



Executive Board

Thursday, 19 January 2023 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

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2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
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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.

9. DEPUTY LEADER PORTFOLIO

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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, 8 December 2022 in Halton Stadium, Widnes

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

Apologies for Absence: None

Absence declared on Council business: None

Officers present: S. Young, M. Vasic, M. Reaney, E. Dawson and G. Ferguson

Also in attendance: Councillor P. Lloyd Jones. One member of the press.

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

	<i>Action</i>
<p>EXB51 MINUTES</p> <p>The Minutes of the meeting held on 19 November 2022 were taken as read and signed as a correct record.</p>	
LEADER'S PORTFOLIO	
<p>EXB52 DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 2 2022 - 23</p> <p>The Board considered a report of the Operational Director – Policy, People, Performance and Efficiency, on progress against key objectives/milestones and performance targets for the second quarter period to 30 September 2022, for the People Directorate (Children and Young People; and Adult Social Care and Health); and the Enterprise, Community and Resources Directorate.</p> <p>The Board was advised that the Directorate Performance Overview Report provided a strategic summary of key issues arising from the relevant quarter for each Directorate and was aligned to Council priorities or functional areas. The Board noted that such information was key to the Council's performance management arrangements and Executive Board had a key role in monitoring performance and strengthening accountability. Performance Management would continue to be important in</p>	

the demonstration of value for money and strengthening accountability.

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

CHILDREN AND YOUNG PEOPLE, EMPLOYMENT, LEARNING AND SKILLS, AND HEALTH & WELLBEING PORTFOLIOS

EXB53 RIGHT TO SUCCEED

The Board had previously received a report from the Strategic Director, People, on the Right to Succeed initiative and had agreed to support the development of the initiative in the Halton Lea Ward (Minute EXB70/21 refers). The Right to Succeed team had been working in Halton Lea with a multi-agency steering group on the discovery phase. This had involved engagement and consultation with local residents and professionals via interview, surveys, workshops, focus groups and public consultation events in order to understand the perspectives of the Halton Lea community and their priorities. The themes that had emerged from the consultation were set out in the report.

Subsequently the steering group had considered the findings and had set out recommendations for:

- A family support hub model that included focussed support for SEND;
- An education strand working with local schools to better equip education providers at the five partner schools to understand child development challenges; and
- To co-design a localised youth offer.

The report outlined the overall Halton Lea Right to Succeed objectives and the long lasting outcomes which the project would achieve.

On behalf of the Board, the Children and Young People Portfolio, Councillor McInerney, thanked Nicola Goodwin for her work on this initiative.

RESOLVED: That the report be noted.

CHILDREN AND YOUNG PEOPLE PORTFOLIO

EXB54 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

The Board considered a request to waive compliance with Procurement Standing Orders 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 July 2023 to 30 June 2024. The value of the contract extension for one year was £491,633. All local authorities had agreed to continue with a joint commissioning approach with Halton acting as the lead.

RESOLVED: That

- 1) the report be noted; and
- 2) approval be given to the recommendation that the contract with We are With You be extended for a further twelve months without going through the Procurement process, in pursuance of Procurement Standing Order 1.14.4 (non-emergency procedures – exceeding a value threshold of £100,000), seeking to waive part 3.1 and 3.2 of Procurement Standing Orders.

Strategic Director
- People

EXB55 THE FUNDING FORMULA FOR MAINSTREAM SCHOOLS
AND ACADEMIES FOR 2023-24

The Board considered a report of the Strategic Director – People, which presented the proposal for the Dedicated Schools Grant (DSG) Schools Block Funding Formula for Halton’s mainstream schools and academies for the Council’s financial year 2023-24.

The report described how the DSG was split and how the National Funding Formula (NFF) was used by the Department for Education (DfE) to calculate the Schools Block element of the DSG allocated to Halton.

The Board was required to make a decision on the funding formula to be adopted for 2023-24. Further to the consultation paper sent to all schools (appendices A and B) and after its consideration at Schools Forum, it was agreed by them that the adoption of the NFF method, principles and rules should continue to be applied to mainstream schools and academies.

RESOLVED: That the Board approves the continuation of the National Funding Formula for 2023-24.

ADULT AND SOCIAL CARE PORTFOLIO

EXB56 HEALTH PPB SCRUTINY TOPIC 2021/22

The Board considered a report on the recent Scrutiny Review undertaken by the Health Policy and Performance Board (PPB). On behalf of the PPB, the Chair - Councillor P. Lloyd Jones, attended the meeting to present to the Board the outcomes of the Review and the proposed action plan.

The Board was advised that the scrutiny topic considered was the North West Association of Directors of Adult Social Services (NWADASS) Elected Member Commission report entitled 'The impact of Covid-19 on People with Care and Support Needs, their Families, Carers and Communities'. The topic group had met on a number of occasions and a final report was presented to the Health PPB on 27 September, and an action plan was agreed.

The attached report explained how the review was conducted, the information that was considered by the topic group and the actions agreed in relation to each of the ten NWADASS recommendations.

RESOLVED: That the contents of the attached report, in particular the action plan be noted.

HEALTH AND WELLBEING PORTFOLIO

EXB57 AWARD OF CONTRACT FOR COMMUNITY INFECTION PREVENTION AND CONTROL SERVICE - KEY DECISION

The Board considered a report of the Director of Public Health, which sought approval to the award of a contract for the Community Infection Prevention and Control Services to Bridgewater Community Healthcare NHS Foundation Trust for the provision of community infection, prevention and control services on behalf of Halton, Warrington and St Helens councils.

It was noted that the current contract would end on 31 March 2023 and St Helens Council as lead commissioner had undertaken a retender process. Subsequently one tender submission was received from Bridgewater Community Healthcare NHS Foundation Trust. The tender had been evaluated in three stages and in each Bridgewater had achieved or exceeded the required standards. The tender submitted was for £443,527k which was within budget.

Reason for Decision

To ensure business continuity and maintain provision in infection, prevention and control services across the Borough.

Alternative options considered and rejected

To issue a Direct Award for a limited period to the current provider, this does not provide a stable environment for the service area. Impacting on performance and service delivery to service users.

Implementation date

The contract will commence from 1 April 2023.

RESOLVED: That the Board approve the proposal to award the contract for Community Infection Prevention and Control Services for Halton to Bridgewater Community Healthcare NHS Foundation Trust.

Director of Public Health

EXB58 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 paragraphs 2 and 3 of Schedule 12A of the Local Government Act 1972.

ADULT SOCIAL CARE PORTFOLIO

EXB59 DOMICILIARY CARE CONTRACT – REQUEST FOR A ONE-YEAR CONTRACT EXTENSION

The Board considered a report of the Strategic Director – People, which sought approval to commence with a pre-determined contract extension to the current Domiciliary Care and Personal Care Services Contract. The contract extension period would be from 2 April 2023 to 1 April 2024.

RESOLVED: That the Board

- 1) note the contents of the report; and
- 2) approve the request for a one year contract extension to the Domiciliary Care and Personal Care Services Contract, in compliance with Procurement Standing Order 1.15.3

Strategic Director
- People

MINUTES ISSUED: 13 December 2022

CALL- IN: 20 December 2022 at 5.00 pm

Any matter decided by the Executive Board may be called in no later than 5.00pm on 20 December 2022.

Meeting ended at 12.20 p.m.

REPORT TO:	Executive Board
DATE:	19 th January 2023
REPORTING OFFICER:	Operational Director – Finance
PORTFOLIO:	Leader
SUBJECT:	Transformation Programme and Budget Proposals 2023/24 to 2025/26
WARD(S):	Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To recommend to Council revenue budget savings proposals and the implementation of a transformation programme, for the three year period 2023/24 to 2025/26.

2.0 RECOMMENDED: That;

- (i) The Council's latest financial position and forecast budget gaps, as outlined within section three of the report, be noted;**
- (ii) Council be recommended to approve the budget savings proposals for 2023/24 to 2025/26 presented in Appendix 1;**
- (iii) Council be recommended to approve the three year transformation programme and funding arrangements, as outlined within section five of the report.**

3.0 LATEST FINANCIAL POSITION

- 3.1 The Medium Term Financial Strategy (MTFS) reported to Executive Board on 17 November 2022, forecast significant revenue budget funding gaps for the Council over the next three years. Since then we have continued to experience the national and local economic impacts of the conflict in Ukraine, the residual impact of the Covid pandemic, rising inflation, and political instability at a national level. All of these factors have impacted upon the financial forecast.
- 3.2 The MTFS has continued to be updated as further information has become available, particularly in light of the volatile position regarding pay and price inflation.
- 3.3 On 19 December 2022 the provisional Local Government Grant Settlement was announced, which provided a marginal improvement in Halton's funding position. However, with continuing inflationary increases and service demand pressures, the latest MTFS still forecasts a total

budget funding gap of around £25m over the next three years, with a gap of £17m for 2023/24. The forecast assumes that for 2023/24 the Council will apply the maximum permitted general council tax increase of 2.99% and will also levy a 2% social care precept.

- 3.4 It was also confirmed through the provisional Grant Settlement, that there will be no reforms to the Local Government funding regime during the current Parliament at least. Therefore, there will not be any changes to the national funding distribution formula which might benefit Halton. The final Grant Settlement is expected to be received at the end of January.

4.0 BUDGET SAVINGS PROPOSALS 2023/24 TO 2025/26

- 4.1 In setting the 2022/23 revenue budget, the Council agreed to use a significant amount of its useable reserves. This was done in order to provide time to establish an approach to identifying budget proposals over a three year period, which would bring the Council's budget onto a long-term, sustainable basis.

- 4.2 To this end, during the past year the Budget Working Group has led a process to review the budgets of all Council services and identify savings proposals over a three year period 2023/24 to 2025/26.

- 4.3 Each Department was required to review their budgets, by completing a questionnaire in respect of each individual service area. The questionnaire asked a number of challenging questions, regarding how services might be delivered differently, at lower net cost, and identifying potential service implications. Each Operational Director presented the outcome of their reviews to Management Team.

- 4.4 The Budget Working Group reviewed the outcome of this exercise and the resulting budget savings proposals totalling £6.881m over the three year period, are presented in Appendix 1.

- 4.5 However, it became apparent that in order to identify sufficient savings to bridge the forecast budget gaps, a far more fundamental approach would be required to transform service delivery.

5.0 TRANSFORMATION PROGRAMME 2023/24 TO 2025/26

- 5.1 The Council previously agreed to adopt a three year approach to setting a balanced budget, on the basis that:

- All of the "easier" savings had been taken in previous years
- Reducing expenditure to the levels necessary to balance the budget would require substantial changes to the way we delivered services
- Children's Services need time and support to improve
- The Council had removed much of the capacity to change the organisation in a sufficient timescale to deliver a balanced budget
- Change on this scale would require significant investigation, consultation, culture change and organisation change in order to be deliverable and sustainable - this could only be achieved in the medium term.

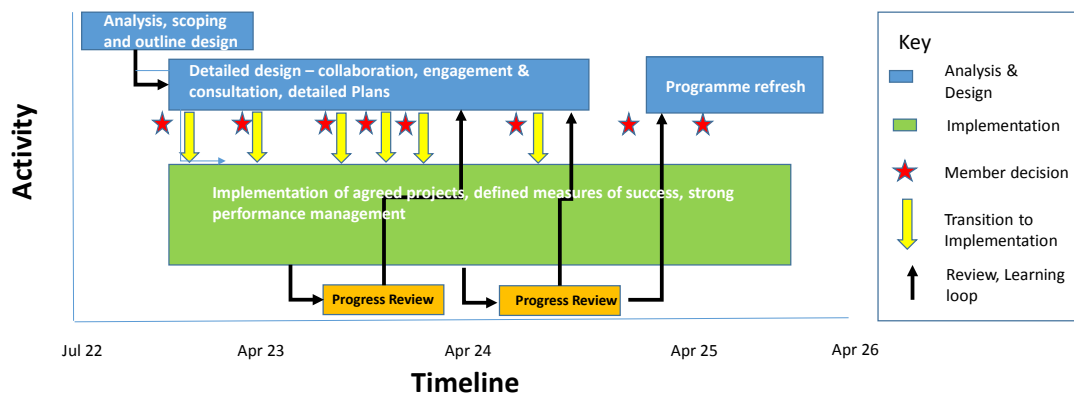
- 5.2 Work began at the end of July 2022 to assess the options for a three year transformation programme that would provide a strategic and deliverable response to the forecast financial challenges anticipated at that time.

Approach to Transformation

- 5.3 Transformation programmes need to have a logic and be grounded in reality. In the public sector the programmes also need ensure that statutory responsibilities are upheld. It is therefore appropriate to compare the Council's delivery track record against other local authorities to identify the limit of what is realistically possible, to understand how others are delivering services at lower costs, to learn about the benefits or pitfalls of other delivery models, and to present a range of options to Members to transform how we deliver services.
- 5.4 The Council does not have an up to date Corporate Plan which would help to set the strategic direction - a project is in place to develop a new Corporate Plan and Vision for the Council and that will inform the transformation work as it evolves.
- 5.5 Initial conversations had identified that due to lack of corporate capacity, the Council had not in recent years systematically benchmarked service performance against other authorities or used comparisons to identify opportunities to change or transform services.
- 5.6 The approach taken has therefore been to:
- Benchmark the Council on both cost and quality from a range of sources against its statistical neighbours, to identify those Councils that in whole or part appear to deliver better or similar outcomes for less cost
 - Use the output from the benchmarking to identify key lines of enquiry to explore with service managers
 - Focus efforts on the areas of most significant opportunity
 - Align identified opportunities with existing initiatives, to determine and outline a three year programme of work that could deliver between £20m to £25m over the three year period
 - Identify the existing resources available within the Council that could support the transformation journey
 - Consult with Members on the shape of the programme, discussing the output of the comparative exercise and the opportunities for further development.
- 5.7 Statistical neighbours has been chosen as a relevant comparison group because of the economic, social, demographic similarities that contribute towards the core drivers of "need" and "demand" for public services. A list of Halton's statistical neighbours is presented in Appendix 2.
- 5.8 Diagram 1 below represents how the transformation programme will be delivered, identifying that projects will not be implemented until approved by Members following detailed design work. We are now at point of completing the outline scoping and design phase of the programme, having identified the key opportunities to be explored.

- 5.9 The next phases of work will be to conduct detailed design on each project, engaging with Members, partners and residents as necessary and to bring back the case for change for Members’ approval before beginning implementation immediately thereafter. Implementation resources will be applied to each of the projects.
- 5.10 Regular reviews of progress will be made, identifying progress against key success measures for each project and what adjustments need to be made to the project or programme. This will form part of the Transformation Programme Governance Framework.
- 5.11 It should be noted that given the economic and political/legislative uncertainties that exist, the programme should be regularly re-visited and revised/adapted to fit with the new environment. That may require new projects to be established, a new approach to service design, and / or further acceleration of projects.

Diagram 1 - Transformation Programme Structure



Shape of the Programme

- 5.12 Comparing Halton’s average spend per household relative to our statistical neighbours, identifies that in many areas our expenditure per household is higher. Table A below compares the financial year 2021/22 Outturn and 2022/23 Budget against statistical neighbours showing that if we were spending at a similar level to the average of the statistical neighbour group, Halton would be spending between £17m and £21m less.

Table A

	2022/23 Budget			2021/22 Outturn			Percentage of 2022/23 Budget
	Halton (£ per Household)	Stat Neighbour Average (£ per Household)	Net Value of gap to Stat. Neighbour Ave (£)	Halton (£ per Household)	Stat Neighbour Average (£ per Household)	Net Value of gap to Stat. Neighbour Ave (£)	
Adults	966.33	781.43	10,835,140	938.81	728.36	12,174,112	40.38%
Childrens	565.22	546.38	1,104,024	643.93	582.52	3,552,446	27.19%
Waste & Recycling	169.97	161.12	518,610	162.49	155.14	425,183	7.02%
Parks & Open Spaces	96.04	57.21	2,275,438	99.43	55.96	2,514,653	3.09%
Leisure	102.47	51.5	2,986,842	87.38	47.57	2,302,929	3.13%
Other Services	232.27	240.12	-460,010	261.7	258.12	207,096	9.70%
Notes:							
	<i>Other Services are Highways (excl. Mersey Gateway), Housing, Culture, Environment (excl. Waste and Street Cleansing), and Planning and Development.</i>						
	<i>Leisure includes Leisure Services, Libraries and the Stadium.</i>						
	<i>Leisure sites in Halton were closed for part of 2021/22 which led to decreased costs in the 2021/22 outturn data.</i>						
	<i>Excluded Knowsley from 2021/22 Open Spaces figures due to incomplete data.</i>						
	<i>Education is excluded altogether as these costs are affected by the number of academy schools.</i>						
	<i>Public Health is excluded as this is fully funded from the ring-fenced grant.</i>						

- 5.13 Exploring the potential reasons for these variations with officers has identified a variety of explanations and therefore opportunities, with these opportunities shaping the work to be delivered in the transformation programme.
- 5.14 It should be noted that this initial analysis is only the beginning of a constant process of comparison and evaluation that will change the way in which the Council assesses performance and identifies where further changes in service delivery are required.
- 5.15 Additionally, the phasing of the current forecast budget gap has meant that in considering the work of the transformation programme it has been designed so that where practical projects can be accelerated and savings delivered in financial year 2023/24.

“Re-imagining Halton”

- 5.16 It is important that this programme is owned across the Council with a common theme that can be used as the catalyst for change internally and externally. It is proposed that the programme be known as “Re-imagining Halton” in reference to the principles that will enable the Council to successfully re-design services and deliver a sustainable financial position going forward. Work will be undertaken with Members, staff, partners and residents to “re-imagine” how services are delivered.

The Transformation Programme

- 5.17 The recommended Transformation Programme is therefore as follows;

Programme Summaries		ACTIVITY			
		FY22/23	FY23/24	FY24/25	FY25/26
Adults/ Adults with Learning Difficulties					
1	Appropriate identification, submission and award of Continuing Health Care Funding to support health needs of adults in care				
2	Review of existing Supported Living arrangements and design a new strategy and delivery plan for a revised service offer to promote independence including new accommodation solutions				
3	Options appraisal and optimisation of Day Care delivery model to maximise impact and independence across the service				
4	Review the incidence of multiple care package recipients to re-align provision and promote independence.				
5	Increased employment opportunities for individuals with learning difficulties including remodelling support offer, business alignment, training, and work readiness				
6	Review transitions service and needs assessments to redesign service and prevent needs escalation with individuals who do not qualify for support under the Care Act				
7	Introduction of technology to aid hospital discharge, promote independence, improve safeguarding and re-model service delivery				
Childrens Services		FY22/23	FY23/24	FY24/25	FY25/26
8	Re-design Front Door to enhance multi agency offer, new panel arrangements, embracing Systemic Practice principles				
9	Implement Systemic Practice methods of working across the organisation to improve quality				
10	Implement High Cost placement panel and review all high cost placements, and integrate into BAU				
11	Commission Family Group Conference Contract				
12	Analyse potential benefits of PAUSE and commission PAUSE services				
13	Organisational review to establish new organisational design and roles consistent with Systemic Practice model				
14	Develop Digital solutions of social work				
15	Develop outreach work to support prevention in outreach placement work				
16	Develop 16+ housing offer				
17	Implement Juno				
18	Revised residential commissioning arrangement in place				
19	Review therapeutic model with CAHMS				
20	Develop vulnerable adolescent service complimentary to Edge of Care service				
Special Educational Needs		FY22/23	FY23/24	FY24/25	FY25/26
21	Redesign SEN Transport system to include re-designing pathway, re-training staff, improved partnership working, redesigned parent information including web site, re-negotiated contracts				
22	Deliver projects to create additional in-borough SEN provision and reduce out of authority placements				
23	Review needs analysis of children, develop enhance preventative solutions with parents, communities and schools to reduce escalation of needs, evolving relationship with schools and enhancing school inclusion				
Accelerating Development & Growth Income and Asset Rationalisation		FY22/23	FY23/24	FY24/25	FY25/26
24	Identify short term critical posts to initiate acceleration in delivering the Local Plan and recruit				
25	Conduct detailed options appraisal to assess optimum model to accelerate income and reduce revenue risk to the Council				
26	Implement preferred approach to accelerating delivery of the Local Plan				
27	Develop review of Council assets and determine project to rationalise accommodation, improve usage and reduce costs				
Optimised Services		FY22/23	FY23/24	FY24/25	FY25/26
28	Review successful approaches to household waste reduction and increasing recycling. Design new campaign to achieve peer average performance for waste and recycling, and implement sustained campaign				
29	Review other waste services, review contractual arrangements with merseyside waste authority, assess joint working potential, designing new and sustainable waste delivery model				
30	Review parks and open spaces delivery models at other LA's, assess opportunities for greater community involvement, determine options for alternative maintenance arrangements				
31	Review commercial arrangements for Stadium, determine commercial strategy and implement with new offers and revised arrangements with users				
32	Develop and deliver new medium term leisure strategy to increase participation and reduce operating costs in advance of new leisure centre opening including alternative provision considerations.				
33	Build new corporate capacity to support development and sustainability of the Council in adapting to future changes and opportunities including policy, performance management, data insight, communications, organisational development, etc.				
34	Implement new corporate Operating Model to streamline processes, reposition administrative support, drive transparent performance management, create unified "front door" arrangements for residents with partners				
35	Implement new HR systems and processes and reduce reliance on agency staff, simplify administration processes, speed up recruitment and reposition Council in employee market				

Resourcing Delivery of the Transformation Programme

- 5.18 The LGA Corporate Peer Review in 2019 highlighted a lack of capacity and skills within the Council to deliver substantial change. Since then further key posts that support change activity have been removed, e.g. business analysts.
- 5.19 The Council is therefore in a position that it will need to invest significantly in order to successfully deliver this programme. This investment will manifest in a number of ways:
- Seconding existing staff to be dedicated to delivering this programme and developing their capabilities, and backfilling to their existing roles;
 - Recruiting in specialist individuals on a project or fixed term basis to complete specific elements of the programme where those skills do not exist within the Council
 - Commissioning a limited number of consultancy projects to support specialist activity
 - Building additional capability within the organisation to create an organisation that is sustainable including additional IT, business analysts, data analysts, policy support, communications support.
- 5.20 It is proposed that the Council adopt an approach, commonly adopted by other Councils, whereby this investment in transformation is regarded as one-off expenditure in order to deliver a long-term, sustainable, financial position. Government regulations permit such one-off transformation related expenditure to be funded from capital funds, by initially using the Council's own capital receipts as funding and then replacing these by long term borrowing.
- 5.22 The capital accounting treatment of these costs will require the adoption of a "Flexible Use of Capital Receipts Strategy" by Council at its meeting on 8 March 2023. From 2023/24 onwards the one-off transformation costs can then be funded as capital expenditure, whilst the initial expenditure incurred during the current year will be funded from reserves.
- 5.23 Officers have already engaged with the External Auditor to appraise them of the option and will require their endorsement of this approach to proceed. At this stage no obstacles to this approach have been raised. A proposal will also need to be submitted to the Department for Levelling-Up Housing and Communities, to inform them of the Council's intention to proceed with this approach to funding the one-off costs of the Transformation Programme.
- 5.24 It is estimated that a maximum budget for this transformation programme resource be set at £7m over the three year period. By funding this as capital expenditure, the impact upon the revenue budget would therefore be spread over a number of years, most likely 25 on average, with a net impact upon the Council's annual revenue budget estimated at £450,000 per annum.

- 5.25 Any other areas of expenditure that would fall under “business as usual” requirements but which would aid transformation, e.g. upgrading or replacing redundant IT systems, accommodation upgrades, etc would also be funded in the usual way through the capital programme.

6.0 CONCLUSIONS

- 6.1 The latest Medium Term Financial Forecast identifies budget gaps over the next three years totalling £25m with £17m falling in 2023/24.

- 6.2 In setting the 2022/23 budget the Council agreed to use a significant amount of its useable reserves, in order to provide time to establish an approach to identifying budget proposals over a three year period, which would bring the Council’s budget onto a long-term, sustainable basis.

- 6.3 Appendix 1 present budget savings proposals totalling £6.881m over the three year period 2023/24 to 2025/26.

- 6.4 In order to identify sufficient savings to bridge the forecast budget gaps, a more fundamental approach is required to transform service delivery via the implementation of a three year Transformation Programme, as outlined in section 5 above. The one-off costs of delivering the Transformation Programme will be capitalised in accordance with Government Regulations.

- 6.5 Given the significant forecast budget gap remaining for 2023/24, further work will be undertaken to review the assumptions within the forecast, identify further savings proposals, and the scope to use one-off reserves to deliver a balanced budget for 2023/24. This will however only provide a short term financial solution and therefore it is essential for a longer term, sustainable solution to be implemented via the Transformation Programme.

7.0 POLICY AND OTHER IMPLICATIONS

- 7.1 The revenue budget supports the Council in achieving the aims and objectives set out in the Council’s Corporate Plan.

8.0 IMPLICATIONS FOR THE COUNCIL’S PRIORITIES

- 8.1 The revenue budget supports the delivery and achievement of all the Council’s priorities. The budget proposals listed in Appendix 1 have been prepared in consideration of all the Council’s priorities.

9.0 RISK ANALYSIS

- 9.1 Failure to set a balanced budget would put the Council in breach of statutory requirements. The budget is prepared in accordance with detailed guidance and a timetable, to ensure statutory requirements are

met and a balanced budget is prepared which aligns resources with corporate objectives.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 None.

11.0 REASON FOR THE DECISION

11.1 To seek approval for revenue budget savings proposals and the Transformation Programme, for the three years from 2023/24 to 2025/26.

12.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12.1 There is no alternative option, as failure to set a balanced budget would put the Council in breach of statutory requirements.

13.0 IMPLEMENTATION DATE

13.1 The 2023/24 revenue budget will be implemented from 1st April 2023.

14.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1072

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

APPENDIX 1

ADULT SOCIAL CARE DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
ASC1	Housing Solutions	474	Remodel the current service based on good practice evidence from other areas.	0	0	125
ASC2	Telehealthcare	680	Explore alternative funding streams such as Health funding or Disabled Facilities Grants.	0	170	0
			Increase charges / review income.	0	170	0
			Cease the key safe installation service.	0	15	0
ASC11	Dorset Gardens Care Services	471	Cease onsite support and transfer to the domiciliary care contract.	275	0	0
ASC17/18	Quality Assurance Team	395	Review the activities of the Quality Assurance Team, given there are fewer providers for domiciliary care and the transfer of four care homes into the Council.	35	0	0
			Merge the service with the Safeguarding Unit.	0	50	0
ASC12	Meals on Wheels	33	Increase charges to ensure full cost recovery. A procurement exercise will also be completed for the provision of food.	33	0	0
ASC16	Shared Lives (Adult Placement Service)	115	Engage with an external agency currently operating Shared Lives to take over the running of this service. It is anticipated that this would provide an improved service.	0	58	0
ASC19	Voluntary Sector Support	N/A	Review the support provided by Adult Social Care and all other Council Departments, to voluntary sector organisations. This would include assisting them to secure alternative funding in order to reduce their dependence upon Council funding. A target saving phased over two years has been estimated.	0	200	100

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
ASC4	Positive Behaviour Support Service	349	Increase income generated in order to ensure full cost recovery, through increased service contract charges to other councils.	0	100	0
			Review the Integrated Care Board contribution for Adults, to ensure the full recovery of related costs.	0	150	0
ASC6	Bridge Builders	250	Restructure and incorporate within the Care Management front door service, introducing the services currently offered by Bridge Builders to all new referrals.	120	0	0
ASC5	Mental Health Outreach Team	376	Streamline the service and focus on higher needs requiring joint funding from the Integrated Care Board.	140	0	0
ASC21	Mental Health Team Carers Officer	38	Commission the Carers Centre to complete all Carers assessments or undertake the function through the Initial Assessment Team.	38	0	0
ASC15	Learning Disability Nursing Team	424	Cease provision of this service. The service is a Health related function rather than Adult Social Care, but this is a historical arrangement. The Integrated Care Board would need to consider how they want to provide this function.	0	424	0
ASC14	Care Management Community Care Budget	18,982	Attract £500k investment from the pooled budget (BCF) from 2024/25. Undertake work in years 1 and 2 to reduce reliance upon contracted services from 2025/26. Services are currently in the process of being redesigned on a "Strengths Based Approach" ie. focused upon prevention.	0	500	1,000
Total Adult Social Care Department				641	1,837	1,225

CHILDREN AND FAMILIES DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
C1	Ditton and Warrington Road Daycare Centres	52	Closure of Ditton and Warrington Road daycare centres, given the significant on-going net losses at both centres. Sufficient alternative provision exists nearby, as well as in the adjoining nursery schools.	26	26	0
C2	Children's Centres	1,293	Reduce the opening hours of Children's Centres.	12	0	0
			Review the operation of Windmill Hill Children's Centre, where there is the potential to save on premises and staffing costs.	0	0	22
			Target to generate at least 5% additional income by increasing a range of charges at Children's Centres.	20	0	0
C3	Children with Disabilities and Inglefield	858	Explore the potential for selling Inglefield and then purchase two bungalows within the community to provide a more appropriate setting.	0	112	0
Total Children & Families Department				58	138	22

EDUCATION, INCLUSION AND PROVISION DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
EIP1	Education Psychology Service	339	There is excess demand from schools for the Education Psychology Service. The service is valued and there is opportunity to expand our offer and generate additional income.	0	52	0
EIP2	SEN Assessment Team	82	Consideration will be given to funding the full service costs from the High Needs Block of the Dedicated Schools Grant.	0	80	0

EIP5	Commissioning	148	Review with Health colleagues how the Emotional Health and Wellbeing Service for Children in Care, Care Leavers and Carers could instead be provided by Child and Adolescent Mental Health Services (CAMHS) as they are commissioned by the Integrated Care Board.	0	148	0
EIP5	Commissioning	291	Additional funding for Youth Grants has been confirmed for three years from the DfE Holiday Activity and Food Programme grant, therefore core budget can be released.	40	0	0
EIP9	Education Welfare Service	396	There has been increased buy-back of this service from schools and as a result the income budget can be increased.	60	0	0

Total Education, Inclusion and Provision Department				100	280	0
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PUBLIC PROTECTION DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
PH2	Health Improvement Team	2,071	Consolidate the Ageing Well element of the service with the Sure Start to Later Life Service.	0	149	0
Total Public Protection Department				0	149	0

COMMUNITY AND ENVIRONMENT DEPARTMENT

Ref.	Service Area	Net	Description of Saving Proposal	Savings Value
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		Budget £'000		23/24 £'000	24/25 £'000	25/26 £'000
COMM1	The Brindley Theatre	64	Reduce Box Office opening hours from 10am-5pm Monday-Friday to 10am-2pm. Currently 80% of tickets are purchased online or by telephone and this is increasing each year.	10	0	0
			Replace all non-LED lighting in the building. This is estimated to reduce on-stage energy costs by 75%.	10	0	0
COMM3	Sport & Recreation	471	Restructuring the roles and responsibilities of the Sports Development Team	0	36	0
COMM4	Stadium & Catering Services	751	Franchise the concourse only catering services to an external operator.	50	0	0
			An organisational restructure is currently being implemented for Stadium & Catering Services to reflect recent service changes.	40	0	0
COMM6	Area Forums	170	Reduce the base budget provision to £50k temporarily for one year, with all unspent monies in 2022/23 (currently £120k) being carried forward to be spent by the relevant Area Forums in 2023/24. The base budget position will then be reviewed for 2024/25.	120	-120	0
COMM5	Stadium & Catering Services – School Meals	12	Cease to deliver the school meals service, which has made significant losses of over £200,000 for a number of years and is forecast to make a similar loss by year-end. Work would be undertaken with schools over the next two years to support them to secure an alternative means of delivery, whether in-house or via an external provider.	0	0	12
Total Community & Environment Department				230	-84	12

FINANCE DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
F1	Client Finance	109	Increase by £3 per week the charge to clients for the Appointeeships Service to ensure full cost recovery.	45	0	0
F6	Income Control	118	Removal of payment kiosks which are now significantly under-utilised and in need of replacement. The ceasing of annual rental and licence costs will provide a saving. Residents can instead make payments for council tax etc. via the numerous Paypoint outlets across the Borough.	20	0	0
F8	Insurance	1,043	Reduction in the insurance budgets, following a review of claims history over recent years with advice from the Council's insurance broker. The majority of claims are provided for via self-insurance, with external policies providing cover for exceptional or potentially high cost claims.	135	0	0
F9	Internal Audit	300	Restructure in light of potential retirements over the next two years within the Internal Audit Team.	0	0	50
F11	Purchase to Pay	27	Increase in the target income budgets for the Early Payment Scheme (£15k) and the Corporate Card Programme rebate (£15k)	30	0	0
F12	Benefits Processing & Administration	216	Deletion of a 1.0fte vacant Housing Benefit Officer Post and a 0.5fte vacant Visiting Officer Post.	55	0	0
F13	Discretionary Support Scheme	221	Review the roles, procedures and structure of the team.	0	25	0

Ref.	Service Area	Net Budget	Description of Saving Proposal	Savings Value		
				23/24	24/25	25/26

		£'000		£'000	£'000	£'000
F15	Business Rates	-26	Increase the charge to Halton Chamber of Commerce for providing billing and collection of Business Improvement District (BID) income.	2	0	0
F16	Concessionary Travel	1,892	Due to a decrease in passenger numbers following Covid, it is considered that the budget for concessionary travel costs can be reduced. The budget was underspent by £421k (20%) in 2021/22. A reduction in this budget will not prevent any eligible concessionary passenger from still being able to travel.	150	0	0
F17	Council Tax	84	Increase the charges applied when a court summons is issued by 30% (£23), to achieve full cost recovery over the three year period.	40	40	40
F17 Cont.	Council Tax	N/A	Establish a new post dedicated to reviewing council tax exemptions. It is considered at least a 3% reduction in Single Person Discount awards could be achieved, generating approximately £150k of additional council tax income, less the cost of the new post.	116	0	0
F18	Financial Management - Treasury Management	1,152	Closer management of medium- to long-term cash balances will give greater opportunity to invest in higher interest bearing accounts due to increasing interest rates.	300	0	0

Total Finance Department	893	65	90
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ICT AND SUPPORT SERVICES DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
ICT3	External Clients	N/A	Recharge the Youth Offending Services for the full cost of ICT services which are hosted by Halton, but have not thus far been recharged. This approach has been agreed by the Cheshire and Warrington partner councils.	232	0	0

Total ICT and Admin Department				232	0	0
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LEGAL AND DEMOCRATIC SERVICES DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
L4	Marketing, Design and Communications	45	Review the frequency of production of Inside Halton, as part of the wider consideration of the Council's communications strategy required for the Transformation Programme	0	15	0

L5	Mayoral Services	102	Review the various budgets comprising the Mayoral function, with a target to achieve a 20% savings across these.	20	0	0
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Total Legal Services Department				20	15	0
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POLICY, PLANNING AND TRANSPORTATION DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
PPT1	Fleet Management & Maintenance	400	Reduction in the annual contribution to the Fleet Replacement Reserve.	40	0	0
PPT2	Transport Coordination	484	Reduction in the provision of subsidised bus grants. Currently, 14 bus services are subsidised through contracts where there are no commercial services. Passenger utilisation of routes would be assessed to see where reductions can be applied with the least impact upon services.	50	0	0

PPT4	Schemes and Maintenance	1,056	Reduction of 6% in the programmed road maintenance budget.	60	0	0
PPT5	School Crossings	70	Approach the Schools Forum to seek a contribution of at least 50% towards funding the school crossing patrol service, which is a non-statutory service.	35	0	0
PPT6	Traffic	N/A	Consider introducing civil traffic enforcement for traffic violations. Employ private sector civil enforcement officers to issue fines and generate income. It would take 12 months to apply for powers from the DFT and put the scheme in place. The Environment & Urban Renewal Policy & Performance Board will consider this via a Topic Group.	0	150	0

Total Policy, Planning & Transportation Department	185	150	0
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POLICY, PEOPLE, PERFORMANCE AND EFFICIENCY DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
PPPE1	Apprenticeships	198	Reduce the budget which provides for apprenticeship salaries by 50%. More apprenticeships will therefore be attached to vacant posts which are already budgeted for. This may particularly help to fill vacancies in areas where recruitment is difficult.	99	0	0
PPPE4	Organisational Development & Performance	383	Explore whether Organisational Development / Learning and Development activities could be rationalised and restructured to reduce cost, given there is currently a vacant post within the team.	65	0	0

Total PPPE Department	164	0	0
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ECONOMY, ENTERPRISE AND PROPERTY DEPARTMENT

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value		
				23/24 £'000	24/25 £'000	25/26 £'000
EEP1	Capital Works Team	N/A	Increase the level of fee income by increasing the percentage charged or charging by time, including those works not currently charged for.	10	0	0
EEP4	Cleaning Services – Council Buildings	580	Review cleaning arrangements, with a focus on only emptying bins and cleaning toilets daily.	0	100	0
EEP2	Caretaking & Security Services	641	A review and restructuring of caretaking arrangements.	0	52	0
			Reduce security cover at Halton Lea to provide opening/closing and then static guarding 7.00am to 7.30pm Monday to Friday, and 9.30am to 3.00pm on Saturdays to cover the opening hours of Halton Direct Link.	35	0	0
EEP5	Corporate Buildings	927	Generate additional rental income by providing additional office space for external organisations at Rutland House, by letting out the remaining three floors.	120	0	0
EEP6	Facilities Management	165	Restructure the team in light of an expression of interest for retirement.	44	0	0
EEP8	Technical Support & Market Team	392	Restructuring of the team	98	0	0

Total Economy, Enterprise & Property Department	307	152	0
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Halton's Statistical Neighbours

Developed to aid comparative analysis between local authorities, the CIPFA Nearest Neighbours tool uses 40+ socio economic indicators to calculate specific local authority family groups for the purposes of comparison.

These family groups can help to provide an indication of relative variation in service quality and cost, and point to key lines of enquiry to support transformation activity.

Halton's CIPFA Statistical Neighbours are:

- Barnsley
- Calderdale
- Knowsley
- Rochdale
- Doncaster
- Derby
- Oldham
- Rotherham
- St Helens
- Wigan
- Tameside
- Telford & Wrekin
- Walsall
- Wakefield
- Dudley

REPORT TO:	Executive Board
DATE:	19 th January 2023
REPORTING OFFICER:	Executive Director, Children's Services
PORTFOLIO:	Children and Young People
SUBJECT:	School Admission Arrangements 2024/25
WARDS:	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 This report fulfils the Local Authority's statutory requirement to consult upon and then determine the admission arrangements to Halton's community and voluntary controlled schools for whom the Local Authority is the Admission Authority, and to fulfil the statutory requirement to determine Coordinated Admission Schemes for admission to all primary and secondary schools in Halton including Academy, Free School and Voluntary Controlled schools, for the September 2024 intake.

2.0 RECOMMENDATION: That the Board approves the attached School Admissions Policy, Admission Arrangements and Coordinated Schemes for admission to primary and secondary schools for the 2024/25 academic year.

3.0 SUPPORTING INFORMATION

- 3.1 On the 3rd October 2022 Halton Local Authority issued a statutorily required consultation on the proposed admission arrangements and co-ordinated admission schemes for the September 2024 intake to Primary Schools (attached as Appendix 1) and Secondary Schools (attached as Appendix 2). As well as the proposed schemes, the Primary Scheme also included the proposed oversubscription criteria for community and voluntary controlled schools. No amendments to the criteria were suggested as the criteria work well and meet the requirements of the Department for Education's School Admissions Code.
- 3.2 The full consultation was available on the Council's website for parents and carers and any other interested party, and was issued to: all schools for sharing with parents, carers, staff and governing boards, Diocesan Authorities responsible for voluntary aided schools in Halton, all schools in Halton who are their own admission authority, and to all neighbouring local authorities.

- 3.3 The consultation ran until 11th November 2022 and no changes were proposed to the current oversubscription criteria for admission to Local Authority maintained community and voluntary controlled primary schools. All secondary schools in Halton are academies or voluntary aided meaning they are their own admission authority and responsible themselves for consulting and determining their own admissions criteria and their own Published Admission Number (PAN), and any proposed changes they wish to make must be consulted upon and determined in accordance with the statutory requirements regarding consultation and determination detailed in the Department for Education School Admissions Code 2021.
- 3.4 The consultation advised that there would be no individual response to any submissions made, but any responses submitted would be considered by the Council's Executive Board. No responses to the consultation were received.
- 3.5 With regard to the purpose of the consultation that took place, all admission authorities – the Local Authority for community and voluntary controlled schools, and the Governing Boards/Trusts for academies, free school and voluntary aided schools, must ensure that the admission arrangements determined are fair, clear and objective, and fully comply with all statutory requirements. The arrangements proposed by the Council for admission to community and voluntary controlled schools for the 2024/25 academic year reflect those requirements.

4.0 POLICY IMPLICATIONS

- 4.1 The Admissions Policy has been drawn up to maximize parental preference for Halton Local Authority maintained community and voluntary controlled schools. The oversubscription criteria contained within the Policy for community and voluntary controlled schools for whom the Local Authority is the admissions authority, reflect the criteria which are considered good practice and acceptable by the Department for Education.
- 4.2 With regard to the Coordinated Admissions Schemes for admission to primary and secondary schools, parents/carers are invited to express a preference (or preferences) for any school for the relevant age group, and must complete an application form which allows them the opportunity to express those preferences. If the school of preference is undersubscribed then all applications will be successful. If the school is oversubscribed then the oversubscription criteria will be applied and places allocated in accordance with the relevant criteria. The Council applies the admissions criteria determined for community and voluntary controlled schools to applications for those schools, and the Admission Authority (Governing Board/Trust) for academy, free school and voluntary aided schools apply their criteria for admission and notify the Local Authority of the outcome of those applications. The Local

Authority then communicates those decisions to parents/carers on behalf of all schools on the relevant notification date.

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The proposed policy complies with statutory requirements for local authorities who are the admission authority for community and voluntary controlled schools, in ensuring that the admission arrangements to community and voluntary controlled schools are fair and do not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with disability or special educational needs.

6.2 Employment, Learning and Skills in Halton

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

6.3 A Healthy Halton

The School Admission arrangements for community and voluntary controlled schools are aligned to the Council's School Transport policies which promotes and supports measures that encourage local communities to use environmentally sustainable forms of travel, especially walking, cycling, and public transport.

6.4 A Safer Halton

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

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

7.1 The admission arrangements for community and voluntary controlled schools are proposed to maximise parental preference for Halton schools. Any amendment to the current arrangements at this time may reduce parental preference and lead to an increased number of

admission appeals, adversely affecting the intake at some schools. The coordinated schemes for admission to primary and secondary schools are proposed to ensure that statutory requirement to have such schemes in place is met.

8.0 EQUALITY AND DIVERSITY ISSUES

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

9.0 REASON(S) FOR DECISION

9.1 The decision is statutorily required.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

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

11.0 IMPLEMENTATION DATE

11.1 The Policy and co-ordinated schemes will apply for the September 2024 academic intake.

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

Document	Place of Inspection	Contact Officer
School Admissions Code 2021	Children's Directorate	Martin West
School Standards & Framework Act 1998	Children's Directorate	Martin West
Education Act 2002	Children's Directorate	Martin West
Education & Inspections Act 2006	Children's Directorate	Martin West



HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS – 2024/25 ACADEMIC YEAR

- 1.0 This document is intended to fulfil the statutory requirements for admissions into reception class in maintained infant and primary schools.
- 2.0 This Co-ordinated Primary Scheme applies to all those schools detailed on pages 8 and 9 of this document. Halton Borough Council (as the Local Authority - LA) is the Admission Authority for all community and voluntary controlled schools, and the Governing Body of each voluntary aided or academy school is the admission authority for the school.
- 3.0 Parents/carers **must** complete their home LA's preference form, therefore if a non-Halton resident is seeking admission to a Halton school, (or vice-versa) they must complete their own authority's form which will then be forwarded to the relevant authority and LAs will then share any cross border applications for consideration.
- 4.0 Halton residents will be required to complete a Halton preference form and will be given the opportunity to express a preference, with reasons, for up to 3 primary schools regardless of which authority the school is in. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the School Admissions Code. This form will be available on-line and parents are encouraged to apply for a school place via the Halton Borough Council website at www.halton.gov.uk/schooladmissions.
- 5.0 Where a Voluntary Aided School requires supporting information e.g. asking for a reference from a priest or other religious minister for a faith school, or details of baptism etc parents may be required to complete a supplementary form and VA schools **must** inform parents of their requirements within their school's published admission arrangements.
- 6.0 Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided and academy schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the Code. In Halton, as

Appendix 1

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

- 7.0** Admission authorities **must** provide for the admission of all children in the September following their fourth birthday and parents are allowed to request that the date their child is admitted to the school is deferred until the child reaches compulsory school age in that school year. In Halton this already happens. Parents can request their child attends part-time until the child reaches compulsory school age and admission authorities **must** accommodate these requests where it appears to be in the best interest of the child.
- 7.1** As recommended in the School Admissions Code the LA will allow parents/carers to defer their child's entry to school until the child is of compulsory school age, providing the parent applies and is offered the place within the normal admissions timetable, and the place is taken up within the same academic year.
- 7.2** In addition, the LA, as detailed within the Department for Education Guidance document "Admission of summer born children: advice for local authorities and school admission authorities" (updated July 2022) will ensure that flexibilities exist for children whose parents do not feel they are ready to begin school in the September following their fourth birthday. School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case. In these cases the School may seek the professional views of Local Authority officers including the Special Educational Needs Assessment Team, the Education Welfare Service, and the Educational Psychology Service, together with any other agencies who are involved with the child/family.
- 7.3** It should be noted that if a child is presently attending a nursery class/early years setting they do not have an automatic right to transfer to the primary school to which the nursery/early years setting is attached (the only exception being The Grange School which is an all-through school). Parents/carers are required to indicate a preference for a primary school along with all other parents/carers. The same applies for children who already have siblings already at a particular school, parents/carers must complete a preference form along with all other parents.

8.0 APPLYING FOR A PRIMARY SCHOOL PLACE FOR SEPTEMBER 2024

- 8.1** Halton LA publishes online an “Admission to Primary School” booklet (a Composite Prospectus). A letter and information leaflet will be issued to all Halton Primary Schools and will be available at Halton Direct Link Offices, Halton Libraries, on line via the council’s website, and upon request from the Admissions Team. The booklet will be published online in **September 2023** and the on-line application system will be available at the same time.
- 8.2** The preference form will seek three preferences in ranked order. All applications, whether made online or submitted in paper format (by request only) must be submitted by no later than **15th January 2024**. This closing date is a statutorily set closing date. The online application system will not be available after this date and late applications must be submitted on a paper copy of the preference form.
- 8.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring local authorities but **must** complete their preferences on their home LA form.
- 8.4** The Admissions Team will load all preferences onto the database including those received from neighbouring LAs (inter-LA exchange to take place week commencing **Monday 29th January 2024**). Halton LA will then forward all application details, regardless of whether they are first, second and third preferences to all Voluntary Aided schools and Academies where admission is being sought, at latest by **Friday 9th February 2024**. The Admissions Committee of those governing bodies **must** meet and place in ranked order against their criteria the details of all pupils applying to their school. Governing bodies must treat first, second, and third preferences equally against their admissions criteria, and **must** then notify the Admissions Team by **Sunday 3rd March 2024** all pupils’ details in ranked order against their criteria.
- 8.5** The LA will then undertake a final data exchange with neighbouring LAs to ensure that all children have an allocated school by **Friday 15th March 2024**.
- 8.6** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on **Tuesday 16th April 2024**, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carer then it is assumed the place has been accepted.

Appendix 1

8.7 Parents will have until **Thursday 16th May 2024** to lodge any appeals with the LA.

9.0 OVERSUBSCRIPTION CRITERIA

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

- 1) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), and children who appear to the Local Authority as the admission authority for community and voluntary controlled schools to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC);
- 2) Siblings – pupils with elder brothers or sisters including half brothers and sisters and unrelated children **living together as part of the same household**, already attending the school and **expected to continue in the following year**;
- 3) Pupils living nearest to the school measured using the LA's Local Land and Property Gazetteer (LLPG) address point system which measures a straight line distance from the unique address point of the child's permanent address to the unique address point of the school in metres.

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

a) Children who have an Education, Health & Care Plan will be allocated a place at the school named in the Education, Health & Care Plan (EHCP). Where a child with an EHCP is allocated a place this will reduce the number of remaining places available to allocate within the above oversubscription criteria. All placements of children with an EHCP will be determined by the SEND Team and parents of children with an EHCP should discuss this with their child's SEND Coordinator, as an application does not need to be made.

b) If oversubscription occurs within any one of the above criteria 1-3, places will be allocated on distance grounds as described within the distance criteria (3) above. In the instance of a tie regarding distance for the last place to be offered (to two decimal places in metres), a place will be offered using the electronic admission system's random allocation function.

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

Appendix 1

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

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

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

9.2 THE GRANGE ALL THROUGH SCHOOL

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

10.0 LATE APPLICATIONS FOR HALTON PRIMARY SCHOOLS

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

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form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application system is not available after the deadline for application, **15th January 2024**.

11.0 CHANGE OF PREFERENCE

If parents decide to change their preference after the closing date they will need to request and complete another preference form. The on-line facility will not be available after the closing date. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list as detailed in paragraph 14 below. It should be noted that the online application process will cease on the closing date, so parents/carers will need to request and complete a paper copy of the application form.

12.0 CHANGE OF ADDRESS

If a pupil moves house **after the closing date of 15th January 2024 and before 11th February 2024**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made on or after **14th February 2024**, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

13.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE

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

14.0 WAITING LISTS

The LA will maintain waiting lists for oversubscribed community and voluntary controlled primary schools. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term (**31st December 2024**), at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will

be dealt with as an in-year admission and the in-year application process will be applied.

15.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred community, voluntary controlled, voluntary aided trust or academy schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. Appeals will be conducted in accordance with the School Admission Appeals Code. The decisions of independent appeals panels are legally binding on all parties.

Regulations made under Section 1 of the School Standards and Framework Act 1998 limit the size of an infant class (in which the majority of children will reach the age of 5, 6, or 7 during the school year) to 30 pupils per school teacher. Parents will have a right of appeal but an appeal panel can only uphold this appeal if it is satisfied that:

- a) It finds that the admission of additional children would **not** breach the infant class size limit; or
- b) It finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

The decisions of independent appeals panels are legally binding on all parties.

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

16.0 SCHOOLS TO WHICH THIS SCHEME APPLIES:

The LA as commissioner of school places is continually reviewing and monitoring the number of places available against projected pupil numbers and updates head teachers accordingly. It is possible that occasionally, there may be certain geographical areas within the borough where demand for places is higher than the actual number of places available, and the LA will, in discussion with the school, give

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consideration to admitting above a school's Published Admission Number (PAN). Admitting above a school's PAN will only be agreed between the school and the LA where it is confirmed that to do so will not affect the school in the longer term and will not have a detrimental effect on neighbouring schools and providing it does not breach infant class size legislation.

The figure in brackets denotes the school's proposed Published Admission Number for 2024 but may alter as a result of any school reorganisation. Please note that schools for whom the LA are not the admission authority may still be in the process of determining their 2024 PAN and these figures may change as a result of consultation.

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS TO WHICH THIS SCHEME APPLIES:

All Saints Upton C E Voluntary Controlled Primary (30)
 Astmoor Primary (25)
 Beechwood Primary (20)
 Brookvale Primary (40)
 Castlevew Primary (20)
 Fairfield Primary (90)
 Farnworth C E Voluntary Controlled Primary (60)
 Gorsewood Primary (30)
 Hale C E Voluntary Controlled Primary (25)
 Halebank C E Voluntary Controlled Primary (15)
 Hallwood Park Primary (25)
 Halton Lodge Primary (30)
 Hillview Primary (30)
 Lunts Heath Primary (60)
 Moore Primary (30)
 Moorfield Primary (45)
 Murdishaw West Community Primary (30)
 Oakfield Community Primary (40)
 Pewithall Primary (30)
 The Brow Community Primary (25)
 Victoria Road Primary (40)
 Westfield Primary (25)
 Weston Primary (30)
 Weston Point Primary (20)
 Windmill Hill Primary (25)
 Woodside Primary (20)

ALL THROUGH ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:

The Grange (60)

VOLUNTARY AIDED SCHOOLS TO WHICH THIS SCHEME APPLIES:

CHURCH OF ENGLAND:

Runcorn All Saints' CE Aided Primary (20)
St Berteline's CE Aided Primary (44)
St Mary's CE Aided Primary (35)

CATHOLIC:

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

ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:

Bridgewater Park Academy (30)
Daresbury Primary (30)
Ditton Primary (60)
Kingsway Primary Academy (40)
Palace Fields Primary Academy (30)
St Augustine's Catholic Academy (25)
St Michael's with St Thomas C E Primary (30)
Widnes Academy (30)

TIMETABLE FOR SEPTEMBER 2024 PRIMARY ADMISSIONS

15th January 2024
Closing Date for applications

From Monday 29th January 2024
Inter LA exchange of preferences

By Friday 9th February 2024
preference details sent to all VA
and Academy schools to rank
applications in criteria order

By Sunday 3rd March 2024
VA and Academy schools must have
ranked all applications in criteria
order and submitted the details to
the LA

By 15th March 2024
Final exchange of data between
neighbouring LAs to confirm
allocations

16th April 2024
Online notification of offer for
parents submitting preferences
online. Letter posted to parents
submitting paper copy.

By 16th May 2024
Appeals to be lodged with LA



HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR SECONDARY SCHOOLS – 2024/25 ACADEMIC YEAR

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools in September 2024.
- 2.0** Halton Local Authority is consulting on the proposed admission arrangements to determine a co-ordinated scheme which will apply to all secondary schools in the authority's area for the September 2024 intake.
- 3.0** The Scheme will apply to the following schools in the table below. The table also details the proposed Published Admission Number (PAN) for each school, and the type (category) of school:

School	PAN	Type
The Grange	180	Academy
Saints Peter and Paul Catholic High	280	Voluntary Aided
St Chad's Catholic and Church of England Academy	190	Academy
Ormiston Bolingbroke Academy	180	Academy
Ormiston Chadwick Academy	190	Academy
The Heath School	240	Academy
Wade Deacon High School	320	Academy
Sandymoor Ormiston Academy	120	Academy

It should be noted that at the time of writing some schools may be in the process of determining their PAN for 2024, providing they have consulted in accordance with the statutory requirements of the School Admissions Code.

Each Academy School has a Trust who is responsible for determining the admission arrangements for its school. The Governing Bodies of the Voluntary Aided Schools are the admission authorities for these

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

- 4.0** From September 2023 Halton residents will be given the opportunity to complete a common preference form and express a preference, with reasons, for up to 3 secondary schools using this form for a school place in September 2024. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the DfE School Admissions Code. This form will be available on-line and parents/carers are required to apply for a school place via the Halton Borough Council website at www.halton.gov.uk/schooladmissions. Parents/carers should only complete one application form and preferences may include Halton schools and schools maintained by other LAs. Paper forms are available by request only.
- 5.0** Admission authorities i.e. governing bodies for voluntary aided and academy schools **must** ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. All admission authorities must operate an Equal Preference Scheme. Within an equal preference scheme all preferences are considered against each school's published admission criteria. After all preferences have been considered, if only one school named on the preference form can offer a place, the LA will send out an offer of a place. If more than one school can offer a place, parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the oversubscription criteria.
- 6.0 APPLYING FOR A SECONDARY SCHOOL PLACE FOR SEPTEMBER 2024**
- 6.1** Halton LA publishes online an "Admission to Secondary School" booklet (a Composite Prospectus). A letter and information leaflet will be issued to all year 6 pupils attending Halton Primary Schools and Halton resident pupils who attend schools in other LAs, advising parents of the online booklet and application process, and will be available at the Halton Direct Link Offices, Halton Libraries, on line via the Council's website, and from the Admissions Team. The booklet will be published online at the start of the Autumn Term, **September 2023**, and the on-line application system will be available at the same time.
- 6.2** The preference form will seek three preferences in ranked order (regardless of which LA the school preferences are for). Applications from Halton resident parents, either on-line submissions or hard copy (by request only), must be returned no later than **31st October 2023**.

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- 6.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring LAs but **must** complete their preferences on the Halton form. Halton LA will work with its neighbouring authorities: Cheshire West and Chester, Warrington, Liverpool, Knowsley, and St Helen's, together with any other admission authority where a parent has applied for a school place.
- 6.4** On-Line Admissions: LAs are required to have a facility for parents to apply on-line for a secondary school place. This facility is in place for Halton residents via Halton Borough Council's website at www.halton.gov.uk/schooladmissions. This is the preferred method of application. Residents who cannot apply online may request a paper copy of the preference form from any of the Halton Direct Link Offices or directly from the School Admissions Team.
- 6.5** Halton LA will record all preferences on the admissions database, including those received from neighbouring LAs whose children are seeking a place at a Halton School and will forward, week beginning 13th November 2023, details of all first, second, and third preferences for admission to aided schools and academies, for consideration in accordance with their published admission criteria.
- 6.6** The governing bodies of voluntary aided schools and academies should note that they must treat first, second, and third preferences equally against their admission criteria and **must** place in ranked order, against their criteria, the details of all pupils applying to their school, and must return the ranked list to the Admissions Team by Friday 8th December 2023.
- 6.7** When all preferences have been considered and allocations finalised, Halton residents will be able to view their allocated school place online on Friday 1st March 2024, together with details of the appeal process if applicable. Letters advising of the allocated school place will be posted to parents submitting a paper copy of the preference form on this date. Parents/carers who applied online will also receive an email confirming the allocated place.
- 6.8** If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school, with places available, to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect the parent's rights to appeal for a place at the school(s) they have been refused.

7.0 EARLY AGE TRANSFER TO SECONDARY SCHOOL

Children of exceptional ability and maturity can be considered for transfer to secondary schools one year earlier than normal. It is the responsibility of the Head teachers of primary/junior schools to put

forward the names of any pupils whom they consider are physically, intellectually, and emotionally suitable to benefit from such a transfer, and who might be educationally disadvantaged by remaining in the primary sector for a further year. However, as a first step, head teachers will discuss possible candidates with parents, the school's link adviser, and the Educational Psychologist. Parents who consider that early transfer might benefit their child should discuss this with the head teacher.

8.0 LATE APPLICATIONS FOR HALTON SECONDARY SCHOOLS

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

If parents are making a late application to a voluntary aided school the school will advise how this will be dealt with. Late applications **must** be made on a paper copy of the preference form which can be obtained from any of the Halton Direct Link Offices or directly from the School Admissions Team. The online application system is not available after the deadline for application, **31st October 2023**.

9.0 CHANGE OF PREFERENCE

If parents decide to change their preference after the closing date they will need to complete another preference form. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list. It should be noted that the online application process will cease on the closing date, so parents/carers will need to request and complete a paper copy of the application form.

10.0 CHANGE OF ADDRESS

If a pupil moves house **after the closing date of 31st October 2023 and before 14th January 2024**, parents must notify the LA. The LA may require documentary evidence to confirm this change of address. For changes made after 14th January 2024, the address used for the initial allocation of places will be the permanent place of residence provided in application before this date. A new address may be submitted for purposes of waiting list position if required and documentary evidence will be necessary to confirm this change of address.

11.0 CHILDREN WITH AN EDUCATION, HEALTH & CARE PLAN (EHCP)

Children who have an Education, Health & Care Plan will be allocated a place at the school named in the Education, Health & Care Plan (EHCP). Where a child with an EHCP is allocated a place this will reduce the number of remaining places available to allocate within the advertised oversubscription criteria and PAN. All placements of children with an EHCP will be determined by the SEND Team and parents of children with an EHCP should discuss this with their child's SEND Coordinator, as an application does not need to be made.

12.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE

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

13.0 WAITING LISTS

Waiting lists will be held for all oversubscribed secondary schools. The Local Authority, who are responsible for coordinating admissions, will maintain the waiting lists for oversubscribed schools and, if a place becomes available, will liaise with the relevant schools before reallocating any available place. Secondary schools must not reallocate any places, this is the responsibility of the Local Authority for the secondary transfer process. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria for the relevant school. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term (**31st December 2024**) will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

14.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel. Appeals will be conducted in accordance with the School Admission Appeals Code. The decisions of independent appeals panels are legally binding on all parties.

Applications for admission to Aided Church schools, Trust and Academy schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal. The deadline to submit an appeal will be Friday 29th March 2024.

15.0 SCHOOLS WITH SIXTH FORMS

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

Each school **must** set an admission number for its sixth form, and should say in its published information what the anticipated sixth form capacity will be. However, the published admission number **must** only relate to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted. It is not necessary for children already in the school to apply formally for places in year 12, but the admission arrangements **must** give details of any entry requirements. Children in care **must** be given highest priority within the criteria, schools **must not** interview children or their families for entry to year 12, although meetings can be held to provide advice on options and entry requirements. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Where the admission authority has not admitted up to its PAN it cannot refuse to admit applicants who have met the minimum entry. Any other applicant refused must be given the right of appeal to an independent appeal panel.

TIMETABLE FOR SEPTEMBER 2024 SECONDARY ADMISSIONS

SEPTEMBER 2023 – APPLICATION PROCESS COMMENCES

31ST OCTOBER 2023 CLOSING DATE FOR RECEIPT OF APPLICATIONS

WEEK COMMENCING 13TH NOVEMBER 2023 LA PROVIDES DETAILS OF ALL 1ST 2ND AND 3RD PREFERENCES TO VA SCHOOLS

BETWEEN 13TH NOVEMBER AND 8TH DECEMBER 2023 ADMISSION COMMITTEES OF OWN AUTHORITY SCHOOLS MUST MEET TO CONSIDER ALL APPLICATIONS (IF APPLICABLE)

NO LATER THAN 8TH DECEMBER 2023 OWN AUTHORITY SCHOOLS MUST HAVE RANKED ALL APPLICATIONS IN CRITERIA ORDER & SUBMITTED THIS LIST TO THE LA, FOLLOWING WHICH INTER-LA EXCHANGE OF DATA WILL ALSO OCCUR

PARENTS/CARERS HAVE UNTIL 14TH JANUARY 2024 TO UPDATE ADDRESS FOR APPLICATION AND PROVIDE SUITABLE EVIDENCE THAT CHILD IS RESIDING AT THAT ADDRESS BY THIS DATE

1ST MARCH 2024 ONLINE NOTIFICATION OF OFFER MADE TO PARENTS APPLYING ONLINE. LETTER POSTED TO PARENTS SUBMITTING A PAPER COPY OF THE PREFERENCE FORM

29TH MARCH 2024 - DEADLINE TO SUBMIT AN APPEAL TO ENSURE IT IS HEARD WITHIN THE ADMISSION AUTHORITY'S TIMEFRAME FOR APPEALS

REPORT TO: Executive Board

DATE: 19th January 2023

REPORTING OFFICER: Executive Director, Children's Services

PORTFOLIO: Children and Young People

SUBJECT: Capital Programme – 2023/24

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 This report provides a summary of the capital funding received by the Council from central government to support capital works and programmes within schools for the 2023/24 financial year.

2.0 RECOMMENDATION: That

- 1) the position regarding capital funding from the Department for Education for 2023/24 is noted;**
- 2) the proposals to be funded from School Condition Capital Allocation are approved; and**
- 3) the capital allocations are put forward for inclusion in the Budget report to full Council**

3.0 SUPPORTING INFORMATION

3.1 The Department for Education has not yet announced the School Condition Allocation (SCA) Capital Grant for 2023/24, but given the timescales for some of the proposed capital projects, there is a requirement to present this report. The allocation stated in this report is based on the 2022/23 allocation which was £747,836. We are currently unsure if the Department for Education will adopt the same methodology as last year, therefore for the purpose of planning the 2023/24 capital programme, the 2022/23 allocation figure has been used. In the event that the 2023/24 allocation is reduced, or in the event that a school converts to academy status which impacts on funding received by the Council, the amount of funding available for elements of the capital programme will be reduced accordingly.

3.2 Detailed in the table below is the indicative funding available to support capital projects across the school estate:

GOVERNMENT FUNDING	
<p>School Condition Allocation – Local Authority maintained schools i.e. community and voluntary controlled schools (INDICATIVE FIGURE BASED ON 2022/23)</p> <p>Allocated to fund condition and suitability projects at Local Authority maintained schools.</p>	£747,836
<p>Basic Need Capital Grant - balance as at September 2022</p> <p>No allocation for 2023/24 or 2024/25</p> <p>Allocated to support the provision of sufficient mainstream pupil places within the Local Authority.</p>	£278,185

4.0 School Condition Allocation.

4.1 The table below details how the School Condition Allocation will be utilised.

Description	Estimated costs	Description
Asset Management - Computer Aided Design (CAD) Plans and Condition surveys	£12,000	CAD plans of school buildings are updated where improvement works/changes to accommodation have been carried out. The condition surveys are carried out on a 5 yearly cycle as a rolling programme and are essential for identifying condition issues and planning for future capital repair programmes
Asbestos Management	£12,000	Annual update of asbestos surveys and undertaking of resulting remedial works.
Accessibility projects	£30,000	Funding that schools can apply for to resolve accessibility issues within school buildings.
Contingency	£83,836	Used for emergency and health and safety works that arise during the year.
Capital Repairs	£610,000	A rolling programme of capital works undertaken at community and voluntary controlled schools, determined by the Local Authority, based upon a priority of need in discussion with schools and colleagues in Property Services.
Total	£747,836	

For any works undertaken within the Capital Repairs Programme, schools are normally required to make a contribution from their own Devolved Formula Capital allocation.

5.0 High Needs Provision Capital

- 5.1 On the 29th March 2022 the Department for Education announced that Halton would receive £1,771,998 in 2022/23 and £1,552,357 in 2023/24 giving a total budget of £3,324,355 High Needs Provision Capital Allocation (HNPCA). This funding is to support the provision of new places or improve existing provision for pupils and students with high needs.
- 5.2 The Local Authority is currently consulting with schools with regard to proposals to expand some of its specialist provision within borough, and a further report will be submitted to the Executive Board outlining the proposals once confirmed.

6.0 Basic Need Capital Funding

- 6.1 The Local Authority receives Basic Need funding from the Department for Education to assist in pupil place planning and ensure that there are sufficient pupil places. As there remains an overall surplus capacity, within agreed tolerance levels, in both the primary and secondary sector in Halton in terms of school places, the Council received no Basic Need Funding for 2023/24 & 2024/25.
- 6.2 The 2022/23 Basic Need Allocation of £278,185 is currently unallocated. However, as the Local Authority will not receive any Basic Need funding for the next two years, this will be carried forward to support any works required during the next two year period. Following a recent analysis of forecast and school capacity data, there is not an immediate pupil place Basic Need issue to address, but this position continues to be regularly monitored.

7.0 POLICY IMPLICATIONS

- 7.1 The programme of works will allow the Council to continue to meet its requirement to enhance the school environment in mainstream and special school provision through capital projects, and to ensure that the Council can continue to offer in-borough special educational needs provision wherever possible, helping to reduce expensive out-borough placement and transport costs.

8.0 FINANCIAL IMPLICATIONS

- 8.1 In March 2022 the Department for Education announced that the 2022/23 School Condition Allocation for Halton was £747,835.99 which was less than 2021/22. The 2023/24 allocation has not yet been announced. For the purpose of planning the capital programme for 2023/24, the 2022/23 allocation figure has been used. In the event that the allocation is reduced, or should further schools convert to academy status which will also reduce the amount

of funding the Local Authority receives, the amount of funding available for elements of the capital programme will be reduced accordingly.

9.0 OTHER IMPLICATIONS

9.1 The Capital Repairs Programme will contribute to Halton's Carbon Management Programme by helping to produce more energy efficient buildings.

10.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

10.1 Children and Young People in Halton.

The Capital Programme will address condition and suitability issues within school buildings and will continue to help improve the learning environment for children and young people, and support continuing demand for in-borough special educational needs provision, allowing Halton resident pupils to remain in-borough where possible.

10.2 Employment, Learning & Skills in Halton

As above.

10.3 A Healthy Halton

N/A

10.4 A Safer Halton

N/A

10.5 Halton's Urban Renewal

N/A

11.0 RISK ANALYSIS

11.1 Capital Repairs

It is current practice for schools to contribute towards the cost of the Capital Repairs Programme. Consultation with schools on their contribution to any proposed works will take place following full Council's consideration of the budget report in March 2023. If schools cannot or are not willing to contribute, any proposed projects will not be carried out in 2023/24, and will be deferred for future years.

12.0 EQUALITY AND DIVERSITY ISSUES

12.1 The Accessibility funding from the School Condition Allocation provides capital funding to improve the accessibility of mainstream and special schools for pupils with disabilities and the wider community. Consideration to access issues is given in all building projects.

12.2 The HNPCA provides capital funding to deliver new places, supporting learning in both mainstream and special provision. It can also be used to improve the suitability and accessibility of existing building and go towards new special and AP free schools to help drive up standards in special

education.

13.0 REASON(S) FOR DECISION

13.1 To deliver and implement the capital programmes.

14.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

14.1 None

15.0 IMPLEMENTATION DATE

15.1 Capital Programmes for 2023/24 to be implemented with effect from 1 April 2023.

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

Document	Place of Inspection	Contact Officer
Schools Capital Funding Allocations 2022/23 Department for Education 28/03/22	Children's Directorate	Catriona Gallimore
High Needs Provision Allocation 2022-24 Department for Education 29/03/22	Children's Directorate	Catriona Gallimore
Basic Need Capital Allocation announcement for school places in 2023-25. Department for Education 28/03/22	Children's Directorate	Catriona Gallimore

REPORT TO: Executive Board

DATE: 19 January 2023

REPORTING OFFICER: Executive Director Children's Services

PORTFOLIO: Children and Young People

SUBJECT: Children and Young People's Speech and Language Therapy services:
Recommissioning in partnership with NHS Cheshire and Merseyside ICB

WARDS: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To request authorisation to recommission Children and Young People's Speech and Language Therapy services in partnership with NHS Cheshire and Merseyside Integrated Care Board (ICB), with the new contract to start in August 2023.

2.0 RECOMMENDATION: That the Board approves the recommissioning of the service in partnership with NHS Cheshire and Merseyside ICB.

3.0 SUPPORTING INFORMATION

- 3.1 Halton Borough Council (HBC) and Halton Clinical Commissioning Group (HCCG), and now NHS Cheshire and Merseyside ICB, have jointly commissioned Children and Young People's Speech and Language Therapy since 2017. NHS Cheshire and Merseyside ICB supports the continuation of the joint commissioning arrangements.
- 3.2 The provision of Children and Young People's Speech and Language Therapy is a statutory responsibility held by local authorities in respect of children and young people with an Education, Health and Care Plan. Children and young people's communication and language skills and attainment are a key priority for Halton, particularly in the Early Years, for those with Special Educational Needs and Disabilities (SEND), and for first-time entrants to the Youth Justice system.

- 3.3 A comprehensive consultation on the requirements of the new service is currently in progress, in which a key focus is 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 SEND, and how their needs can be most effectively met going forwards.
- 3.4 A broad range of stakeholders are participating in the consultation, including parents, carers, young people, schools, settings, and partners in all sectors across Education, Health and Early Help. Co-production of the service specification with parents, carers and young people, and their active participation throughout the tender process, are a priority.
- 3.5 The current annual contract value is £685,875.87, to which HBC contributes £222,223.78. The service specification for the new contract will be costed following the conclusion of the consultation.

4.0 POLICY IMPLICATIONS

- 4.1 Undertaking the stakeholder consultation and subsequent review and reshaping of the service in preparation for the tender process is part of a broader focus on communication and language development in Halton. It 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 NHS Cheshire and Merseyside ICB. Preparation and implementation of the tender process for the new contract 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

The current contract for Children and Young People's Speech and Language Therapy services ends in August 2023 without further scope for extension. If the service is not recommissioned, both HBC and NHS Cheshire and Merseyside ICB would be in breach of their statutory responsibilities.

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 tender process and after award of the new contract.

9.0 REASON(S) FOR DECISION

The current contract for Children and Young People's Speech and Language Therapy, which is both a statutory responsibility and a key priority for Halton, will end in August 2023. Legislative regulations require a competitive tender process to be undertaken in order to procure the service.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Extension of the existing contract: as there is no provision within the current contractual terms for a further extension, this option is not feasible and has been rejected.

Submission of a waiver to extend the existing contract: as a first waiver has already been approved to allow stakeholder engagement and consultation to take place with a view to reshaping the new service, this option would be counter to best practice and has therefore been rejected.

Existing contract to lapse without recommissioning and the service to end: as the service is a statutory responsibility for both HBC and NHS Cheshire and Merseyside ICB, this option would present a breach of these responsibilities and has therefore been rejected.

Sole recommissioning by HBC: this option would not represent best value or best service quality and has therefore been rejected.

11.0 IMPLEMENTATION DATE

Tender process to commence: February 2023.

New Contract to start: 16 August 2023.

12.0 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:	19 th January 2023
REPORTING OFFICER:	Executive Director, Adult Services
PORTFOLIO:	Adult Social Care
SUBJECT:	Adult Social Care (ASC) Discharge Fund
WARD(S):	Borough-wide

1.0 PURPOSE OF REPORT

1.1 To present the Board with the ASC Discharge Fund Plan 2022/23, for information, following its submission on 16th December 2022.

2.0 **RECOMMENDATION: That the Board note the contents of the report and associated appendix.**

3.0 SUPPORTING INFORMATION

3.1 Delays to discharging people from hospital when they are fit to leave continues to be a significant national issue and as such funding has been allocated to local areas in order to try and achieve the maximum reduction in delayed discharges over the winter period.

3.2 Although the national fund was announced on 22nd September 2022, Local Authority allocations weren't notified to areas until 18th November 2022. The Board should note that 40% of the allocations to local areas have been distributed directly to local authorities, based on the adult social care relative needs formula (RNF), whilst 60% of the funding has been distributed to Integrated Care Boards (ICBs), targeted at those areas experiencing the greatest discharge delays, with all the available funding being expected to be pooled into local area Better Care Funds.

3.3 The funding is being provided in 2 tranches – the first (40%) in December 2022, and the second (60%) by the end of January 2023 for areas that have provided a planned spending report, fortnightly activity data and have met the associated grant conditions.

3.4 In drawing up plans, we have prioritised those approaches that we feel will be most effective in freeing up the maximum number of hospital beds and reducing bed days lost within the funding available, including from mental health inpatient settings.

3.5 Halton's spending plan submission has been summarised into the attached document (**Appendix 1**).

Examples of the schemes outlined include:-

- Additional Social Work Capacity within the Discharge Teams.
- Additional Care & Support Worker & Therapy Provision in Reablement.

- Care Homes – Additional Spot Purchase of beds, when necessary.
- Financial Support to Nursing/Dementia Nursing Care Homes to help retain existing workforce and keep beds open to improve admissions.
- Additional support for Acute Hospital Discharge Co-ordination for those patients not requiring Social Care.

3.6 In line with agreed One Halton Governance arrangements, the ASC Discharge Fund Plan will be presented to the One Halton Adults Finance Sub Group, One Halton Finance and Performance Sub-Committee and Health & Wellbeing Board, but due to the scheduling of the meetings and the deadline for submission this will be done retrospectively, with formal approval of the Plan delegated to the Executive Director, Adults and the Place Director for NHS Cheshire and Merseyside.

4.0 **POLICY IMPLICATIONS**

4.1 None identified.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 As referenced earlier in the report, the ASC Discharge Fund will sit within the Better Care Fund which, in turn, sits within the wider pooled budget arrangement and the financial context of the local health and social care environment.

5.2 The pooling of resources and integrating processes and approach to the management of the ASC Discharge Fund will support the management of delayed discharges over the winter period.

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 ASC Discharge Plan which has been developed is linked to the priorities identified for the borough by the Health and Wellbeing Board.

6.4 **A Safer Halton**

None identified.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 There is a requirement for fortnightly monitoring returns to be made on activity against the plan and therefore any risks identified as part of the plan's implementation will be identified and managed as part of this process.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 None identified.

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

9.1 None identified under the meaning of the Act.

Adult Social Care Discharge Fund 2022/23 – Spending Plan**Overall Allocation**

Organisation	Allocation
Halton Borough Council	£532,610
ICB – Halton Place Allocation	£1,095,000
Total	£1,627,610

Planned Spend

Organisation	Planned Spend
Halton Borough Council	£538,528
ICB – Halton Place	£1,089,082
Total	£1,627,610

Schemes against Planned Spend

Planned Expenditure – LA Allocation	£532,610
12 Transitional Care Beds at Lilycross to March 2023 <ul style="list-style-type: none"> To facilitate timely discharges of Pathway 1 and 3 patients whilst awaiting packages of care or care home placements Combination of nursing, residential and residential with overnight nursing 	£446,528
Night Service <ul style="list-style-type: none"> To support discharges of patients requiring overnight care in Reablement 	£92,000
	£538,528

Planned Expenditure – ICB Place Allocation	£1,095,000
Reablement in own home capacity <ul style="list-style-type: none"> Additional capacity to support pressures 	£276,000
Social Worker capacity <ul style="list-style-type: none"> Additional Social Work capacity within the Discharge Teams to help facilitate speedy discharges (inc. LLAMS) 	£73,000

Voluntary Sector and Carers <ul style="list-style-type: none"> Supporting patients return to their own home, including meals on wheels, fuel vouchers, purchase crisis furniture, voluntary sector settlement 	£19,000
Acute Discharge coordination (STHK) <ul style="list-style-type: none"> Tracking and coordinating hospital discharge, with a focus on pathway 0, inc. Transport 	£75,000
Nursing/Dementia Nursing Care Home Retention <ul style="list-style-type: none"> Incentive scheme to support home retain existing workforce and keep beds open to improve admissions 	£150,000
Acute Mental Health Support <ul style="list-style-type: none"> Halton contribution to Mersey Care plans for additional community MH beds 	£50,000
Community Telecare & Warden Service <ul style="list-style-type: none"> Deployment of telecare, same day, to facilitate discharge e.g. Key safes etc. 	£50,000
Acute Mental Health – Bed Flow <ul style="list-style-type: none"> Introduction of a bed flow co-ordinator across 7 days with a focus to provide additional clinical challenge to requests for admission to mental health beds 	£10,000
Equipment – Stock Levels <ul style="list-style-type: none"> Increase the stock of high demand items in Community Equipment Stores 	£20,000
Domiciliary Care – Incentives <ul style="list-style-type: none"> Incentive Scheme within Domiciliary Care to improve retention of existing workforce 	£50,000
Transport <ul style="list-style-type: none"> Provide additional Transport during 2 weeks, w/c 19th December, to support hospital discharge 	£10,000
Transitional Care Capacity <ul style="list-style-type: none"> Additional Transitional Care Bed Capacity, until 31.3.23 	£220,000
High Cost Packages of Care <ul style="list-style-type: none"> Support towards high cost packages of care to support speedy hospital discharge 	£70,000
Administration <ul style="list-style-type: none"> Up to 1% of planned spend to cover costs of administrating the fund 	£16,082
	£1,089,082

REPORT TO:	Executive Board
DATE:	19 January 2023
REPORTING OFFICER:	Executive Director – Adult Services
PORTFOLIO:	Health and Wellbeing
SUBJECT:	Adult Social Care Annual Report for 2021/22
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 To present the Adult Social Care Annual Report for 2021/22

2.0 **RECOMMENDATION: That the contents of the report and appendices be noted.**

3.0 **SUPPORTING INFORMATION**

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

3.2 The local account allows us to take stock and reflect on how services have developed and delivered throughout the period, and the impact this has had on adults in the borough who have care and support needs.

3.3 The report covers the period April 2021 to March 2022. This period incorporated both responding to the COVID-19 pandemic and the 're-opening' of services as restrictions were lifted.

3.4 The local account includes the following sections

- An overview of the functions of Adult Social Care and the context in which the annual report sits.
- Development and Launch of Halton Integrated Care and Frailty Service (HICaFS).
- Publication of the long awaited Adult Social Care reform white paper People at the Heart of Care (Dec 2021).
- How social workers, day services and in house care homes responded to the lifting of pandemic restrictions.
- Key performance figures covering the period of focus, including
- Summary details of compliments and complaints received during the period.

➤ Details of how to contact Adult Social Care.

3.5 The report will be presented to Members via Executive Board and the Health Policy and Performance Board, and key partners via the Health and Wellbeing Board. The report will then be available to the public via the Adult Social Care Policies page on the council website's 'Council and Democracy' section

4.0 **POLICY IMPLICATIONS**

4.1 The Annual Report serves as a mechanism for Adult Social Care to reflect and review, as part of ongoing continuous service Improvement measures, and is way of communicating the role of social care with members of the public.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 None identified at this time.

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

6.1 **Children & Young People in Halton**

None identified at this time

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

None identified at this time

6.3 **A Healthy Halton**

While the report is not mandatory, it is good practice as endorsed by ADASS, and supports communication, information sharing and transparency between adult social care and our stakeholders.

6.4 **A Safer Halton**

None identified at this time

6.5 **Halton's Urban Renewal**

None identified at this time

7.0 **RISK ANALYSIS**

7.1 Not applicable for this report.

8.0 **EQUALITY AND DIVERSITY ISSUES**

None.



Adult Social Care Annual Report 2021/22



Foreword

During 2021/2022 there were many challenges nationally as the country emerged from the peak COVID-19 pandemic response. These challenges were felt locally, within every one of our communities, as the legacy of the pandemic became more evident. Some of the most vulnerable people in our society, whom Halton Adult Social Care supports, had been disproportionately affected by the restrictions on movement and contact necessary to keep people as safe as possible during uncertain times. Whilst social care teams worked throughout the peak pandemic response, often in innovative and flexible ways to continue to provide essential care and support, a return to more normal ways of delivering services and increased social contact were welcomed not only by the people we serve, but also by the teams of people who deliver those services.

Many opportunities were identified as a result of responding to the pandemic that shaped services during 2021/22. Adult social care in Halton has made the most of this learning, from establishing the Halton Integrated Care and Frailty Service, to re-examining how we make best use of community resources in the delivery of social care. Building back after COVID-19 restrictions were lifted was the focus and that shall continue in forthcoming years.

I hope that you find this Adult Social Care Annual Report informative and that it gives you a flavour of the breadth of work that is going on in Halton.

Councillor Joan Lowe

Portfolio Holder for Adult Social Care

What does social care in Halton look like?

Halton Borough Council's Adults Directorate is responsible for assessing the needs of adults with care and support needs in-line with Local Authority duties of the Care Act 2014. Under the Care Act, local authorities have responsibility to understand what services are likely to be needed in the future and make sure that people who live in their areas:

- Receive services that prevent their care needs from becoming more serious, or delay the impact of their needs.
- Can get the information and advice they need to make good decisions about care and support.
- Make decisions about how they want their needs to be met and

be involved in preparing their care and support plan.

- Have a range of provision of high quality, appropriate services to choose from.

Social care in Halton is made up of a number of services offering a wide range of interventions to best meet the diverse needs of our communities. Adult social care works closely with a number of partners including health, education, housing providers and voluntary and community organisations to signpost and connect people to the help these organisations can provide in their neighbourhoods. A brief summary of the council's key adult social care services can be found below.

Care Management

Registered Social Workers, Occupational Therapists, and other care staff work with individuals and families to help people maintain a good quality of life. Through connecting people to support in their communities, or arranging appropriate social care support as a result of frailty, illness, disability or mental health condition, people's needs can be met in a holistic way.

Mental Health

Services offer prevention, identification of mental ill health, early intervention and access to support, treatments and recovery. Working closely with local partners such as health, education and employers, our mental health teams look to improve the determinants of poor mental health, creating a place-based approach to improving mental wellbeing.

In House Care Homes

The Council has a portfolio of four residential care/nursing homes and an intermediate care home. In our care homes people with a disability, health condition or long-term support need because of frailty, receive 24-hour care and support.

Halton Intermediate Care and Frailty Service (HICaFS)

Integrated with health, this service supports the hospital discharge process and reablement of patients after a hospital stay. It also supports people through social care, occupational therapy and nursing where they can be cared for at home, avoiding unnecessary hospital admission or re-admission.

Independent Living Services (ILS)

ILS Services helps people maintain their dignity and independence to remain living in their own home. The Housing Solutions Service helps people who are homeless, or threatened with homelessness under the Council's statutory duties. The Halton Integrated Safeguarding Unit works with services, providers and the public to ensure that people are safeguarded against abuse and neglect.

Community Services

This service area aims to help people live a fulfilling life, retain their independence, learn new skills and avoid social isolation through undertaking meaningful activities that they choose. The service offers a wide range of opportunities for people with health conditions, learning or physical disability to engage in voluntary work, training and social activities.

Halton adult social care - building back after the peak of the COVID-19 pandemic.

From spring 2021 people in England saw COVID-19 restrictions start to lift and the government's implementation of their roadmap offered a route back to a more normal way of life.

This meant that the most vulnerable people within our communities were able to have greater freedoms to resume valuable contact with friends, families and the services that they rely on, in more familiar ways. Direct care services were able to make steps to 'reopening' more fully, increasing their capacity to pre-COVID-19 levels.

However, the impact of the pandemic restrictions during the previous year were far reaching for people who access adult social care services, with the post-COVID-19 pandemic legacy becoming more evident. Counteracting the impact of increased social isolation

and the effect that had on not only mental wellbeing, but exacerbating some physical conditions, working to resume the breadth of social care services and having an eye to future demands were the focus during 2021/22.

As the UK emerged from the peak pandemic response there was opportunity for adult social care in Halton to reflect on the working practices and service developments that were put in place to manage the sudden increase in demand, in extraordinary circumstances, and take learning to shape the future of services. Some examples where the learning from the pandemic response has shaped Halton's adult social care during 2021/22 are explored later in this report.

The direction of adult social care during 2021/22

Adult social care in Halton operates in a landscape that is directed not only by Government policy, but also the local priorities agreed by Halton Borough Council. The social care priorities for

2021/22, identified by the Halton Health Policy and Performance Board, are shown below with a summary of progress achieved during that time frame.

Priority	Progress made during 2021/22
Sustainability of the Care Market	<ul style="list-style-type: none"> ✓ The Transforming Domiciliary Care Programme worked to implement a model for domiciliary care that delivered clear outcomes for service users promoting independence, wellbeing, and value for money. ✓ Managing the demand for care by improving the interface between in-house reablement care and domiciliary care, including a shared care record and embedding a robust Multi-Disciplinary Team approach to care provision. ✓ Work was progressed to develop a recruitment strategy to ensure the demand for care can be met. ✓ Partnership work was ongoing with NHS Halton Clinical Commissioning Group (now the Integrated Care Board) and care home providers to ensure continued improvement of the health and wellbeing of people who live in care homes. ✓ A dedicated Care Home Development Project Group continued its work to enable stakeholders to work collaboratively to: <ul style="list-style-type: none"> • Share best practice and resources via sector-led improvements; • Deliver dignified, quality, outstanding care within residential and community settings; • Be proactive and identify early warnings of potential reductions in quality; • Provide value for money and sustainability; and • Provide seamless transfers of care to and from hospital.
Carers	<ul style="list-style-type: none"> ✓ Implementation of the Halton Carers Strategy delivery plan. ✓ Checklist/leaflets developed to support carers with navigating the benefits system, registering a death and situations when the caring role ends. ✓ Carers Centre held a number of Dementia awareness-raising sessions. ✓ Publicity to aid the recognition of carers on Carers Rights Day on 25th November 2021 took place. ✓ Opportunities for young carers continue to be developed, and during/following COVID activities over Zoom have been very popular including yoga, learning to cook and mental health awareness sessions. ✓ Following feedback after the pandemic, work was begun on the viability of introducing Carer ID cards, to support carers and the people they care for having easier access to services and places within the borough.
	<ul style="list-style-type: none"> ✓ Work commenced to integrate Adult Social Care within a primary care-based hub-working model across the borough. ✓ Development of the Halton Immediate Care and Frailty Service

Integration of the Health and Social Care	(HICaFS) <ul style="list-style-type: none"> ✓ Ongoing work to further develop our Place-Based Partnerships, as part of the move towards Integrated Care Systems. Place-based partnerships will lead the detailed design and delivery of integrated services across their localities and neighbourhoods. The partnerships will involve the NHS, local councils, community and voluntary organisations, local residents, people who use services, their carers and representatives and other community partners. In Halton our place based partnership is called 'One Halton'.
Strength based approaches to care management	<ul style="list-style-type: none"> ✓ Care Management took a shift from a 'Needs' and 'Deficit' model to a more 'Strengths' and 'Assets' based approach, promoting personalisation of care. ✓ Work was undertaken with a Professor of Manchester Metropolitan University, who has championed strengths based approaches at six pilot sites in the North West. The learning from the pilot sites will inform the approach taken by Halton as the project progresses.
Homelessness and Housing	<ul style="list-style-type: none"> ✓ As we emerged from the pandemic the focus shifted to providing a 'move-on pathway' for people to obtain accommodation beyond the Government's 'everyone in' approach adopted during the peak pandemic response. ✓ Implementation of the Rough Sleeping Strategy reduce the impact of rough sleeping through prevention and local solutions. The strategy and associated delivery plan set out the local picture and how Halton plans to provide specialist support for vulnerable people at risk of rough sleeping or who are sleeping rough.

The changing face of Adult Social Care – Major reform announcements made by Government.

Faced with unprecedented challenges of increasing demand and complexity of needs, along with moving through the COVID-19 pandemic and associated restrictions, social care services strived to continue to deliver the highest possible standards of care. The impact of COVID-19 on people's health and wellbeing has been far-reaching, and for some, will have long-term implications. Therefore, services will

need to think differently and respond in different ways going forward to manage changing demands and capacity whilst meeting diverse needs and delivering quality, personalised care and support. The publication of the long-awaited suite of adult social care reform white papers, and introduction of the Health and Care Bill during 2021/22, set out the Government's vision for how the sector might achieve this.

Preparing for change – Adult social care delivery

In December 2021, the Government published its White Paper for reforming the **delivery** of Adult Social Care ([People at the Heart of Care](#)) which sets out a 10-year vision and includes three key objectives:

- People have choice, control, and support to live independent lives
- People can access outstanding quality and tailored care and support

- People find adult social care fair and accessible

The objectives would be achieved through the proposed reforms shown in the summary below. Further detail about each of the reforms is available from the Department of Health and Social Care’s [Transforming Social Care website](#)

Social Care Workforce

- A new professional development plan for the social care workforce to improve care quality, make the profession an attractive career, and provide more mental health and wellbeing resources.

Innovation & Technology

- Digitisation of social care, making the most of technology to support people to live independently and improve their quality of care.
- Support for local authorities to launch innovative new ways of delivering care in the community, improving the choice of care available to individuals.

Information & Advice

- The Government will work with Local Authorities to evaluate new ways to help make it easier for people to navigate their local adult social care system.
- The Government will identify effective ways for local authorities to support people with autism and learning difficulties into employment.

Empowering unpaid Carers

- Change in services to support unpaid carers, recognise their contribution and focus on their health and wellbeing.

Right care, right place, right time

- A commitment to connect housing with health and care and drive the stock of new supported housing.
- Fund a new service to make minor repairs and changes in people’s homes, to help people remain independent and safe.

Care Quality Commission (CQC) Duties

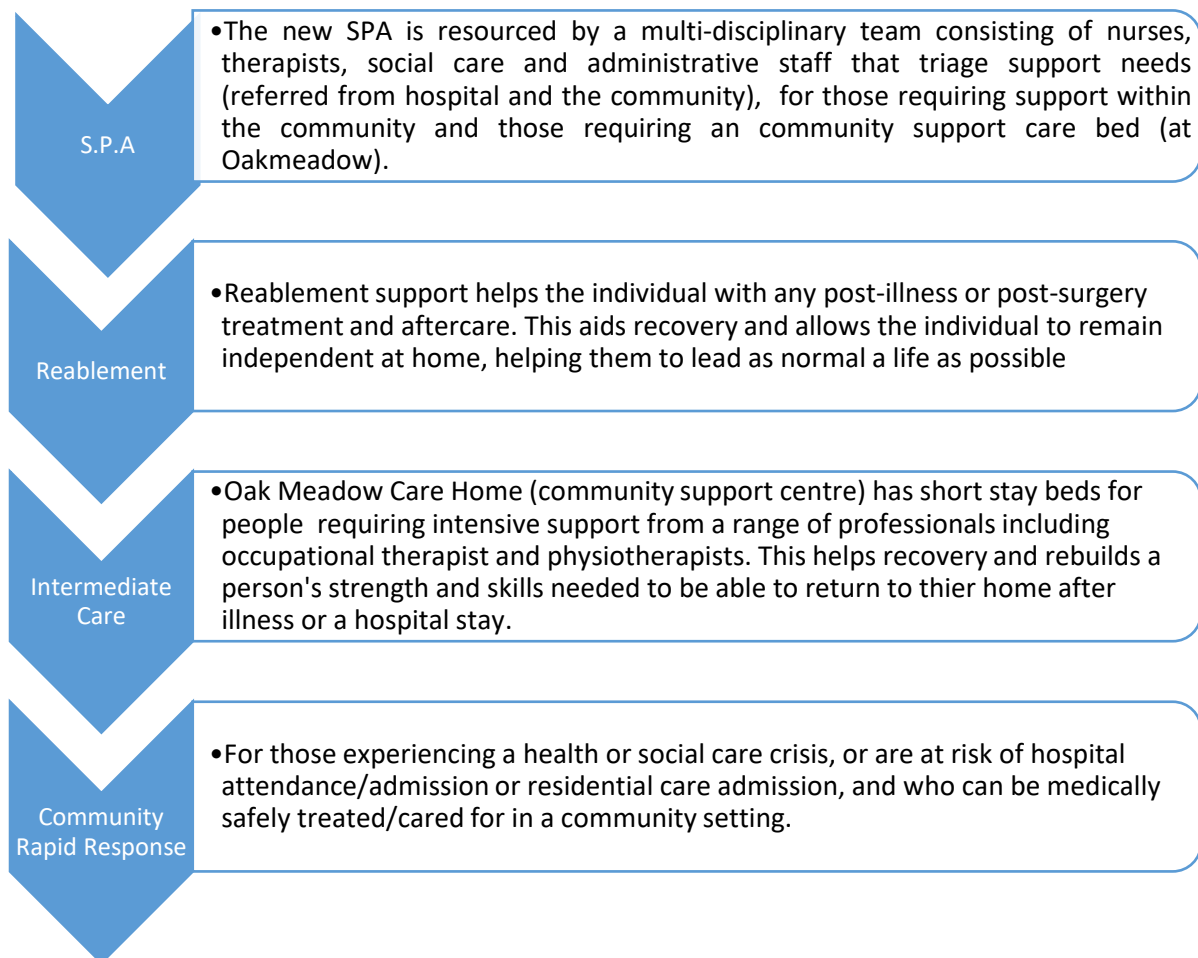
- A new duty on CQC to review how Local Authorities deliver certain adult social care functions.
- A duty for CQC to review how partners are working together within the areas of an Integrated Care Board.

Responding to capacity and demand through integrated working – The launch of the new Halton Integrated Care and Frailty Service (HICaFS)

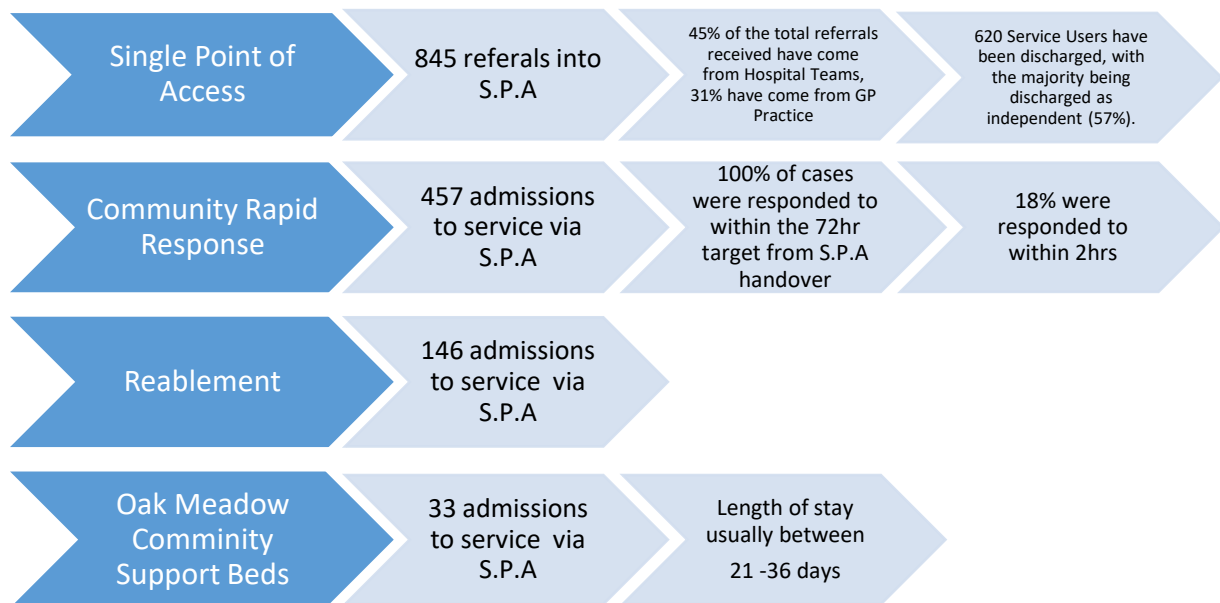
The local health and social care system took learning gathered in response to managing the peak of the COVID-19 pandemic and identified new ways of working to manage capacity and demand, whilst maintaining quality of care and positive service user experience. The launch of the Halton Integrated Care and Frailty Service in December 2021 is an example of this, and replaced the services previously provided separately in Halton by the Rapid Access Rehabilitation Service, the Capacity & Demand Team and the Halton Integrated Frailty Service.

By bringing together the functions of each of the services, and developing a new single point of access (SPA), HICaFS ensures the seamless, safe management of referrals for people requiring Adult Community Services, potentially preventing hospital admission, supporting early discharge from hospital, promoting independence and coordinating care closer to home for those needing rehabilitation after a hospital stay or illness.

HICaFS is made up of the 4 service elements, shown below:



This approach supports the integration of health and care services to improve the experience of people in need of health and social care support. Whilst the service is relatively new, and outcome data is not yet available, initial outputs from the service launch in December 2021 up until the end of March 2022 show:



Halton adult social care and direct care services – service developments emerging from the pandemic response

Social Work Care Management

Strengths and assets - During 2021/22 the move towards strengths and asset based approaches to social care, in-line with recommendations from the Chief Social Worker in England, that was initiated pre COVID-19, was restarted. Strengths and asset based approaches focus on individuals' strengths and not on their 'deficits'. Personal strengths can include skills and abilities developed through work, hobbies or life experiences and assets might include a person's access to family, social and community networks. Adult social care, working closely with a Professor of Manchester Metropolitan University,

who wrote the 'Strengths Based Handbook' endorsed by the Chief Social Worker for England, undertook work with Halton to assist a review our local processes and how we can integrate the strengths and assets based approach to achieve the best outcomes for people who use our services.

Digital technology in social care - In responding to the peak of the COVID-19 pandemic, social care has had to change the way that it interacts with people who use the service, particularly when face to face contact was restricted. Making best use of digital technologies supported the strengths and assets approach by tapping into people's skills gained through

increased use of digital technology though the COVID-19 pandemic (with social care practitioners always mindful that use of technology should not replace essential social contact).

Using digital technologies has helped:

- ✓ Social Workers meet professional standards and improve access to learning and development opportunities through E-learning, for example.
- ✓ Promotes flexible involvement between social care practitioners and people using services that can often better meet people's needs. For example providing information in digital format or enabling people to connect with services available their community in a timelier manner.
- ✓ Connect people and offer choice though signposting to services and engaging with services on line at a time and location convenient to them.
- ✓ Promoting well established telecare (such as Life Line) to assist people at risk of falls through frailty or disability.

Social Care Health Check - Every year a 'Social Work Health Check' is undertaken nationally by the Local Government Association. It aims to assess how areas are performing against the [Standards for Employers of Social Workers](#). Organisations (mostly local authorities) are able to invite their social work staff to complete an online survey that asked social workers about the eight standards. Responses were translated into an average score. Halton ranked **20th nationally** (out of 147) and **6th regionally** (out of 23) as a good social work employer, according

to the overall average score, Last year, Halton ranked 24th nationally and 5th regionally. Halton's highest rated standard was standard 1 – *strong and clear social work framework* and the lowest rated standard was standard 6 – *continuing professional development (CPD)*. This mirrors the national picture. Halton participates in this annual survey as just one of the ways to help keep a check on how supported the workforce feel and it can help identify how to further support workforce, which in turn helps the provision of quality social care in Halton.

Some of the comments captured in the survey about why people work in social work in Halton are shared here:

The ethos we work with and the person centered work we complete

My team work really well together to support each other with workload, the reality is if there was a bigger team we would all be under less pressure. We are all currently working above capacity.

I feel my organisation are supportive and there is always someone whether that be a manager or colleague alike, that I could go to for support.

Halton Borough Council In House Care Homes

Halton Borough Council have a portfolio of 1 residential care home, 3 nursing homes with specialist nursing care and for people living with dementia and 1 community support centre.

Key developments as the homes emerged from the pandemic included:

- ✓ Reducing the COVID-19 social isolation within the homes, reopening communal areas and lifting visiting restrictions in a measured way to protect residents and staff.
- ✓ Restarting community engagement activities with community partners such as the Council's Age Well team.
- ✓ Maintaining infection control practices for care homes in light of the continuing threat of COVID-19 and other communicable diseases.
- ✓ Supporting the delivery of the NHS COVID-19 booster / Flu

programme for residents and colleagues.

- ✓ Delivering ongoing support for staff mental and physical wellbeing.
- ✓ Continuing to work with education partners to support the introduction of apprentices and students placements in the homes.
- ✓ Working with partners to review and embed enhanced training opportunities across the care homes. Initiated new ways of supporting care home nurses to continually develop their skills and expertise, through the procurement of a web based learning tool.
- ✓ Putting in place plans to implement enhanced nursing care provision across the sector.
- ✓ Refurbishment plans in development for the care homes commencing 2023

Day Services

In Halton, Day Services make up part of the council's Community Services and come under the remit of the Adult Social Care. Day Services ensure that people aged 18 and over with a learning disability, or complex support needs, are supported to maintain control over their lives and remain independent for as long as possible. This approach supports the mental and physical health and wellbeing of the person, and their families/carers, through retaining or developing skills and meaningful, occupational experience in their life.

Day services offers people experiences and training in:

- Retail
- Hospitality & Catering
- Small scale agriculture and animal care
- Artisan Ale production
- Hairdressing
- Arts and crafts

Here, one of the day services staff provides an insight into how working though COVID-19 impacted the service, and how returning to pre pandemic operations has benefited the people who use the service:

'Whilst reopening day services has had its challenges and everyone has had to adjust to a new way of working, the pandemic has forced us to evaluate the delivery of the Day Services, leading to some creative and innovative changes.

Through 'lockdown', initiatives such as regular welfare calls, shopping runs, a COVID-19 testing clinic and garden visits designed to support Parents, Carers, volunteers and people who attend the service, it was apparent how the health crisis had increased fear and anxiety for everyone - and just how essential the Day Service had been pre-pandemic in improving the quality of life for those involved.

These lines of communication with people who use our services enabled us to respond quickly to their needs when reopening their much valued Day Services. A person who uses day services has commented:

..."I was sick (of being) at home... there was no- one to speak to: I was lost without that call ... I am so, so glad to get back at Murdishaw. I just love seeing my friends again"... (AW)

We were all forced to adapt to new routines during lockdown, for which many of the people we support was unsettling and traumatic. Day Services' steadfastly supportive and reassuring approach through the transition back has meant that we have been able to assuredly increase the numbers of places for people whilst keeping them, their Carers, families and staff at the lowest possible risk of infection.

Evaluating the Day Service provision and recognising how certain activities can add a social value to the wider community has

led us to forge new partnerships, post COVID-19.

The emergent community focused activities such as the Community Pantry, are helping to enrich the lives of the people we support: providing the opportunity to develop new skills and promoting social integration within their own communities by providing those communities with an invaluable service.'

In addition, Day services also manages the Halton Shared Lives Service which provides care for people who need support due to age, illness or disability. The service provides day care and short breaks to enable people to live an ordinary life in the community.

Shared Lives Carers use their own home as a base. The person being cared for shares in the family life of the Carer, including their wider network of family and friends in the community. Carers provide company and meaningful activities in a comfortable and safe environment. The aim is to promote independence and choice and to improve the health and well-being of the person being cared for.

Shared Lives Carers are self-employed and are paid according to hours worked and the number of people being cared for. Generous tax allowances mean that Carers don't pay income tax on their earnings.

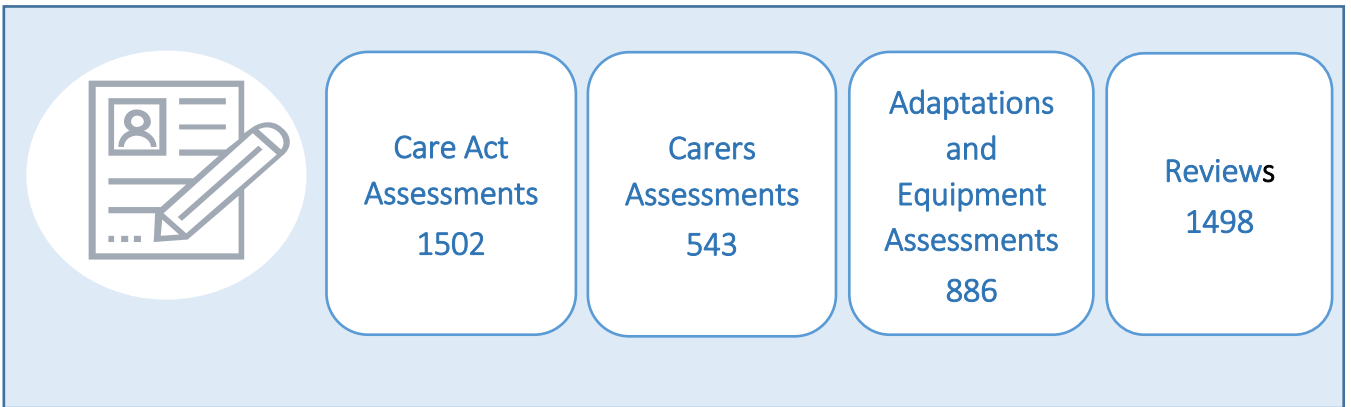
For further information, contact Shared Lives – 0151 511 6677 (Monday- Friday 8am – 6pm). Join our team of Carers. It could be the most rewarding thing you'll ever do!

Key figures

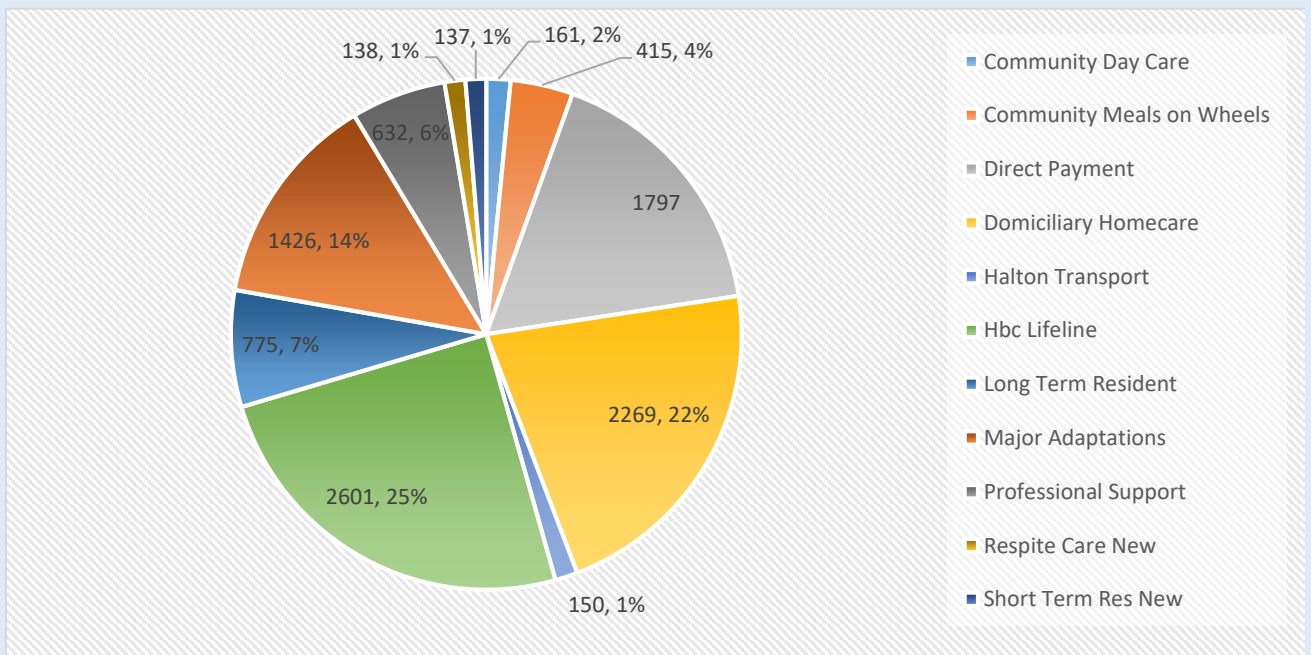
Collecting and analysing data helps adult social care services in Halton to monitor capacity within the services, changes in demand for services, provides evidence to direct service

developments and helps allocate resources across the range of interventions we offer. Below are some key figures to illustrate the work of social care in Halton during 2021/22.

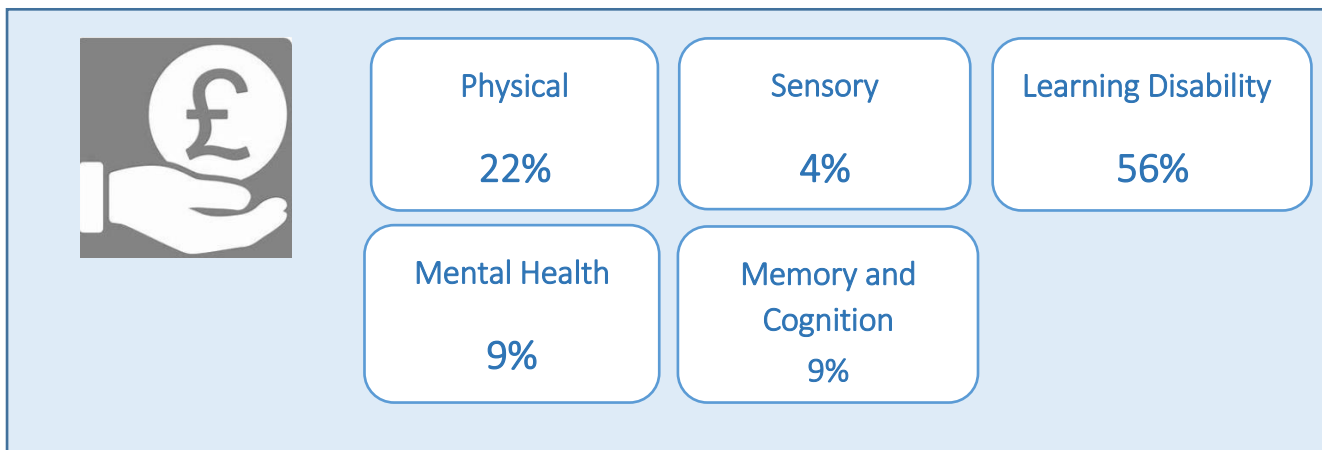
Assessments



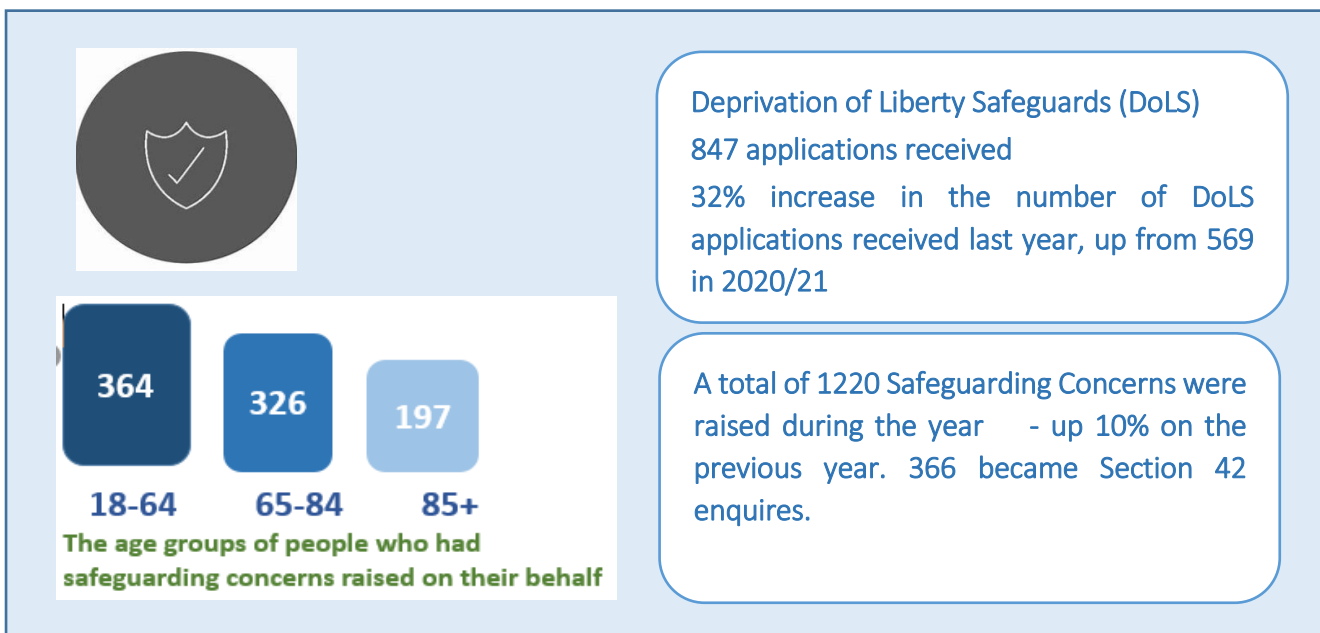
Services in place



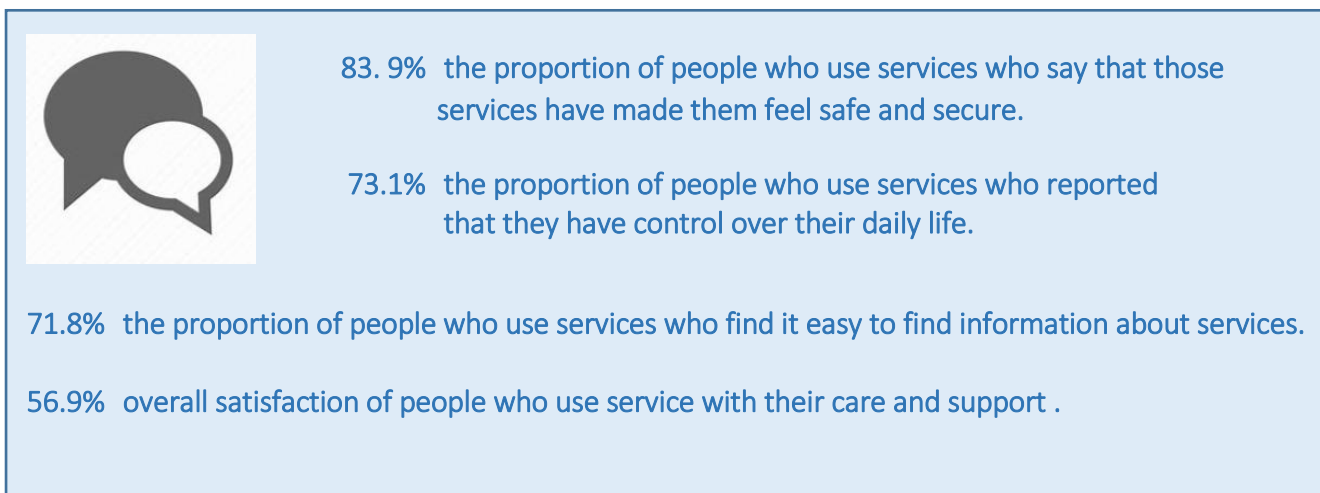
Percentage of funding allocation by support need



Safeguarding



Adult Social Care Survey Results



Summary details of adult social care complaints

A total of 34 complaints were received in 2021/22, which is a slight increase on the 31 received in the previous year.

During 2021/22, of the 34

Complaints:

- 8 were upheld
- 13 were partially upheld
- 11 were not upheld
- 1 was still being investigated
- 1 complaint was withdrawn

Care setting that the complaints related to:

- 0 Day Care
- 16 Home Care (Domiciliary)
- 12 Residential / Nursing Care
- 0 Shared Lives
- 2 Supported Living
- 4 Other

All complaints are allocated to appropriate team managers by the council's Adult Social Care Customer Care Team. The council is obliged to provide a response within the 20 days, however, where complaints are complex and require further in-depth investigation, the complainant is notified if an extended period is needed.

Completion

- 14 within 20 days
- 5 within 30 days
- 3 within 40 days
- 9 over 40 days
- 3 were ongoing

Freedom of Information (FOIs) requests made to Adult Social Care

The number of FOIs received relating to adult social care dropped in 2021/22 to 109, from 125 the previous year. The table below shows the teams to which the FIO relates to:

Team	2021/22
Care Management	20
Commissioning	43
Independent Living	9
Intermediate & Urgent Care	1
Housing Solutions	19
Mental Health (exc. Housing Solutions)	4
Policy, Performance & Customer Care	3
Finance	1
Quality Assurance Team	0
Complex needs	0
Telehealth	0
Safeguarding	4
PBSS	0

Community	0
Cross cutting	5
Total	109

The table below shows where the request for information came from:

Requester	2021/22
Business	25
Charity	8
Media	16
Public	48
Trade Union	0
Other inc MP, NHS and student.	12
Total	109

Talk to us

If you would like further information about any aspect of this report

Please contact ssdcustomercare@halton.gov.uk or telephone Halton Borough Council's contact centre on 0303 333 4300 and ask for Adult Social Care Policy, Performance and Customer Care Team.

If you would like to speak to someone about having an assessment for social care

Please ring our dedicated Social Care telephone line, or call into one of our Halton Direct Link 'one-stop shops' and speak directly to one of our staff. Website: www.halton.gov.uk / Telephone: 0151 907 8306 (Halton Adult Social Care 24 hours).

Ever considered a career in care?

There are many diverse and rewarding roles and professions in the care sector. If you would like to know more visit the '[Think Care Careers](#)' website or see Halton Borough Council's [vacancy page](#) on our website for current opportunities.

REPORT TO:	Executive Board
DATE:	19 January 2023
REPORTING OFFICER:	Operational Director Economy, Enterprise and Property
PORTFOLIO:	Employment, Learning and Skills, Leisure Community and Culture
SUBJECT:	UK Shared Prosperity Fund (UKSPF) Delivery Plan Halton
WARDS:	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide Executive Board members with an overview of Halton's Delivery Plan against the UKSPF allocation for Halton under the following three strands:

Green, Safe, Resilient Communities

Local Culture, Arts, Heritage

Town Centres

This report covers the allocated amounts for each strand and the proposed activity for the utilisation of the funding. The Report has been developed with the input of lead officers in each of the above areas.

The Report does not cover all strands of the UKSPF programme; the Delivery Plan requested by the CA covers the above three strands only at this stage. Other strands such as business support and employment support are being developed separately.

2.0 RECOMMENDATION: That Executive Board Members approve in principle the Delivery Plan proposals.

3.0 SUPPORTING INFORMATION

- 3.1 Employment Learning and Skills and Community Policy Performance Board Members have received reports in June and November 2022 which outlined proposals for the development of a UKSPF Investment Plan for the Liverpool City Region. The Investment Plan was submitted in July 2022 and approved by central Government in December 2022. The Investment Plan set out how funding would be used and would demonstrate that the funding allocations would reflect local need and would be developed in conjunction with local stakeholders.

The Investment Plan included a narrative on the local context, outcomes and

interventions and delivery methods, including governance, spend profiles, capacity and resource and compliance.

£44m has been allocated to the Liverpool City Region over three years.

The vast majority of funding will be directed through to Local Authorities, with a small minority of funding deployed for City Region Level activities via open calls.

The funding will be allocated to three themes:

Communities and Place
Supporting Local Business
People and Skills

A separate Investment Plan and delivery approach will be in place for Multiply (a programme focused on increasing numeracy skills for adults).

Funding for an additional post within each Local Authority area is provided to act as the focal point for UKSPF activity. It is proposed that this post will be hosted by the Council's Economy, Enterprise and Property Department.

3.2 Halton Delivery Plan

Halton has been allocated funding for the three strands which are the subject of this report as follows:

Green, Safe, Resilient Communities - £301,059

Culture, Art, Heritage - £188,900

Town Centres - £118,063

The funding covers the period April 2022 to March 2025.

Year 1		Year 2		Year 3	
Capital	Revenue	Capital	Revenue	Capital	Revenue
Green, Safe, Resilient					
£13,923		£5,000		£5,000	
		£16,540	£53,463	£49,406	£46,438
	£41,290	£15,000	£30,000	£25,000	
Culture, Art, Heritage					
£3,935		£15,742		£46,438	
			£40,000		£22,000
	£45,785		£15,000		
Town Centres					
£27,549			£51,830		£38,684

The Summary included at Appendix 1 details the activity to be delivered with the allocated funding; activities have been developed to align with and support key

HBC strategies, including Climate Change Action Plan, Cultural Strategy, Town Deal Investment Plan, Widnes Market Business Plan.

4.0 POLICY IMPLICATIONS

- 4.1 Consideration has been given as to how the funding would be managed and delivered in Halton. Given the limited funding available it is important that the funding will be used to fund initiatives that have a proven track record of delivery and that align with current key strategies. Expectations will need to be managed and overlap and duplication between projects will not be possible.

5.0 FINANCIAL IMPLICATIONS

Whilst the potential funding available under the UKSPF is considerably less than funding that had been available through the European Structural Funds, it is an important source of match funding. Efforts will be made to 'grow' the funding through other sources in order to increase the impact of the funding.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 The UKSPF provides complementary funding which will support a wide range of projects across the borough, particularly in the areas of business support, employment and skills, environment and urban renewal.

7.0 RISK ANALYSIS

There are no risks identified.

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

None under the meaning of the Act.

APPENDIX 1**Pro-Forma Submission for support from the UK Shared Prosperity Fund****LA Delivery - Phase 1**

To be completed by Local Authority partners in relation to each of the following UK Shared Prosperity Fund (UKSPF) themes:

- *Green, safe and resilient communities*
- *Local cultural, arts and heritage*
- *Town Centres*

Further details on these themes, the spend profile and outputs and outcomes expected for each of these strands can be found in the supporting documents provided.

Please note this pro-forma submission will be used to inform the detailed programme proposal for submission to the Combined Authority; LA's should also complete the outline delivery plan template alongside this form.

Summary	
Local Authority Area	Halton
Local Authority point of contact: Steph Davies	
Name: Steph Davies	
E-mail address: steph.davies@halton.gov.uk	
Contact number: 0151 511 7960	
Summary of the proposal activity under each theme:	
Green, safe and resilient communities	<p>Work with a local community group to deliver environmental projects, including a food growing project in two areas, one in Widnes and Runcorn and linked with the Halton Community Shop - E9</p> <p>Offer a small number of green grants of up to £5000 to small community groups – E3/E9</p> <p>Run a consultation on local needs/interest and footfall before and after (via Community Development Team – E3/E5/E9</p> <p>Plant trees and shrubs in a range of community/school/business areas as part of the Halton Big Forest project - E3/E9</p> <p>Develop and deliver an Eco Festival in Victoria Park - E9</p> <p>Warmth For Health provision of energy and advice and grants for home energy improvements - E9</p> <p>Develop Green Corridors into Town Centres to encourage sustainable transport – E3/E5</p>



	Creation of community garden project for Runcorn Old Town - E3
Local cultural, arts and heritage	<p>~ part-fund an events management/cultural post to support existing cultural forums in the Borough, specifically Cultivate (LCEP), Visitor Economy Network (VEN), and Halton Heritage Partnership (HHP) in delivering their own events and projects – E4, E6, E9</p> <p>~ support the delivery of events, including Make-Fest (Mar 23), Eco-Fest (Aug 23, alongside LCR/ACE funding, Heritage Open Days (Sept 23, 24) alongside the DM SIF funding and events for Halton's 50th Anniversary year– E4; to include recruiting/training new volunteers to support with event management – E9</p> <p>~ delivery of a number of small grants (6) to support local cultural organisations – E4/E6</p> <p>~ support Town Deal developments, specifically improvements to the Brindley Theatre – E4</p> <p>~ measure an increase in visitor numbers to The Brindley and other venues involved in this strand e.g. Victoria Park – E4</p>
Town Centres	<p>Supporting local business - E16 - Intervention Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses</p> <p>~ capital funding for improvements to four currently vacant market stalls to make them more attractive to new traders (outcomes: 1 local market supported and up to 4 new businesses created)</p> <p>~ revenue funding for will be used to support a number of initiatives, including:</p> <ul style="list-style-type: none"> • Better signposting to existing support and services by updating the information available on the Council's web page with an emphasis on Town Centre retail and service businesses. • Messaging about support on social media channels extended and targeted at town centre businesses • Design of a diagnostic framework for retail and town centre businesses • Diagnostic offer to town centre business, then brokerage into further business support • Online masterclasses for town centre businesses • Support for town centre events (Widnes, Runcorn, Halton Lea)

The Local Need

Please provide a short description of any challenges and opportunities that UKSPF funding will help to address (guide 200 words).

Please provide / detail any supporting evidence where it is useful to do so any make the case for intervention. (Evidence can be included as Annexes)

Green, Safe, Resilient Communities

The UKSPF fund will help to deliver some key actions in the Council's Climate Change Action Plan, drawing in local communities:



- developing the Borough's green infrastructure through the creation of a diverse forest in Halton
- encourage local groups and residents to participate in and deliver grassroots, sustainable initiatives leading to the development of a Community Climate Partnership
- Building Healthy Homes through food security and energy advice and improvements and helping to establishing a Green Growth Business Alliance to secure the local economic benefits from the transition to Net Zero
- Accelerate the up take of sustainable modes of transport into our Town Centres

Local Cultural, Arts, Heritage

There is a relatively strong and growing cultural and heritage sector in Halton who are now seeking support from Halton BC to embed and extend their work; this will be achieved through the publishing and implementation of a Halton Cultural Strategy from Jan 2023, specifically deploying some of the UKSPF budget to a support role for those delivering cultural events and through micro-grants to individual cultural organisations to kickstart projects. The principle underpinning the work is to support local creatives and to upgrade the cultural offer for Halton residents to demonstrate that Halton can develop/host a high quality cultural events programme.

Town Centres

Over recent years the retail sector has seen a significant shift from in person to online shopping as people's habits change. It's estimated that circa 20% of all sales will be made online in 2022, thus putting further pressure on retail environments. The pandemic has also had a significant impact on the town centre business; at Widnes Market, for example, footfall has dropped by circa 25% over pre-pandemic levels.

Links to Local Plans and current activities

Please provide an outline of any Local Plans and linked to existing projects, programmes and initiatives that are relevant to the activities proposed as part of this plan. If available, please provide links to existing plans / strategies.

Green, Safe, Resilient Communities

The activities proposed all link to Halton's Climate Change Strategy and key actions contained within it: [Halton Climate Change Action Plan](#)

Local Cultural, Arts, Heritage

Priorities identified in this strand all help to deliver the actions identified in Halton's Cultural Strategy which is in the process of being finalised (Jan 2023) and is not yet a public document.

Town Centres

- Reconnecting Runcorn – The Runcorn Town Investment Plan (January 2021)
- Halton Lea Investment Plan DRAFT (April 2022)
- Halton Lea Levelling-Up bid (2022)
- Widnes Market business plan (2022- 2025) [Widnes Market Business Plan](#)

Proposed Activities



Please provide a short overview of how the funds will be used for each strand and a summary of the activities you propose to fund through UKSPF. These activities should be in accordance with guidance provided on the UKSPF, be in line with the spend profile, outputs and outcomes.

Please include details of match funding, critical milestones to enable delivery, contracting requirements and a short programme risk analysis in the delivery plan template provided.

Green, safe and resilient communities

The funds will be used to deliver a range of projects aimed at the creation of and improvements to local green space and the built environment, increasing opportunities around sustainable modes of transport to town centres and creating community engagement in climate change projects and encouraging the opportunities for volunteering/skills development.

We will aim to grow this pot through match funding from a number of sources:

- INEOS Energy from Waste Fund
- DEFRA Woodland Creation Accelerator Fund
- Local Cycling and Walking Infrastructure Plan
- Health Through Warmth
- NLCF Climate Action Fund

A series of Service Level Agreements will be put in place for grants to local organisations.

Tree planting and improvements to sustainable transport will be delivered through existing Council contracting arrangements.

Individual risk registers will be developed for each project to ensure outputs/outcomes are achieved and projects are delivered within budget.

Local cultural, arts and heritage

The funding will be used to support the delivery of Halton's Cultural Strategy, due to be published in Jan 2023; the Strategy has been developed in consultation with local cultural stakeholders and will support two key cultural forums in Halton – Cultivate (Halton's Local Cultural Education Partnership) and Halton Heritage Partnership (HHP).

Specifically, the funding will part-fund an events management/cultural post to support existing cultural forums in the Borough in delivering an events and projects programmes, including a series of 'Fests' - Make-Fest (Mar 23), Eco-Fest (Aug 23, alongside LCR/ACE funding, Heritage Open Days (Sept 23, 24) alongside the DM SIF funding and Halton's 50th Anniversary in 2024. Also to include recruiting/training new volunteers to support with event management

The delivery of a number of small grants to support local cultural organisations to kickstart/enhance their events/projects.

In terms of capital spend, the funding will complement Runcorn's Town Deal developments, specifically improvements to the Brindley Theatre

With the support of Halton BC's Community Development Team, we will set up systems to measure an increase in visitor numbers to The Brindley and other venues involved in this strand e.g. Victoria Park.

Town Centres

The funding will be used to enhance existing events/facilities and deliver some new interventions:

The capital funding will be used in Year 1 to fund improvements to four vacant market stalls to make them more attractive to new traders.



Currently there are four hard-to-let stalls which are unattractive to new market traders due to the initial outlay needed prior to trading to fitout and secure the stall due to adjustments made by previous tenants. This work will include removing previous stall dividers and replacing damaged false ceilings. It will also include the provision of security stall shutters which are generally cost prohibitive for new traders.

This work will support the output 1 local market supported and outcome 2 new business's created

Revenue Funding (spend April 23 to march 25)

This funding will be used to support a number of initiatives:

- Better signposting to existing support and services by updating the information available on the Council's web page with an emphasis on Town Centre retail and service businesses.
- Messaging about support on social media channels extended and targeted at town centre business's
- Design of a diagnostic framework for retail and town centre business's
- Diagnostic support for town centre businesses, followed by brokerage support to further expertise
- Online masterclasses for town centre business's
- Support for town centre events (Widnes, Runcorn, Halton Lea)

Outputs / Outcomes

Please provide a summary of the anticipated outputs and outcomes that will be delivered, including timescales for their realisation. These should be taken from the guidance documents where target numbers are provided.

Green, safe and resilient communities

OUTPUTS:

Amount of public realm created or improved (m2)	700m2
Number of organisations receiving grants	8
Number of neighbourhood improvements taken	4
Amount of green space created or improved	100m2
Number of projects	8
Number of trees plants	500

OUTCOMES:

Increased footfall	25%
Improved perception of facilities/amenities	50%
Increased users of facilities/amenities	25%
Volunteering numbers as a result of support	70

Soft outcomes will include:

<ul style="list-style-type: none"> Increased civic pride/ownership through 'green' improvements to specific neighbourhood areas, leading to safer and healthier communities Reduced social isolation and skills development for volunteers Increased knowledge and awareness of climate issues leading to individual/group action 	
Local cultural, arts and heritage	
<p>OUTPUTS:</p> <p>Number of organisations receiving grants</p> <p>Number of local events or activities supported</p> <p>Number of tourism, culture or heritage assets created or improved</p> <p>Number of events/participatory programmes</p> <p>Number of projects</p> <p>OUTCOMES:</p> <p>Increased visitor numbers</p> <p>Number of community led creative programmes as a result of support</p> <p>Volunteering numbers as a result of support</p> <p>Soft outcomes will include:</p> <ul style="list-style-type: none"> Increased confidence in Halton to deliver high quality, large-scale cultural events Skills development for volunteers Increased participation in creative activities, leading to improved wellbeing 	<p>6</p> <p>3</p> <p>1</p> <p>3</p> <p>3</p> <p>10%</p> <p>3</p> <p>30</p>
Town Centres	
<p>OUTPUTS:</p> <p>Number of local markets supported</p> <p>Number of businesses receiving non-financial support</p> <p>OUTCOMES:</p> <p>Jobs created</p> <p>Number of new businesses created</p> <p>Soft outcomes will include:</p> <ul style="list-style-type: none"> Increased confidence for town centre businesses Increased confidence for residents in going to the town centres 	<p>1</p> <p>47</p> <p>9</p> <p>2</p>
<p><i>Please provide details of any additional outputs or outcomes that are expected to be delivered through delivery of the funding:</i></p> <p>See soft outcomes in each section above</p>	

Financial plan

Please provide an overview of the spend profile for the activities outlined in the delivery plan.

Stream	Year 1		Year 2		Year 3		Total
	Capital	Revenue	Capital	Revenue	Capital	Revenue	
Green, resilient and safe communities	13,923	41,290	36,540	83,463	79,406	46,438	301,059
Local cultural, arts and heritage	3,935	49,193	15,742	25,000	46,438	48,593	188,900
Town Centres	27,549	0	0	51,830	0	38,684	118,063

Does this spend profile align with the overall yearly split provided in the detailed spend profiles? **No**

If no, please advise which interventions this is different for, and rationale for this?

As we only have one full quarter left in year 1, we have carried some year 1 funding into years 2/3 in some cases where we know it can/can't be spent.

The capital spend on Town Centres has been brought forward from Year 3 to Year 1 in order to help facilitate the creation of new businesses sooner and moved revenue to later years to allow led in time for procurement.

Does this spend profile align with the overall capital and revenue split provided in the detailed spend profiles? **Yes**

If no, please advise which interventions this is different for, and rationale for this?

Sign-off

Have all relevant colleagues with the LA been consulted on this plan?	YES
Has your plan been signed off by the LA's accountable officer for UKSPF?	YES
Has the plan been signed off through the LA governance structure? If not, please provide details of when this will be considered.	To be ratified by Exec Board Jan 23

REPORT TO:	Executive Board
DATE:	19 January 2023
REPORTING OFFICER:	Operational Director, Community and Environment Operational Director Economy, Enterprise & Property
PORTFOLIO:	Environment and Urban Renewal and Employment, Learning and Skills, Leisure, Community and Culture
SUBJECT:	Runcorn Swimming Pool
WARDS:	Mersey & Weston

1.0 PURPOSE OF THE REPORT

- 1.1 On 2 March 2022, the Council agreed to a budget for 2022/23 that included the closure of Runcorn Swimming Pool. The decision came with a proviso that closure would not be implemented until September 2022 to allow time to ascertain if there was a third party who might be interested in taking on the pool and operating it going forward.
- 1.2 The report outlines the approach the Council took to seeking a third party.
- 1.3 The report seeks approval to declare the asset surplus to requirements and to place the building on the Council's disposal list.

2.0 RECOMMENDATION: That

- 1) the report be noted;**
- 2) the Board approves the placing of the asset on the Council's Asset Disposal register; and**
- 3) approval is given to the Operational Director, Economy, Enterprise and Property, in consultation with the Portfolio Holders for Environment and Urban Renewal and Employment, Learning and Skills, Leisure, Community and Culture to place the property on the open market for sale.**

3.0 SUPPORTING INFORMATION

- 3.1 The closure of Runcorn Pool was presented in the Councils Revenue Budget 2022/23 EXB 68 refers. Full Council on 2nd March 2022 endorsed the decision taken by Executive Board.

- 3.2 In order to facilitate the decision taken by Members, the opportunity as described in that decision was published on 22nd March 2022 on the Chest. Interested parties were encouraged to register on the Chest. The opportunity was advertised widely, Council's website, news update, social media, business newsletters including a trade advert in Leisure Opportunities, which has pages dedicated to property related tenders, expressions of interest, news, developments, and acquisitions in the leisure property market.
- 3.3 The Council made available on the Chest, information it had on the swimming pool including, floor plans, condition surveys, user figures and expenditure, to give interested parties a better understanding of what would be involved. This ensured that there was a central point for such information and that all interested parties were treated fairly. Interested parties were invited to submit an expression of interest by 1st July 2022.
- 3.4 Ward Councillors supported the process and responded to local enquiries, directing anyone with questions submit them via the Chest.
- 3.5 Several organisations viewed the opportunity; an open day took place at site on 8th April. Officers responded to questions submitted on the Chest in a timely manner.
- 3.6 The Council received no expressions of interest.
- 3.7 When the Council agreed to close Runcorn Swimming Pool on 2nd March, the service had six members of staff attached to the Pool structure. This quickly reduced to one member of staff; all the other staff secured alternative positions.

With a national shortage of Lifeguards, it became almost impossible to staff Runcorn Swimming Pool and keep the pools open at Brookvale and Kingsway.
- 3.8 Runcorn Swimming Pool closed to the public on 16th June.
- 3.9 The Leisure Centre team removed any equipment it could use at other sites. The pool was drained, and suppliers collected plant room equipment on loan.
- 3.10 As some interest to use the building was expressed by community groups, the Council ran a further procurement round. This time seeking expressions of interest for alternative uses for the building, (not use as a swimming pool). The opportunity was advertised from 20th September to 14th October.
- 3.11 During the advertised period, the Council received no questions and requests for further information. The Council received no expressions of interest.

- 3.12 Property Services now hold the keys for this premise. All services will cease. Costs will be kept to a minimum (building alarm and essential servicing only). The Council insurer have insisted that the building be boarded up.

4.0 POLICY IMPLICATIONS

- 4.1 There are no further policy implications arising from this report

5.0 FINANCIAL IMPLICATIONS

- 5.1 The Council has reviewed the site and the current budgetary position means it cannot afford the significant investment needed to maintain the building.
- 5.2 There are ongoing costs for the building, which include some utility costs and annual service charges. Expenditure will be in line with other vacant buildings and kept to a minimum. The building condition is likely to deteriorate.
- 5.3 There is a wider regeneration plan for Runcorn with significant investment already made in the area and further investment coming, which will see, improved assets in the area. However, the Town Deal regeneration project has not identified a use for the building.
- 5.4 For these reasons, it is proposed that the building is declared surplus to requirements, and the Council seeks to place the property on the open market for sale. The sale would be subject to planning, and any proposed end use would need to be sensitive to the wider regeneration plans for the town.

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

Closure of the pool has reduced the water space available for residents

6.4 A Safer Halton

None

6.5 Halton's Urban Renewal

Consider and review the suitability, condition and cost of the property and reasons for retaining the non-operational property or determine if surplus to requirements.

Once a building is, unoccupied and boarded up deterioration can quickly happen, having a detrimental effect on the surrounding neighbourhood.

7.0 RISK ANALYSIS

The building is empty; services remain connected, the water system is drained. The building is alarmed.

The building is likely to fall into disrepair

If the Council is unable to find a viable use or occupier, the cost of renovating the building will continue to increase.

8.0 EQUALITY AND DIVERSITY ISSUES

The asset has been used as a community facility.

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

None within the meaning of the Act.

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

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