

HALTON BOROUGH COUNCIL



*Municipal Building,
Kingsway,
Widnes.
WA8 7QF*

11 July 2023

**TO: MEMBERS OF THE HALTON
BOROUGH COUNCIL**

You are hereby summoned to attend an Ordinary Meeting of the Halton Borough Council to be held in the Council Chamber, Runcorn Town Hall on Wednesday, 19 July 2023 commencing at 6.30 p.m. for the purpose of considering and passing such resolution(s) as may be deemed necessary or desirable in respect of the matters mentioned in the Agenda.

A handwritten signature in black ink that reads 'S. Young'.

Chief Executive

-AGENDA-

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1.	COUNCIL MINUTES	SEE MINUTE BOOK
2.	APOLOGIES FOR ABSENCE	
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4.	DECLARATIONS OF INTEREST	
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	a) 16 March 2023	
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9.	QUESTIONS ASKED UNDER STANDING ORDER 8	
10.	MATTERS REQUIRING A DECISION OF THE COUNCIL	
	a) Pay Policy Statement 2023 - 2024	5 - 12
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Executive Board considered the attached report.

RECOMMENDED: That;

- (i) The intention to undertake a procurement exercise via The Chest with the purpose of securing a Design, Build, Operate and Maintenance Contract for the implementation of the Halton Micro Grid, be approved; and
- (ii) Council be asked to include the £11m total estimated cost of the Halton Micro Grid scheme within the capital programme, to be funded as outlined in section 5 below.

- c) Protocol for the Appointment of Honorary Aldermen/
Alderwomen

17 - 26

Executive Board considered the attached report.

RECOMMENDED: That the Board

- 1) approve the Protocol for the Appointment of Honorary Aldermen/ Alderwomen appended to the report at Appendix B (“the Protocol”); and
- 2) recommend to Council that the Protocol be adopted.

**11. MINUTES OF THE POLICY AND PERFORMANCE BOARDS
AND THE AUDIT AND GOVERNANCE BOARD**

**SEE MINUTE
BOOK**

- a) Children, Young People and Families
- b) Employment, Learning, Skills and Community
- c) Health
- d) Safer
- e) Environment and Urban Renewal
- f) Corporate Services
- g) Audit & Governance Board

12. COMMITTEE MINUTES

**SEE MINUTE
BOOK**

- a) Development Management
- b) Appointments
- c) Taxi Licensing Sub Committee

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REPORT TO:	Council
DATE:	19 July 2023
REPORTING OFFICER:	Chief Executive
PORTFOLIO:	Leader
SUBJECT:	Urgent Decisions
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 To bring to the attention of Council urgent decisions taken since the last meeting of the Council.

2.0 RECOMMENDATION: That the report is noted.

3.0 SUPPORTING INFORMATION

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

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

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

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

- 3.3 The urgent decisions taken since the last meeting of Council:

Date Decision taken	Decision details
13 June 2023	Following receipt of £3.3M High Needs Capital Funding from the Department for Education, the Local Authority has been undertaking statutory consultation with staff/governors and the public, to expand its Special Educational Needs (SEND) provision in Halton at five schools, and also to expand its SEND provision at some schools where this provision is already offered (where statutory consultation was not required). Due to the timescales to progress/procure and complete any necessary capital works where possible, for a September opening for some of this additional provision, awaiting the July Executive Board meeting would delay commencement of works by circa 5 weeks, may prove

	<p>difficult to obtain contractors at such short notice to undertake required works during the school summer holiday period, and is likely to impact on increased costs should there be any delay in commencement. This request is to approve spend from the High Needs Capital Allocation against expansion of provision at Halton’s mainstream and special schools who have expressed an interest in expanding their SEND provision to support in-borough placements..</p>
<p>12 June 2023</p>	<p>To improve the recruitment and retention of Qualified Children Social Workers and reduce the reliance and cost of agency staff.</p> <p>The Halton offer was due to be implemented from the 1 April ‘23. The implementation plan was delayed due to further due diligence requirements requested by the Chief Officers in light of concerns regarding the financial effectiveness of the offer.</p> <p>A working group led by the Director Children Services involving Children’s Social Care, TDU, Finance, HR has been addressing the practicalities of the offer and approval was sought to implement the Halton Offer from 1 July 23.</p>

4.0 POLICY IMPLICATIONS

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

5.0 OTHER IMPLICATIONS

5.1 None.

6.0 IMPLICATIONS FOR THE COUNCIL’S PRIORITIES

6.1 Children and Young People in Halton

None.

6.2 Employment, Learning and Skills in Halton

None.

6.3 A Healthy Halton

None.

6.4 A Safer Halton

None.

6.5 Halton's Urban Renewal

None.

7.0 RISK ANALYSIS

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

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

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

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

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REPORT TO:	Council
DATE:	19 July 2023
REPORTING OFFICER:	Corporate Director, Chief Executive's Delivery Unit
PORTFOLIO:	Resources
SUBJECT:	Pay Policy Statement 2023 – 2024
WARD(S):	Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 The Localism Act 2011 requires every local authority to prepare a pay policy statement each year which details the Council's approach to a range of issues relating to the pay of its workforce, particularly its senior staff (Chief Officers) and its lowest paid employees.
- 1.2 This report details the Council's recommended Pay Policy Statement for 2023/24. The statement will be subject to annual review and approval by Full Council. In exceptional circumstances, the statement may be reviewed/amended in-year by the Full Council.
- 1.3 On approval the statement will be published on the Council's website following each annual review.

2.0 RECOMMENDATION: That:

Council adopts this Pay Policy Statement for the Financial Year 2023/24

3.0 SUPPORTING INFORMATION

- 3.1 The Council is committed to transparency and fairness in the pay and remuneration of all its employees. In determining the pay and remuneration of all of its employees, the Council will comply with all relevant legislation and has had regard to the Guidance issued by the Department for Communities and Local Government in February 2012.
- 3.2 The Localism Act requires the Council to produce a policy statement that covers a number of matters concerning the pay of the Councils staff; principally its Chief Officers and the Authority's lowest paid employees. This pay policy statement meets the requirements of the Localism Act 2011 and takes account of the guidance issued by the Secretary of State for Communities and Local Government "Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act".

- 3.3 The statement complies with the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Worker Regulations 2010, The Agency Worker (Amendment) Regulations 2019 and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2014.
- 3.4 With regard to the equal pay requirements contained within the Equality Act, the Council ensures that there is no pay discrimination in its pay and grading structures and that all pay differentials are objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of grades according to the requirements, demands and responsibilities of the job role.
- 3.5 With effect from April 2018, employers with more than 250 employees have been required to report on Gender Pay Gap to the Government Equalities Office. The calculation is prescribed statutorily and is based on a snapshot date of 31st March of the previous year. The most recent submission to government, filed in 2023, is as at 31st March 2022;
- Median pay gap: 4.48% lower for female employees.
The median gender pay gap for the whole UK economy is 8.3% (October 2022 ONS figures).
 - Mean pay gap: 9.6% lower for female employees.
The mean gender pay gap for the whole UK economy is 11.3% (October 2022 ONS figures).

Further detailed information is published on the Council website at: [Gender Pay Gap Summary March 2022 Reporting.pdf \(halton.gov.uk\)](https://www.halton.gov.uk/gender-pay-gap-summary-march-2022-reporting.pdf)

- 3.6 This pay policy statement does not apply to schools maintained by the Council and there is not a requirement for it to do so.

4.0 THE PAY POLICY STATEMENT

- 4.1 Under Section 112 of the Local Government Act 1972, the Council has the power “to appoint officers on such reasonable terms and conditions as the authority sees fit.” The purpose of the Statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying:
- The methods by which salaries of all employees are determined;
 - The detail and level of remuneration of its most senior staff, i.e., chief officers, as defined by relevant legislation;
 - The Committee responsible for ensuring the provisions set out in this Statement are applied consistently throughout the Council and recommending any amendments to the Full Council.

5.0 BACKGROUND – PAY STRUCTURE

- 5.1 The Council uses the National Joint Council (NJC) nationally negotiated pay spine (i.e. a defined list of salary points) as the basis for its local pay structure,

based on the application of the job evaluation process to determine the salaries of the majority of its staff.

- 5.2 The Council adopts the national pay bargaining arrangements in respect of the national pay spine and any agreed annual pay increases negotiated nationally with the joint trade unions.
- 5.3 From 1st April 2019, a revised NJC pay spine was introduced which consolidated the twelve lowest points from the previous version into six. This was designed to promote equity within the pay and grading model. The Council adopted this model.
- 5.4 The Council has determined that it will pay the Living Wage, as calculated annually by the Living Wage Foundation. From 1 April 2023, the minimum hourly rate paid will be £10.90.
- 5.5 From 1st April annually, the minimum hourly rate paid will be the higher of the hourly rate of the bottom NJC pay point (SCP 2), or the hourly rate as calculated by the Living Wage Foundation and announced in the prior November. The NJC rate for SCP2 effective 1st April 2022 is £10.56. The rate effective 1st April 2023 has not yet been negotiated at the national level.
- 5.6 For staff on Joint Negotiating Committee (JNC) terms and conditions (Chief Officers), the Council operates a locally determined pay structure, in accordance with JNC guidance, and any agreed annual pay increases negotiated with the joint trade unions on a national level.
- 5.7 All other pay related allowances are the subject of either national or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined locally.
- 5.8 Starting salaries for new appointments will normally be made at the minimum spinal column point for the grade, although this can be varied where necessary to secure the best candidate for the job. From time to time it may be necessary to take account of the external pay market in order to attract and retain the best employees with particular experience, skills and abilities. Where necessary, the Council will ensure that the requirement for such payments is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the public sector and where such retention payments are necessary, they will be considered with the framework provided by the NJC, and be subject to local negotiation and ratification.
- 5.9 There is a formal job evaluation process for new positions created or for proposed changes to existing job descriptions and person specifications. For positions which are subject to the National Joint Council (NJC) for Local Government Services ('Green Book'), the grading review is undertaken with representation from the Human Resources Service, the Trade Unions and the relevant Manager, using the Local Government Single Status Job Evaluation Scheme (the NJC scheme) which is used to evaluate posts up to grade HBC11.
- 5.10 Apprentices within the Council are paid 75% of the bottom point of the relevant Council grade for the post. Apprentices aged 21 or over, who have completed the first year of an apprenticeship are paid the relevant National Minimum

Wage, in line with prevailing legislation, where this is higher than the 75% of grade rate.

5.11 The following employee groups are not presently paid in accordance with an evaluated grade/role determined by the Council and instead nationally or locally determined rates apply:

- Employees whose pay and conditions are determined by the Soulbury Committee
- Employees within the Council whose pay is determined by the annual review of the School Teachers Pay and Conditions document (STPCD)
- Employees who have transferred from the NHS to the Council on NHS terms and conditions
- Employees who have retained terms and conditions following a TUPE transfer to the Council

5.12 Any temporary 'market supplement' to the salary scale for any grade is approved in accordance with the NJC 'Green Book' criteria on such matters and can only be approved by the Council's Management Team, in consultation with the Head of HR Operations.

6.0 SENIOR MANAGEMENT REMUNERATION

6.1 For the purposes of this Statement, senior management means 'chief officers' as defined within the Localism Act. The posts falling within the statutory definition are set out below:

- Chief Executive
- Executive Directors
- Corporate Directors
- Operational Directors
- Director of Public Health

6.2 The basis of salary levels for Chief Officers was established following a review exercise in April 2005 carried out by Tribal Resources, using the Hay system to evaluate grades and salary points.

6.3 The salary details of the Council's Chief Officers can be found on the Council website and are published as part of the Council's Annual Statement of Accounts.

6.4 The arrangements and factors considered in determining progression through the relevant grade is incremental progression awarded on an annual basis until the top of the grade is reached.

6.5 The terms and conditions applicable to officers on director grade and above are determined by the JNC for Chief Executives, the JNC for Chief Officers of Local Authorities or NHS Employers, as amended, supplemented or superseded by the Council from time to time.

6.6 Between November 2021 and December 2022, the Council's Appointments Committee reviewed the salary framework for the post of Chief Executive, and established new salary frameworks for the posts of Executive Director and

Corporate Director. New pay scales were introduced in each case, having been tested comparatively within the market.

7.0 RECRUITMENT OF CHIEF OFFICERS

- 7.1 The Council's policy and procedures with regard to the recruitment of Chief Officers is as contained in the Council's Constitution which is reviewed annually by Full Council.
- 7.2 When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law, its recruitment guidance and equality policies.
- 7.3 The remuneration of any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

8.0 ADDITIONS TO SALARY OF CHIEF OFFICERS

- 8.1 Incremental progression through the grade is time related i.e. employees are entitled to receive an increment (the next salary point on the pay spine, unless at top of grade) on an annual basis. This cannot be withheld or varied from the agreed pay spine under the employment contract, unless formal proceedings on capability have been implemented.
- 8.2 To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration (e.g. honoraria, acting up) are dependent upon the provision and approval of a business case to the Chief Executive and relevant Executive Director in consultation with the Head of HR Operations.
- 8.3 Officers required to regularly use a vehicle for Council business are currently entitled to an essential car user allowance, currently £1,000pa (from April 2013). The Chief Executive, Executive Directors, Corporate Directors and Operational Directors are also entitled to this payment.
- 8.4 The Chief Executive also receives reimbursement for the duties undertaken as a Returning Officer. This is separate to the salary. The right to receive reimbursement is covered by the JNC for Chief Executive's Terms and Conditions of Service.
- 8.5 Additions to pay are negotiated for all employees, including those covered by the NJC ('Green Book') and JNC terms and conditions.

9.0 PENSION CONTRIBUTIONS

- 9.1 Where employees have exercised their right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the Scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Pension Fund and reviewed on a triennial basis

in order to ensure the Scheme is appropriately funded. The current employer's rate, set at April 2023, is 20.5%.

- 9.2 The employee contribution rates, which are defined by statute, are currently based on the annual full time equivalent rate of pay at the following rates:

Rate of Contribution	Annual Rate of Pay (2023/24 contribution bands)
5.5%	Up to £16,500
5.8%	£16,501 - £25,900
6.5%	£25,901 - £42,100
6.8%	£42,101 - £53,300
8.5%	£53,301 - £74,700
9.9%	£74,701 - £105,900
10.5%	£105,901 - £124,800
11.4%	£124,801 - £187,200
12.5%	More than £187,201

10.0 PAYMENTS ON TERMINATION

- 10.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age is set out within its Pensions Discretions Statement and in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 (and if adopted) Regulation 12 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.
- 10.2 The Council's Policy on Voluntary Redundancy is contained in its Staffing Protocol which was approved by the Appointments Committee on 21st September 2009 with revised terms to reflect the changes to the Local Government Pension Scheme in April 2014 being agreed by the Committee on 4th February 2015. These arrangements apply to all employees at all levels
- 10.3 The Council will have regard to the Statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England, published by the Department for Levelling Up, Housing and Communities, in May 2022.

11.0 PUBLICATION

- 11.1 Upon approval by full Council, this Statement will be published on the Council's website.
- 11.2 For posts where the full time remuneration is £50,000 or above, the Council's Annual Statement of Accounts will include a note setting out the total amount of:
- Salary, fees or allowances paid to or receivable by the person in the current and previous years;

- Any bonuses so paid by way of expenses allowance that are chargeable to UK Income Tax;
- Any compensation for loss of employment and any other payments connected with termination;
- Any benefits received that do not fall within the above.

12.0 LOWEST PAID EMPLOYEES

- 12.1 Employees not on Chief Officer, Soulbury, NHS, or STPCD terms and conditions are paid in accordance with the National Joint Council (NJC) for Local Government Services ('Green Book'). The basic pay for each 'Green Book' employee consists of a salary scale containing a number of spinal column points on the NJC pay spine.
- 12.2 An increment is awarded on an annual basis up to the maximum of the salary grade. The normal increment date is 1st April. Pay awards are generally awarded with effect from 1st April, although the date can be influenced by the negotiation process.
- 12.3 From April 1st 2023, the lowest rate of pay for established employees will be £10.90 per hour.
- 12.4 The relationship between the rate of pay for the highest paid employee and the mean average earnings across the Council is recommended as the best way of illustrating the relationship between the two. This is called the pay multiple and for this Authority, the pay multiple is 1:5.56.
- 12.5 The Hutton Review (2011) stipulated that a pay multiple between the highest and the lowest paid median average salary should not exceed 1:20. On this basis, the Council has a pay multiple of 1:6.69, well within the recommended range.
- 12.6 From April 2019, the Council committed to pay the Living Wage, as calculated by the Living Wage Foundation. In doing so, it will meet all statutory requirements in respect of paying the National Minimum Wage and the National Living Wage, by default.

13.0 ACCOUNTABILITY AND DECISION MAKING

- 13.1 In accordance with the Constitution of the Council, the Appointments Committee is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements relating to employees of the Council.

14.0 POLICY IMPLICATIONS

- 14.1 The requirements under the Localism Act to produce and publish this Pay Policy Statement supplement existing duties and responsibilities that the Authority, as an employer has, particularly its responsibilities under the Equality Act 2010, to avoid discrimination and provide equal pay.

15.0 FINANCIAL IMPLICATIONS

- 15.1 The Pay Policy Statement must be prepared for the financial year 2023/24 and each subsequent financial year. Once in place, it will provide the public with a clear rationale to explain the Authority's approach to pay.
- 15.2 The Council employs 2352 people in 2414 positions and is responsible for spending annually over £300 million of public money.

16.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 16.1 Employees are a key element of the delivery of services that contribute to all of the Council's priorities. As such, appropriate and relevant payment to employees enables the delivery of those priorities.

17.0 RISK ANALYSIS

- 17.1 The adoption of this Pay Policy Statement, and use of the frameworks and mechanisms described within, provides assurance that the Council is mitigating any legislative and ethical risk linked to the remuneration of its employees.

18.0 EQUALITY AND DIVERSITY ISSUES

- 18.1 The Pay Policy Statement will assist the Council to monitor remuneration across the Council and provide a fair system which avoids discrimination.

19.0 CLIMATE CHANGE IMPLICATIONS

- 19.1 There are no specific climate change implication arising from the publication of this statement.

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

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

REPORT TO: Executive Board

DATE: 13 July 2023

REPORTING OFFICER: Executive Director Environment and Regeneration

SUBJECT: Halton Micro Grid

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

To propose that the Council proceeds with a procurement process in respect of the provision of a Halton Micro Grid.

2.0 RECOMMENDATIONS: That;

- (i) The intention to undertake a procurement exercise via The Chest with the purpose of securing a Design, Build, Operate and Maintenance Contract for the implementation of the Halton Micro Grid, be approved;**
- (ii) Council be asked to include the £11m total estimated cost of the Halton Micro Grid scheme within the capital programme, to be funded as outlined in section 5 below.**

3.0 SUPPORTING INFORMATION

- 3.1 The Halton Micro Grid seeks to increase the size of the existing Solar Farm on the former St Michael's Golf Course by installing a combination of additional rooftop and solar farm solar PV generation schemes. This would aim to bring the total installed capacity to 5.1MW and would be achieved by extending the existing Solar Farm by 2.95MW and installing an additional 900kw of roof top solar.
- 3.2 The extension will be supported by a battery storage scheme in order to maximise the use of solar PV power overnight, support the use of heat pumps at the new Leisure Centre, and provide an Electrical vehicle charging infrastructure at Lowerhouse Lane Depot to enable electrification of the fleet.
- 3.3 The tender will invite bids from Engineering, procurement, and construction (EPC) contractors to support the Design, Build and Maintenance of the project.
- 3.4 It is anticipated that the value of the contracts in total is likely to be in the region of £11m, with a contract for maintenance of £ 1.9m over the 30 year lifetime of the project.

- 3.5 This figure is above the Public Contract Regulations 2015 threshold value and will be tendered accordingly. The open procedure will be used whereby expressions of interest are first obtained and then assessed.
- 3.6 The tender submissions will be evaluated on both price and quality; this being on a 30% price, 70% quality ratio and the most economically advantageous tender will be reported to this Board.
- 3.7 The cost of the works will be met from prudential borrowing and a grant of £2.5m from the Liverpool City Region Combined Authority.
- 3.8 A projected cash-flow illustration on the basis a £2.5m grant contribution indicated that the Council would break even, with the Council capital and interest for the funding borrowed repaid by the revenue stream from the electricity generated.
- 3.9 The project will fund a number of capital investments and deliver long term revenue benefits to the Council as follows:
 - The project caps electricity prices to the Council at 2.5% p.a. increase for the renewable component of supply for 30 years. If market energy prices rose by 4% annually over the lifetime of the project, the net revenue benefits to the Council are in the region of £2.5m.
 - A £460K contribution to the Leisure Centre heat pumps.
 - The £454K funding for electric charging infrastructure at the Lowerhouse Lane depot.
 - De-carbonisation benefits. The connected buildings would use 67% of the energy generated, amounting to 115,190,000kwh green electricity produced over 30 years. This equates to 26,839 tonnes of carbon dioxide savings over the lifetime of the projects.
- 3.10 On receipt of the tenders a full business case will be developed and reported to the Board for approval.

4.0 POLICY IMPLICATIONS

- 4.1 Nationally, the Government has set a target for the UK to reduce its Carbon Emission in the period 2028-2032 to 57pc below 1990 levels. The Council also set its own reduction targets and these are currently being met. The Council has also recently declared a Climate Emergency, which calls for the Council to produce and use more renewable energy in its buildings. This scheme will help contribute to further reductions and support the Council's ambitions.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The project would require approximately £8.5m of funding by the Council, as match funding to the £2.5m grant which is being sought from the LCR Combined Authority Single Investment Fund. The annual capital financing costs of the Council's borrowing, would be fully funded from the income received from the electricity generated. The net financial benefits of the scheme to the Council, are set out in section 3 above.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None.

6.2 Employment, Learning and Skills in Halton

None.

6.3 A Healthy Halton

None.

6.4 A Safer Halton

None.

6.5 Halton's Urban Renewal

The Scheme will bring back into use a Council asset that has been unused for some years and is unsuitable for major development. It will contribute to the Council's targets to reduce carbon emissions and will demonstrate local leadership in promoting locally generated renewable energy, removing the reliance on traditional fossil-based fuels.

The project will also act as a demonstrator project for the Liverpool City Region (LCR) and could provide a model to be replicated across the LCR on differing scales.

7.0 RISK ANALYSIS

- 7.1 A risk register for the scheme would be developed that puts in place control measures to mitigate against the main risks. The initial risk is the development costs should the project not proceed.

8.0 CLIMATE CHANGE IMPLICATIONS

- 8.1 The connected buildings would use 67% of the energy generated, amounting to 115,190,000kwh green electricity produced over 30 years. This equates to 26,839 tonnes of carbon dioxide savings over the lifetime of the projects. This will significantly reduced the Council's CO2 and help meets its ambitions to be net zero by 2040 as set out in the Council's Climate Change Action Plan.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 None.

10.0 REASON FOR THE DECISION

10.1 To seek approval for the procurement of a Halton Micro Grid.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

11.1 It is proposed to invite bids from Engineering, procurement, and construction (EPC) contractors to support the Design, Build and Maintenance of the project, which will provide alternative options from which the preferred solution will be identified.

12.0 IMPLEMENTATION DATE

12.1 01 August 2023.

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

There are none under the meaning of the Act.

REPORT:	Executive Board
DATE:	13 July 2023
REPORTING OFFICER:	Chief Executive
PORTFOLIO:	Leader
SUBJECT:	Protocol for the Appointment of Honorary Aldermen/ Alderwomen
WARDS:	Borough-wide

1 PURPOSE OF REPORT

To receive a report from the Chief Executive recommending the adoption of a new Protocol for the Appointment of Honorary Aldermen/ Alderwomen.

2 RECOMMENDATION

It is recommended that the Executive Board:-

- 1. Approve the Protocol for the Appointment of Honorary Aldermen/ Alderwomen appended to this report at Appendix B (“the Protocol”);**
- 2. Make a recommendation to Council that the Protocol be adopted.**

3 SUPPORTING INFORMATION

3.1 Section 249(1) of the Local Government Act 1972 states “that a principal council may, by a resolution passed by not less than two thirds of the members voting thereon, at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered Eminent Services to the Council as past members of that Council but who are not then members of the Council.” There is no statutory guidance or definition of “eminent services”. This is, instead, left up to local interpretation.

3.2 The Council has conferred the title to 8 Honorary Aldermen/Alderwomen since it has had the power to do so, with the last appointment being in 2001.

3.3 The Council's current protocol is at **Appendix A**. This simply reflects the law and does not set out any criteria or process of nomination and appointment.

3.4 So that clear guidance is provided for future Honorary Aldermen/Alderwomen and a fair and transparent process is followed, it is recommended that a new protocol is devised setting out both the criteria and procedure for nomination and appointment.

3.5 A suggested new protocol is appended at **Appendix B**. This has been drafted following a comparative exercise with our neighbouring authorities and is similar in nature. It is recommended that this now be approved by the Executive Board and recommended to Council for adoption.

3.6 If Members decide not to amend the current protocol, this will make considering future nominations difficult as there are no independent criteria to assess them against and may lead to the dilution of the importance of the title.

4. POLICY IMPLICATIONS

4.1 None

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications for the introduction of a set of criteria for the purpose of conferring the title of Honorary Aldermen/Alderwomen.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton**

N/A

6.2 **Employment Learning and Skills in Halton**

N/A

6.3 **A Healthy Halton**

N/A

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

N/A

7. RISK ANALYSIS

7.1 The appointment of Honorary Aldermen/ Alderwomen is discretionary and any risk to the Council is likely to be low. However, having criteria to assess nominees and a clear procedure for nomination and appointment ensures that there is a fair and transparent process and one that reflects public law principles.

8. EQUALITY AND DIVERSITY ISSUES

8.1 There are no equality issues arising from this report.

9. CLIMATE CHANGE IMPLICATIONS

9.1 There are no climate change implications.

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

None under the meaning of the Act.

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APPENDIX A

HONORARY FREEDOM OF THE BOROUGH

By section 249(5) of the Local Government Act 1972 (amended by section 180 of the Local Government Planning and Land Act 1980), a Borough or City Council may admit “persons of distinction and persons who have in the opinion of the Council, rendered eminent services to the city, borough or royal borough” as Honorary Freemen.

A resolution passed by not less than two-thirds of the members voting at a specially convened meeting is required to admit the Honorary Freeman but this does not confer any rights upon them.

However, the conferring of the title of Honorary Freeman is the highest honour that a Council of a City or Borough can bestow and, in the view of many, should not be given too often. The resolution should recite the particular grounds upon which the Council have come to their decision, and details of the public services rendered by the recipient should be included.

The freedom resolution is passed at a special meeting of the Council (the last one was on 18 December 1996) and the formal presentation takes place at a special ceremony at a later date.

Honorary Freemen are invited to the following Civic Functions: -

- ❑ Mayor’s Installation
- ❑ Civic Sunday (for coffee before the Service, the Service itself and for lunch afterwards)
- ❑ Remembrance Sunday (but only to the service at The Cenotaph not to the Town Hall for coffee or lunch)
- ❑ Mayor’s Ball
- ❑ Honorary Freedom of the Borough and Honorary Aldermen of the Borough Ceremonies
- ❑ Various “one-off” events e.g. Unitary and Jubilee Celebrations

Honorary Freemen have no legal, social or royal precedence. Although, without formal precedence, it is custom and practice to place them immediately before Honorary Aldermen.

The following people are Honorary Freeman: -

- Lieutenant Colonel Burton – Officer Commanding (103rd Lancashire Artillery Volunteers Regiment)
- Honorary Freeman J H Collins
- Mr J Ellis – Officer Commanding (22nd Cheshire Regiment)
- Honorary Freeman E Gleave
- Honorary Freeman F Nyland
- Honorary Freeman G Oakes
- Honorary Freeman R Turton
- Honorary Freeman Frank Myler
- Honorary Freeman Mike Cuff
- Honorary Freeman Anthony McDermott MBE
- Honorary Freeman Dave Cargill
- Honorary Freeman Arthur Cole (posthumous)
- Honorary Freeman Robert Polhill MBE

**PROTOCOL FOR THE APPOINTMENT OF HONORARY ALDERMEN/
ALDERWOMEN**

1. Background Information

Section 249(1) of the Local Government Act 1972 gives principal councils the power to confer the title of 'Honorary Alderman' (or 'Honorary Alderwoman') on persons who have, in the opinion of the council, rendered eminent services to the council as past members of that council, but who are no longer members of the council. There is no statutory guidance or definition of "eminent services". This is, instead, a matter of local interpretation and the criteria used to select Honorary Aldermen/Alderwomen for appointment at Halton Borough Council is set out in section 4, below.

The position of Honorary Alderman/Alderwoman is non-political and the appointment must be agreed by the Council by resolution of not less than two-thirds of the members at a meeting specially convened for the purpose.

2. The Role of Honorary Alderman/Alderwoman

Honorary Aldermen/Alderwomen may attend and take part in civic ceremonies by invitation, but they will not have the right to attend meetings of the Council etc., or to receive any allowances or payments under section 173 to 176 of the Local Government Act 1972.

Whilst Honorary Aldermen/Alderwomen have no legal, social or royal precedence, they can be used to support the office of Mayor. Such people can be encouraged to attend en masse all civic ceremonial events when invited and can support the work of the Mayor's charity. Similarly, when invited, they can provide valuable support in hosting receptions and promoting civic pride. Although, without formal precedence, it is suggested that they be placed immediately after Honorary Freemen, with precedence amongst the Honorary Aldermen/Alderwomen being accorded to the number of years of service on the Council.

Honorary Aldermen/Alderwomen are invited to the following Civic Functions:-

- ❑ Mayor's Installation
- ❑ Civic Sunday (but only to the Church not to the Town Hall for coffee or lunch)
- ❑ Remembrance Sunday (but only to the service at The Cenotaph not to the Town Hall for coffee or lunch)
- ❑ Mayor's Ball

- Honorary Freedom of the Borough and Honorary Aldermen/Alderwomen of the Borough Ceremonies
- Various “one-off” events e.g. Unitary and Jubilee Celebrations

The role is an honorary one but to the public an Honorary Alderman/Alderwoman is perceived to be a representative of the Council. In taking up this role all Honorary Aldermen/Alderwomen must agree that they:-

1. are perceived to be representative of the civic element of the Council and must act in accordance with the 7 Principles of Public Life;
2. become apolitical in public; knowing that any views expressed may be interpreted as views of the Council.
3. are not to speak on behalf of the Council in any way whatsoever.

3. Nomination and Appointment

Nominations for Honorary Aldermen/Alderwomen may be made by any serving Member of the Council by way of a letter or email to the Chief Executive. The nomination must be received within two years of the nominee ceasing to be a councillor and must set out the reasons for the nomination, having regard to the criteria for appointment.

The nomination will be considered by the Executive Board and assessed against the criteria for appointment. If the criteria are met, a recommendation for appointment will be made to Council for the final decision.

A special council meeting shall be convened by the Mayor to consider the recommendation. During the meeting a Notice of Motion will be put forward to confer the title of Honorary Alderman/Alderwoman on the nominee(s) to recognise their services to the Council and the community. The Motion shall be seconded and the resolution passed by not less than two thirds of the Members present.

If the Resolution is passed, arrangements will be made by the Democratic Services Manager to order the scrolls and arrange a second special council meeting so that those being awarded the title of Honorary Aldermen/Alderwomen will be presented with:

A ‘Certificate of Conferral of the Status of Honorary Alderman/Alderwoman’ which will carry the Council’s Coat of Arms and the Common Seal of the Council, witnessed by the Mayor and the Chief Executive. The certificate will be framed for presentation.

Following the presentation, those appointed Honorary Alderman/Alderwomen will be asked to sign the ‘Roll of Honorary Aldermen/Alderwomen’.

4. Criteria for appointment

Any person nominated for the appointment of Honorary Aldermen/ Alderwomen must meet the following criteria:-

1. they are a past member of the Council;
2. they have made a significant contribution to public life;
3. they have given notable service on behalf of the Council, which has enhanced the reputation of Councillors and the Council itself;
4. they have served the Borough for 12 years or three terms or more as a Borough Councillor, or with service in another role (e.g. Metro Mayor); and
5. they are no longer seeking election to Halton Borough Council.

Any person who meets the above qualification criteria will not automatically become an Honorary Alderman/Alderwoman. The process set out in section 3 must be followed.

5. Withdrawal of title

There may be occasions where, due to the past or future behaviour of individuals who have been appointed as Honorary Aldermen/Alderwomen, the Council may wish to remove the title of Honorary Alderman/Alderwoman from an individual in order to protect the reputation of the Council.

Removal of the title of Honorary Alderman/Alderwoman will follow the same process as appointment (proposed and seconded, and then a resolution of two thirds of those present must be passed). However, it may take place at any meeting of Full Council rather than a specially convened meeting.

6. Past Appointments

The following people were Honorary Aldermen/Alderwomen: -

- The Rt Hon Lord Ashley of Stoke
- The Rt Hon Gordon Oakes
- Honorary Alderman R Eastup
- Honorary Alderman R Beswick
- Honorary Alderman S Gerrard
- Honorary Alderman J Hughes
- Honorary Alderman S Broome
- Honorary Alderman Mrs O Smith

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