



**Executive Board**

**Thursday, 14 April 2022 2.00 p.m.  
Boardroom - Municipal Building, Widnes**

S. Young

**Chief Executive**

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

**PART 1**

<b>Item</b>	<b>Page No</b>
<b>1. MINUTES</b>	<b>1 - 8</b>
<b>2. DECLARATION OF INTEREST</b>  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.	
<b>3. LEADER'S PORTFOLIO</b>  <b>(A) URGENT DECISIONS</b>	<b>9 - 10</b>

*Please contact Ann Jones 0151 511 8276 or [ann.jones@halton.gov.uk](mailto:ann.jones@halton.gov.uk) for further information.*

*The next meeting of the Committee is on Tuesday, 17 May 2022*

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

**PART II**

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.

**11. ENVIRONMENT AND URBAN RENEWAL PORTFOLIO**

**(A) FOUNDRY LANE RESIDENTIAL**

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**(C) ASTMOOR REGENERATION PROGRAMME**

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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 March 2022 in the Council Chamber - Town Hall, Runcorn*

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

Apologies for Absence: Councillor Nolan

Absence declared on Council business: None

Officers present: D. Parr, M. Vasic, M. Reaney, E. Dawson, S. Wallace-Bonner, A. Jones and M. Allen

Also in attendance: None

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

EXB78 MINUTES

The Minutes of the meeting held on 17 February 2022 were taken as read and signed as a correct record.

**CORPORATE SERVICES PORTFOLIO**

EXB79 PENSIONS DISCRETIONS STATEMENT 2022/23

The Board received the annual Pensions Discretions Statement for 2022-23 for Halton Borough Council.

The Council was required to publish a Pension Discretion Statement annually, to advise the discretions it intended to exercise under the Local Government Pension Scheme (LGPS) – this was appended to the report.

It was reported that the Pensions Discretion Statement for 2022-23 was based upon the statement for 2021-22, which was approved by Executive Board in February 2021. It was noted that no new discretions had been added and one discretion had been removed for 2022-23 as described in the report.

*Action*

Strategic Director  
- Enterprise,

RESOLVED: That the Board approve the Pensions Discretions Statement for 2022-23.

Community and Resources

EXB80 MOOR LANE BUS DEPOT

The Board received a report of the Strategic Director – Enterprise, Community and Resources, which advised of two offers that had been received for the former bus depot on Moor Lane.

Members were advised that 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 however, construction costs had increased and the building had been designated a Grade 2 listing by Historic England.

It was noted that the listing would have a bearing on any future use of the building, because the listing also related to the interior of the building. The Board was presented with four potential options for the future use of the building. They were also advised of two offers that had been made from local businesses (referred to as X and Y) and the recommendations from officers following these.

RESOLVED: That the Board authorise officers to progress more detailed discussions with Company Y, which would culminate in Company Y being granted a lease for the building.

Strategic Director - Enterprise, Community and Resources

EXB81 REVIEW OF COUNCIL WIDE FEES AND CHARGES

The Board received a report of the Strategic Director – Enterprise, Community and Resources, which presented the proposed fees and charges for 2022-23, for services provided by both of the Council's Directorates.

The review of fees and charges had been carried out as part of the budget preparations for 2022-23; these were presented in the schedules shown in Appendix A, B and C appended to the report.

The general aim in setting fees and charges was to ensure that the Council fully recovered the cost incurred in providing the service. In a number of cases this was achieved by breaking down the cost of providing a service on a unit basis, but given the volume of services the Council

provided, it was not always feasible on a case by case basis. Estimated costs would be reviewed at individual service level and budgeted income targets set to ensure the Council fully recovered the cost of providing that service. It was noted that recovery of the full costs of services throughout the year was dependent on a number of other factors outside the agreed charge, such as demand, competition and statutory elements.

RESOLVED: That 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.

Strategic Director  
- Enterprise,  
Community and  
Resources

### **ADULT SOCIAL CARE PORTFOLIO**

#### **EXB82 HOMELESSNESS FUNDING GRANT ALLOCATION - KEY DECISION**

The Board considered a report of the Strategic Director – People, which described the various grants that had been issued by Central Government to support rough sleepers and people who were, or were likely to become, homeless. It also made proposal for the allocation of these grants.

Government confirmed the allocation of a key element of the overall investment of £315.8m in funding through the Homelessness Prevention Grant, which was available to local authorities in 2022-23 to support and deliver services to prevent and tackle homelessness. Members were advised that from this funding Halton had been allocated £344,829 for 2022-23, with an additional £11,338 for domestic abuse burdens. It was noted that the funding grant allocation would be ring fenced to ensure the Local Authority had the resources to take action to prevent homelessness and utilise the funding to continue to implement the Homelessness Reduction Act.

The report discussed the proposed funding allocations, rough sleepers initiative funding and winter funding enhancement for 2021-22. The proposals for the allocation of the Homelessness Prevention Grant were presented in Appendix 1 and the proposals for the allocation of the Rough Sleepers Initiative Grant were presented in Appendix 2. The Board was advised of an error in Appendix 1 – Support Officer ‘Columba’, should read Support Officer ‘Next Steps Accommodation Project (NSAP)’.

RESOLVED: That Executive Board

Strategic Director  
- People

- 1) note and consider the contents of this report; and
- 2) approve the recommendations for expenditure against the grants, as described in Appendices 1 and 2.

EXB83 ADULT SOCIAL CARE ANNUAL REPORT (LOCAL ACCOUNT) 2020-21

The Board considered a report of the Strategic Director – People, requesting agreement of the Adult Social Care Annual Report (Local Account) for 2020-21, which was appended to the report.

The Adult Social Care Annual Report was now an embedded part of the reporting cycle for Halton Borough Council and whilst not a mandatory requirement, it remained supported as good practice by the Association of Directors of Adult Social Services (ADASS).

The Board was advised that 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 more accessible. The report included information on the successes and achievements across Adult Social Care, details of progress against performance metrics, some of the challenges faced, how we responded to community needs and details of future activities to be further developed.

It was also noted that the Annual Report, also known as the ‘Local Account’, served as a review mechanism for Adult Social Care to consider as part of ongoing continuous service improvement measures.

RESOLVED: That Executive Board

- 1) agree for the Adult Social Care Annual Report 2020-21 to be published and shared with partners and stakeholder organisations; and
- 2) acknowledges the achievements across Adult Social Care during the height of the pandemic.

Strategic Director  
- People

**EMPLOYMENT, LEARNING AND SKILLS PORTFOLIO**

EXB84 VOLUNTARY SECTOR FUNDING – GRANT ALLOCATIONS 2022/23 - KEY DECISION

The Board received a report of the Strategic Director – People, which presented the Voluntary Sector funding

Grant allocations for 2022/23.

Halton Borough Council had been awarding direct grants to local voluntary and charitable organisations for a number of years. The opportunity to receive a grant was advertised on the Council website and applications were invited. Applications were then assessed against key criteria, as set out in the report. Recommendations were agreed by a panel consisting of the Executive Board Member with Portfolio responsibility for the Voluntary Sector and Officers from the People Directorate.

Following the panel's assessment, the recommendations for allocations were presented in paragraph 4.1, from an available budget of £226,640.

RESOLVED: That the Board approves the grant allocations as outlined in the report.

Strategic Director  
- People

## **ENVIRONMENT AND URBAN RENEWAL PORTFOLIO**

### **EXB85 HOUSEHOLD WASTE RECYCLING CENTRES - VEHICULAR ACCESS POLICY**

The Board considered a report of the Strategic Director - Enterprise, Community and Resources, which provided information in respect of Halton's Household Waste Recycling Centres (HWRCs) and requested approval of the proposed changes to the current HWRC Access Policy and associated Vehicle Permit Scheme.

The proposed changes to the current scheme were considered by the Environment and Urban Renewal Policy and Performance Board on 17 November 2021. It was resolved by them that a report be presented to the Executive Board recommending the approval of a number of changes to the current policy.

The report outlined the reasons for the proposals being made and the revised Household Waste Recycling Centre Access Policy was set out in Appendix 1 to the report.

RESOLVED: That

- 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;

Strategic Director  
- Enterprise,  
Community and  
Resources



- 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
- 3) the revised Household Waste Recycling Centre Access Policy, attached as Appendix 1 to the report, be adopted.

EXB86 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.

**ADULT SOCIAL CARE PORTFOLIO**

EXB87 CARE PROVIDER CONTRACT UPLIFT 2022/23

The Board received a report of the Strategic Director -

People, informing of the proposed annual uplift for domiciliary care, direct payments, supported living and care home providers within Halton for 2022/23.

The Care Act 2014 required local authorities to ensure that the care market as a whole remained viable and sustainable. When commissioning services, local authorities must have regard to the cost effectiveness and value for money that the services offered for public funds. It was noted however, that authorities must not undertake any actions which may threaten the sustainability of the market and must ensure that remuneration for staff must be at least sufficient to comply with national minimum wage legislation, and that there was a fair price paid for care.

RESOLVED: That

- 1) the Board note the contents of the report; and
- 2) approve the recommended uplift in fees for 2022/23.

Strategic Director  
- People

#### **CORPORATE SERVICES PORTFOLIO**

EXB88 WOODEND, FORMER UNIT 10 CATALYST TRADING ESTATE, WIDNES

The Board considered a report of the Strategic Director - Enterprise, Community and Resources, which sought approval to lease Woodend, Former Unit 10 at Catalyst Trading Estate, Widnes.

The report provided the Board with background information in relation to the site and presented three options for its future use, as recommended by the Council's external consultants.

RESOLVED: That Executive Board

- 1) authorises the Operational Director for Economy, Enterprise and Property to arrange for all required documentation for the lease to be completed to the satisfaction of the Operational Director, Legal and Democratic Services, in consultation with the Portfolio Holder for Corporate Services;
- 2) approves the lease on the terms reported in paragraph 3.6; and
- 3) Council be recommended to include the required funding for the scheme in the Capital Programme, as

Strategic Director  
- Enterprise,  
Community and  
Resources

outlined in paragraph 3.8.

**MINUTES ISSUED: 22 March 2022**

**CALL- IN: 29 March 2022 at 5.00 pm**

**Any matter decided by the Executive Board may be called in no later than 5.00pm on 29 March 2022.**

*Meeting ended at 2.30 p.m.*

**REPORT TO:** Executive Board

**DATE:** 14 April 2022

**REPORTING OFFICER:** Chief Executive

**PORTFOLIO:** Leader

**SUBJECT:** Urgent Decisions

**WARDS:** Borough Wide

### 1.0 PURPOSE OF THE REPORT

1.1 To bring to the attention of Executive Board urgent decision/s taken since the last meeting.

### 2.0 RECOMMENDATION:

2.1 That the report is noted.

### 3.0 SUPPORTING INFORMATION

3.1 The Council's Constitution gives authority to the Chief Executive to take urgent decision/s which are required before the next formal meeting of Executive Board.

These must be made in consultation with the Leader of the Council where practicable, and with the Operational Director – Finance and/or Operational Director – Legal and Democratic Services, where necessary. They must also be reported for information to the next practically available meeting of the Board.

3.2 More information on each can be found on the Council's website:

<http://councillors.halton.gov.uk/mgDelegatedDecisions.aspx?bcr=1>

3.3 The urgent decision/s taken since the last meeting of Executive Board:

Date Decision taken	Decision details
4 March 2022	Revocation of a Single Status Driver's Licence and vehicle proprietor's licence with immediate effect under section 61(1) (b) and (c) and (2B) of the Local Government (Miscellaneous Provisions) Act 1976.

### 4.0 POLICY IMPLICATIONS

4.1 There are none other than the constitutional requirement to report urgent decisions for information.

## **5.0 OTHER IMPLICATIONS**

5.1 None.

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

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

None.

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

None.

### **6.3 A Healthy Halton**

None.

### **6.4 A Safer Halton**

None.

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

None.

## **7.0 RISK ANALYSIS**

7.1 The report is for information, and there are no risk issues arising from it.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 None.

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

9.1 No background papers were used in the preparation of this report. Further information on the decision/s taken is available from the link in Paragraph 3.2.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	14 April 2022
<b>REPORTING OFFICER:</b>	Strategic Director Enterprise, Community and Resources
<b>PORTFOLIO:</b>	Major Projects (Deputy Leader)
<b>SUBJECT:</b>	Runcorn Old Town Investment Plan Implementation
<b>WARD(S)</b>	Borough-wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To update the Executive Board on the Runcorn Old Town Investment Plan (ROTIP).

To outline the different stages of project development and the approvals required.

## **2.0 RECOMMENDATION: That the Board**

- i) Approve the Local Assurance Framework for the development and signing off on project business cases;**
- ii) Delegate authority to the Operational Director for Resources (Section 151 Officer) in consultation with the Operational Director Economy, Enterprise and Property, Portfolio Holder for Major Projects and Corporate Services to approve Town Deal business cases in the Council's capacity as the Accountable Body, to be developed and submitted to government by 4 August 2022;**
- iii) In consultation with the Town Deal Board and Deputy Leader and the Portfolio holder for Corporate Services, authority be delegated to the Operational Director Economy, Enterprise and Property & Section 151 Officer, to authorise the expenditure of the 5% Towns Fund advance in line with the agreed Towns Fund priorities; and**
- iv) Delegate authority to the Operational Director Economy, Enterprise and Property and Section 151 Officer to agree and complete Funding Agreements with partners that will**

**deliver Town Deal projects on behalf of the Council, as the Accountable body for the Towns Fund programme;**

### **3.0 SUPPORTING INFORMATION**

3.1 Runcorn was one of 101 towns invited by Government to develop proposals for a 'Town Deal' and following submission of the Town investment Plan has been offered an award of up to £23.6m. The objective of the Towns Fund programme is to drive the sustainable economic regeneration of towns to support long term economic and productivity growth. A Town Deal is a three way agreement in principle between Government, the local authority and the Town Deal Board.

This report set out the next steps required to progress and implement the Town Deal for Runcorn. Authority is sought to progress the Town Deal in the Council's capacity as the "Accountable Body" to DLUHC and as part of the Council's role on the Town Deal Board.

3.2 The Heads of Terms for a Town Deal offered by government in July 2021 sets out a list of the projects that the government are content to support, it is for the Town Deal Board to confirm which projects to proceed with, within the £23.6m funding envelope.

The seven government approved projects are:-

1. Runcorn Station Quarter
2. Creative and Digital Skills Centre
3. Brindley Theatre Extension
4. Unlock Runcorn
5. Town Centre New Homes
6. High Street Connectivity
7. Health and Education Hub

The Heads of Terms were signed by the Chair of the Town Deal Board and Chief Executive. The detail of the Heads of Terms are set out in **Appendix 1**.

The Council on behalf of the Town Deal Board submitted to government 'Project Confirmations' on 31st August 2021 to confirm the projects it proposed to take forward to business case stage. This included details of the projects being taken forward (including for each project the capital/revenue split and the financial profile), the overall capital/revenue split and financial profile for the Town Deal and a draft monitoring and evaluation plan.

On 3<sup>rd</sup> December 2021 the Department for Levelling Up, Housing and Communities ('DLUHC') agreed the project confirmations and the allocation of funding up to £23.6 million across financial years

2021/22 to 2025/26. Payments in future years will only be made subject to satisfactory spend and progress against agreed project milestones, outputs and outcomes.

From signing the heads of terms there is up to 12 months to develop the agreed projects in detail to full business case stage, in accordance with the HM Treasury Green Book appraisal process. Preparing the Business case is a decision making process which includes examining options and providing more detailed cost, risk and benefits appraisal of the preferred option and assessing against the 5 case model (strategic, economic, commercial, financial, management), including delivery mechanism and on-going sustainability of projects.

The process for the signing off the final project business cases must be in accordance with an agreed Local Assurance Framework **Appendix 2**. Officers are seeking Executive Board approval for the framework. Final project business cases must be submitted to DULCH by way of a 'Summary Document', signed off by the Chair of the Town Deal Board and the Council's Section 151 Officer. These are then reviewed by government to ensure the conditions of the Heads of Terms have been met and annual funding is then released.

DLUCH have a mechanism in place to deal with project adjustments should there be any changes to the scope/costs/outputs/match funding of a project during the business case planning stage. Any proposed changes will need to be discussed with the DLUCH lead initially to determine if it can be progressed as a minor or major change and remains in line with the expectations of the Towns Fund programme.

The Council is the Accountable Body for the delivery of the Town Deal, with the Town Deal Board also having a role in project confirmation and in the development and signing off the project business cases. This arrangement and process for developing and agreeing business cases with the Town Deal Board and the Council as the accountable body is set out on the Local Assurance Framework.

### **Next steps to progress Project Business Cases**

Some projects are more advanced and developed than others. All projects will require extensive effort and resource to develop the detailed feasibility and business cases for each of the approved projects by 4<sup>th</sup> August 2022. The scale and complexity of projects involved will require prioritisation across a number of council departments to deliver.

Developing a Green Book compliant business case is a process for developing and gaining approval which is specific to each project,



covering the 5 case model:-

- Strategic Case – The case for change
- Economic Case – Which proposal delivers the best value for money?
- Commercial Case – How will the preferred option be procured and delivered?
- Financial Case – Is the preferred option affordable?
- Management Case – How will the preferred option be managed and governed?

In order to meet the set funding timescales, officers are seeking delegated authority in consultation with Deputy Leader for specific steps that are required to be taken to progress and submit the completed seven full business cases to Government by 4<sup>th</sup> August.

All projects are required to meet the public sector duty as set out in the Equality Act 2010 to protect people from discrimination.

This report is also seeking delegated authority to authorise the expenditure of the 5% Towns Fund advance. This advance funding has been provided to support with project delivery and is in the form of a Section 31 grant. The intention of the capital funding is to enable early-stage activity in project development. Funding can only be spent on projects listed in the Grant Offer Letter. This includes projects where Business Case Summary Documents have not yet been submitted to DLUHC.

This payment was made following the submission and approval of the summary documents. Thereafter, payments will be made at the beginning of each financial year. Towns will be expected to report regularly into DLUHC on the spend and delivery progress of agreed projects.

Not all projects are Council led and therefore to facilitate these officers are seeking delegated authority to complete Funding Agreements with partners that will deliver these projects on behalf of the Council as the accountable body for the Towns Fund programme.

Towns have until the end of the 2025/26 Financial Year to spend their Towns Fund offer. There is no plan to extend the funding programme beyond 2025/26.

## **4.0 POLICY IMPLICATIONS**

- 4.1 Runcorn and Runcorn Station Quarter is one of eight Key Economic Impact Areas as outlined in the borough's Mersey Gateway Regeneration Plan. In recent years, the Council has developed a Vision and Strategy for the regeneration of Runcorn Old Town. The Town Investment plan and associated funding presents an

exciting opportunity to bring to fruition some elements of this strategy.

**5.0 OTHER/FINANCIAL IMPLICATIONS**

5.1 Some of projects require match funding and work is ongoing to identify and secure this.

**IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

**6.0 Children & Young People in Halton**

6.1 The proposals in the report are linked to the Runcorn Town Investment Plan, which provides improved leisure, culture, health and employment facilities for young people.

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

The Council's Employment Learning and Skills Division will work with the Regeneration Team to ensure that local people will have access to emerging job opportunities in the area.

**6.3 A Healthy Halton**

The Health and Education hub will provide better access to well-being facilities.

**6.4 A Safer Halton**

Safety measures will be incorporated into any future building/land designs

**6.5 Halton's Urban Renewal**

The report sets out future options for the redevelopment of land in and around the station in Runcorn which would contribute to the ongoing transformation of the environment within Runcorn Old Town.

**7.0 RISK ANALYSIS**

**7.1 Project Creep**

Risk Inevitably with large and complex programmes and projects, there is a risk of project creep and project scope deviating from the original aims and objectives of the Towns Fund and priorities set out in the TIP as the business cases are developed.

The business cases will need to signed off locally and submitted to DLUHC to sign off and release the funding for delivery by 4<sup>th</sup> August 2022. Each project has an established project management procedures in place and regular up-dates will be provided to the Board by the Board sponsor. The role of the business case

consultancy will be to advise the board and Council in relation to the business cases.

**Business cases not completed in time**

Risk The work required to develop and submit the detailed business cases is not completed by the 4<sup>th</sup> August deadline and as a consequence the funding is not released.

The Regeneration Team – Town Centres will regularly monitor the progress and development of business cases and identify additional resources and address any issues required to enable the business cases to be completed within the timeframes.

**Scheme Delivery**

If successful, the Council will need to commit to the delivery of the seven projects by 31 March 2026. Project programme resources and risk registers will need to be built into each project to ensure sufficient resource for delivery and effective risk management/monitoring of schemes.

**Cost Increases**

Project costs could be higher than the funding available once the detailed business cases are completed. There are concerns around recent cost inflation of materials impacting on project costs.

Optimum bias has been applied to projects. Costs will continue to be monitored through the key stages of the projects and monitored through the Runcorn Board and will be subject to further negotiation with government before final funding and project approval.

**8.0 Equality and Diversity Issues**

None.

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

None within the meaning of the Act.

## Heads of Terms offer for Runcorn

### Introduction

Situated to the South East of Liverpool, Runcorn is home to several major international businesses as well as many innovative high-tech SMEs. With productivity levels 20% higher than the national average, and strong connections to other growth locations Runcorn is well placed for investment. Nevertheless, it faces several key challenges; a high rate of unemployment, lower educational outcomes compared to national averages and difficulties attracting and retaining young talent.

Government will work with Halton Borough Council and its Town Deal Board to support the delivery of a Town Deal, with the goal of ensuring all Runcorn residents have a share in the town's success.

### The commitment

This document lays out the Heads of Terms offer to Runcorn, under the Towns Fund. This is not a contractually binding document and the offer is subject to various conditions being met. The Heads of Terms will act as a Memorandum of Understanding for the future development and delivery of Runcorn 's Town Investment Plan and project proposals. It sets out joint expectations as Runcorn enters the business case development phase.

Government will provide up to **a total of £23.6 million from the Towns Fund**, which will be used to enable Runcorn to reconnect the Old Town to the wider town and region, so that it becomes an attractive and vibrant place to work, live and visit. This entails creating a wider variety of job opportunities in the heart of the community and that are more accessible to local people. In addition, this will involve reconfiguring existing infrastructure, making targeted investments in new infrastructure and supporting the growth of the leisure, culture and heritage offer.

Runcorn has proposed a range of projects that will contribute towards achieving this vision. These include:

- Runcorn Station Quarter
- Creative and Digital Skills Centre
- Brindley Theatre Enhancement
- Unlock Runcorn
- Town Centre New Homes
- High Street Connectivity
- Health and Education Hub

Runcorn will need to prioritise these projects within the funding envelope being offered. Funding for individual projects will be subject to successfully completing Phase 2 of the Towns Fund process. This includes detailed project development and business case assurance at local level.

### Process, governance and assurance

Local partners will work with government to demonstrate the feasibility, viability and value for money of their projects by developing and submitting the Town Deal Summary Document,

including (as per the Further Guidance and Stage two guidance: business case development):

- A list of agreed projects
- Details of business case assurance processes followed for each project
- An update on actions taken in relation to the Heads of Terms key conditions and requirements
- A Delivery Plan (including details of the team, working arrangements and agreements with stakeholders)
- A Monitoring and Evaluation Plan
- Confirmation of funding arrangements and financial profiles for each project
- Undertaking Public Sector Equalities Duty analysis
- Approval from the Town Deal Board and Lead Council

Runcorn should conduct project assurance in line with agreed routes for each individual project and should provide confirmation of private match funding arrangements and further detail on operational plans across projects.

If the priority projects identified for funding do not progress, MHCLG cannot guarantee that funding can be assigned to alternative projects or that if it is those will be to the same value. This may result in an overall reduction in the amount of funding received.

Within two months of accepting this offer, Runcorn should confirm in writing details of projects being taken forward and a plan for addressing key conditions relating to those projects and the overall Town Investment Plan. This should be sent to [towns.fund@communities.gov.uk](mailto:towns.fund@communities.gov.uk), copied to the town lead.

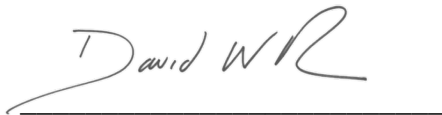
Runcorn must then complete business cases for the projects being taken forward and submit the Summary Document within 12 months of the deal being agreed. MHCLG will then provide the agreed funding up to the maximum amount of **£23.6m** for those projects, provided that all conditions are met.

Signed:



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Chair of the Town Deal Board



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Chief Executive of lead Council

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MHCLG Secretary of State / Minister

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Date

## Local Assurance Framework for Runcorn Town Deal

### Introduction

Runcorn has been awarded £23.6m by Central Government to deliver the Runcorn Town Deal programme that will provide 'interventions' which will result in economic productivity through urban regeneration, planning and land use, skills and enterprise infrastructure and connectivity.

The Runcorn Town Deal Board (TDB) was established in January 2020 to support the development of the Town Investment Plan (TIP) for Runcorn and identify and agree the funding priorities for a potential Town Deal. The nature of the board's role now centres around overseeing the development of the seven project business cases by August 2022 and delivery of the Town Deal by 31st March 2026.

A requirement of a Town Deal is to implement a Local Assurance Process for the development and sign off of individual Business Cases, to finally be signed off by the Section 151 Officer and Town Deal Board Chair. This Assurance Framework (AF) sets out the governance and decision-making structure of the Runcorn Town Deal Board (the board) in relation to the Towns Fund.

Its purpose is to:

- Enable accountable decision-making
- Ensure value for money
- Provide for effective monitoring and evaluation

The Framework is underpinned by a suite of documents, including the terms of reference, which apply to all the activities in which the Runcorn Town Deal Board are involved.

Halton Borough Council is the Accountable Body for the Runcorn Towns Fund programme in fulfilling its AF. The role of the accountable body is to:-

- Develop project delivery arrangements and funding agreements
- Ensure decisions made by the board are made in accordance with good governance principles
- Ensure transparency requirements are met through publication of information on their website
- Ensure required Environmental Impact Assessments or Public Sector Equalities are completed
- Develop detailed business cases for projects
- Agree and Sign the Heads of Terms Agreement with government
- Lead and manage the delivery of public sector projects within the TIP
- Work with partners on the delivery of partnership projects
- Monitor and evaluate the delivery of individual projects
- Submit regular monitoring and financial reports on all TIP projects to the Towns Hub
- Receive and account for any project funding including Towns Fund monies

### Runcorn Town Deal Board

The Runcorn Town Deal Board is the strategic body providing strategic direction to the development and implementation of the Towns Fund programme. It is the vehicle through which the vision and strategy for the town as defined in Runcorn Town Investment Plan is to drive long-term transformative change.

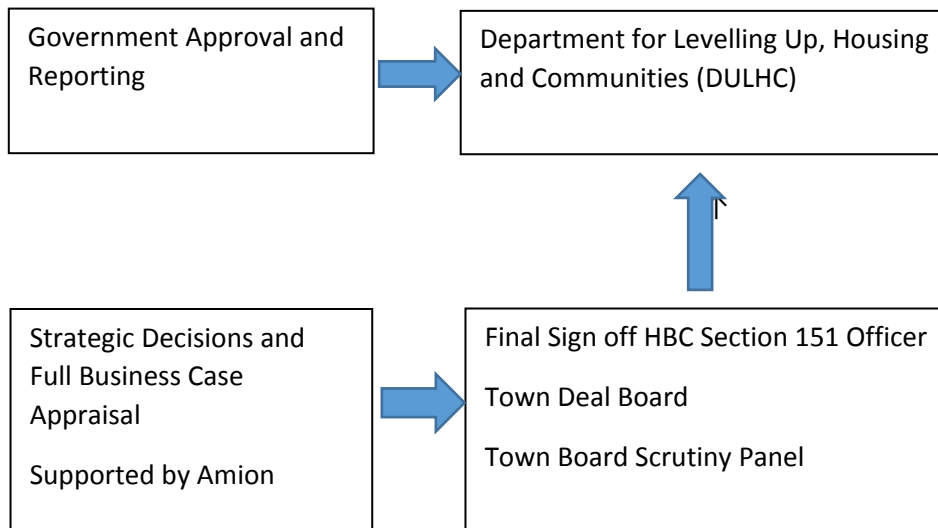
The Board will approve each Town Deal business case to ensure alignment with the priorities set out in the TIP and to ensure they are developed with engagement with key stakeholders, local communities and businesses. The Board will receive reports on the progress, key milestones and any issues/risk identified during the development of the detailed business cases.

The Town Deal Programme Board, The Town Deal Board Scrutiny Panel and Halton Borough Council including the S151 Officer will be responsible for approving the Business Cases on behalf of the accountable body.

The Programme Director, the Operation Director Economy, Property and Enterprise will manage programme information and activity between the Board, the Council's S151 officer and the Councils portfolio holders and Council's Executive Board. Overarching responsibility for steering and overseeing the Town Deal and the TIP with the board.

The Programme Manager, Town Centre Regeneration Manager, will have day today responsibility for the coordinating delivery of the Towns Fund projects on behalf of the TDB.

The Runcorn Town Board scrutiny panel will act as a two way mechanism to inform and provide constructive feedback and recommendations to the TDB.



## Decision Making

### Stage 1. Town Investment Plan (completed)

The Board will be responsible for signing off each stage of the development of the TIP and to ensure that these align and adhere to Government guidance. This includes the decisions relating to the project prioritisation process and final selection of projects for inclusion in the Town Deal.

### Stage 2. Heads of Term Agreement /Town Deal (completed)

The Board will be responsible for decisions relating to the agreement of a Town Deal with government and the subsequent development of the detailed business cases for Town Deal projects. The Board will oversee each step of this process and along with Halton Borough Council (as the Accountable Body), will have responsibility for reaching a final Heads of Term Agreement with government.

### Stage 3. Town Deal Project Business Cases (in progress)

Following the Heads of Term Agreement, the Board will oversee the development of full business cases for all the TIP projects. The business case preparation will be carried out by the AMION consulting, supported by Thomas Lister (chartered Surveyors) and Edge Project Services. They will provide specialist support, guidance and capacity to develop comprehensive business cases which are used extensively in the public sector to seek approval for new initiatives and spending decisions.

The project manager for each project supported by their project team and the Council will provide the necessary information required to Amion for the Full business Case. This process will be overseen by the Town Deal Programme Manager who alongside Amion will provide progress reports to the Board.

The Business Case process will be to assess Green Book compliant across the strategic, economic, commercial, financial and management case. A review of market conditions/demand will inform financial analyses which will lead to a development appraisal to demonstrate that grant funding is required to support the viability of each project.

Further community & stakeholder consultation and engagement will take place during full business case development to ensure the community and stakeholders remain active in shaping the projects and to confirm support.

The cost-benefit analysis for each project will consider a range of potential benefits arising from projects in line with green book guidance. This will sit alongside an assessment of economic costs and funding to inform the selection of the preferred option based on value for money. An assessment of risk will also be carried out for each short-listed option.

Deliverability will be considered as part of the option scoping process and will be assessed against potential impediments to delivery. A delivery strategy will be developed for each project to agree the most appropriate way forward.

Draft business cases will be completed for each project and circulated for comment. Based on these comments a final business case will be prepared for each project. These will then be shared with the Runcorn Town Board scrutiny panel for comment and Amion will address any shortcomings and/or make final improvements to the final business cases. Summary tables for each project will inform the Board and will be shared with the Council's Section 151 officer for final sign off.

Once the business cases have been approved by the DLUHC Towns Fund Team, the projects will move onto the delivery stage.

#### **Stage 4. Delivery of Town Deal projects**

HBC will be responsible for the day to day delivery and operational decisions for the Towns Fund programme and any funding agreements with partners who will delivery Town Deal projects. The Board will be responsible for strategic programme decisions and for overseeing delivery of the programme, monitoring and evaluation of the individual projects and compliance with the Heads of Terms Agreement with government.

Each Town Deal project will be led by an appointed Project Manager who will work with a Programme Delivery Team made up of relevant internal and external stakeholders for this project. The Programme Manager will provide update reports to the relevant Council portfolio holders and Executive Board on behalf of the Council. Regular programme monitoring and evaluation reports will be provided to the Board, DLUHC, Portfolio Holders and Members. Key programme decisions will require final approval by the relevant Portfolio holder and Programme Management Board.

#### **Scrutiny**

The Programme Director in conjunction with senior offices from specialist areas such as legal, finance and communications, will act on behalf of the accountable body and will scrutinise the performance of the Towns Fund programme to ensure appropriate compliance to Council, DLUHC and Towns Fund policies and processes. They are responsible for ensuring that the programme aligns to the wider business of the Council and its policies and procedures.



<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	14 April 2022
<b>REPORTING OFFICER:</b>	Strategic Director – Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Corporate Services
<b>SUBJECT:</b>	SEN School Naylor Road, Invasive Species Removal Contract - Waiver Request
<b>WARDS:</b>	Halton View

## **1.0 PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to seek approval from Members for a waiver of standing orders to enable the Council to enter in to an 'enabling contract' with Bowmer & Kirkland, the contractor who will be delivering the new Special Educational Needs School, Raise Academy, on Naylor Road, Widnes for the Department of Education. The enabling contract consists of the removal from site of the invasive species Horsetail.

- 2.0 RECOMMENDATION: That the Board approves the waiver of Part 3 of Procurement Standing Orders (non-emergency procedures – exceeding a value threshold of £100,000) by virtue of Procurement Standing Order 1.14.4 (v) and the contract be awarded directly to Bowmer & Kirkland, to carry out an enabling contract consisting of the removal from site of the invasive species Horsetail.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 The Department of Education (DfE) are leading on the delivery of the new Special Education Needs (SEN) free school, Raise Academy, to serve both Halton and St Helens Councils, the site which has been selected is on Naylor Road, Widnes. The DfE have engaged with the Contractors Bowmer & Kirkland (B&K) to deliver the project with a planned start date of 1<sup>st</sup> July 2022, subject to planning approval.
- 3.2 The site investigation works identified both Japanese Knotweed and Horsetail being present on the site, both of which are invasive species. Under the agreement that Halton entered in to with the DfE it is Halton's responsibility to offer them a clean developable site hence it is our responsibility to ensure these are adequately dealt with.

- 3.3 The Japanese knotweed is located on the site perimeter and does not impact on the new build as such this will be treated to eradicate it. Open Spaces have now included this in their treatment programme so this will be dealt with over time. The Horsetail however is located, in an area that much nearer to the building footprint and in part is in an area that is ultimately going to be used for an enclosed animal area. Similar to the knotweed our preferred option was to undertake a treatment programme to eradicate it over time, however as Horsetail is nearer to the building footprint and is toxic to livestock the DfE are insistent that this is completely removed rather than treated.
- 3.4 We have had discussions with B&K and they have agreed to undertake the necessary work as an 'enabling contract' prior to them commencing the main work, but contracted direct with the Council rather than through the DfE. Using B&K will ensure that there is no conflict with the necessary warranties required with the works and preliminary costs will be kept to a minimum as these will be shared with the main works contract.
- 3.5 Based on the area affected identified in the site investigation surveys undertaken last year, B&K have sought competitive quotes from 3 groundworks contractors and have provided an estimated cost for the remedial work of circa £130k. Final costs cannot be obtained until the full extent of the works are determined and this can't be finalised until the growing season has commenced so we can establish the full extent of the Horsetail's growth. Open Spaces are now carrying out weekly site inspections to ensure the full extent of the work is establish as soon as feasible.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 In line with procurement policy this is the most economically advantageous solution to deliver the works. Engaging with an alternative contractor will create unnecessary expense due to the introduction of duplicated preliminary costs. Warranties are also required for the work so engaging with B&K will ensure that all warranties sit with one contractor and therefore there can be no conflict at a later date should any defects occur.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The cost of the remediation work can be met from existing budgets.

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

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

None

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

None

**6.3 A Healthy Halton**

None

**6.4 A Safer Halton**

None

**6.5 Halton's Urban Renewal**

None

**7.0 RISK ANALYSIS**

Not undertaking the work will lead to the delay in the Department of Education delivering the new build SEN Free School, Raise Academy.

**8.0 EQUALITY AND DIVERSITY ISSUES**

None

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

None under the meaning of the Act.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	14 April 2022
<b>REPORTING OFFICER:</b>	Strategic Director – Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Corporate Services
<b>SUBJECT:</b>	Liverpool City Region Freeport
<b>WARDS:</b>	Boroughwide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to seek approval for Halton to become part of the Liverpool City Region (LCR) Freeport. To include Tax and Customs Sites within the borough and to administer the Business Rates Relief and Tax Increment Financing (TIF) opportunities as they arise. Also, to identify a series of projects which could be funded through the Business Rates income.

## **2.0 RECOMMENDATION: That the Board**

- 1. approves the Council entering into a Memorandum Of Understanding to become part of the LCR Freeport;**
- 2. gives delegated authority to the Chief Executive, in consultation with the Leader and the Portfolio Holder for Corporate Services, to take all reasonable steps to participate in the LCR Freeport; and**
- 3. authorises the Operational Director Finance to set up the required processes to facilitate the Business Rates and TIF associated with the Freeport operations.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 The LCR Freeport Management Board will be submitting a Final Business Case to Government in April 2022 to establish a LCR Freeport. If successful it will be one of eight new Freeport's set up by Government. Three Tax Sites are permitted within each Freeport area along with an unlimited number of custom sites. The LCR Freeport Tax Sites proposed are Parkside in St Helens, Wirral Waters and 3MG in Halton. Halton have also proposed two customs site one at 3MG (Stobart Rail Terminal) and one at the Port of Weston.
- 3.2 If the LCR Freeport bid is approved, the Tax Sites will enable new businesses operating within the sites to access tax measures including:

Enhanced Capital Allowances, Enhanced Structures and Buildings Allowance and Stamp Duty Land Tax Reliefs. These are now legislated for in the Finance Act 2021. Further to this, businesses will qualify for relief on National Insurance Contributions, and these will be legislated for in the National Insurance Contributions Bill 2021. These incentives will help to accelerate Inward Investment bringing new jobs and business rates into the Borough.

- 3.3 All qualifying businesses within the Freeport boundary (who meet the Freeport Gateway criteria) will be entitled to the HMRC benefits as they apply. Qualifying businesses could receive up to 5 years business rate relief fully funded from Government. The Council will retain all business rates generated within the Freeport boundary (above a pre-set baseline) from 2022 for a period of 25 years to invest in regeneration projects which may be linked to the Freeport, but can be wider in scope or to use the income to borrow against. The Council will need to agree a broad list of projects that would utilise the retained Business Rates funding and these will be developed in due course. Tax Site Authorities (Halton, Wirral and St Helen's) have the discretion to award 100% Business Rate Relief and will consider the recommendations of the Freeport Management Board in confirming business rate reliefs for new businesses within the Freeport Tax Sites.
- 3.4 Seed funding is also available to support the acceleration of Freeports and Halton has been provisionally allocated £6.5m towards much needed infrastructure works to open up the Port of Weston and divert traffic from local roads into a dedicated commercial access point. The main focus of these infrastructure works will be a connecting road from Burton Road to the Port of Weston opening up access to the Port of Weston and Percival Lane providing access to in the region of 40 hectares of land with the potential for development, including Weston's surface access. It is envisaged that adoption and / or public access will be a central theme.
- 3.5 The Council would adopt a similar approach and governance for the retained Business Rates as we currently have in place for Sci Tech Daresbury but not be as geographically constrained. Six Tax Incremental Financing (TIF) principles allow the Council to borrow capital funding upfront to invest in infrastructure within the Freeport area. Repayments of the borrowing will be funded by future growth in business rate income streams. Borrowing periods and amounts will be limited to the life of the Freeport scheme and undertaken based on prudent estimates of future generated income. The Council will be able to recover all costs associated with the borrowing.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The 3MG Masterplan and the Port of Weston are predicated on employment and the development of land to add value to the local

economy, to create new jobs and generate business rates income for the Council. It is envisaged being part of the LCR Freeport will help to accelerate these benefits. The West Runcorn Masterplan specifically details the development potential of the Port of Weston and both sites are of central importance to the economic vision for Halton; 'Halton 2030'.

## **5.0 FINANCIAL IMPLICATIONS**

Whilst there are no direct financial implications to becoming part of the LCR Freeport, there may be an indirect impact in terms of business rates generated within the boundary of the Halton Freeport Tax Site being ring-fenced to support its ongoing development. However, it should be noted that the sites identified in Halton's Freeport area are vacant and, therefore, any future business rates incentives would be underwritten by government, and there would not be a loss of business rates revenue to the Council. The Council would be required to use some of the future business rates uplift to support internal and external Freeport management and delivery costs.

However, if Halton decides not to be involved, it would lose the 'in principle' £6.5m of seed funding and businesses may be reluctant to relocate to Halton if other sites in the LCR Freeport are available.

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

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

There are no implications associated with this report.

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

Overall the LCR Freeport will assist in providing high quality job opportunities for local people.

### **6.3 A Healthy Halton**

Increasing the opportunities for local people and providing access to local employment, will increase the opportunities for healthier living.

### **6.4 A Safer Halton**

7.0 There are no implications associated with this report.

### **7.1 Halton's Urban Renewal**

The LCR Freeport will act as a catalyst to attract developers and new businesses to the area by creating an attractive, well-accessed and service area, which provides a safe and attractive environment for employees and the wider community.

**7.0 RISK ANALYSIS**

- 7.1 There is a risk if Halton decides not to be involved, Halton would lose the 'in principal' £6.5m of seed funding, accelerated pace of investment expected as a result of Freeport status and will not generate the additional business rates income.

**8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 Not applicable.

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

None within the meaning of the Act.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	14 April 2022
<b>REPORTING OFFICER:</b>	Strategic Director – Enterprise, Community and Resources
<b>PORTFOLIO:</b>	Corporate Services
<b>SUBJECT:</b>	Annual Review of Constitution 2022
<b>WARDS:</b>	Borough-wide

### **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of the report is to ask the Board to seek the approval of the Council to a small number of changes to the Constitution.

### **2.0 RECOMMENDATION: That Executive Board recommends Council to approve the changes to the Constitution including the matters set out in Appendix 1.**

### **3.0 BACKGROUND**

- 3.1 The revised version of the Constitution picks up the changes to the Council's working arrangements that have taken place during the year, as well as other changes which are intended to assist the Council to operate more effectively.

- 3.2 The proposals for change have been considered by the Chief Executive and the Executive Board Member for Resources in accordance with Article 16.02. Apart from the purely technical changes, the proposed amendments that are considered to be of particular significance are listed in Appendix 1 to this report.

### **4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS**

- 4.1 All legislative changes have been considered. However, no further amendments, over and above those already outlined, are required at the present time. Any other required changes during the period 2022/23 will be the subject of further reports when dates and details are available.

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

- 5.1 **Children and Young People in Halton.**

- 5.2 **Employment, Learning and Skills in Halton.**



**5.3 A Healthy Halton.**

**5.4 A Safer Halton.**

**5.5 Halton's Urban Renewal.**

The changes proposed are designed to support the continued delivery of the Council's priorities.

**6.0 RISK ANALYSIS**

6.1 The Council needs to ensure that its Constitution is regularly updated so that it continues to support efficient, transparent and accountable decision-making by the authority.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

None under the meaning of the Act.

**Proposed Significant Changes to the Constitution**

**Procurement Standing Orders**

Insertion of a new provision dealing with novation of contracts. In a contract novation the original contract is extinguished and is replaced by a new one in which a third party takes up rights and obligations which duplicate those of one of the original parties to the contract. Novation is only possible with the consent of the original contracting parties as well as the new party. A request to novate a contract may typically be received by the Council when a supplier's business is sold or restructured. It is considered that the Procurement Standing Orders will be improved with the addition of a section dealing with novation.

**Audit & Governance Board**

To pick up the additions to the Terms of Reference of Audit & Governance Board dealing with Standards issues which were agreed by Council in July 2021. .

**Code of Conduct for Members**

To make the proposed small changes to the Code of Conduct provided that they are approved by Council at the Annual Meeting

**Members Allowances Scheme**

To include the new Scheme which was approved by Council in March 2022.

**Management Structure Chart**

To update the chart.

**REPORT TO:** Executive Board

**DATE:** 14 April 2022

**REPORTING OFFICER:** Strategic Director - Economy, Community & Resources

**PORTFOLIO:** Corporate Services

**SUBJECT:** Energy Bills Rebate Scheme

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

### **1.0 PURPOSE OF REPORT**

- 1.1 To provide details of the proposed implementation of the Government's Energy Bills Rebate Scheme.
- 1.2 To seek approval for proposed eligibility criteria to be applied for awards under the discretionary part of the Energy Bills Rebate Scheme.

### **2.0 RECOMMENDED: That**

- (i) **The proposals for implementation of the Energy Bills Rebate Scheme set out in the report, be approved; and**
- (ii) **The proposed eligibility criteria for awards under the discretionary part of the Scheme as set out in section 5 of the report, be approved**

### **3.0 SUPPORTING INFORMATION**

- 3.1 On 03 February 2022 Government announced a package of support known as the Energy Bills Rebate Scheme to help households with rising energy bills. This included:
  - A £150 non-repayable grant payment for households in council tax bands A to D, known as the Council Tax Rebate Grant.
  - £144 million of discretionary funding for billing authorities to support households who are in need but are not eligible for the Council Tax Rebate Grant, known as the Discretionary Fund.

### **4.0 COUNCIL TAX REBATE GRANT**

- 4.1 To provide some immediate relief for rising energy costs, while targeting those most likely to require support, the Government requires council tax billing authorities to provide a £150 one-off grant payment to liable council taxpayers for every household that occupies a property which meets all of the following criteria on 01 April 2022.

- (i) The property is valued in council tax bands A to D. This includes properties which are valued in band E, but have an alternative valuation band of band D as a result of the disabled band reduction scheme;
- (ii) The property is someone's sole or main residence;
- (iii) The property is a chargeable dwelling; and
- (iv) The person who is liable to pay the council tax (or would be were the property not exempt) is not a local authority, a corporate body or other body such as a housing association, the Government or a governmental body.

4.2 This list of criteria provided by Government is not exhaustive and councils can also use their judgement in consideration of the aims of the Scheme.

### **Payment Process**

4.3 Payments will be provided directly from the Council to eligible households. Only one £150 grant payment will be made under the core Council Tax Rebate per household, regardless of the number of occupants or liable council taxpayers.

4.4 Where the Council holds live direct debit instructions for a liable council taxpayer of an eligible household, a payment of £150 will be made once the first 2022/23 council tax installment payment has been received. The Council will only make payments to the council tax liable party and therefore checks will be made in advance of payment, that the liable party name matches that on the bank account.

4.5 Where the Council does not hold live direct debit instructions for an eligible household, the Council Tax Team will contact each household to make them aware of the Scheme. There are approximately 20,000 council tax accounts for which the Council does not hold direct debit instructions. The Council will offer the eligible household a choice of two options:

- (i) To provide bank account details in order for a payment of £150 to be made. If no response is received by 30<sup>th</sup> June 2022 option 2 below will automatically apply.
- (ii) To receive the payment by way of a £150 credit to the eligible household's council tax account.

4.6 It is not proposed to provide any other form of payment other than the two options at paragraph 4.5. This will help to reduce the significant administrative burden for the Council.

4.7 The Council is required by Government to undertake pre-payment checks prior to payment of any grant which is not awarded to a live direct debit holder. This will allow the Council to provide assurance that the person who is applying is entitled to payment and that payment details provided belong to an entitled person and relate to the relevant address

## 5.0 DISCRETIONARY SCHEME

5.1 In addition to the £150 Council Tax Rebate Grants, the Government has also provided councils with a Discretionary Fund to assist households suffering financial hardship as a result of rising energy costs.

5.2 The Government guidance states that councils can decide how best to use their discretionary fund, but does make some suggestions as to how the fund may be used as follows:

- (i) To assist households living in properties with a Council Tax band of E to H and who are on an income related benefit, or those where energy bill payers are not liable for Council Tax.
- (ii) To offer carefully targeted 'top-up' payments to the most vulnerable households in bands A – D (for example, those on means tested benefits).
- (iii) To offer support exceeding £150 per household under their discretionary scheme.

5.3 Unlike the automatic £150 Council Tax Rebate Grants, payments from the Discretionary Fund do not have to be provided in relation to the position on 1<sup>st</sup> April 2022, but all awards must be paid by 30<sup>th</sup> November 2022.

5.4 Halton has been allocated a Discretionary Fund of £348,000.

5.5 The following table provides suggested eligibility criteria and award amounts to be made from the Discretionary Fund.

No.	Eligibility Criteria
1.	<p>Council tax payers at 1<sup>st</sup> April 2022 in bands E to H who are currently receiving council tax reduction and/or housing benefit.  <b>Proposed Award £150.</b></p> <p>Note – There are currently 135 council tax payers receiving council tax reduction / housing benefit in bands E to H.  <b>Estimated Cost: 135 x £150 = £20,250</b></p>

2.	<p>Council Tax payers who become liable after 1<sup>st</sup> April 2022 in bands A to D and have not previously been awarded the energy rebate.</p> <p>These awards would be applicable to those people who become liable for council tax during the period 2<sup>nd</sup> April 2022 – 30<sup>th</sup> June 2022 (whilst funding is available). <b>Proposed Award £150.</b></p>
3.	<p>Council Tax payers who become liable after 1<sup>st</sup> April 2022 in bands E to H and are receiving council tax reduction / housing benefit, and have not previously been awarded the energy rebate.</p> <p>These awards would be applicable to those people who become liable for council tax during the period 2<sup>nd</sup> April 2022 – 30<sup>th</sup> June 2022 (whilst funding is available). <b>Proposed Award £150.</b></p>
4.	<p>A 'top-up' payment to council tax payers in bands A – D who are receiving council tax reduction.</p> <p>As at 17<sup>th</sup> March 2022 there were 11,700 council tax payers in bands A to D in receipt of council tax reduction. <b>Proposed Award £20.</b></p> <p><b>Estimated Cost: 11,700 x £20 = £234,000</b></p>
5.	<p>Cases where a person is directly responsible for energy costs but not liable for council tax. For example people living in houses of multiple occupation may fall into this category. <b>Proposed Award £150.</b></p>
6.	<p>Consideration for a discretionary award be given in exceptional circumstances to cases where a person who is a council tax payer/energy bill payer, and is not eligible for the automatic £150 energy rebate or the discretionary £150 award for being in council tax bands E to H (and being in receipt of Council Tax Reduction).</p> <p>An example might be a person in a council tax band F property who is not on a means tested benefit, but can clearly demonstrate exceptional financial difficulty directly caused by recent increases in energy costs.</p> <p>Applications will be considered on a case by case basis and will be subject to the limited funding available. If appropriate, they may instead be addressed via the Council's Discretionary Support Scheme.</p>

5.6 Government guidance states that all awards from the discretionary fund must be paid by 30th November 2022.

- 5.7 The above eligibility criteria are based on the Government's guidance issued to date, and are intended to target council tax payers on a means tested benefit, namely council tax reduction for eligibility criteria 1 to 4.
- 5.8 The eligibility criteria items 1 and 4 would have an estimated cost of £254,250. This would leave £93,750 available to fund eligibility criteria numbers 2, 3, 5 and 6 above.

## **6.0 RESOURCES, FUNDING AND MONITORING**

- 6.1 Government have provided the Council with funding allocations of £7.825m for the £150 council tax rebate grants and £0.348m for the discretionary scheme. Funding allocations will be paid to the Council in late March ahead of making the first £150 grant payments.
- 6.2 The funding allocation for the discretionary scheme is a fixed amount, discretionary award payments above £0.348m will be at a cost to the Council. However, the Council will be fully funded for all £150 grant payments made.
- 6.3 Whilst the Council will look to automate as many parts of the process as possible it is envisaged that administration of the scheme will be heavily resource intensive. The Council Tax Team will require additional support to help manage the scheme in contacting and administering responses for the 20,000 non direct debit payers. Without sufficient support there may be delays to the grant payment being made, criticism of the Council and also an impact upon day to day collection of council tax.
- 6.4 It is likely that the Scheme will also result in additional calls to the Contact Centre and visits to Halton Direct Link.
- 6.5 Government recognise that the implementation of this policy will place an additional burden upon councils. Therefore, in accordance with the New Burdens policy Government will conduct an assessment of the expected reasonable additional costs associated with the implementation of the policy and will reimburse the Council for costs incurred.
- 6.6 The Council will be required to maintain a record of all expenditure under the Council Tax Rebate and Discretionary Fund. The Department for Levelling Up, Housing and Communities will undertake a monthly exercise to gather monitoring information regarding progress with implementation of the Scheme.

## **7.0 CONCLUSIONS**

- 7.1 The Council has been directed by Government to implement and administer the Energy Bills Rebate Scheme. This will be a difficult and resource intensive Scheme to administer. However, the Council will be under considerable pressure from both Government and council tax payers to ensure payments under the Scheme will be made accurately and as soon as possible.

- 7.2 The proposals outlined in the report will enable the Council to deliver the payments required under the Energy Bills Rebate Scheme.

## **8.0 POLICY AND OTHER IMPLICATIONS**

- 8.1 None.

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

- 9.1 There are no direct implications.

## **10.0 RISK ANALYSIS**

- 10.1 Given the high number of payments and requests for information the Council will be at risk of receipt of false representation from individuals who will look to benefit from the Council Tax Rebate or Discretionary Fund. Internal Audit support will be sought in order to minimise the potential risks.

## **11.0 EQUALITY AND DIVERSITY ISSUES**

- 11.1 None.

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

Support for Energy bills the Council Tax Rebate 2022/23 Billing Authority Guidance – Steve Baker, Divisional Manager, Revenues and Financial Management.



**REPORT TO:** Executive Board

**DATE:** 14<sup>th</sup> April 2022

**REPORTING OFFICER:** Strategic Director, People

**PORTFOLIO:** Children & Young People

**SUBJECT:** Services for Missing from Home and Care for young people across Cheshire for Halton, Cheshire East, Cheshire West & Chester and Warrington: Request for Waiver of Standing Orders

**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To request Members of the Executive Board to approve a request for a waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3.1 and 3.2 of Procurement Standing Orders is sought to allow the continuation of a contract with We are With You to deliver, on behalf of the Council, the Pan Cheshire Missing from Home and Care Service, for a period of one year from 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023.

**2.0 RECOMMENDATION: That Executive Board**

- 1. Note the contents of this report; and**
- 2. That the Board approves the waiver of Parts 3.1 and 3.2 of Procurement Standing Orders (non-emergency procedures – exceeding a value threshold of £100,000) by virtue of Procurement Standing Order 1.14.4 (v) and the contract with ‘We are With You’ be extended for a further twelve months.**

**3.0 SUPPORTING INFORMATION**

3.1 We are With You has been commissioned to deliver the Pan Cheshire Missing from home and Care service since July 2018. The Service works across all of the four local authority areas with clear links with Cheshire Constabulary’s missing from home co-ordinators to support young people who have been notified as missing from home or care. There is a co-ordinated and organised response including return interviews will facilitate direct intervention work with children, young people and their families.

3.2 The service has adapted to Covid-19 and lockdown restrictions by continuing to provide face to face interventions where appropriate as well support young people, families and carers via telephone, email and video consultations.

3.3 The existing contract ends on 30<sup>th</sup> June 2022. The request for authorisation of a waiver rather than implementing a tender process is due to the following:

- i It is proposed to include a young person's interview and evaluation panel in the tender process, as this indicates the competence and approach of a potential provider in working with young people and families. It would not be possible to include this at present, which would reduce the effectiveness of the process for this specific service.
- ii The current service is well known and well regarded across the four local authority areas. It has good networks in place with foster carers and residential providers. In the current situation it would be difficult for a new provider to become established as it a specialist provision. All local authorities continue to have a statutory duty to provide services to looked after children.
- iii To continue with a collaborative approach across Cheshire to deliver a high quality service that is effective in improving outcomes delivered by skilled practitioners which safeguards children and young people that are identified at risk.

3.4 The value of a contract extension for one year to 30<sup>th</sup> June 2023 is £474,133, which is an £16,000 increase to support some additional management and quality assurance support. All local authorities have agreed to continue with a joint commissioning approach with Halton acting as the lead.

3.5 In respect of the delivery of the Service, each local authority has an agreed funding commitment which is set out in a Deed of Agreement. The annual fees are:

Halton Borough Council	£ 110,533.25
Cheshire West and Chester Borough Council	£ 110,533.25
Cheshire East Council	£ 142,533.25
Warrington Council	£110,533.25

#### 4.0 **POLICY IMPLICATIONS**

4.1 The method of procurement complies with both Public Contract Regulations 2015 and the Council's Procurement Standing Orders.

4.2 The authority continues to have a statutory duty to provide services

to looked after children within the authority.

- 4.3 The service supports the Pan Cheshire Missing from Home and Care Protocol with Cheshire Constabulary

## 5.0 **FINANCIAL IMPLICATIONS**

The value of a contract extension for one year to 30th June 2023 is £474,133, which is an £16,000 increase. This increase is an equal split across each of the four local authorities to support some additional management and quality assurance input. The additional £4,000 for Halton is available within current budgets.

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

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

This service directly relates to improving the safety and wellbeing of children and young people by reducing the incidents of missing and risky behaviour. This service supports key elements within Halton's Safeguarding and Children and Young People's Plans.

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

The provider will ensure that children and young people that go missing from home or care or that are vulnerable to exploitation are supported in their learning and future employment and skills development.

### 6.3 **A Healthy Halton**

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

### 6.4 **A Safer Halton**

The service provides support to vulnerable children, young people and families to assist them to access appropriate service provision within their local communities. This links to satisfaction with services and overall perception of the area in which people live.

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

None identified.

## 7.0 **RISK ANALYSIS**

- 7.1 The current contracts for these services will end on 30th June 2022; should the above not be agreed, the services will cease delivery of the provision and there will be a detrimental effect on children and

young people across Cheshire.

- 7.2 If contracts for Missing from Home and Care are not in place, this may lead to the Council being unable to fulfil its statutory duty regarding looked after children. Failure to have this service in place will additionally lead to vulnerable children, young people and families being placed under increased pressure.

8.0 **EQUALITY AND DIVERSITY ISSUES**

- 8.1 The current proposal would not impact upon any equality and diversity issues as all relevant protected characteristics would be unaffected by the proposal.

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

None within the meaning of the Act.

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	14 April 2022
<b>REPORTING OFFICER:</b>	Strategic Director, People
<b>PORTFOLIO:</b>	Children and Young People
<b>SUBJECT:</b>	Children and Young People's Speech and Language Therapy: Waiver Request
<b>WARDS:</b>	Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To request a waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3.1 and 3.2 of Procurement Standing Orders, to extend the contract for Children and Young People's Speech and Language Therapy for a period of 11.5 months. The Waiver is requested to allow a comprehensive review and reshaping of the provision to be undertaken, focused upon current and emerging needs and demands on the service, particularly regarding the impact of Covid-19 on children's development and learning.

- 2.0 RECOMMENDATION: That the Board approves the waiver of Parts 3.1 and 3.2 of Procurement Standing Orders by virtue of Procurement Standing Order 1.14.4 iv, to extend the Contract for Children and Young People's Speech and Language Therapy, for a period of 11.5 months.**

## **3.0 SUPPORTING INFORMATION**

- 3.1. Halton Borough Council (HBC) and Halton Clinical Commissioning Group (HCCG) have jointly commissioned Children and Young People's Speech and Language Therapy since 2017. Both partners support the waiver request.
- 3.2 The current annual contract value is £685,875.87, to which HBC contributes £222,223.78. In order to comply with Light-Touch Regime (LTR) rules and ensure that the value remains within current LTR thresholds, the waiver is requested for 11.5 months at a cost of **£659,496**, to which HBC will contribute **£213,676.70**. It is anticipated that extending the contract for 11.5 months will incur minimal additional costs. These additional costs relate to salary uplifts, which would apply irrespective of the waiver request.

- 3.3 The current contract started on 1 September 2017 and is due to end in August 2022. Its terms and conditions do not allow for further contract extensions, hence the request for a Waiver of Standing Orders.
- 3.4 HBC and HCCG are in agreement that extending the current contract for 11.5 months does not pose a clinical risk or a risk in relation to service delivery for children and young people in the borough.
- 3.5 The review and reshaping of the current service will be undertaken within the context of a wider focus on children and young people's communication and language development across all relevant service areas. It will also encompass the learning gained from the successful TALK Halton project funded via the Department for Education's Early Opportunities Fund (EOF), and how the benefits of the project can be sustained now that EOF funding has ended.
- 3.6 An important focus of the review will examine the impact of Covid-19 restrictions on the communication and language development of all children and young people, including vulnerable groups such as Early Years and Special Educational Needs and Disability (SEND), and how their needs can be most effectively met going forwards.
- 3.7 A key element of the review will entail comprehensive consultation with a broad range of stakeholders including parents/carers, young people, schools/settings and colleagues across Education, Health and Team around the Family provision. This will provide opportunities for the reshaped service to be co-produced in partnership with all stakeholders.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The *SEND Code of Practice: 0-25 years (2015)* states that 'partners **must** engage children and young people with SEN and disabilities and children's parents in commissioning decisions...so that commissioning decisions on services for those with SEN and disabilities are shaped by users' experiences, ambitions and expectations'. It further notes that, for co-production to be most effective, all partners should be brought in at the earliest opportunity when planning or designing support or services. A contract extension of 12 months would enable this process to be undertaken in line with the *Code of Practice*.
- 4.2 Reviewing and reshaping the provision as part of a broader focus on communication and language development across services and sectors will support the integrated approach of key partners towards working together to maximise outcomes and efficiency.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 Provision of Children and Young People's Speech and Language Therapy services is a statutory requirement for both HBC and HCCG. Reviewing and reshaping the service will support ensuring best value and highlight further opportunities for pooling resources.

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

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

The delivery of Speech and Language Therapy provision to children and young people is key to supporting the priorities in the Halton Children, Young People and Families Plan, particularly in relation to Early Intervention and Achievement and Ambition, and the One Halton Health and Wellbeing Strategy priority of improved levels of early child development.

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

Support for children and young people with identified Speech and Language needs exerts a critical impact upon their learning and future employment and skills development.

### **6.3 A Healthy Halton**

Speech and Language Therapy services impact directly upon the health and well-being of children and young people with an identified language or communication need, including their mental health.

### **6.4 A Safer Halton**

Speech and Language Therapy services provide support to vulnerable children and their parents/carers, and help them to access appropriate service provision within their local communities. This links to satisfaction with services and overall perception of the area in which people live.

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

None.

## **7.0 RISK ANALYSIS**

Undertaking a tender process in the near future in order to award a new contract for September 2022 would not allow sufficient time to carry out the review and co-produce a service specification that meets current and emerging needs and aligns with broader developments in children and young people's communication and language. This approach would not provide adequate scope to explore the impact of Covid-19 on our most vulnerable children and young people and agree the most effective way to address these concerns through reshaping the service. It would also impact negatively on the shared exploration of the revised service specification costs arising from the review, particularly in the context of the potential for innovation, including the use of technology, and associated best value.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

The current proposal would not impact upon any equality and diversity issues as all relevant protected characteristics will continue to be provided for during the contract extension period.

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

None under the meaning of the Act.



**REPORT TO:** Executive Board

**DATE:** 14 April 2022

**REPORTING OFFICER:** Strategic Director, People

**PORTFOLIO:** Adult Social Care

**SUBJECT:** Community Meals: Direct Award of Contract to Apetito

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

## **1.0 PURPOSE OF REPORT**

1.1 To seek Executive Board approval for a waiver in compliance with 1.14.4 (v) of part 3 Procurement Standing Orders to grant a Direct Award to Apetito for the supply of pre-prepared meals for the period 1st April 2022 to 31st March 2023.

## **2.0 RECOMMENDED: That Executive Board**

- 1. Note the contents of the report; and**
- 2. Approve the request for a waiver in compliance with Procurement Standing Order 1.14.4 (v) of part 3 for the Direct Award of a contract to 'Apetito' for a period of 12 months.**

## **3.0 SUPPORTING INFORMATION**

3.1 The Council provides a Community Meals Service to eligible adults within Halton who are unable to shop or prepare a meal for themselves due to age, illness or disability. To determine if an individual qualifies for the Community Meals Service, an Adult Social Care worker considers the needs of an individual and the circumstances of any carers. The ongoing need for the meals service is then periodically reviewed.

3.2 An external catering provider (Apetito) currently supplies the Council with frozen, ready prepared meals. The frozen meals are heated by the Council's in-house catering team and are delivered by the Council's fleet management service. Hot meals are provided in service users' own homes, up to seven days per week between the hours of 11am and 1pm. The Council can also provide an optional cold meal tea time pack, which is delivered during the lunchtime delivery period.

3.3 The Community Meals Service is a chargeable service that is non means-tested. Service users are billed on a four weekly basis for meals provided during the four-week period.

3.4 The Council's Internal Audit team undertook a planned internal audit of the Community Meals Service for the financial year 2020/2021. Outlined in the Audit report, the Internal Audit Team made a number of recommendations for the service.

3.5 One of the recommendations sets out that an interim contract should be awarded to the existing supplier whilst the Council considers alternative community meals service delivery options. During the interim contract period, the Council will explore various options in relation to the supply of the meals and charging levels.

#### **4.0 POLICY IMPLICATIONS**

4.1 None at this stage.

#### **5.0 FINANCIAL IMPLICATIONS**

5.1 A direct award of a contract to the existing provider would support continuity of provision for recipients of Community Meals.

5.2 The total financial cost of the service is circa £150,000 per annum. This amount can vary depending on the number of service recipients and number of meals provided to each recipient.

5.3 The service is a chargeable, non-means tested service and a significant proportion of the cost of this contract is met through income received. A council subsidy is currently required to meet infrastructure costs i.e. heating the meals and on transportation used to deliver the meals.

5.4 Work will be undertaken by the Council's Financial Management Team during 2022/2023 to calculate appropriate charging levels to be introduced from 1<sup>st</sup> April 2023 for the financial year 2023 – 2024 onwards. The aim is to remove the need for the Council subsidy to meet the infrastructure costs. All service costs will be met through charging.

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

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

None identified.

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

None identified.

##### **6.3 A Healthy Halton**

The provision of healthy, nutritional meals that cater for all types of diets, including special diets, is a significant contributory factor in maintaining the health and wellbeing of local residents.

**6.4 A Safer Halton**

None identified.

**6.5 Halton’s Urban Renewal**

None identified.

**7.0 RISK ANALYSIS**

7.1 The direct award of a 12 month contract with the current supplier, Apetito will ensure continuity of service provision.

**8.0 EQUALITY & DIVERSITY ISSUES**

8.1 The Community Meals service is a non-means tested and inclusive service which is open to all residents of Halton, provided that they meet the eligibility criteria of the service as determined via assessment undertaken by Adult Social Care.

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

9.1	<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
	Internal Audit Report – Community Meals	Runcorn Town Hall	Amanda Lewis, Commissioning & Development Manager

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	14 April 2022
<b>REPORTING OFFICER:</b>	Strategic Director Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Environmental and Urban Renewal
<b>SUBJECT:</b>	Highways Capital Improvement Term Contract Tender
<b>WARDS:</b>	Borough-wide

### **1.0 PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to inform the Board that the Council is about to commence a procurement process with regards the provision of a Term Maintenance Contract for the implementation of works and projects to deliver reactive, routine and planned highway works across the Borough. Given the value of the contract the Council's Constitution requires that the Executive Board is informed at the beginning that such a tendering process is to commence.

### **2.0 RECOMMENDATION: That Members note the intention to undertake a procurement exercise via The Chest with the purpose of securing an NEC4 Term Services Contract for the delivery of routine, reactive and planned highway improvement works across the borough.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 The tendering of this contract would allow Halton Borough Council as the Highway Authority to delivery its current and future revenue and capital Highway maintenance works. There is, therefore, a need to make arrangements to secure a new contract to replace the existing contract which ends on 31<sup>st</sup> May 2023.
- 3.2 It is proposed that the new tender is set up for a 6 year period with an option to award a further 4 no. one year extensions to give a possible maximum of ten years. The anticipated tender date is mid July 2022 with a commencement date being 1<sup>st</sup> June 2023.
- 3.3 Based on current funding via LCRCA, it is anticipated that the annual value of the contracts in total is likely to be in the region of £ 4.0m thus making the value of a ten year contract in the order £40.0m. This figure is above the Public Contract Regulations 2015 threshold value and will be tendered accordingly. The restricted procedure will be used whereby a Pre-Qualification Questionnaire is released first and assessed with those successful tenderers completing a final submission.

- 3.4 The tender submissions will be evaluated on both price and quality; this being on a 40% price, 60% quality ratio and the most economically advantageous tender will be reported to this Board.
- 3.5 The cost of the works delivered through this contract will be met from approved budget allocations for revenue and capital funding received via the LCR Sustainable Transport Settlement which replaces the previous Integrated Transport Block and Highway Maintenance Block allocations.
- 3.6 The existing contract has been utilised to deliver the Highways Term Maintenance which includes all routine, reactive and planned maintenance on the Highway. Its intended that this contract will continue to deliver these works in the future.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The method of procurement fits with the Council's procurement policy, the tender process being carried out in conjunction with the Procurement Centre of Excellence, using 'The Chest' procurement portal.

#### **5.0 OTHER IMPLICATIONS**

- 5.1 None.

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

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

None

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

Well maintained Highways ensure that the public can travel quickly and easily on the Highway network.

##### **6.3 A Healthy Halton**

Well maintained Highways ensure and encourage the public to walk and cycle around the Borough, improving their Health and hence develop healthier lifestyles.

##### **6.4 A Safer Halton**

Well maintained Highways ensure that footways ensure are safe for pedestrians to utilise, vehicles to drive along and cyclists to ride upon.

**6.5 Halton's Urban Renewal**

Well maintained highways help to ensure the borough remains attractive to inward investment and existing businesses.

**7.0 RISK ANALYSIS**

Failure to procure a replacement contract would mean that the delivery of Highway capital funded projects would fail to meet funding deadlines leading to decreased opportunity to bid successfully for future funding.

**8.0 EQUALITY AND DIVERSITY ISSUES**

None

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

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

<b>REPORT TO:</b>	Executive Board
<b>DATE:</b>	14 April 2022
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Climate Change
<b>SUBJECT:</b>	Climate Change Strategy & Action Plan
<b>WARD(S)</b>	Borough-wide

### 1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to seek Executive Board's approval to a Climate Change Strategy & Action Plan for the Council's operations and activities.

### 2.0 **RECOMMENDATION: That**

- 1. the attached Strategy and Action Plan be approved; and**
- 2. further reports be brought to the Board as and when funding decision arise to finance the actions identified.**

### 3.0 **SUPPORTING INFORMATION**

3.1 At its meeting held on 9<sup>th</sup> December 2021, the Board agreed the following:

- That the Council set a target to be carbon neutral by 2040;
- That its initial focus to achieve the aim be on buildings, vehicles and the Borough's blue/green infrastructure (Scope 1 & 2 emissions); and
- That an action plan be developed to support the objective of becoming carbon neutral by 2040.

3.2 Work has been ongoing since that meeting to develop such an action plan and one is now attached for Member consideration.

### 4.0 **POLICY IMPLICATIONS**

4.1 There are two key considerations which are brought to Members attention in considering the Plan and these are, having the necessary resources to deliver the action plan and the second being the development of technologies to help deliver the plan.

4.2 At this stage there are many aspects of the plan which are either

difficult to cost or are indeed costly in themselves. However, it is vital that the Council sets out a direction and a commitment to reducing its carbon footprint, particularly as there are numerous sources of external funding becoming available to support such initiatives. Funds are being made available, by both Central Government and the Liverpool City Region Combined Authority.

4.3 Success at accessing those funds is greatly enhanced where the Council has a Strategy and a Plan to support its actions. Many of the projects the Council has already delivered have been funded in this way. The momentum and variety of external funding is likely to increase.

4.4 Whilst the use of external funds will be important, that is not to say that the Council will not use its general fund in support the action plan's objectives. Opportunities will be taken when they arise to use core funding to change the way the Council does its business to help in reducing its carbon footprint. A careful balance will always have to be struck between the Council's "carbon" ambitions and the requirements it has placed on it in delivering its statutory responsibilities.

## 5.0 **FINANCIAL IMPLICATIONS**

5.1 It is clear that significant resources will be required to help the Council reach its 2040 objective, much of which it does not have presently at its disposal. However, it is important, as outlined in this report, that it has an aspirational plan that will allow it to be responsive and flexible as resources become available and provide leadership across the Halton community.

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

6.1 The Climate Change agenda has implications for all of the Council's priorities and it will be important for a Portfolio Holder to work closely with the Climate Change Portfolio Holder in developing initiatives and projects to reduce carbon emissions in their portfolio.

## 7.0 **RISK ANALYSIS**

7.1 There is a risk that if the Council does not have a plan in place that it will miss opportunities to access the funding necessary to achieve its objectives.

## 8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are no equality and diversity issues associated with this report.



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

None under the meaning of the Act.

# Halton Borough Council Climate Change Action Plan 2022 - 2027

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# A Greener Future for Halton

## Working towards a greener future - Halton's Vision.

This Action Plan is predominantly focused on reducing the Council's own carbon production. During the lifetime of the Plan, the Council will seek to broaden the scope and develop proposals to provide a broader Borough-wide Strategy. The Action Plan is intended to have short-term and long-term actions and will be renewed every five years. This does not preclude any actions being undertaken during the five-year period that enhances progress in the themes/programmes of work for this plan. By 2040, Halton Borough Council's own operations will aim to be:

**Climate friendly** - having transformed the way it delivers services, works with businesses and other partners, uses buildings, land, and energy to decarbonise & encourage sequestration.

**Climate ready** - with plans and projects having increased the resilience of Halton Council's operations in the communities and the economy it serves to help minimise the impacts from unavoidable climate change; and

**Climate just** - ensuring that all of Halton and its environment has benefited from this transition.

**Climate friendly** refers to activities, which cut carbon emissions i.e. climate change mitigation. Becoming climate friendly will mean Halton achieving its net zero carbon target of 2040, 10 years ahead of the current Government target year of 2050. It will also include sequestration measures that are not aimed at reduction but removal of carbon from the air.

**Climate ready** refers to increasing resilience to the impacts of climate change – being climate ready is also known as climate change adaptation. The stable climate that society and the economy have historically been based on can no longer be assumed, so society must adapt infrastructure and our way of life to cope with the changed climate.

**Climate just** refers to ensuring Halton is a resilient, fair and prosperous place to live and work, and puts fairness and social justice at the heart of achieving climate goals. To be successful, all of Halton needs to benefit from the transition to a decarbonised economy and no sections of the population can be left behind.

### Themes/Programmes of Work.

Underpinning our vision, are four core areas of climate action that will guide the Council:

- Cutting emissions / decarbonisation – this is called climate change **mitigation**;
- Adapting to the physical changes of climate change – climate change **adaptation**; and
- Actively removing greenhouse gas emissions from the atmosphere (such as by tree planting or direct capture of flue gases) – **carbon sequestration**.
- Securing local economic benefits and social value from the Council moving to net zero carbon - **Green Growth**.

In terms of the climate emergency, the priority has to be on rapid decarbonisation and sequestration because this is what is essential to reduce global warming and achieve longer-term carbon removal. For example, trees can remove carbon from the atmosphere, but they take time to grow, so an early start on this forms one of the Council's 2022 initiatives – The Big Halton Forest.

The above four core areas of climate action have been applied to Council activities listed under 'Key Actions'. A number of the actions specifically address the fuel poverty agenda and the work contained within the Affordable Warmth Plan. Most of the actions of the Plan focus on mitigation and sequestration. The broader strategy that the Council is seeking to develop will be a focus on green growth and adaptation.

# Halton's Commitment to Carbon Reduction

The Council has been working to reduce its emissions since 2006/07. Since that time, overall emissions have reduced from 26338 tonnes of CO2 to 9770 tonnes. In October 2019, the Council strengthened its commitment to carbon reduction by declaring a climate change emergency.

<https://councillors.halton.gov.uk/documents/s59116/Climate%20Change.pdf>

In making these commitments, the Council has recognised the impacts that climate change is having on communities across the UK and the world and the need to reduce greenhouse gas emissions to limit global warming in line with limits recommended by the Intergovernmental Panel on Climate Change.

Halton's Climate Change Emergency Declaration focuses initially on the Council's activities but our ambition is to reduce carbon emissions to net zero by 2040. This plan sets out a series of actions across key themes to allow us to work to that ambition.

Although the Council only has direct control over approximately two per cent of borough-wide carbon emissions, the Council has a role as a community leader to set an example and to encourage and influence others. Our initial ambition is to build on the work completed to date and get our own house in order first. We will do this by delivering actions where the Council has direct control and can deliver an outcome.

We aim to embed climate change in to our decision-making processes. The Council Leader has appointed a Portfolio holder for climate change on the Council's Executive Board.

The Strategic Officer Lead is the Strategic Director Enterprise, Community and Resources. Having declared a climate emergency, we will seek to ensure that the Council's actions are embedded in the organisation through the Executive Board, Policy and Performance Boards, and Policy and Performance Plans. We will also review all policies and plans of the Council that can assist in achieving the aims of this strategy.

A Climate Change Advisory Group of officers has also been established to advise the Portfolio Holder for Climate Change, chaired by the Strategic Director. Further work is to be undertaken from 2022, to refine the costing of the Plan's actions, register the data underpinning the Plan online, develop further information on Bio Diversity, and further explore other issues such as nature-based solutions for climate change mitigation and adaptation and options for refurbishment of empty/void homes.

This is an evidence-based, living plan that will evolve as the Council responds to climate change and as the full extent of climate change impacts become clearer. It is recognised that more actions are needed to make Halton as resilient as possible to the effects of Climate change and to achieve full decarbonisation. The intention is that the Action Plan will grow as technology evolves and improved knowledge and funding becomes available.

The Council has limited powers, finance and responsibilities and much of the change required will need co-operation and support from the private, third sectors and individuals. We will seek to do this by:

- Supporting and encouraging others to take action
- Influencing changes to national policy
- Lobbying for legislative, policy change and funding at national level.

# Halton's Priorities and Themes

Our aim is to be net zero by 2040 for Council activities. This is a significant challenge and we will need to adapt our plans as new technologies and opportunities arise.

This Plan aims to set out a framework for change, identifying some early actions and priorities and setting out our ambitions over the short, medium and long term.

Our Strategic goals and priorities are to:

- Decarbonise the Council estate
- Reduce emissions from transport
- Develop opportunities to increase the amount of renewable energy used by the Council
- Develop and expand our green and open space infrastructure
- Expand the existing walking and cycling routes
- Minimise waste
- Promote health and wellbeing among council residents and staff through its climate policies and actions, including maximising the health co-benefits of climate action.
- Ensure climate action is implemented equitably, through working to reduce rather than exacerbate health and wellbeing inequalities and proportionally targeting areas of greatest need.
- Develop greater understanding of the public health implications of both climate change and council mitigation/adaptation/sequestration strategies locally to inform borough-wide actions.

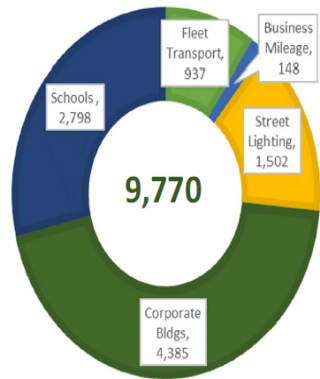


# Measuring the Council's Greenhouse Gas Emissions

## HBC CO2

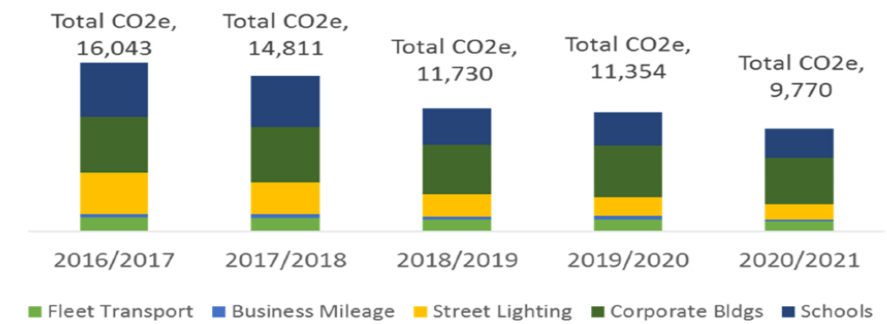
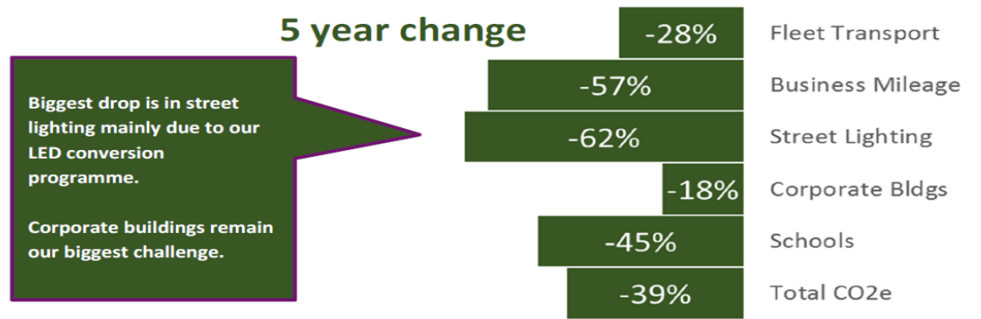


### Current Breakdown (2020/21) tonnes CO2e



### Change since 2019/20

- 14% reduction in overall CO2 emissions
- 17% Reduction in electric consumption
- 16% reduction in CO2 emissions associated with fleet transport.
- 58% reduction in CO2 emissions associated with Business Miles.
- 16% reduction in CO2 emissions associated with Street Lighting
- 10% reduction in CO2 emissions associated with Corporate Buildings
- 13% reduction in CO2 emissions associated with School buildings



Definition - In terms of measuring carbon reductions there are 3 scope emissions as defined by the most widely used international accounting tool, the Greenhouse Gas (GHG) Protocol.

Scope 1 covers emissions from sources that an organisation owns or controls directly – for example from burning fuel in our fleet of vehicles (if they're not electrically-powered).

Scope 2 are emissions that an organisation causes indirectly when the energy it purchases and uses is produced. For example, for our electric fleet vehicles the emissions from the generation of the electricity they're powered by would fall into this category.

Scope 3 encompasses emissions that are not produced by the organisation itself, and not the result of activities from assets owned or controlled by them, but by those that it's indirectly responsible for, up and down its value chain. An example of this is when we buy, use and dispose of products from suppliers. Scope 3 emissions include all sources not within the scope 1 and 2 boundaries.

Essentially, scope 1 and 2 are those emissions that are owned or controlled by an organisation, whereas scope 3 emissions are a consequence of the activities of the organisation but occur from sources not owned or controlled by it.

# Impacts of Climate Change

There is a substantial body of evidence that emissions from human activities are causing global temperatures to rise, resulting in melting ice caps and leading to a rise in sea levels. These also increase severe weather events impacting on our local communities.

Warmer temperatures over time are changing weather patterns and disrupting the usual balance of nature. This poses many risks to human beings and all other forms of life.

The impacts of climate change are being felt locally most notably in increased flooding, storms and heatwaves. Nearly all land areas are seeing more hot days and heat waves; Higher temperatures increase heat-related illnesses and can make it more difficult to work and move around. Wildfires start more easily and spread more rapidly when conditions are hotter.

Changes in temperature cause changes in rainfall. This results in more severe and frequent storms. They cause flooding and landslides, destroying homes and communities, costing millions of pounds.

Drier seasonal weather can also impact on water shortages and crop failure. These impacts may also result in the destruction of biodiversity, wildlife habitats and increase the risk of increased levels of pest and invasive species.

The human health impacts of climate change are wide reaching and increasingly apparent. Increased ambient temperatures and heat stress are directly associated with increased morbidity and mortality from conditions including respiratory and cardiovascular disease, specific heat-related conditions (e.g. dehydration and heat stroke), food and waterborne diseases, and mental illness. Children and the elderly are at particularly high risk from these negative health impacts. Climate change has the potential to result in increased spread of vector-borne (e.g. mosquitos) infections.

Extreme weather including storms and flooding are also associated with injury, death, strain on health services and adverse mental health impacts. In the longer term, increased food and water insecurity is anticipated as a result of climate change, which has massive health impacts.

# What we've done to date

The Council has already taken significant action to reduce its carbon emissions – since we started to measure our carbon footprint in 2006/2007, overall emissions have reduced from 26338 tonnes of CO2 to 9770 tonnes.

## **From 2009 until 2020.**

The Council was given guidelines by the government in 2009, which led to an expectation that public bodies would aim to reduce their carbon emissions by 30% of their 2009 carbon emission baseline by 2020.

The Council calculated its baseline carbon emissions in 2009 as 26825 Carbon tonnes. In reporting year 2020, the Council had managed to reduce its carbon emissions to 11354 carbon tonnes.

This was a reduction of 57%.

## **From 2017 until 2021.**

The Government now expects public bodies to reduce their carbon emissions by 50% by 2031. The new baseline set is now 2017.

The Council's 2017 baseline was 14811 carbon tonnes. In reporting year 2021, the Council had managed to reduce its carbon emissions to 9770 tonnes.

This was a reduction of 34%.

Whilst these figures are encouraging, it may be slightly enhanced by the impact Covid has had on the Council's carbon hungry activities. We will see in the next reporting year if there is any adjustment.

Projects that have contributed to the reduction included:

- LED Street Lighting Replacement Programme – over 15000 columns switched.
- Solar PV installed at various Council sites – producing over 750,000 kWh of renewable energy.
- Installation of a 1.25 MW Solar Farm in Widnes producing energy for the DCBL Stadium – producing on average 900,000kwh per annum.
- Retrofit of the DCBL stadium to install air source heat pumps and LED throughout the building and at pitch level.
- LED retrofits in Council buildings.
- Reduced the number of building we operate.
- Provided over 70km of cycle and walking paths including a dedicated cycle path on the deck of the Silver Jubilee Bridge and improved cycling facilities at Runcorn Station.
- New vehicles entering the Council’s fleet, for example Refuse Vehicles, meet the latest European engine emission standards;

Euro 6 is currently the highest standard for vehicles and 95% of the Council fleet are Euro 6 with the remainder being Euro 5 & 4 making it one of the cleanest fleets in the Liverpool City Region.

We have two electric vehicles in the Halton Borough Council fleet and are reviewing vehicle procurement options.

Council vehicles are fitted with IT software to ensure the best routes are used and driver behaviour is monitored so they use less fuel.

- Installed EV chargers at Council locations and throughout residential areas.
- Increased the number of trees and woodland we have in the Borough which improve the character of an area and provide environmental benefits to reduce carbon and encourage natural habitats. We also manage 11 nature reserves in the Borough.
- Supported the delivery of various housing retrofit schemes in partnership with registered social landlords and Energy Project Plus, and undertaken affordable warmth campaigns and approved numerous eco-funding and Eco-Flex applications.

# Future Key Actions

<b>BUILDINGS</b>	<b>Action to be taken</b>	<b>Time frame for Delivery</b>	<b>Council Lead</b>
<b>B1</b>	Carry out decarbonisation works at the DCBL Stadium, inclusive of LED lighting, increased insulation, and electrification of heat and hot water via installation of ASHP's.	Completion by Spring 2022.	Divisional Manager Property
<b>B2</b>	Commission decarbonisation feasibility studies to all buildings in phases and subject to funding to develop a decarbonisation work programme required.	Initial 6 studies to be completed by Spring 2022. All feasibility studies completed by 31.3.27.	Divisional Manager Property
<b>B3</b>	Create a MicroGrid energy network between The DBCL Stadium, Lowerhouse Lane Depot, The Municipal Building & the proposed New Halton Leisure Centre, subject to funding.	Completion by 31.3.24	Assistant to the Chief Executive & Divisional Manager Property
<b>B4</b>	Undertake decarbonisation works at various buildings on a phased rolling basis, subject to funding.	Phase 1 buildings completion by 31.3.26. Phase 2 buildings completion by 31.3.30. Phase 3 buildings completion by 31.3.34. Phase 4 buildings completion by 31.3.38.	Divisional Manager Property

<b>B5</b>	Irrespective of B4 above, develop an LED Lighting retrofit programme to Corporate buildings on a phased basis, subject to funding. Initial phase has commenced to the Municipal Building, Runcorn Town Hall and Rutland House.	Completion of initial phase by 31.3.23. Completion of further phases by 31.3.32.	Divisional Manager Property
<b>B6</b>	Irrespective of B4 above, develop a Solar/PV installation programme to suitable Corporate buildings on a phased basis, subject to funding.	Completion by 31.3.32.	Divisional Manager Property
<b>B7</b>	Ensure carbon reduction is a key feature of the design and construction of the new Halton Leisure Centre	Completion by 31.9.24.	Divisional Manager Property
<b>B8</b>	As part of the Council's approach to hybrid working undertake a building rationalisation review	March 2023	Divisional Manager Property

<b>FLEET TRANSPORT</b>	<b>Action to be taken</b>	<b>Time frame for Delivery</b>	<b>Council Lead</b>
<b>F1</b>	Undertake feasibility studies for charging infrastructure and the introduction of low carbon emission vehicles at all Council sites that operate fleet vehicles / plant & machinery.	December 2023.	Divisional Manager Transport
<b>F2</b>	Continue the rollout of EV charging infrastructure.	2022/2026.	Divisional Manager Transport
<b>F3</b>	In line with the current vehicle replacement cycle, phase out combustion engine fleet assets.	2022/2035 Subject to alternatively fuelled asset availability, charging infrastructure and funding.	Divisional Manager Transport

<b>HOMES &amp; REGENERATION</b>	<b>Action to be taken</b>	<b>Timeframe for Delivery</b>	<b>Council Lead</b>
H1	Implement the strategy for decarbonisation of existing homes, prioritising the approximately 7,700 most energy inefficient homes and those households experiencing or at risk of fuel poverty.	2030	Green Growth Officer
H2	Develop a strategy to accelerate delivery of Net Zero new build homes within the Borough ahead of UK Government targets and introduction of new Future Homes Standards, including use of Council land to deliver a demonstration project.	2025	Green Growth Officer
H3	The Council will work with partners to explore establishing a Green Growth Business Alliance – to secure the local economic benefits from the transition to Net Zero.	2023	Business Improvement & Growth Team
H4	Explore options to address Empty /void homes.	2022 - 2040	Operational Director Regeneration



<b>ENVIRONMENT SERVICES</b>	<b>Action to be taken</b>	<b>Time frame for Delivery</b>	<b>Council Lead</b>
ES1	To explore opportunities to help develop the Borough's 'green infrastructure' through the creation of a diverse forest in Halton - The Big Halton Forest Project. The ambition is to plant at least one tree per person in the Borough by 2030 - circa 130,000 trees.	2022-2030.	Divisional Manager - Environment Services
ES2	To seek appropriate funding required to provide the necessary resources and finances to realise each ambition of The Big Halton Forest Project and the delivery of Actions ES3-ES5.	2022-2029	Divisional Manager - Environment Services
ES3	Appoint Project Lead Officer. Establish project parameters and develop a Project Action Plan.	2022-2023	Divisional Manager - Environment Services
ES4	Commission studies to identify potential suitable sites, including public and private locations through consultation with landowners, and carry out other	2022-2030	Divisional Manager - Environment Services

	studies including, but not limited to, ecological surveys.		
ES5	Create package of deliverable schemes that meet project targets and ambitions with a range of tree planting that best suits each particular situation.	2022-2030	Divisional Manager - Environment Services
ES6	Habitat loss caused by any new development within the Borough will be mitigated to ensure that there will be an overall increase in biodiversity post-development.	Ongoing	Divisional Manager - Environment Services
ES7	To introduce initiatives and services to achieve a target to re-use or recycle 60% of municipal waste by 2030, and 65% of municipal waste by 2035.	2022-2035	Divisional Manager - Environment Services

<b>PLANNING AND DEVELOPMENT</b>	Action to be taken	Timeframe for Delivery	Council Lead
PL1	Through the Local Plan, the Council will seek to support the deployment of low carbon solution will seek to build and expand on this. (Halton Local Plan Policy GR5). Develop guidance for developers.	Summer 2023	Divisional Manager Planning
PL2	Through the Local Plan, the Council will support the protection enhancement and expanding infrastructure (including but not exclusively, parks and open spaces, amenity green space and cycle and pedestrian routes). (Halton Local Plan Policy CS21). Develop guidance for developer.	Summer 2023	Divisional Manager Planning
PL3	Through the Local Plan, the Council will seek to ensure that development will only be permitted where there is no flood risk (Halton Local Plan policy HE9). Develop guidance for developer.	Summer 2023	Divisional Manager Planning

<b>EDUCATION, INCLUSION &amp; PROVISION.</b>	<b>Action to be taken</b>	<b>Time frame for Delivery</b>	<b>Council Lead</b>
<b>E1</b>	To continue working with colleagues in Transport Co-ordination to promote the Council's Home to School Travel & Transport Policy ensuring sustainable modes of transport are the preferred choice.	Reviewed Annually	Interim Operational Director: Education, Inclusion and Provision
<b>E2</b>	To work with the Department for Education (DfE) on delivery of the Social, Emotional & Mental Health Free School (secondary provision) in Widnes to reduce the need for pupils to attend out-borough provision with the associated transport implications.	September 2023	Divisional Manager Inclusion
<b>E3</b>	To work in conjunction with colleagues in Property Services to identify a rolling programme of capital works to support Halton's schools in reducing their overall carbon footprint, including the replacement of lights to LED fittings as part of electrical rewiring works.	September 2030	Capital Programme Officer
<b>E4</b>	To work in conjunction with colleagues in Property Services to replace single glazing windows in Halton schools with double glazing windows.	August 2026	Capital Programme Officer
<b>E5</b>	Undertake a programme of roof replacement works in Halton schools, including the provision of insulation in roof spaces where appropriate.	Ongoing	Capital Programme Officer
<b>E6</b>	To develop existing programmes of sustainable modes of travel to school.	Ongoing	Road Safety Co-ordinator

PUBLIC HEALTH	Action to be taken	Time frame for Delivery	Council Lead
PH1	Examine carbon emissions from public health service work to identify areas for improvements in terms of decarbonisation and increasing sustainability.	March 2023	Consultant in Public Health; Public Health registrar; Foundation Doctors
PH2	Advocate for and work towards reducing carbon footprint within programmes and services e.g. through building localisation of products and workforce into service contractual arrangements, procurements and commissioning; developing sustainability-related scoring criteria for commissioning and procurement; developing mechanisms for monitoring sustainability performance within internal service delivery and external contract management.	Ongoing	Consultant in Public Health; commissioning leads; service delivery leads; contract managers
PH3	Integrate systematic consideration of climate change impact and sustainability within public health planning, commissioning and service delivery (e.g. impact assessments).	March 2023	Consultant in Public Health; Public Health registrar; commissioning and service delivery leads
PH4	Oversight of the ECO Flex funding scheme (partly efforts to tackle fuel poverty)  1): Define and approve future revisions to local eligibility criteria for Energy Company Obligation flexible eligibility (ECO Flex), jointly with Liverpool City Region local authorities; ensuring funding is	April 2022	Consultant in Public Health

	available to target vulnerable and energy inefficient households.		
PH5	Oversight of the ECO Flex funding scheme (partly efforts to tackle fuel poverty)  2): Review and approve applications for ECO funding according to eligibility criteria,	Ongoing	Consultant in Public Health
PH6	Building Healthy Homes: continued oversight and regulation of home standards for the private rented sector.	Ongoing	Environmental Health Team
PH7	Continued air quality monitoring, data sharing, licensing and advocacy; continued management of air quality issues and working to meet air quality standards.	Ongoing	Environmental Health Team
PH8	Advocate for health-in-all policy making and prioritisation of public health across the council; specifically promoting systematic consideration of public health implications and health impacts of the council's sustainability actions, and promoting targeting of areas/groups in need and alleviation rather than exacerbation of health inequalities.	March 2023	Consultant in Public Health; Climate Change Advisory Group public health representative(s); commissioning leads
PH9	Build awareness and understanding within the council and more widely of the public health implications of climate change and the potential co-benefits to health and wellbeing from adaptation and mitigation sustainability actions.	December 2022	Consultant in Public Health; Public Health registrar; Public Health Intelligence Team

	<p>This will be done through advocacy, data/information collection &amp; sharing, supporting climate literacy training, and development of a joint strategic needs assessment (JSNA) on local public health impacts of climate change and adaptation/mitigation actions. The JSNA will feed into the borough-wide climate change strategy, ensuring prioritisation of health and crucially will involve identifying evidence-based public health actions and interventions for climate change adaptation and mitigation.</p>		
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<b>PROCUREMENT</b>	<b>Action to be taken</b>	<b>Time frame for Delivery</b>	<b>Council Lead</b>
PR1	Environment – Social Value Donation to parks/open spaces of trees/shrubs/ bench or playground equipment.	2022-2025	Procurement Manager
PR2	Minimise Waste – introduce Eco-friendly products within contract specifications where relevant and proportionate i.e. catering and cleaning materials.	2022-2025	Procurement Manager
PR3	Locally Based Supply Chain - Increase value thresholds to support local trading opportunities to SME's and VCSE's.	2022-2025	Procurement Manager
PR4	Influence the supply chain to improve sustainability in the supply of goods and services ensuring that relevant Social, Environmental and economic issues are considered where appropriate.	2022-2025	Procurement Manager
PR5	Consider the carbon impact of any purchasing decisions, ensuring products can be recyclable at the end of their life cycle wherever possible.	2022-2025	Procurement Manager



<b>TRAINING/EMBEDDING CLIMATE CHANGE INTO COUNCIL POLICIES</b>	<b>Action to be taken</b>	<b>Timeframe</b>	<b>Council Lead</b>
<b>T1</b>	Develop a carbon reduction/climate change training programme for elected members, key officers and staff.	Commence Autumn 2023	Learning and Development Manager
<b>T2</b>	Incorporate requirement to carbon reduction in the development of Service Business Plans.	Ongoing	Learning and Development Manager
<b>T3</b>	As existing policies are reviewed, carbon reduction and alignment with the Council's climate change declaration be reviewed.	Ongoing	All Operational Directors
<b>T4</b>	The impact of climate change be assessed for all Council Capital Projects and external funding bids.	Ongoing	All Operational Directors
<b>T5</b>	Corporate Plan review to include climate emergency as part of the review of priorities.	2022	Management Team

# Monitoring and Evaluation

Implementation of the Action Plan will be overseen by the Council's Climate Change Advisory Group and actions will be monitored by key officers identified in the Plan.

Progress will be reported quarterly to the Lead Portfolio Holder. Annual Progress reports will be made to the Executive Board and appropriate Policy and Performance Board, as part of the Council's Performance reporting framework. This process will set out progress against each action, review its appropriateness and revise actions as appropriate.

Implementation of the Plan will require significant financial resources. This will be required at a time when the Council continues to face significant financial pressures. However, The Council will look to be innovative with its existing resources.

During the lifetime of the plan, the Council will explore alternative funding opportunities and investments to support the delivery of the actions contained within the Plan. The Council's External Funding Team will prioritise sourcing additional funding to help deliver the priority climate change initiatives. The Team will also promote 'green' funding opportunities to external partners.

# Partnerships

We recognise in the longer term the need to working with partners, local business and our communities to tackle carbon emissions in the wider Borough. There are already many communities, business and organisations that are exploring greener ways of working and living.

We recognise there is much more to do and as we develop our internal actions, we will seek to strengthen partnerships, and support and influence people and organisations to develop ideas around the climate change agenda.

## Housing

The Council are in a good position for future delivery, with a number of established and newer partnerships formed. These are focussed on working collectively, both locally and across the City-Region, to secure investment in local housing stock to reduce carbon emissions and support residents to reduce impact of fuel poverty and help them warm their homes.

Since early 2021, the Council has held a monthly meeting with social housing providers to plan and coordinate retrofit housing energy improvement projects within the Borough. More recently, the Council has entered into a service level agreement with Energy Projects Plus, a local fuel poverty and environmental charity, to provide residents with free, impartial support to warm homes and reduce energy costs.

## Business

Investment in the transition to Net Zero in Halton (and indeed across the Country) present a significant economic and business growth opportunity. The Council's Business Improvement and Growth Team already works with different sector businesses to help them to have the right networks, skills and accreditations to secure contracts and supply chain opportunities; and are talking to training providers to develop Halton's workforce with the skills and knowledge in green technologies to deliver Net Zero. In recognition of the likely acceleration in pace to Net Zero and associated economic

opportunities, the Council will work with partners including Halton Chamber and Riverside College to explore establishing a Green Growth Business Alliance.

### Community Partnerships

Whilst the Council recognises it is well placed as community leader to shape and influence carbon reduction within the borough, it recognises that partners and local residents also play a significant role in reducing carbon production across the borough.

Whilst this Plan focus predominantly on the Council activities during the lifetime of the plan, it will seek to explore the development of a Climate Change Community Partnership. To include representatives from colleges, housing providers, faith and voluntary groups, etc.

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

Document is Restricted

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