entitled householders to 12 Temporary Permits in a 12 month period, however, in April 2018, the Executive Board approved that the Vehicle Permit Scheme be amended and the number of Temporary Permits that each household would be eligible to receive be reduced from 12 per year to 6 per year (Minute EXB141/2018 refers).

- 3.6 On 24th March 2020, following the Government's instructions in respect of non-essential journeys, and given that visits to HWRCs were not one of the four reasons for people being able to leave their home at that time, the Council's two HWRCs were closed. When the sites re-opened on 4th May 2020, they were operated in accordance with strict guidelines and control measures that were put in place to ensure compliance with social distancing rules and the safety of staff and site users.
- 3.7 The HWRC control measures included a restriction on the number of vehicles allowed on site at any one time. Access to the centres was also limited to cars only with commercial type vehicles, vans and large trailers being initially excluded from visiting the sites. The reason for this decision was due to the expected high demand and excessive queuing (which proved to be the case) and, given that vans can hold more waste and take longer to unload than cars, allowing vans access would have extended the already predicted lengthy queue times.
- 3.8 The Council began allowing visits to its HWRCs in commercial type vehicles or with large trailers from Monday 13th July 2020. The Vehicle Permit Scheme has been suspended since that date, and instead, a HWRC booking system was developed and has been in place to control visits to the sites in certain vehicle types. Initially, a limit was placed on the number of bookings that could be made at each centre per day, however, the daily threshold on visits was never reached at each centre and it is therefore the intention that, moving forward, the limitation on daily bookings be removed.
- 3.9 Bookings to visit a HWRC can be made over the telephone by calling the Council's Contact Centre or by visiting one of the Council's Direct Link shops. Bookings can also be requested by completing an online request form via the Council's website. When requesting a booking, householders must state which HWRC they wish to visit, the date that they intend to do so, and the materials that they will be depositing. Once the request has been verified by a Customer Services Advisor, the booking is made and confirmation is provided to the householder. Site attendants are notified of bookings by way of a report that is automatically generated and sent via email at 4pm each day. The report details the registration number of the vehicles that are booked in for the following day, and the waste types to be deposited by each.
- 3.10 The HWRC booking system was developed in-house. It has worked well and it has been the subject of very little complaint. Indeed, Officers have received comments from some van owners that it is more convenient than the previous paper-based permit scheme. Whilst the paper-based permit scheme worked well, the HWRC booking system is considered to provide increased controls and prevention of abuse as it enables Officers to monitor visits and identify when either a vehicle or a household has used up their 6 'bulky household/DIY waste' visits. If they then attempt to make more than 6 in a 12 month period they are refused entry.

- 3.11 The system also allows Officers to monitor the permitted weekly visits for general waste and recyclables. As the daily van booking report produced for site attendants shows the type of waste that an individual should be bringing to the site, if the waste to be deposited is different than the householder had stated when making their booking, (ie they attempt to deposit 'bulky waste' after stating that they were taking 'general waste') they will be challenged by site attendants and the details reported to the Council's Enforcement Officers.
- 3.12 Whilst the HWRC booking system was originally introduced to control the number of vans accessing the HWRCs, and due to the suspension of the Vehicle Permit Scheme, over time, as more vehicles have been permitted onto our HWRCs, and queuing/waiting times have reduced, the booking system is no longer required to control the flow of vans for that purpose. However, it is being recommended that the system be continued. It is accepted that householders are required to make a booking on each occasion that they wish to visit one of the Council's sites, and no 'same day' bookings can be accepted, however, overall, Officers consider that it has proven to be more effective and efficient than the original paper-based Permit Scheme. Further, residents do not need to travel to the Council's One Stop Shops to apply for permits and the requirement to print paper based permits is also eliminated; with the associated costs of doing so being avoided.
- 3.13 In addition to moving away from the Vehicle Permit Scheme and the implementation of the HWRC booking system, one other element of the Household Waste Recycling Centre Access Policy has also not been applied since the sites re-opened. Under the Council's current Policy (as stated in para 3.4.1 above) residents can make unlimited visits in a van or with a large trailer to deposit general waste and recyclable materials, however, since May 2020 visits have been restricted to a maximum of one per week. It is considered that one visit per week to deposit general waste and recyclable materials is sufficient to meet a householder's requirements.
- 3.14 For the reasons outlined within this report, Members are asked to consider and approve that a revised Household Waste Recycling Centre Access Policy, as set out in Appendix 1, be formally adopted.

5. FINANCIAL IMPLICATIONS

- 5.1 Whilst savings are undeterminable, it is envisaged that the HWRC vehicle booking system and the revised HWRC Access Policy will result in reduced costs being incurred by the Council; as a result of the increased controls with regards to the disposal of 'trade waste' at HWRCs and also from savings realised by moving away from a paper-based vehicle permit scheme.

6. POLICY IMPLICATIONS

- 6.1 The proposals contained within this report would constitute changes to existing Council Policy.

7. OTHER IMPLICATIONS

- 7.1 There are no other implications arising from this report.

8. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children and Young People in Halton

No direct impact

8.2 Employment, Learning and Skills in Halton

No direct impact

8.3 A Healthy Halton

No direct impact

8.4 A Safer Halton

No direct impact

8.5 Halton's Urban Renewal

No direct impact

9.0 RISK ANALYSIS

- 9.1 The key risk is that failure to have in place adequate controls to restrict trade waste from entering HWRCs will leave the authority vulnerable to significant additional disposal costs.

10.0 EQUALITY AND DIVERSITY ISSUES

- 10.1 There are no equality and diversity issues as a result of this report.

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

- 11.1 Executive Board Report - Household Waste Recycling Centres Vehicle Permit Scheme and Access Policy - 23rd September 2010
- 11.2 Executive Board Report - Household Waste Recycling Centres - 19th April 2018
- 11.3 Environment & Urban Regeneration Policy and Performance Board Report - Household Waste Recycling Centres – 17th November 2021

Appendix 1

HALTON BOROUGH COUNCIL – HOUSEHOLD WASTE RECYCLING CENTRE ACCESS POLICY

1. Access to Halton Borough Council’s Household Waste Recycling Centres (“HWRCs”) will only be allowed when household waste is delivered by:
 - A resident of Halton depositing their own household waste
 - An individual in a car (other than those set out in paragraph 2) with or without a trailer up to 2m long (external box dimensions)
 - An individual, in a vehicle or with a trailer as set out in paragraph 2, who has made, and who has received confirmation from the Council of, a pre-arranged booking to visit a HWRC

2. Halton Borough Council (“The Council”) shall maintain a Policy which determines the requirements to access its HWRCs in order to ensure the depositing of only household waste. For the purposes of this Policy individuals wishing to access one of the Council’s HWRCs to deposit waste using any of the following shall be required to make a pre-arranged booking;
 - any type of van
 - any vehicle without side/rear windows
 - any ‘flat back’ vehicle
 - any ‘pickup’ vehicle
 - any estate/hatchback cars with rear seats permanently removed
 - any estate/hatchback cars with blanked-out side/rear windows (not tinted)
 - any trailer over 2m long and not exceeding 3m long – external box dimensions (“ A Large Trailer”)

3. Bookings to access a HWRC must be made in advance and no ‘same day’ bookings will be accepted. Bookings must be made and confirmed by a Council Officer by 3.45pm on the day before the intended visit. For visits on a Saturday, Sunday or Monday, bookings must be made, and confirmed by a Council Officer, by 3.45pm on the preceding Friday.

4. Residents who arrive at a HWRC in a vehicle or with a trailer that requires a pre-arranged booking to be made, but who have not made or had confirmation of such a booking, will be turned away.

5. When making a booking to visit a HWRC, residents must state whether the type of waste that they intend to deposit is either;
 - i) General household waste, recyclable materials, garden waste or other small recyclable or waste items (“General Household Waste”), or;
 - ii) Bulky household items, furniture, white goods, fencing, DIY waste such as rubble and hardcore, or other large items (“Bulky Household Items”)

6. Residents may be challenged by site staff and refused entry to the HWRC if the waste that they wish to deposit is not as they have stated when making their booking.
7. Visits in any vehicle type listed in section 2, or with a Large Trailer, to deposit General Household Waste will be strictly limited to visiting either Johnsons Lane Centre or Picow Farm Road Centre on one occasion only per week.
8. Visits in any vehicle type listed in section 2, or with a Large Trailer, to deposit Bulky Household Items will be strictly limited to 6 in a 12 month period.
9. Vehicles which cannot be driven on a standard UK driving licence shall not be allowed to access the HWRCs for health and safety reasons. This will ensure that the great majority of vehicles categorised above 3.5t gross vehicle weight will be refused access.
10. No trailers greater than 3m long (external dimensions) will be allowed access to the HWRCs for health and safety reasons.
11. For vehicles requiring a booking to be made, the practice of walking into a HWRC with waste from such vehicles parked outside the site is not allowed. The site operator will refuse entry to any individual attempting to do so.
12. The site operator will refuse entry to any individual who is suspected of attempting to deposit trade/commercial waste at the Council's HWRCs.
13. The Council will take enforcement action against any individual caught depositing trade/commercial waste, or committing other waste offences, at the HWRCs.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted