

# WARRINGTON Borough Council



To: **Executive Board**

Professor Steven Broomhead  
Interim Chief Executive

**Councillors:**

**T O'Neill (Chair), M Hannon (Deputy Chair),  
R Bowden, L Dirir, C Froggatt, K Hannon,  
D Keane, P Wright**

Town Hall  
Sankey Street  
Warrington  
WA1 1UH

5 April 2013

**Warrington Borough Council Executive Board Meeting**  
**Monday, 15 April 2013 at 6.30pm**  
**Council Chamber, Town Hall**

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Contact: Christine Oliver, Democratic and Member Services  
(Tel: 01925 442104; Email: [coliver@warrington.gov.uk](mailto:coliver@warrington.gov.uk))

## **AGENDA**

### **Part 1**

Items during the consideration of which the meeting is expected to be open to members of the public (including the press) subject to any statutory right of exclusion.

**1. Code of Conduct – Declaration of Interests**  
**Relevant Authorities (Disclosable Pecuniary Interests)**  
**Regulations 2012**

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

**2. Minutes**

**Page 1**

Minutes of the meeting of the Executive Board held on 11 March 2013.

**3. Executive Decisions - Forward Plan**

**Page 11**

Report of Solicitor to the Council and Assistant Director,  
Corporate Governance.

4. **Admission Arrangements for primary and secondary schools in 2014-15 - Outcome of consultation (Forward Plan No 065/12)** Page 21
- Report of Councillor C Froggatt, Executive Board Member, Children and Young People's Services.
5. **Investment on Priority Capital Projects for Children And Young People (Forward Plan No 066/12)** Page 27
- Report of Councillor C Froggatt, Executive Board Member, Children and Young People's Services.
6. **Senior Management Restructure (Forward Plan No NKD-092/12)** Page 37
- Report of Councillor M Hannon, Deputy Leader.
7. **Wheeled Bins Framework Agreement Retender (Forward Plan No 080/12)** Page 51
- Report of Councillor R Bowden, Executive Board Member, Corporate Resources and Assignments.
8. **Planning for Travellers – Executive Board Task Group – Terms of Reference** Page 55
- Report of Councillor D Keane, Executive Board Member, Environment and Public Protection.

## **Part 2**

Items of a “confidential or other special nature” during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.

The following information comprises the formal notice under Paragraph 5(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that a decision has been taken to hold this part of the meeting in private. Information is also provided against each item heading about the reasons for holding this part of the meeting in private, any representations received and the response to those representations.

9. **Loan to Omega Warrington Ltd (Forward Plan No 091/12)**

Report of Councillor R Bowden, Executive Board Member, Corporate Resources and Assignments.

Reasons for Considering in Private:

Exempt information - Category 3, Schedule 12A,  
Local Government Act 1972.

Representations Received:

Nil

Response to Representations:

Nil

**10. Loan to Warrington Borough Transport  
(Forward Plan No 090/12)**

Report of Councillor R Bowden, Executive Board  
Member, Corporate Resources and Assignments.

Reasons for Considering in Private:

Exempt information - Category 3, Schedule 12A,  
Local Government Act 1972.

Representations Received:

Nil

Response to Representations:

Nil

***If you would like this information provided in another language or format, including large print, Braille, audio or British Sign Language, please call 01925 443322 or ask at the reception desk in Contact Warrington, Horsemarket Street, Warrington***

**EXECUTIVE BOARD – 11 MARCH 2013**

Present:

Executive Board Members

Councillors:

Leader

T O'Neill

Deputy Leader

M Hannon

Corporate Resources & Assignments

R Bowden

Highways, Transportation & Climate Change

L Dirir

Children and Young People's Services

C Froggatt

Leisure, Community and Culture

K Hannon

Environment & Public Protection

D Keane

Health and Wellbeing & Adult Services

P Wright

**EB 168 Apologies**

Nil.

**EB 169 Code of Conduct – Declarations of Interest**

Nil.

**EB 170 Minutes**

Decision – That the Minutes of the meeting of the Executive Board held on 18 February 2013 be received by the Executive Board and signed by the Leader as a correct record.

**EB 171 Executive Decisions - Forward Plan**

The Executive Board considered a report of the Solicitor to the Council and Assistant Director, Corporate Governance on the contents of the Executive Decisions - Forward Plan for the period 1 April – 31 July 2013.

Decision – That the Executive Decisions - Forward Plan be noted.

**EB 172 A New Process for Allocating Transport Assistance for Children with Special Educational Needs (Forward Plan No. 064/12)**

The Executive Board considered a report of Councillor C Froggatt, Executive Board Member, Children and Young People's Services which sought to implement the application and assessment process set out in the statement at Appendix A as the means of allocating transport assistance for children with special educational needs with effect from September 2013. Councillor Froggatt clarified at the meeting that this was not a change in policy but rather introduced an assessment process which many other councils already have in place.

Minutes Issued on Thursday, 14 March 2013. Call In expires midnight on Monday, 18 March 2013. Decisions can be implemented from Tuesday, 19 March 2013.

Decision – That the Executive Board agreed to support implementation from September 2013 of the approach to allocating transport assistance for children with special educational needs as set out in the Appendix of the report.

Reason for Decision – The reason for the recommendation was to establish an application and assessment process for parents/carers seeking home to school transport assistance for children with special educational needs in accordance with the council home to school transport policy, which enabled decisions about transport assistance to be taken consistently and fairly; provides assistance relative to the child's and family's needs; and ensures effective use of financial resources.

**EB 173 Birchwood High School Academy Conversion – Property and Legal Transfer (Forward Plan Decision No. 076/12)**

The Executive Board considered a report of Councillor C Froggatt, Executive Board Member, Children and Young People's Services which provided information on the intention of Birchwood High School to convert to academy status and sought approval to a legal transfer and 125 year lease of land to the new academy trust.

Decision – That the Executive Board agreed to –

- (1) approve the Heads of Terms as set out in the report;
- (2) authorise the Solicitor to the Council on behalf of the Authority to complete the necessary legal documentation to enable the academy transfer to be completed; and
- (3) authorise the Executive Director, Children and Young People's Services and the Solicitor to the Council, following consultation with the Executive Board Member, Children and Young People's Services to agree the detailed terms of leases.

Reason for Decision – The Government had the power to enforce an academy conversion by statutory order if the standard documentation and guidance was not followed or if the school and the local authority could not agree upon the detail of the conversion. As such the Council was in a position of compliance with the process and the report sought to formalise matters.

**EB 174 Budget Monitoring 2012/2013 – Quarter 3 Update**

The Executive Board considered a report of Councillor R Bowden, Executive Board Member Corporate Resources and Assignments which provided information on the forecast financial position for 2013/13 as at the end of December 2012 and the progress on delivering the 2012/13 Medium Term Financial Plan (MTFP) savings targets.

Decision – That the Executive Board agreed to –

- (1) note the current budget position and progress on the delivery of the MTFP savings targets at the end of Quarter 3;
- (2) note the continued commitment by Executive Directors to ensure the delivery of a balanced budget.

Reason for Decision – The Council was currently forecasting an underspend of £0.666m. It was important that Members had a full understanding of the Council's current budget position and pressures to enable them to play a full part in the decision making process to ensure that the Council continued to deliver a balanced budget.

**EB 175 Capital Programme Monitoring 2012/13 – Quarter 3 (April – December) (Forward Plan Decision No. 081/12)**

The Executive Board considered a report of Councillor R Bowden, Executive Board Member, Corporate Resources and Assignments which provided information on the current position and progress of the 2012/13 Capital Investment Programme and its financing as at 31 December 2012. It took into account both financial and scheme progress monitoring undertaken with service area project officers.

The report also sought Executive Board approval to allocate a further £30m of prudential borrowing to allow the expansion of the loans to Registered Social Landlord (RSL) scheme in Quarter 4 2012/13.

Decision – That the Executive Board agreed to –

- (1) approve amendments to the 2012/13 capital programme;
- (2) note the monitoring report; and
- (3) approve an extra £30m prudential borrowing allocation to the loans to RSL scheme.

Reason for Decision – To ensure effective corporate governance procedures are in place for the management of the capital programme.

**EB 176 Performance Report – Quarter 3, 2012/13**

The Executive Board considered a report of Councillor T O'Neill, Leader of the Council which provided an overview of the Council's performance for quarter 3 (October – November 2012). The report provided an update on progress made towards the pledges and the organisational development priorities contained in the Corporate Plan 2012-2015 and also provided an overview of progress against corporate health measures.

Decision – That the Executive Board agreed to –

- (1) note the quarter 3 performance position up to end of December 2012 and the improvements required; and

- (2) note that the relevant Executive Board Members would liaise with their Executive Directors to discuss specific performance items.

Reasons for Decision –

- (1) To ensure that Executive Board Members were aware of the Council's quarter 3 performance position up to 31 December 2012 and could see the areas of good performance and those requiring improvement.
- (2) To ensure that Executive Board Members were aware of the progress being made against the pledges and priorities and that planned improvements were in place.

**EB 178 Strategic Risk Report – Quarter 3**

The Executive Board considered a report of Councillor T O'Neill, Leader which provided a high level summary of the Council's strategic risk environment as at the end of quarter 3 2012/13; it outlined activity undertaken during this period to manage strategic risks and detailed amendments to the register. This provided an opportunity to review and comment on the Council's current evaluation of its strategic risks and to suggest new risks to be considered for the inclusion in the register.

Decision – That the Executive Board agreed to review and comment on the Council's Strategic Risk Register Q3 (2012/13) monitoring report as part of its monitoring role.

Reason for Decision – To ensure that the Council maintained an effective framework of internal control, and managed its key risks; and to ensure the continued review of the Council's strategic risks.

**EB 179 Bank Park Vision and Investment Programme (Forward Plan Decision No. 073/12)**

The Executive Board considered a report of Councillor K Hannon, Executive Board Member, Leisure, Community and Culture which sought approval to a Vision and Strategy for Bank Park which had been drawn up and provided information on the on-going work on the future development of Bank Park following the works which commenced in 2012. Funding for the works was included in the Council's Capital Programme.

Decision – That the Executive Board agreed to –

- (1) approve the strategy for Bank Park;
- (2) approve the capital funded works outlined in Section 4 of the report.

Reason for Decision – By implementing the recommendations the Council would be seeking to:

- enhance public enjoyment of Bank Park
- encourage community engagement in the park
- establish a sustainable plan for the future maintenance of the park
- tackle community safety concerns

**EB 180 Waste Management – The Next Steps – Update (Forward Plan Decision No. 077/12)**

The Executive Board considered a report a Councillor D Keane, Executive Board Member, Environment and Public Protection which provided members with an update following community consultation on the proposed move to alternate weekly waste collections and a recommendation to move to alternate weekly waste collections from April 2013.

Decision – That the Executive Board agreed to –

- (1) accept due to the Council's budgetary position, following community consultation and in line with Council aspiration for waste minimisation, the need to move to alternate weekly collections with effect from April 2013; and
- (2) note that Waste Collection Operational policies had been reviewed and would be submitted to the Building Stronger Communities Policy Committee for consideration.

Reasons for Decision –

- (1) To meet significant budget pressures on the waste management budget and to ensure cost effective and sustainable waste management services for the collection, recycling, treatment and disposal of waste.
- (2) To achieve further environmental improvements by reducing the waste sent to landfill.

**EB 181 Lease to Free School – Hillock Lane, Woolston (Forward Plan Decision No. 079/12)**

The Executive Board considered a report of Councillor M Hannon, Deputy Leader which provided information on the heads of terms agreed with a Free School provider and sought approval to dispose of a long leasehold interest in a parcel of land at Hillock Lane playing fields.

Decision – That the Executive Board agreed to –

- (1) approve the Heads of Terms as set out in 4.3 of the report; and
- (2) authorise the Solicitor to the Council to complete necessary legal documentation to enable the leasehold transaction to complete.

Reason for Decision – To secure a location for the King’s Leadership Academy to operate from and provide them with a legal interest in the land as directed by Government.

**EB 182 Pay Policy Statement 2013/14**

The Executive Board considered a report of Councillor M Hannon, Deputy Leader which presented the Council’s Pay Policy Statement for 2013/14 as required under the Localism Act, prior to final ratification at full Council. The report also provided details of the consultative process that had taken place with the Council’s recognised Trade Unions.

Decision – That the Executive Board agreed to endorse the Pay Policy Statement and approved its referral to full Council for final ratification.

Reason for Decision – The Pay Policy Statement was recommended for acceptance and referral to full Council because it contained factual information about the Council’s Pay Policy for the coming financial year and this had been modelled on the previously ratified policy for 2012/13 which only had minor amendments, as detailed in 5.1 of the report.

**EB 183 Public Health Transfer Schemes (Forward Plan Decision No. 071/12)**

The Executive Board considered a report of Councillor P Wright, Executive Board Member, Health and Wellbeing and Adult Services which sought approval to two Public Health transfer schemes: for Assets and Liabilities for staff.

Decision – That the Executive Board agreed to –

- (1) approve the Assets and Liabilities Transfer Scheme and delegate any late amendments to the Interim Chief Executive, following consultation with the Leader and Deputy Leader of the Council;
- (2) approve the Staff Transfer Scheme and delegate the approval of the final list of transferring staff to the Assistant Chief Executive, following consultation with the Executive Board Member, Corporate Resources and Assignments.
- (3) delegate authority to the Solicitor to the Council, to sign the Transfer Schemes and such other legal documentation as may be required to give effect to the transfer of public health functions.

Reason for Decision – Under the provisions of the Health and Social Care Act, the Council was obliged to receive these assets, liabilities and staff.

**EB 184 Approval of Alcohol Treatment Services (Forward Plan Decision No. 058/12)**

Minutes Issued on Thursday, 14 March 2013. Call In expires midnight on Monday, 18 March 2013. Decisions can be implemented from Tuesday, 19 March 2013.

(EB refers)

**EB 185 The Stadium Quarter Regeneration Scheme (Forward Plan Decision No. 067/12)**

(EB refers)

**EB 186 Award of the Warrington Highways Improvement and Term Maintenance Service Contract 2013 – 2019 (Forward Plan Decision No. 048/12)**

(EB refers)

**EB 187 Exclusion of the Public (including the Press)**

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the following items of business to be transacted being within categories 3 and 5 of Schedule 12a Local Government Act 1972 (Rule 10 of the Access to Information Procedure Rules) and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

**EB 188 Approval of Alcohol Treatment Services (Forward Plan Decision No. 058/12)**

The Executive Board received a report of Councillor P Wright, Executive Board Member, Health and Wellbeing and Adult Services which provided information on progress regarding the tender process for alcohol treatment services in Warrington and sought approval for the appointment of providers with effect from 1 June 2013.

Decision – That the Executive Board agreed to –

- (1) award the contract to the tenderer receiving the highest marks in the tendering process, which was CRI as alcohol treatment provider for Warrington with effect from 1 June 2013 for an initial period of 3 years, with further opportunity to extend by two further periods of one year.
- (2) authorise the Executive Director, Neighbourhood and Community Services, following conjunction with the relevant portfolio holder to carry out any necessary post tender negotiations, as required.

Reasons for Decision –

- (1) The final cost for CRI was within the financial envelope declared within the Forward Plan.
- (2) The cost of this alcohol service was competitive against other provisions.

Minutes Issued on Thursday, 14 March 2013. Call In expires midnight on Monday, 18 March 2013. Decisions can be implemented from Tuesday, 19 March 2013.

- (3) The Tender from CRI represented the most economically advantageous tender in line with the tender documentation and the European Procurement Directive.

**EB 189 The Stadium Quarter Regeneration Scheme (Forward Plan Decision No. 068/12)**

The Executive Board considered a report of Councillor T O'Neill, Leader, which sought approval of the Phase 1 Development Plan and a proposed joint venture with Iliad Group Limited to achieve the regeneration of Phase 1 of the Stadium Quarter.

Decision - The Executive Board agreed to -

- (1) approve the Phase Development Plan (comprising Appendix 1 of the report).
- (2) approve the appointment of the Iliad Group Limited (acting through itself or through a subsidiary company wholly owned by and guaranteed by it) as development partner in respect of the regeneration of Phase 1 of the Stadium Quarter.
- (3) authorise the Executive Director, Environment and Regeneration, following consultation with the relevant Executive Board Member, to negotiate Heads of Terms of the proposed Joint Venture Company with Iliad Group Limited (acting through itself or through a subsidiary company wholly owned by and guaranteed by it) for future consideration and approval by Executive Board.
- (4) authorise the Executive Director, Environment and Regeneration, and the Chief Finance Officer to negotiate terms with Iliad Group Limited (acting through itself or through a subsidiary company wholly owned by and guaranteed by it) for the repayment of the outstanding charge on elements of Phase 1 of the Stadium Quarter, for future consideration and approval by Executive Board.

Reason for Decision:

Approval needed to be given to the Phase Development Plan and authority was required to negotiate the Heads of Terms of the proposed Joint Venture with Iliad Group Limited to enable progress to be made towards the comprehensive redevelopment of Phase 1.

**EB 190 Award of the Warrington Highways Improvement and Term Maintenance Service Contract 2013 – 2019 (Forward Plan Decision No. 048/12)**

The Executive Board considered a report of Councillor L Dirir, Executive Board Member, Highways, Transportation and Climate Change which reported on the receipt of tenders for the Warrington's Highway Improvement

Minutes Issued on Thursday, 14 March 2013. Call In expires midnight on Monday, 18 March 2013. Decisions can be implemented from Tuesday, 19 March 2013.

and Maintenance Term Services Contract 2013 – 2019 and considered acceptance of the most economically advantageous tender and to consider not extending the current Highway Term Maintenance contract with Enterprise PLC beyond April 2014.

Decision – That the Executive Board agreed to -

- (1) approve the award of the Highway Term Maintenance Service and Improvement contract to the most economically advantageous contractor Tenderer A – Tarmac Ltd; and
- (2) approve that the existing contract with Enterprise PLC not be extended beyond April 2014.

Reasons for Decision:

- (1) In order that the Council meets its statutory duty to maintain the Highway, sufficient and appropriate contracts must be in place to ensure that highway maintenance and repair services may be carried out throughout the year.
- (2) Furthermore, the Council receives Transport Capital Block Funding each year from Central Government. In order to ensure that the Capital Programme continues to be delivered efficiently and effectively, it is necessary to have sufficient resources in place such that structural maintenance and highway and transport schemes are procured and progress in accordance with plans and programmes. The proposed contract will reduce the need for individual tendering of works thus reducing future costs of procurement.
- (3) The current Contract used for the delivery of highway term maintenance works and services expires in April 2014 and it is essential that a replacement Contract is in place to coincide with this expiry date to ensure continuity of service.
- (4) A decision on the acceptance of the tender is necessary to enable mobilisation of the contract and ensure continuity of delivery of highway services.

Signed.....

Dated.....

## Agenda Item 2

Minutes Issued on Thursday, 14 March 2013. Call In expires midnight on Monday, 18 March 2013. Decisions can be implemented from Tuesday, 19 March 2013.

# WARRINGTON BOROUGH COUNCIL

## EXECUTIVE BOARD – 15 April 2013

<b>Report of</b>	The Solicitor to the Council and Assistant Director Corporate Governance	
<b>Executive Director:</b>	Steven Broomhead, Interim Chief Executive	
<b>Report Author:</b>	Bryan Magan, Head of Democratic and Member Services	
<b>Contact Details:</b>	<b>Email Address:</b> bmagan@warrington.gov.uk	<b>Telephone:</b> 01925 442120
<b>Key Decision No.</b>	N/A	
<b>Ward Members:</b>	All	

### TITLE OF REPORT: EXECUTIVE DECISIONS - FORWARD PLAN

#### 1. PURPOSE

- 1.1 To consider the current Forward Plan covering the period 1 May – 31 August 2013.

#### 2. CONFIDENTIAL OR EXEMPT

- 2.1 This report is not confidential or exempt.

#### 3. INTRODUCTION AND BACKGROUND

- 3.1 Key Decisions are Executive decisions of the authority which are decisions of the Executive Board or an Officer under delegated powers which are likely to –

- Result in Warrington Borough Council incurring expenditure, making savings or vireing £250,000 or more having regard to the Local Authority budget for the service or functions to which the decision relates, or
- Be significant in terms of its effects on communities living or working within Warrington Borough Council's area comprising two or more Wards.

- 3.2 To comply with the legislation 'Local Authorities (Executive Arrangements) (Meetings and Access to Information)(England) Regulations 2012', the Council is required –

- (1) to publish a notice of its intention to discuss confidential or exempt items at least 28 days in advance of the meeting; and

- (2) to publish a further notice at least 5 clear days' before a private meeting which must include a statement of the reasons for the meeting to be held in private, details of any representations received and a statement of its response to any such representations.

**4. THE REPORT**

- 4.1 The current Forward Plan is attached at Appendix A.
- 4.2 The following amendments/changes to the Forward Plan are reported for information:

<b>NO.</b>	<b>LIST OF CHANGES MADE TO THE FORWARD PLAN</b>
083/12	Warrington Disability Partnership – Direct Payments Service Removed from Forward Plan. <b>Reason:</b> In line with the Council's Financial regulations a contract extension for the WDP Direct Payment Service until 31st July 2013 was agreed by the Warrington Strategic Procurement Panel. This would enable Market Testing and subsequent options appraisal to be concluded in order to inform future commissioning of the Direct Payments Information and Advice service.
086/12	Tender for the provision of Specialist Community Equipment (Part 2 confidential) - Removed from Forward Plan <b>Reason:</b> The Pre Qualifying Questionnaires have been received and evaluated but there has been a delay in inviting applicants to tender due to other more urgent contracts.
089/12	Award the contract for the refurbishment of Victoria Park Track and associated works. Removed from the Forward Plan <b>Reason:</b> The tender evaluation process requires additional information from bidders, prior to a recommendation of award of contract.
	<b>New Items</b>
	<b>15 APRIL 2013 - added since Executive Board on 11 March 2013</b>
090/12	Loan to Warrington Borough Transport (Part 2 confidential)
091/12	Loan to Omega Warrington Ltd (Part 2 confidential)
NKD- 092/13	Senior Management Structure Review
	<b>New Items</b>
	<b>21 MAY 2013</b>
NKD-087/12	Environmental Protection Supplementary Planning Document SPD
093/12	Pitching for Success: Warrington's Playing Pitch Strategy

## Agenda Item 3

096/12	Loan Agreement with Muir Group Housing Association – Part 2
097/12	Proposals for the development of an alternative organisational model for adult social care in-house services
	<b>New Items</b>
	<b>17 JUNE 2013</b>
088/12	Climate Local Strategy – A new strategy for climate change in Warrington including a local commitment
094/12	Future Delivery of Parking Services
NKD-092/13	Senior Management Structure Review (also 15 April 2013)
	<b>Information Items</b>
	Budget Monitoring 2012/13 – Quarter 4 update
	Performance Report – Quarter 4 – 2012/13
	Strategic Risk Report – Quarter 4
	<b>New Items</b>
	<b>15 JULY 2013</b>
095/12	Lower Bridge Street highway and public realm improvement scheme – Award of Tender
	<b>Information Items</b>
	Referral from 26/6/13 Organisational Improvement and Development Policy Committee meeting – Minute C 83 (Motion received from members of the Council) of the Council meeting held on 4 March refers.

### 5. FINANCIAL CONSIDERATIONS

5.1 None.

### 6. RISK ASSESSMENT

6.1 N/A.

### 7. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT

7.1 Democratic and Member Services has an up to date Equalities Impact Assessment in place for its functions and policies and has produced an Action Plan to deal with key matters arising. There are no specific equalities issues in relation to the content of this report.

### 8. CONSULTATION

8.1 N/A.

### 9. REASONS FOR RECOMMENDATION

9.1 The report is submitted for information and comment.

**10. RECOMMENDATION**

10.1 That the Executive Board receives the contents of the Forward Plan and makes comments as appropriate.

**11. BACKGROUND PAPERS**

Papers held within Democratic and Member Services about items for inclusion and changes to the Forward Plan.

**Contacts for Background Papers:**

<b>Name</b>	<b>E-mail</b>	<b>Telephone</b>
Julie Ramskill	jramskill@warrington.gov.uk	01925 442114



Updated: 4 April 2013

## **EXECUTIVE DECISIONS – FORWARD PLAN**

**1 May to 31 August 2013**

Report of the Solicitor to the Council and Assistant Director,  
Corporate Governance

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information)(England) Regulations 2012 of Key Decisions due to be taken by the Authority and that those parts of the Executive Board meeting identified in this Forward Plan will be held in private because the agenda and reports for the meeting will contain confidential or exempt information as defined in the Regulations.

Contact Information:  
Democratic & Member Services  
Town Hall  
Warrington  
WA1 1UH  
Email: [jramskill@warrington.gov.uk](mailto:jramskill@warrington.gov.uk)  
Tel: 01925 442114/01925 442104

### **What is the Forward Plan?**

The Forward Plan contains all the key decisions the Council expects to take over the next four months. It will be refreshed regularly and will give at least 28 days' notice of any Key Decisions and, if applicable, the Executive Board's intention to discuss an item in private and the reason for this.

### **What is a Key Decision?**

Key Decisions are Executive decisions of the authority which are decisions of the Executive Board or an Officer under delegated powers which are likely to –

- Result in Warrington Borough Council incurring expenditure or the making of savings of £250,000 or more, having regard to the Local Authority budget for the service or function to which the decision relates, or
- Be significant in terms of its effects on communities living or working within Warrington Borough Council's area comprising two or more Wards.

For information, the Forward Plan also includes some other matters expected to come before the Executive Board or that the Executive Board is likely to recommend to full Council whether or not they may give rise to Key Decisions.

### **What does the Forward Plan tell me?**

The Plan gives information about:

- what key decisions are to be made in the next four months;
- the matter in respect of which the decision is to be made;
- who will make the key decisions;
- when those key decisions are likely to be made;
- what documents will be considered;
- who you can contact for further information.

### **Who takes Key Decisions?**

Under the Authority's Constitution, Key Decisions are taken by the Executive Board or individual officers acting under delegated powers.

Most Key Decisions are taken at public meetings of the Executive Board. Executive Board meets at 6.30 pm at the Town Hall, Warrington.

### **Further Information and Representations about Items Proposed to be Heard in Private**

Names of contact officers are included in the Plan and can be reached via (01925) 442114. If you are unsure, please contact Democratic & Member Services on the same number and staff there will be able to assist you. If you wish to make representations about an item proposed to be heard in private, you should contact Democratic and Member Services by no later than six clear working days before the meeting.

**EXECUTIVE DECISIONS - FORWARD PLAN  
1 MAY – 31 AUGUST 2013**

Items shaded in grey are new or have been changed since the last Plan was published. Forward Plan No 095/12 – 097/12 new. If you have any questions about any of the items listed please contact Julie Ramskill on 442114.

**Key Decisions – 21 May 2013 – NIL**

Decision Reference Number	Date added to the Forward Plan	Item	£s to be spent/saved /vired	Statement of Reason why the item of business is private	Wards Affected	Lead Executive Board Member	List of Policy/Reference Documents	Directorate and Contact for Further Information	Key Decision (Y/N)
093/12	18/3/13	Pitching for Success: Warrington's Playing Pitch Strategy		N/A	All	Councillor K Hannon Leisure, Community & Culture		Neighbourhood & Community Services Tom Haworth Tel: 01925 458459 <a href="mailto:thowarth@warrington.gov.uk">thowarth@warrington.gov.uk</a>	Yes
096/12	2/4/13	Loan Agreement with Muir Group Housing Association		<b>Part 2 – Confidential ** See notes</b>	All	Councillor R Bowden Corporate Resources and Assignments		Assistant Chief Executive Danny Mather Tel (01925) 442344 <a href="mailto:dmather@warrington.gov.uk">dmather@warrington.gov.uk</a>	Yes
097/12	4/4/13	Proposals for the development of an alternative organisational model for adult social care in-house services.		N/A	All	Councillor P Wright Health & Wellbeing and Adult Services		Neighbourhoods & Community Services Steve Reddy/David Osborne Tel (01925) 444164 <a href="mailto:dosborne@warrington.gov.uk">dosborne@warrington.gov.uk</a>	Yes

**Non Key Decisions 21 May 2013**

NKD-087/12	12/3/13	Environmental Protection Supplementary Planning Document (SPD)		N/A	All	Cllr D Keane Environment & Public Protection	Local Development Framework	Environment & Regeneration Joanne McGrath 01925 442801 <a href="mailto:jmcgrath@warrington.gov.uk">jmcgrath@warrington.gov.uk</a>	No
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**Information Items – 21 May 2013 – NIL**

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**Key Decisions – 17 June 2013 – NIL**

Decision Reference Number	Date added to the Forward Plan	Item	£s to be spent/saved /vired	Statement of Reason why the item of business is private	Wards Affected	Lead Executive Board Member	List of Policy/Reference Documents	Directorate and Contact for Further Information	Key Decision (Y/N)

**EXECUTIVE DECISIONS - FORWARD PLAN  
1 MAY – 31 AUGUST 2013**

<b>084/12</b>	12/2/13	Warrington Parking Strategy. Report summarising changes to the Draft Parking Strategy arising from public consultation and Executive Board Task Group discussions, and submission of final Parking Strategy for approval.		N/A	All	Cllr Linda Dirir Highways, Transportation and Climate Change	Warrington Local Transport Plan	Alan Dickin 01925 442685 <a href="mailto:adickin@warrington.gov.uk">adickin@warrington.gov.uk</a> Dave Rostron 01925 443252 <a href="mailto:drostron@warrington.gov.uk">drostron@warrington.gov.uk</a>	Yes
<b>085/12</b>	28/2/13	Quarter 4 Capital Programme Monitoring Report		N/A	All	Councillor R Bowden Corporate Resources & Assignments		Assistant Chief Executive's Danny Mather Tel (01925) 442344 <a href="mailto:dmather@warrington.gov.uk">dmather@warrington.gov.uk</a>	Yes
<b>088/12</b>	12/3/13	Climate Local Strategy - A new Strategy for Climate Change in Warrington including a Climate Local Commitment.		N/A	All	Councillor Linda Dirir Highways, Transportation and Climate Change	Council Strategy 2012-15	Environment & Regeneration Rachel Waggett Tel 01925 442630 <a href="mailto:rwaggett@warrington.gov.uk">rwaggett@warrington.gov.uk</a>	Yes
<b>094/12</b>	19/3/13	Future Delivery of Parking Services	Up to £500,000 / annum	N/A	All	Councillor Linda Dirir Highways, Transportation and Climate Change	Options for the Future Delivery of Parking Services	Environment & Regeneration Dave Rostron 01925 443252 <a href="mailto:drostron@warrington.gov.uk">drostron@warrington.gov.uk</a>	Yes
<b>Non Key Decisions 17 June 2013 - NIL</b>									
<b>NKD-092/12</b>	2/4/13	Senior Management Structure Review		N/A	All	Councillor M Hannon Deputy Leader		Assistant Chief Executive's Directorate Gareth Hopkins Tel: 01925 443932 <a href="mailto:ghopkins@warrington.gov.uk">ghopkins@warrington.gov.uk</a>	No
<b>Information Items – 17 June 2013 - NIL</b>									

**EXECUTIVE DECISIONS - FORWARD PLAN  
1 MAY – 31 AUGUST 2013**

	25/1/13	Budget Monitoring 2012/13 – Quarter 4 Update			All	Councillor R Bowden, Executive Member, Corporate Resources and Assignments		Assistant Chief Executive's	NO
	25/1/13	Performance Report – Quarter 4 2012/13			All	Councillor T O'Neill, Leader		Assistant Chief Executive's Kathryn Griffiths Tel 01925 442797 <a href="mailto:kg Griffiths@warrington.gov.uk">kg Griffiths@warrington.gov.uk</a>	NO
	25/1/13	Strategic Risk Report – Quarter 4			All	Councillor T O'Neill, Leader		Assistant Chief Executive's Kathryn Griffiths Tel 01925 442797 <a href="mailto:kg Griffiths@warrington.gov.uk">kg Griffiths@warrington.gov.uk</a>	NO

**Key Decisions – 15 July 2013 - NIL**

Decision Reference Number	Date added to the Forward Plan	Item	£s to be spent/saved /vired	Statement of Reason why the item of business is private	Wards Affected	Lead Executive Board Member	List of Policy/Reference Documents	Directorate and Contact for Further Information	Key Decision (Y/N)
095/12	2/4/13	Lower Bridge Street Highway and public realm improvement scheme - Award of Tender	approx. £750k	N/A		Councillor Linda Dirin Highways, Transportation and Climate Change	Tender recorded on CHEST	Environment & Regeneration Sharon Walls 01925 442427 <a href="mailto:swalls@warrington.gov.uk">swalls@warrington.gov.uk</a>	Yes

**Non Key Decisions 15 July 2013 - NIL**

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**Information Items – 15 July 2013 - NIL**

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**EXECUTIVE DECISIONS - FORWARD PLAN  
1 MAY – 31 AUGUST 2013**

<b>No meeting in August 2013</b>									
Decision Reference Number	Date added to the Forward Plan	Item	£s to be spent/saved /vired	Statement of Reason why the item of business is private	Wards Affected	Lead Executive Board Member	List of Policy/Reference Documents	Directorate and Contact for Further Information	Key Decision (Y/N)

**OFFICER KEY DECISIONS**

<b>Date Decision to be taken:</b>									
Decision Reference Number	Date added to the Forward Plan	Item	£s to be spent/saved /vired	Statement of Reason why the item of business is private	Wards Affected	Executive Director	List of Policy/Reference Documents	Decision Maker and Contact for Further Information	Key Decision (Y/N)
NIL									

The definition of a Key Decision is a decision of the Executive Board or an Officer under delegated powers which is likely to: Result in Warrington Borough Council incurring expenditure, making savings or vireing £250,000 or more having regard to the Local Authority budget for the service or functions to which the decision relates; or Be significant in terms of its effects on communities living or working within Warrington Borough Council's area comprising two or more Wards.

**\*\*Note: Part 2 confidential**

**Exempt Information – Schedule 12A, Local Government Act 1972:**

**It is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence**

# WARRINGTON BOROUGH COUNCIL

## EXECUTIVE BOARD - 15 APRIL 2013

<b>Report of Executive Board Member:</b>	Councillor Colin Froggatt, Executive Board Member, Children and Young People's Services	
<b>Executive Director:</b>	Kath O'Dwyer, Executive Director, Children and Young People's Services	
<b>Report Author:</b>	Hilary Smith, Service Manager Access and Assets	
<b>Contact Details:</b>	<b>Email Address:</b> <a href="mailto:hsmith@warrington.gov.uk">hsmith@warrington.gov.uk</a>	<b>Telephone:</b> 01925 442875
<b>Key Decision No.</b>	065/12	
<b>Ward Members:</b>	All	

### TITLE OF REPORT: ADMISSION ARRANGEMENTS FOR PRIMARY AND SPECIAL SCHOOLS IN 2014-2015 - OUTCOME OF CONSULTATION

#### 1. PURPOSE

- 1.1 To seek Executive Board agreement to publish the admission arrangements for the 2014-2015 academic year for maintained community primary and secondary schools as set out in the report below.

#### 2. CONFIDENTIAL OR EXEMPT

- 2.1 The report is not confidential or exempt.

#### 3. INTRODUCTION AND BACKGROUND

- 3.1 Each year, commencing in November, admissions authorities are required to consult on changes to admissions arrangements that will be introduced for the academic year commencing two years later. Therefore, commencing in November 2012, the Local Authority is required to consult on changes to admissions arrangements that it proposes will take effect from September 2014.
- 3.2 Executive Board received reports in October seeking approval to consult on changes to admissions arrangements in the community primary and secondary schools for admission in 2014/2015.

- 3.3 It should be noted that there were a number of proposed changes to Warrington schools highlighted in the October reports. Changes to admission arrangements affecting schools that are not community schools, for example faith schools in the voluntary aided sector, are the responsibility of the individual governing body as admission authority. The individual governing body will decide whether to implement changes to their school.
- 3.4 Therefore this report is only concerned with those affecting schools which are within Local Authority control, i.e. community schools.
- 3.5 It is also worth noting that decisions on changes to admissions arrangements in the community schools have, in recent years, been taken by the Executive Director Children and Young People's Services under the scheme of delegation. However this year a major change affecting all community primary schools and secondary schools, that to remove partnering arrangements, has been proposed and for that reason the proposals and the decision on whether to implement changes is being considered by the Council's Executive Board.
- 3.6 In addition to the proposal to remove partnering arrangements, there were also a small number of changes affecting individual primary schools which relate to the size of the school and the published admission number for the school in the future.
- 3.7 The proposed changes in the community schools sector were in response to:
- Population growth in the primary sector by creating additional capacity in specified schools where the demand in the local area exceeds the current supply of places;
  - Changes in the Admissions Code which includes a requirement that in drawing up their admissions arrangements, admissions authorities *must* ensure that the practices and the criteria used to decide the allocation of school places are **fair, clear and objective**.

#### Primary School Proposals

- 3.8 The actual changes proposed for community primary schools were to increase published admission numbers as a result of population growth, as follows:
- Bewsey Lodge Community Primary School: From 30 to 45
  - Evelyn Street Community Primary School: From 30 to 45
  - Oakwood Avenue Community Primary School: From 60 to 90

Changes as a consequence of the new Admissions Code

- 3.9 The purpose of the Admissions Code is to ensure that all school places for maintained schools and Academies are allocated and offered in an open and fair way. The Code has the force of law and where the words 'must' or 'must not' are used, these represent a mandatory requirement.
- 3.10 Admissions authorities and local authorities **must** comply with the regulations and legislation set out in the Code.
- 3.11 Overall principles for setting admissions arrangements are set out in the Code and state that in drawing up their admissions arrangements, admissions authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.
- 3.12 All schools **must** have admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admissions arrangements are determined by admissions authorities and in the case of all community schools, the local authority is the admissions authority.
- 3.13 In addition to setting out the oversubscription criteria the admissions authority **must** also describe the order in which these criteria will be applied when there are more applications than places. The Code provides details of those over subscription that must take priority. For example in the case of children with a statement of education need the child must be admitted to the school named in the statement. Additionally highest priority **must** be given to looked after children, referred to in Warrington as children in care.
- 3.14 It is also stated in the Code that oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation including equalities legislation. It is also written in the Code that admissions authorities must formulate their own admissions arrangements and includes details of what they cannot do. For example, they **must not** take into account any previous school attended, unless it is a named feeder school. In this respect the guidance in the Code is that admission authorities may wish to name a primary or middle school as a feeder school. However the selection of a feeder school or schools as part of over subscription criteria **must** be transparent and made on reasonable grounds.
- 3.15 It should also be noted that where admissions authorities use "catchment areas" in oversubscription criteria the catchment area must be designed so that they are reasonable and clearly defined. Catchment areas do not prevent parents who live outside the catchment area of a particular school from expressing a

preference for the school.

- 3.16 In light of the new mandatory requirements of the Code, a review of the admissions arrangements in the community sector in Warrington has been completed. This has identified a key issue with the oversubscription criteria in place for community secondary schools where it would be difficult to demonstrate that the criteria are meeting the requirement to be reasonable, clear and objective.
- 3.17 The key issue is in relation to the use of "partner" primary schools with secondary schools. Partner primary schools have **not** been identified on the basis of meeting the needs of children from a well defined catchment area. Any child can access a place at a primary school if there are places available - i.e. they do not need to live in the local area. Further, the basis of partner primary schools in the community sector varies across the borough, and is **not** generally on the basis of '*partnered to the community secondary school of closest proximity*', which would be reasonable.
- 3.18 It is difficult therefore to demonstrate fairness to parents whose children have not attended a partner primary school when they cannot access a place at their local secondary school even though places may have been allocated to children that live some distance further away and are not children that are looked after or siblings on roll at the secondary school.
- 3.19 To ensure compliance with the new Admissions Code the changes proposed were to remove partnering arrangements between primary and secondary schools and establish a system which overall prioritises admissions to community secondary schools based on proximity to the school, after taking account of children in care and siblings. The only exceptions to this rule were for those communities served by Hollins Green CE Primary and Burtonwood Primary. These two communities would be at a significant disadvantage if the partnering arrangements were changed because of the distance to the nearest secondary school.

#### **4. CONSULTATION**

- 4.1 The consultation followed the statutory process, commencing on 30 November and closing on 15 February. Schools, all governing bodies, diocesan authorities, neighbouring local authorities were all consulted. Proposals were published on the Council website, and the admission arrangements consultation was a standard agenda item at Spring Term 2013 school governing body meetings.
- 4.2 Only seven responses were received and these are summarised below:
- 4.3 Primary sector: four responses were received in total, of which one requested clarification on an admission number change, two supported removal of partnering arrangements, and one requested clarification on partnering changes.

No primary school objected to the proposed changes.

- 4.4 Secondary sector: two responses were received, Lymm Academy advised that they were consulting on retaining partnering arrangements and Penketh High stated that they would prefer partnering arrangements to remain unchanged.
- 4.5 One member of the public responded to say that they supported removal of partnering arrangements.
- 4.6 Now that the consultation has closed, the Local Authority must consider all responses and determine its admission arrangements for 2014-2015
- 4.7 In light of the responses received it is suggested that Executive Board agree that the proposed changes are now taken forward to implementation.

## **5. FINANCIAL CONSIDERATIONS**

- 5.1 Removal of partnering arrangements between primary and secondary schools will mean that more children will be encouraged to attend a secondary school that is within walking distance of home. Therefore the requirement to provide transport will reduce and consequently expenditure on transport will only be what is necessary to meet statutory obligations.
- 5.2 An increase in capacity in the primary sector will require capital investment. The associated cost can be met from the resources provided by the Department for Education for 2013-2014 and 2014-2015 and is the subject of a separate report to Executive Board on the same agenda as this report.

## **6. RISK ASSESSMENT**

- 6.1 There is a risk that the Local Authority would not be able to meet its statutory obligations for school place provision if steps are not taken to ensure that the additional permanent capacity required in the primary sector is not created at the appropriate time.

## **7. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT**

- 7.1 The changes will facilitate an improvement in equality and diversity as more children are encouraged to access their local school.

## **8. REASONS FOR RECOMMENDATION**

- 8.1 To ensure that the local authority is able to meet its statutory obligations for the provision of school places in the area and that admissions arrangements are compliant with the new Admissions Code.

**9. RECOMMENDATION**

9.1 The Executive Board is recommended to:

- (i) Approve the changes in published admission numbers as follows:
  - Bewsey Lodge Community Primary School: From 30 to 45
  - Evelyn Street Community Primary School: From 30 to 45
  - Oakwood Avenue Community Primary School: From 60 to 90
- (ii) Approve the removal of partnering arrangements between primary and secondary schools except for those between:
  - Hollins Green CE Primary School and Culcheth High School
  - Burtonwood Community Primary School and Great Sankey Academy

**10. BACKGROUND PAPERS**

Reports to Executive Board in October 2012 seeking approval to consult on the changes included in this report.

**Contacts for Background Papers:**

Name	E-mail	Telephone
Hilary Smith	<a href="mailto:hsmith@warrington.gov.uk">hsmith@warrington.gov.uk</a>	01925 442875

# WARRINGTON BOROUGH COUNCIL

## EXECUTIVE BOARD - 15 April 2013

<b>Report of Executive Board Member:</b>	Councillor Colin Froggatt, Executive Board Member, Children and Young People's Services	
<b>Executive Director:</b>	Kath O'Dwyer, Executive Director, Children and Young People's Services	
<b>Report Author:</b>	Hilary Smith, Service Manager Access and Assets	
<b>Contact Details:</b>	<b>Email Address:</b> <a href="mailto:hsmith@warrington.gov.uk">hsmith@warrington.gov.uk</a>	<b>Telephone:</b> 02935 442875
<b>Key Decision No.</b>	066/12	
<b>Ward Members:</b>	All	

### TITLE OF REPORT: INVESTMENT ON PRIORITY CAPITAL PROJECTS FOR CHILDREN AND YOUNG PEOPLE

#### 1. PURPOSE

- 1.1 To seek Executive Board agreement to capital investment on priority capital projects for the benefit of children and young people.

#### 2. CONFIDENTIAL OR EXEMPT

- 2.1 The report is not confidential or exempt.

#### 3. INTRODUCTION AND BACKGROUND

- 3.1 The Executive Board has received reports previously setting out priority capital investment needs for children and young people. This report advises Members of Warrington's capital allocation for schools announced by the Department for Education on 1 March 2013 and seeks approval to utilise that allocation on agreed priorities. An update on the effectiveness of the Children and Young People's Services Directorate capital strategy, implemented since 2010, is also included below.
- 3.2 Members of Executive Board will be aware of the primary strategy which targets investment at the worst condition primary schools and those in the most deprived areas. This is in order to deliver better outcomes for children, including narrowing the gap in attainment levels. Despite significant cuts in capital

investment in 2010, the resources provided since 2009-2010 have continued to be targeted at the agreed priorities and the overall capital programme effectively managed to ensure that the resources deliver greatest impact and outcomes required.

- 3.3 This is possible because the capital strategy is closely aligned to council priorities for children and young people and the strategy underpins the annual delivery plan for the Directorate.
- 3.4 In addition to delivering new schools to address urgent condition needs and meet growth in West Warrington at Great Sankey Primary and Chapelford respectively, the strategy has contributed to improved outcomes for children at those two schools as evidenced by the latest Ofsted report, for example at Great Sankey Primary.
- 3.5 Further the improvements in children's residential social care included delivery of high quality homes for vulnerable young people and the contribution to the positive outcomes that children are now experiencing has also been recognised by Ofsted during inspections of the new homes.
- 3.6 Effective financial management of projects has also released capital in order that, with relatively modest investment, high impact priority projects can be delivered, including for example, new facilities for the Horizon Centre, a town centre youth café, and new premises for the careers service.
- 3.7 The strategy has also extended to use of efficient procurement routes, such as use of the Local Education Partnership established with Halton for delivery of school projects and the North West Construction Hub. These new approaches are now enabling resources to be expended more efficiently in order to deliver outcomes for children and young people at the earliest opportunity.
- 3.8 This is evidenced by the impressive speed in delivery of new facilities for Birchwood Community High School, Woolston Community Primary School, Bewsey Lodge Community Primary School and now the new facilities for Fox Wood and Green Lane Community Special Schools.
- 3.9 Current agreed priorities for investment in the schools sector include:
  - Expansion of named primary schools in order to meet demand in the local area; and
  - Provision of new and improved facilities for children with special education needs to replace existing unsuitable school buildings.

- 3.10 Executive Board will also be aware of a new Government initiative to create additional child care places for 2-year olds in partnership with schools, the private and voluntary sectors for which Warrington recently received confirmation of a capital allocation of £288,000 in 2012-2013. This will enable some places to start to be available from September 2013.

**Expansion of Primary Schools**

- 3.11 The Local Authority receives a capital allocation for "Basic Need" which is the requirement to create additional places at schools located in communities where the total demand for new places exceeds the supply of places currently available. As a commissioner of school places within the local area, the Local Authority is expected to target this investment at any appropriate state funded school (community, voluntary aided, academy), or new provision that is best placed to meet the need.
- 3.12 As there is a basic need for additional places in the primary sector only in Warrington, and there are no primary academies in the borough, the schools to be considered for expansion are those in the community and voluntary aided sectors only.
- 3.13 A number of primary schools were named in a report to Executive Board in October 2012 as sites to be considered for expansion in 2013 or 2014, subject to further exploration and discussion with governing bodies and diocesan authorities as appropriate.
- 3.14 Since October, those which are located in areas where there is a need to create additional capacity soonest, have been subject to detailed feasibility studies and design development in order to understand the level of investment required, and ensure that projects are ready to implement as soon as funding and approval is secured
- 3.15 Therefore the following schools are those which require the capital investment shown in order that additional capacity is in place for September 2013:
- Bewsey Lodge Community Primary School: £800,000;
  - Oakwood Avenue Community Primary School: £650,000;
  - St Elphin's CE Community Primary School: £500,000.
- 3.16 In the case of Bewsey Lodge Community Primary School, the school is currently a priority school for investment through the primary strategy, which targeted schools in the worst condition serving the most deprived communities. The additional investment will enable this school to be rebuilt for a capacity of 315 pupils rather than the 210 planned currently. The decision to rebuild as one form of entry was a priority identified in the 2009 strategy, since that time a sustained

increase in live births has continued each year such that by 2014 additional places will be required.

- 3.17 At its meeting on 13 August 2012 Executive Board approved the recommendations of the report, giving approval to enter into contract for the design and construction services for the partial replacement / refurbishment of the school for the sum of £2,794,404. Including associated fees the total approved project budget is £2.91 million.
- 3.18 Subject to Executive Board agreement and utilising existing rates agreed with the contractor for the project, the revised contract sum for the project would be £3,559,133 and the revised budget for the project would be £3.7 million (an increase of £800,000).
- 3.19 In the case of Oakwood Avenue Community Primary School the school admitted above their admission number in 2012 and it is appropriate to increase capacity on a permanent basis with effect from September 2013.
- 3.20 Since the October report to Executive Board a feasibility study has been undertaken and detailed design work commenced so that, subject to Executive Board approval a scheme could be put out to tender if and once approval is given and works commenced without delay. Executive Board are also requested to delegate authority of acceptance of the lowest tender to the Executive Director CYPS in consultation with the Executive Member CYPS subject to the lowest tender being within the budget approved.
- 3.21 In the case of St Elphin's CE Primary School, this school also admitted above their admission number in September 2012 and the additional investment is required to ensure that the school has the additional capacity required to meet the demand for places in the area in September 2013 and future years.
- 3.22 As St Elphin's CE Primary School is a Voluntary Aided school the buildings are owned by Warrington Education Trust and capital investment is managed on their behalf by the Church of England Diocese of Liverpool. Therefore the Diocesan authority will procure the buildings and the Local Authority makes a payment to cover the cost of the additional places and associated facilities. The estimated budget required for this payment for all costs is £500,000.
- 3.23 These three schools are those requiring investment in 2013-2104 in order to create the places for September. However the October report identified a number of additional schools which require further exploration and, if appropriate a feasibility study to determine investment need. A future report to Executive Board will seek approval to invest in these schools once explorations and studies are completed.

New and Improved Facilities for Children with Special Education Needs

- 3.24 Executive Board agreed that the redevelopment of the former Woolston High School site, Holes Lane, to create new and improved facilities for the benefit of

## Agenda Item 5

Fox Wood Community Special School and Green Lane Community Special School is a priority project in the capital programme.

- 3.25 Procurement of a design and construction partner commenced in October 2012 and Mansell Construction and Ellis Williams Architects were appointed in December utilising the North West Construction Hub procurement process.
- 3.26 The design/construction partner commenced as soon as appointment was confirmed with surveys of the site being completed in December and January.
- 3.27 The project is being delivered in two phases: (i) creation of a 50-place joint post 16 centre for students from both schools opening in September this year; and (ii) creation of facilities for each of the two schools for pupils aged 5-16 opening in 2014.
- 3.28 Excellent progress is being made on the project and the designs for the post 16 centre were agreed on 8 March in order that the contractor can commence work in April and the September 2013 achieved.
- 3.29 The level of financial support currently identified for the project is £5.1 million based on a high level feasibility study completed in 2011. However this excluded any requirement to address any significant maintenance issues given that robust condition, structural and asbestos surveys had not been undertaken at that point.
- 3.30 Now that all of these detailed surveys have completed it has been possible to undertake informed option appraisals for the redevelopment of the site including cost benefit analysis of new build versus refurbishment and remodelling. The outcome is that, for example, a more cost effective and sustainable solution can be delivered which involves replacement of the poorest quality existing accommodation with new build. The additional investment required for construction works alone is in the region of £800,000 and, on this basis, it would be sensible to increase the budget for the project from £5.1 million to a maximum of £6.0 million (excluding contributions from the two school budgets).
- 3.31 Executive Board have also supported additional investment at the site in order to deliver two further projects: (i) facilities for integrated services to support children and young people with disabilities; and (ii) a new residential provision for children with autistic spectrum disorder so that children and young people needs can be met within the borough in the future. These two projects will be the subject of a future report to Executive Board once detailed design development has commenced. However in order to deliver maximum cost benefit a joined-up approach between these two projects and the school project is being explored which would utilise the services of the existing construction and design partner .
- 3.32 The Local Authority also has the opportunity to bid for additional capital support from the Department for Education to extend provision for young people with learning difficulties and disabilities and increase participation by young people up

to the age of 25. Therefore a bid will be submitted by the 8 May deadline and if successful the scope of the Fox Wood/Green Lane Schools' project would be extended further, subject to future approval by Executive Board as necessary.

- 3.33 Once Green Lane Special School has relocated to the Holes Lane site, Executive Board has also agreed in principle that as a final element of the implementation of the 2010/2011 review of Special Education Needs, the Green Lane site would be redeveloped for the benefit of pupils attending Grappenhall Hall Special School. This would be subject to final agreement to the necessary capital investment in 2014-2015.
- 3.34 In summary, and in the event that all funding required to deliver all agreed and potential projects is secured, the redevelopment of the two Woolston sites (Holes Lane and Green Lane) will deliver the following for the benefit of some of the most vulnerable children and young people in the borough:
- A new post 16 centre for students from both schools;
  - A new school for Fox Wood Community Special School (5-16);
  - A new school for Green Lane Community Special School (5-16);
  - Facilities to extend the scope of educational provision and increase participation for young people up to age 25;
  - Facilities for a range of integrated professional services including health, social care and education;
  - A new residential educational provision for children with Autistic Spectrum Disorder; and
  - A new school for Grappenhall Hall Community Special School (11-16).

### Childcare Places for Two Year Olds

- 3.35 An assessment of future demand for child care places for two year olds across the town compared to current availability within the public, private and voluntary sectors has been completed. In the first instance this has identified a need to create additional places in the Dallam, Bewsey and Whitecross, Poplars and Hulme, Orford, Latchford, and Fairfield and Howley areas. An assessment of sites (including primary schools) which are ideally placed to host new provision is currently being undertaken, which will inform the best use of the capital allocation provided by the Government. The outcome of this will be the subject of a future report to Executive Board. Given that the allocation is only £288,000 the investment at any site will be contained to simple refurbishment and adaptations only.

**4. FINANCIAL CONSIDERATIONS**

4.1 On 1 March 2013, the Department for Education confirmed the following capital allocations in 2013-2014 and 2014-2015 for schools in Warrington to address maintenance issues and meet basic need requirements as:

Maintenance: £1.64 million

Basic Need: £3.808 million

4.2 It should be noted that this represents the capital allocation available for use on expenditure controlled by the Local Authority, it does not include schools Devolved Formula Capital or the funding provided to meet maintenance requirements of Warrington Voluntary Aided Schools.

4.3 Further, although the maintenance allocation of £1.64 million is for 2013-2014 only, the Basic Need allocation is a 2 year allocation across 2013-2014 and 2014-2015 of £1.904 per year.

4.4 The total investment requirements identified so far are:

**From the maintenance allocation:**

- Fox Wood and Green Lane Community Special Schools: £0.9 million

**From the Basic Need allocation**

- Bewsey Lodge Community Primary School: £0.8 million
- Oakwood Avenue Community Primary School: £0.65 million
- St Elphin's CE Community Primary School: £0.5 million

4.5 If the above new investments are supported then:

- of the £1.64 million maintenance allocation in 2013-2014 a balance of £0.74 million is available for new priority maintenance issues at schools; and
- of the £3.808 million Basic Need allocation in 2013-2104 and 2014-2015, a balance of £1.858 million is available to support the creation of additional places from September 2014.

A future report to Executive Board will seek approval to target this investment at the next highest priority schools, once all necessary feasibility studies have been completed.

4.6 A future report to Executive Board will also seek approval to target investment at identified sites to host the new child care provision for two year olds.

**5. RISK ASSESSMENT**

- 5.1 There is a risk that the Local Authority would not be able to meet its statutory obligations for school place provision if steps are not taken to ensure that the additional permanent capacity required in the primary sector is not created at the appropriate time.
- 5.2 Without the additional investment in the special schools the risk is that the most cost effective and sustainable solution of new provision would be delivered and quality of facilities would be severely compromised.

**6. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT**

- 6.1 The investment approved in this report will facilitate an improvement in equality and diversity as more children are able to access high quality educational environments in their local community, and some of the most vulnerable children and young people have access to significantly improved educational provision.

**7. REASONS FOR RECOMMENDATION**

- 7.1 To ensure that the local authority is able to meet its statutory obligations for the provision of primary school places and that capital investment is targeted at agreed council priorities.

**8. RECOMMENDATION**

- 8.1 It is recommended that Executive Board:
- (i) approve additional investment of £0.9 million in the Fox Wood and Green Lane Community Special Schools co-location project;
  - (ii) approve additional investment of £0.8 million at Bewsey Lodge Community Primary School;
  - (iii) approve an increase in the contract awarded for the Bewsey Lodge Community Primary School project to £3,559,133;
  - (iv) approve investment of £0.65 million at Oakwood Community Primary School;
  - (v) delegate acceptance of the lowest tender for the Oakwood Community Primary School project to the Executive Director, Children and Young People's Services, following consultation with the Executive Board Member, Children and Young People's Services, subject to the tender and additional project costs being within the agreed budget of £650,000;
  - (vi) approve the investment of £0.5 million at St Elphin's CE Primary School;

- (vii) request future reports on future investment priorities to address maintenance issues, create new school places and create new childcare places for two year olds once all necessary feasibility studies have been completed.

**9. BACKGROUND PAPERS**

9.1 Reports to Executive Board as follows:

April 2013: Admissions Arrangements 2014-2015

February 2013: Medium Term Financial Plan

October 2012: Admission Arrangements 2014 -2015 (approval to consult)

August 2012: Approval to new procurement routes for Woolston Community Primary School and Bewsey Lodge Community Primary School

May 2012: Implementation of SEN Review

**Contacts for Background Papers:**

<b>Name</b>	<b>E-mail</b>	<b>Telephone</b>
Hilary Smith	hsmith@warrington.gov.uk	01925 442875



# WARRINGTON BOROUGH COUNCIL

## EXECUTIVE BOARD – 15 April 2013

**Report of Executive Board Member:** Councillor Mike Hannon, Deputy Leader

**Executive Director :** Professor Steven Broomhead, Interim Chief Executive

**Report Author:** Gareth Hopkins, Assistant Director, Human Resources

**Contact Details:**      **Email Address:**                      **Telephone:**  
ghopkins@warrington.gov.uk      01925 443932

**Key Decision No.**              NKD-092/12

**Ward Members:**              All

**TITLE OF REPORT:      SENIOR MANAGEMENT RESTRUCTURE**

**1.      PURPOSE**

- 1.1      The purpose of this report is to present to Executive Board a proposal for a revised Senior Management structure, prepared by the Interim Chief Executive (Head of Paid Service) to take forward for consultation with affected staff and the Trade Unions.
- 1.2      The Head of Paid Service is under a duty to report to Council upon proposals relating to the organisation of the Council's staff and the appointment and proper management of those staff. It follows that the matters set out in this report will subsequently be submitted to full Council for final approval.

**2.      CONFIDENTIAL OR EXEMPT**

- 2.1      The report is not confidential or exempt.

**3.      INTRODUCTION AND BACKGROUND**

- 3.1      The Interim Chief Executive has been requested by Executive Board to conduct a review of senior management at Warrington Borough Council and to develop proposals for a new structure that supports the agreed organisational priorities and corporate plan, maintains stability of the organisation and delivers savings as part of the Council's Medium Term Financial Plan.

- 3.2 A set of principles and proposals (attached at appendix 1) for the review were developed by the Council's Senior Management Team and the Executive Board.
- 3.3 The proposals for consultation have been developed in an inclusive and open manner with a number of discussions held with the Leader, Deputy Leader, Senior Management Team and Assistant Directors. These discussions brought out proposals for the new structure, but also significantly captured a great deal of thought and comment on the new ways of working that senior leaders need to develop to ensure that the Council can deliver its ambitions for Warrington, be sustainable and successful.
- 3.4 The Interim Chief Executive's proposals are based on the discussions and principles outlined in 3.2, 3.3 and drivers for change set out at 4.

### **4. DRIVERS FOR CHANGE**

- 4.1 The world of local government is fast moving and the Council needs a structure that is flexible enough to meet requirements. This structure must allow the right balance of professional and technical and leadership and managerial skills at the right level. This restructure does this, particularly in areas with greatest risk to manage in the organisation.
- 4.2 This restructure has been expedited by the departure of the Executive Director of Neighbourhood and Community Services and the opportunities and synergies for joint working provided by the transfer in of the Director of Public Health and her services from 1 April 2013.
- 4.3 We are taking the lead through this restructure to build a strong preventative focus across families and wellbeing services to deliver strong, active and resilient communities and ensure support for the most vulnerable is focused where it can make most difference.
- 4.4 These proposals also bring together key services and projects that drive economic growth, connectivity and environmental sustainability. This will provide additional specialist support and ensure our innovative plans for Warrington are accelerated.
- 4.5 The proposed structure for Resources and Strategic Commissioning builds on the robust governance and assurance processes already in place within the Council and brings together enabling services in one directorate. This directorate will also take the lead on strategic commissioning for health and well being with partners across the health economy.

### 5. PROPOSED STRUCTURE

- 5.1 In developing the proposed structure (Appendix 2), a number of models were created for discussion, with one clear model emerging as the favoured option. For information the current structure is attached at Appendix 3.
- 5.2 The structure is based around three directorates; Families and Wellbeing, Economic Regeneration, Growth and Environment, and Resources and Strategic Commissioning, with clear lines of accountability in place to ensure clarity for Elected members, employees and other stakeholders.
- 5.3 These proposals concentrate on the SMT, and assistant director roles, with line management transfers for some service managers and their teams. It may be that further redesign takes place at the service and team level, and in cross cutting areas but this will form part of regular reviews of resources and capacity, and progressed where there is a clear business case for doing so. This will also look at the administrative support to the senior management structure.
- 5.4 The discussions with Senior Management Team and their reports also included the Council's approach to succession planning. A formal succession plan will be put in place covering all the posts within the new structure, at the point at which it is agreed, to provide for enhanced business continuity arrangements.

### 6. KEY CHANGES

- 6.1 Approximately 40% of Local Authorities (mostly unitary, metropolitan, and London Boroughs) have combined the roles of DCS and DASS, some with additional responsibilities. It strengthens the social care offer as it results in an enhanced ability to work with families and all ages in a more holistic way. However, these are broad ranging roles, with significant responsibilities and risks to be managed.
- 6.2 The proposed structure brings together the statutory roles of DCS and DASS into one post – the Executive Director of Family and Wellbeing Services. This post is supported by two deputies in this role which will be the Operational Director for Adult Services (Deputy DASS) and Operational Director for Children's Services (Deputy DCS).

## Agenda Item 6

- 6.3 In 2009 government guidance on the role of the DCS stated: *‘While it is legally possible for a local authority to combine the role of DCS with the role of DASS, it is not recommended without strong justification’*. This position was restated in revised Statutory Guidance issued in April 2012 which stated: *‘It is legally permissible for the DCS and LMCS (Lead Member for Children Services) roles to be combined with other operational and political functions of the local authority. However, given the breadth and importance of children’s services functions that the DCS and the LMCS cover, local authorities should give due consideration to protecting the discrete roles and responsibilities of the DCS and LMCS before allocating any additional functions to these roles. In particular, local authorities should undertake a local test of assurance so that the focus on outcomes for children and young people will not be weakened as a result of adding other responsibilities.’*
- 6.4 The Interim Chief Executive has sought advice and undertaken an initial risk assessment and can give assurance to members that the risks are appropriately mitigated in this proposal for a new Families and Wellbeing directorate. A full risk assessment will be conducted alongside the consultation process prior to the final recommendation to Council being made in June.
- 6.5 The new Economic Regeneration, Growth and Environment directorate will have two key priorities. One will be the environment, with key services located under the Assistant Director for Transport and Environment. The other aspect will be to ensure that the innovative work contained in the ‘Warrington means Business’ plan is delivered, and to lead significant parts of the ambitious capital programme that the Council has prioritised.
- 6.6 Locating the joint CCG/Local Authority post of Assistant Director for Integrated Commissioning in the directorate of Resources and Strategic Commissioning brings a significant opportunity to build on partnerships and improve health and wellbeing outcomes across the Borough, as well as to bring together strategic commissioning in one place.
- 6.7 Under the current structure, the assigned deputy for the Chief Executive is the Assistant Chief Executive, and it is proposed under the new structure that this responsibility be transferred to the Executive Director for Resources and Strategic Commissioning.

## 7. NEXT STEPS

- 7.1 Subject to comment and endorsement from Executive Board, this structure will now be taken forward for consultation with affected staff and Trade Unions.
- 7.2 Full job descriptions will be developed for each post, and evaluation of the size of the role and any impact on the Council’s grading structure will also be considered through the normal process.

7.3 A final proposal and associated recommendations will be brought to Executive Board on 17 June 2013 then taken to Council for decision on 24 June 2013.

7.4 Assimilation and appointments to the new structure will be made in line with the Council's normal policies, with consideration given to assimilation and ring-fencing where appropriate.

## **8. FINANCIAL CONSIDERATIONS**

8.1 This restructure will deliver efficiency savings in the region of £200,000, with the final figure to be confirmed once the consultation is completed.

8.2 Further opportunities for savings will also be considered as and when they arise.

## **9. RISK ASSESSMENT**

9.1 An interim risk assessment has been completed and full risk assessment will be completed alongside with the consultation process. Key risks which have been mitigated include joining together the DCS and DASS roles, and ensuring the retention of key senior staff.

## **10. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT**

10.1 An equality impact assessment has been undertaken.

10.2 The grading of the posts in the new structure and the appointment process, will be done in line with council policies, and ensure that the Council fully complies with Equality requirements.

## **11. CONSULTATION**

11.1 Details on the stakeholders that have been engaged with are provided at paragraph 3.3. The proposals will now be taken forward for consultation with affected staff and the Trade Unions prior to returning to Executive Board and then to Full Council for a decision.

## **12. RECOMMENDATION**

12.1 The Executive Board is recommended to:

(i) comment on and endorse the proposed structure provided at Appendix 2, and ask the Interim Chief Executive to take forward consultation with staff and Trade Unions.

(ii) request the Interim Chief Executive to bring back a final proposal for a revised Senior Management structure in June for information before submission to Full Council for approval in June.

**13. Appendices**

Appendix 1 - Members Development Event 25.02.13 – Briefing on Senior Management Restructure and Principle Proposals

Appendix 2 - Proposed Senior Management Structure

Appendix 3 – Current Senior Management Structure

**Warrington Borough Council**  
**Members Development Event 25.02.13**  
**Senior Management Restructure and Principle Proposals**

The following principles/proposals are a result of consideration of the current issues facing the Council, the changing role and reform of local government and the need to bring about organisational change whilst maintaining stability as we move positively forward.

**Principles of Organisational Design**

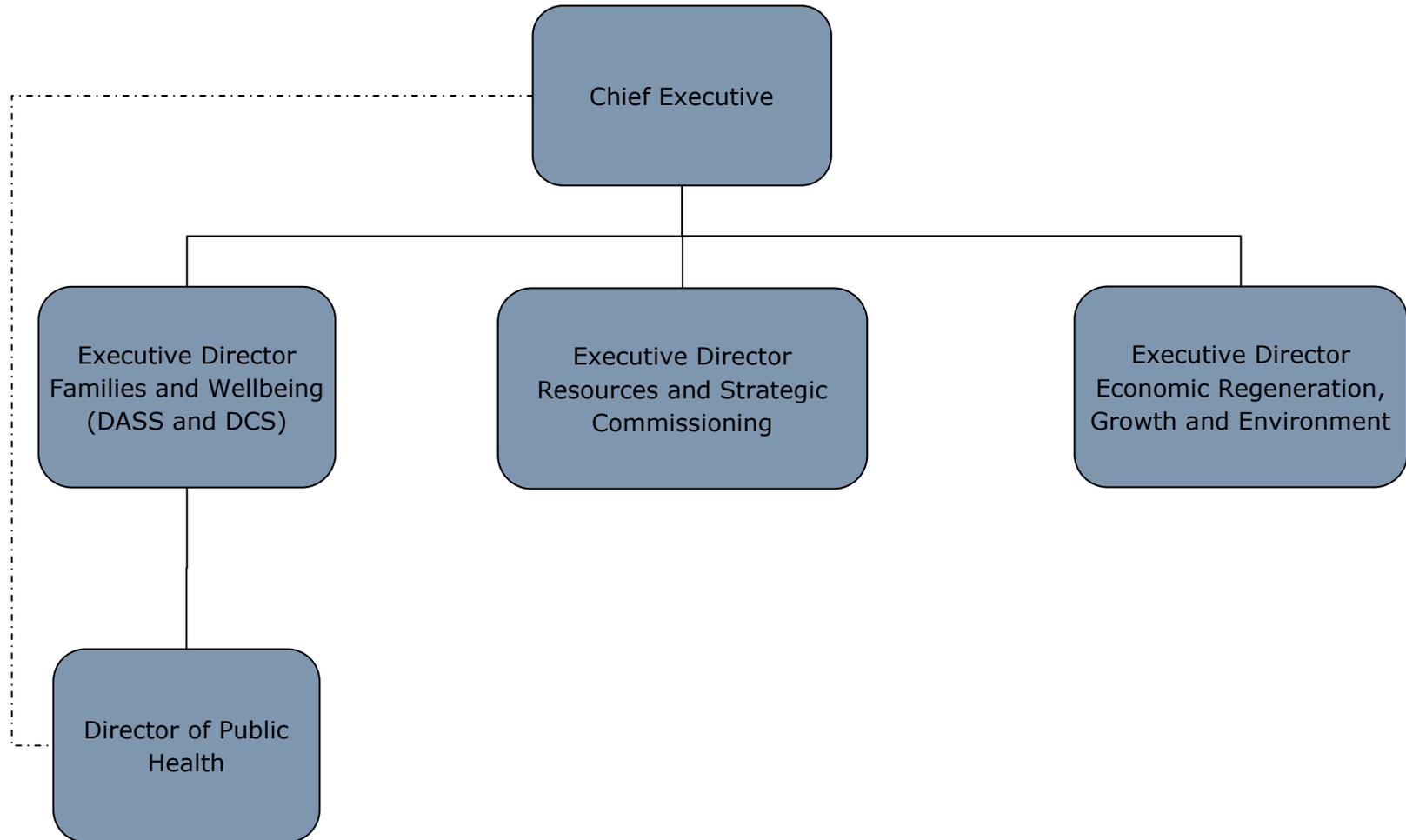
1. The corporate structure will be built around the council's strategic direction and will take account of the leadership and specialist professional skills necessary to deliver the organisation's priorities/pledges now and in the future. The new structure will provide ongoing cost savings.
2. The structure will be flexible enough to adapt to the challenges that will present themselves in the coming years, and will support the stability of the organisation and ensure that effective succession planning arrangements can be put in place. The new arrangements will ensure that the correct professional skills are at the right levels of the organization.
3. The scope of the review will be limited to the Chief Executive, Senior Management team and Assistant Directors, and their administrative support. There will also be some reallocation of responsibilities across these roles.
4. The restructure will ensure a fair and equality proofed pay structure, taking account of statutory responsibilities, and reflecting the market for senior jobs in the local government sector.
5. Structures will be designed around the needs of our residents, and will be focused on service delivery. Common functions will be aggregated in one part of the structure wherever possible.
6. There will be clear lines of management responsibility and accountability which will also support lines of communication for members, but recognise that in order to achieve outcomes, cross functional working will be required.
7. The Corporate centre will provide strong governance and business assurance to the organisation. It will also provide specific functional support including strategic financial management, HR & OD, IT, policy and performance, Legal and democratic services etc and ensure that all legal and regulatory duties are exercised.

8. A careful assessment of the benefits and risks of both combining and keeping separate, the roles of Director of Adult Social Services, and Director of Children's Services, will be undertaken before any proposal is made.
9. Consideration will be given to the roles of both commissioning and service delivery, and will consider the appropriateness of a functional split, whilst recognising that it is not possible to commission in isolation from delivery. The concept of the 'enabling' Council will be central to the organizational design.
10. All roles will be carefully designed to ensure they are of an appropriate size, balance and breadth and will recognise that all senior leaders at this level will also think outside professional / directorate roles. Direct management reports will number between 3-5, other than in exceptional circumstances.
11. The post of Executive Director Neighbourhood and Community Services will not be replaced. Transition arrangements in place until Autumn 2013 led by the Interim Chief Executive.

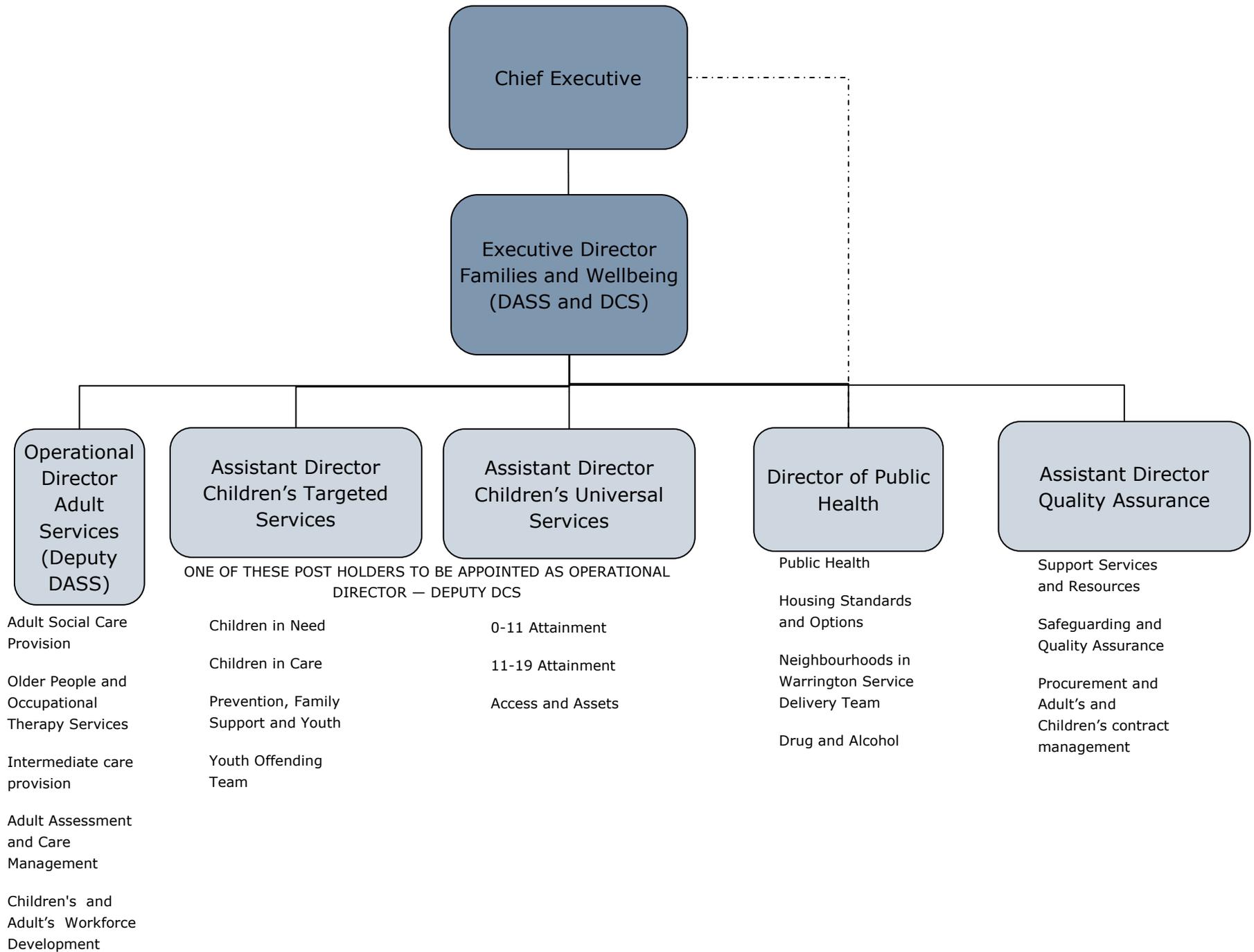
### The process

- Will take account of the views of key stakeholders, and incorporated as appropriate
- Will include formal consultation at the appropriate point including Trade Unions
- Recognises that appointments can be a mixture of member appointment and slot-ins
- Will create new job descriptions for each new role
- Will take account of the need for succession planning behind key roles
- Will take account of the council's pay policy and will amend if necessary
- Will take account of the council's Scheme of delegations and will amend if necessary
- Has the following timetable for implementation:
  - Discussion at SMT on 19<sup>th</sup> February
  - Discussion of principles at Executive Board / SMT Away Day – 25 February
  - Proposal for consultation to Executive Board – 15 April
  - Consultation period – 1 May
  - Executive Board – 17 June 2013
  - Final proposal to Council – 24 June
  - Appointments to structure – July/August
  - New structure goes live – September onwards

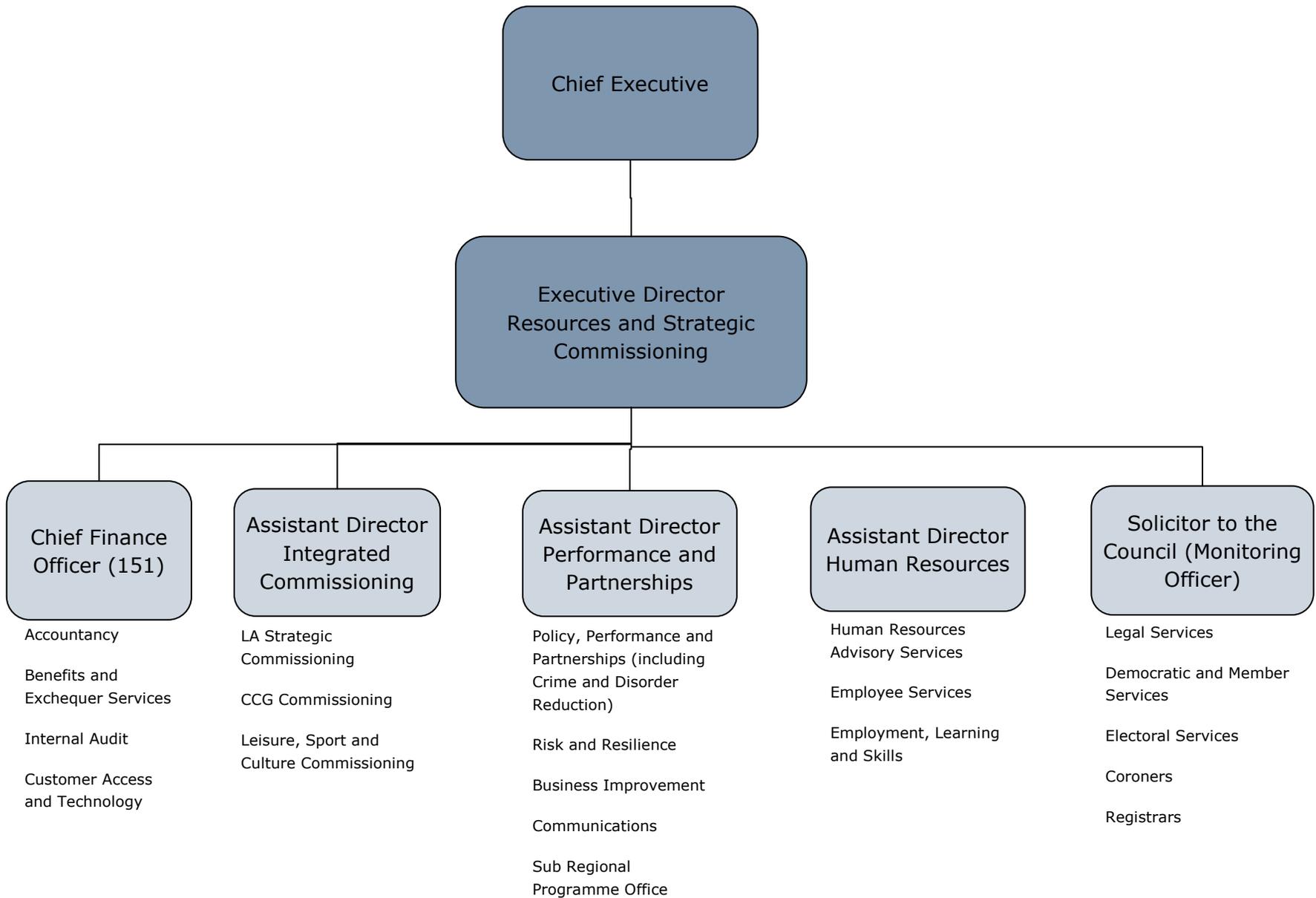
APPENDIX 2—PROPOSED SENIOR MANAGEMENT STRUCTURES



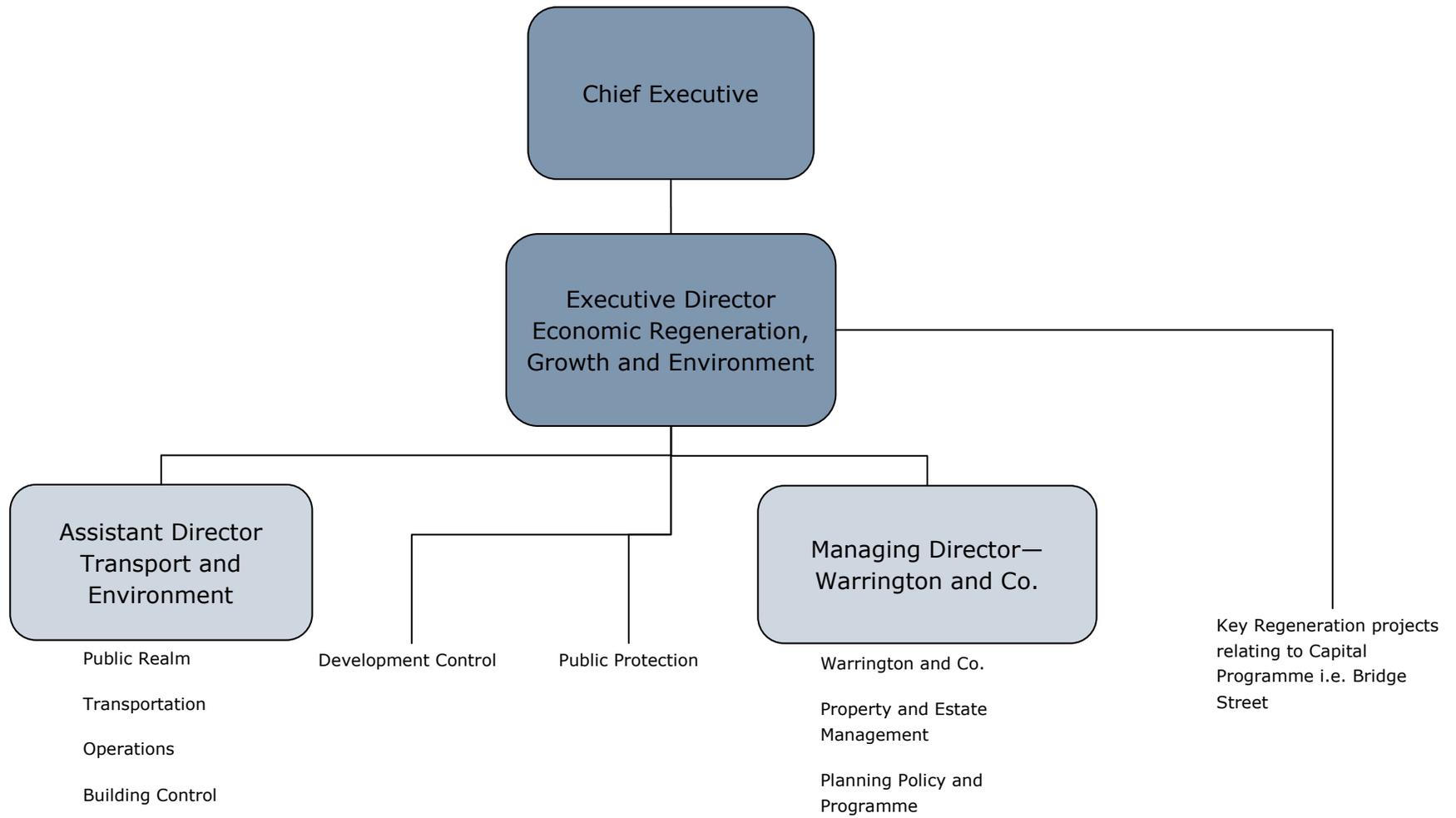
APPENDIX 2—PROPOSED SENIOR MANAGEMENT STRUCTURES



APPENDIX 2—PROPOSED SENIOR MANAGEMENT STRUCTURES



APPENDIX 2—PROPOSED SENIOR MANAGEMENT STRUCTURES



# Warrington Borough Council Operational Structure - January 2013

**INTERIM CHIEF EXECUTIVE - Professor Steven Broomhead (x2101)**

Children and Young People's Services - Kath O'Dwyer Executive Director (x2900)		
<b>Pinaki Ghoshal</b> - Assistant Director, Universal Services (x2940)	<b>Fiona Waddington</b> - Assistant Director, Targeted Services (x3900)	<b>Ann McCormack</b> - Assistant Director, Partnerships and Resources (x2967)
<b>Kim Grice (x2984)</b> Service Manager, Learning and achievement 0-11 division	<b>Tracy Ryan (x2973)</b> Service Manager, Prevention, family support and youth division	<b>Rick Howell</b> Service Manager, Commissioning division
<b>Jacky Forster (x3182)</b> Service Manager, Learning and achievement 11-19 division	<b>Ann Towey (x3056)</b> Service Manager, Quality assurance and safeguarding division	<b>Hilary Smith (x2875)</b> Service Manager, Access and assets division
	<b>Jenny Turnross (x3537)</b> Service Manager, Children in care division	<b>Gareth Jones (01928 713334)</b> Service Manager, Youth offending service
	<b>Paula Thompson-Jones (x3053)</b> Service Manager, Children in need division	
Harriet Wilkins - Service Development and Improvement (x3174)		

Assistant Chief Executive - Katherine Fairclough (x2311)			
<b>Lynton Green</b> - Chief Finance Officer	<b>Tim Date</b> - Solicitor to the Council & Assistant Director Corporate Governance	<b>Kathryn Griffiths</b> - Assistant Director Partnerships and Performance	<b>Gareth Hopkins</b> - Assistant Director, Human Resources
<b>Shaer Halewood</b> Chief Accountant (Deputy Section 151 Officer)	<b>Ian Mason</b> Head of Legal Services	<b>Theresa Whitfield</b> Risk and Resilience Manager	<b>Julie Holt</b> HR Advisory Services
<b>Adrian Webster</b> Head of Benefits and Exchequer Services	<b>Bryan Magan</b> Head of Democratic and Member Services	<b>Jan Boon</b> Policy and Performance and Partnerships Manager	<b>Jason Jones</b> Employee Services Manager
<b>Jean Gleave</b> Chief Internal Auditor	<b>Alison McCormick</b> Electoral Services Manager	<b>Lesley Brown</b> Sub Regional Programme Office Director	<b>Penny Owen</b> Employment, Learning and Skills Manage
<b>Chris Luke</b> Head of Strategic & Operational Procurement	<b>Nicholas Rheinberg</b> HM Coroner Cheshire	<b>Cliff Shields</b> Communications Team Manager	
	<b>Jane Briscall</b> Superintendent Registrar, births, deaths and marriages	<b>Anton Fields</b> Business Improvement Manager	
<b>Doug Ryan (01606 364871)</b> Crime and Disorder Reduction Partnership (CDRP) Team			

Environment and Regeneration Directorate - Andy Farrall Executive Director (x2700)		
<b>Peter Taylor</b> - Assistant Director Development and Public Protection (x2840)	<b>David Boyer</b> - Assistant Director Transport, Engineering & Operations (x2530)	<b>Steve Park</b> - Chief Officer, Customer Access and Technology (x3940) M/D Warrington & Co (Secondment)
<b>Stewart Brown (x2850)</b> Service Manager, Property and Estate Management	<b>Sharon Walls (x2427)</b> Service Manager Public Realm	<b>Keith Traverse (x3949)</b> ICT & Business Improvement
<b>Peter Astley MBE (x2672)</b> - Service Manager, Public Protection	<b>Steve Hunter (x2684)</b> Service Manager Transportation	<b>Alex Grundy (x2418)</b> - Contact Warrington
<b>Dave Cowley (x2162)</b> Service Manager, Housing Standards and Options	<b>John Rowson (x2750)</b> Service Manager Operations	
<b>Vacany</b> Development Control Manager		
<b>Tony Gartside (x2547)</b> Building Control Manager		
<b>Kate Cowey (x2799)</b> Planning Policy and Programme Manager		
Ian Brackenbury - Performance and Business Services (x2775)		

<b>Golden Gates Housing</b>
<b>Peter Mercer</b> - Managing Director 0800 25 26 27

<b>Network Warrington</b>
<b>David Squire</b> - Managing Director 01925 634296

Neighbourhood and Community Services Directorate - Joe Blott Executive Director (x4095)		
<b>Steve Reddy</b> - Assistant Director Adult Social Care (x4251)	<b>Simon Kenton</b> - Assistant Director, Integrated Commissioning Warrington Clinical Commissioning Group/Warrington Borough Council (x 4231)	<b>Dr Rita Robertson</b> - Director of Public Health (x 3967)
<b>Julie Smith (x4163)</b> Head of Adult Assessment and Care Management Services	<b>Frank Pacey (x3571)</b> Head of Integrated Contracting	<b>Dr Marioth Manché (6701/2135)</b> Consultant in Public Health
<b>Teresa Dawson (x3955)</b> Head of Older People and Occupational Therapy Services	<b>Cathy Fitzgerald (256900)</b> Head of Drug & Alcohol Action Team (DAAT)	<b>Dave Bradburn (x6677/2135)</b> Principal in Public Health
<b>David Osborne (x4164)</b> Head of Adult Social Care Provider Services	<b>Karen Povall (867940)</b> Head of Intermediate Care	<b>Jan Holding (x6687/2135)</b> Principal in Public Health
<b>Margaret Macklin (4291)</b> Head of Safeguarding & Quality Assurance	<b>Mike Alsop (x4146)</b> Head of Integrated Commissioning	
<b>Jane Critchley (x4143)</b> - Head of Neighbourhoods in Warrington	<b>Lesley Brewin (x2885)</b> Head of Community and Third Sector	
	<b>NHS/Warrington Clinical Commissioning Group</b> Jonathan Murray Seddon Continuing Care Manager/Lead Nurse	
	<b>Valerie Shanks-Pepper</b> Interim Commissioning Development Manager Children and Family Services	
	<b>Balwinder Kaur</b> Interim Joint Commissioning Manager WCCG/ WBC	

Commissioned Trusts
<b>Jan Souness</b> - Managing Director 01925 624973
<b>LiveWire</b> <b>Barry Geden</b> 01925 624972 <b>Leisure and Wellbeing</b> Leisure centre development Leisure facilities management Libraries Lifestyles Health & wellbeing
<b>Culture Warrington</b> <b>Gemma Weedon</b> 01925 444121 <b>Culture and Heritage</b> Museum and Art Gallery Cultural quarter development Pyramid and Parr Hall Arts Development

# WARRINGTON BOROUGH COUNCIL

## EXECUTIVE BOARD – 15 April 2013

**Report of Executive Board Member:** Councillor Russ Bowden, Executive Board Member, Corporate Resources and Assignments

**Executive Director :** Katherine Fairclough, Assistant Chief Executive

**Report Author:** Christopher Luke, Head of Strategic Procurement

**Contact Details:**      **Email Address:**      **Telephone:**  
cluke@warrington.gov.uk      01925 442879

**Key Decision No.**      080/12

**Ward Members:**      All

### TITLE OF REPORT: WHEELED BINS FRAMEWORK AGREEMENT RE-TENDER

#### 1. PURPOSE

1.1 To seek delegated authority to award places on the framework agreement for the supply of waste containers.

#### 2. CONFIDENTIAL OR EXEMPT

2.1 The report is not confidential or exempt.

#### 3. INTRODUCTION AND BACKGROUND

3.1 In 2006 the Council awarded a framework agreement for the supply of plastic wheeled bins on behalf of a consortium of local authorities. A reverse electronic auction was held to ensure that best prices were achieved. Initially the requirement was for 450,000 bins for ten local authorities. However, during the three years of the agreement, 35 local authorities participated and ordered over 2,000,000 bins.

3.2 The 2006 framework agreement was re-tendered in 2009, and to date has been used by 70 local authorities.

3.3 Those local authorities who have accessed the framework agreements have secured savings in excess of £2.5 million, through economies of scale.

3.4 The current 2009 framework agreement expires on 6 May 2013. A number of local authorities have already expressed an interest in participating in a re-tendered framework agreement.

- 3.5 The scope of the framework agreement has been expanded at the request of other local authorities to not only cover plastic wheeled bins, but also galvanised metal wheeled bins, kerbside boxes, recycling bags and a range of bin liners.
- 3.6 It is proposed that the Council again runs a collaborative framework agreement and invites tenders in April 2013 using an electronic reverse auction to achieve best value. The initial collaborative requirement for 300,000 bins per year will be attractive to suppliers who will be able to supply bins by participating in a single tender exercise rather than individual tenders for each authority as would otherwise be the case.
- 3.7 It is intended to award the framework agreement for a period of four years from 7 May 2013, the maximum duration allowed under The Public Contracts Regulations 2006. There will be a number of suppliers under the framework agreement, divided into lots for the supply of the different products.

#### **4. TENDER EVALUATION**

- 4.1 It is intended that a weighted electronic reverse auction be used for the major lots within the framework agreement to ensure that competitive tenders are received. The Public Contracts Regulations 2006 require that a framework agreement must be awarded on closure of the auction, it is therefore requested that the Executive Board grant delegated authority for the award of the framework agreement to the Chief Finance Officer.
- 4.2 It is estimated that the value of the framework agreement will be approximately £40 million. This figure represents the combined spend of all local authorities who may use the framework agreement. Historically, Warrington Borough Council spend will account for less than 2% of this value.

#### **5. FINANCIAL CONSIDERATIONS**

- 5.1 Funding for the auction will be met by the Central Commissioning and Procurement Team from within existing resources at a cost of £4,000.
- 5.2 It is also proposed that, to cover the costs of Central Commissioning and Procurement managing the framework agreement, the tendered prices include a commission charge of 0.5% of the value of orders placed by the participating local authorities and that this commission charge is rebated on a quarterly basis. In previous years this has generated around £40,000 of income annually to the council. It is anticipated that the inclusion of a wider range of products on the new framework may well increase such income.

#### **6. RISK ASSESSMENT**

- 6.1 The participating authorities are under no commitment to order any fixed amount of their estimated annual requirements.

6.2 However, if the value of orders placed via the framework falls below that estimated, the income to the Council will be reduced.

**7. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT**

7.1 The framework agreement requires that the provider complies with its statutory obligations in terms of equality and diversity legislation.

7.2 An equality impact assessment has been completed and found no adverse effect.

**8. CONSULTATION**

8.1 Local Authorities currently using the framework have been consulted on the scope of the requirement and improvements in terms of the operation of the framework and are keen to progress.

8.2 The proposal to establish a framework agreement for waste containers has been discussed at the Council's Strategic Procurement Panel - which is attended by senior representatives from each Directorate and the Executive Board Member, Corporate Resources and Assignments.

8.3 The Executive Board Member, Corporate Resources and Assignments has been consulted.

**9. REASONS FOR RECOMMENDATION**

9.1 To comply with the requirements of The Public Contracts Regulation 2006 for the award of framework agreements following an electronic auction.

**10. RECOMMENDATION**

10.1 The Executive Board is recommended to delegate authority to the Chief Finance Officer, following consultation with the Executive Board Member, Corporate Resources and Assignments to award places on the framework agreement for the supply of waste containers.

**11. BACKGROUND PAPERS**

Equality Impact Assessment.

**Contact for Background Papers:**

<b>Name</b>	<b>E-mail</b>	<b>Telephone</b>
Christopher Luke	cluke@warrington.gov.uk	01925 442879



# WARRINGTON BOROUGH COUNCIL

## EXECUTIVE BOARD – 15 April 2013

<b>Report of Executive Board Member:</b>	Councillor David Keane, Executive Board Member, Environment and Public Protection	
<b>Executive Director:</b>	Andy Farrall, Executive Director, Environment and Regeneration	
<b>Report Author:</b>	Garry Legg, Planning Policy & Programmes Manager	
<b>Contact Details:</b>	<b>Email Address:</b> glegg@warrington.gov.uk	<b>Telephone:</b> 01925 442795
<b>Key Decision No.</b>	n/a	
<b>Ward Members:</b>	All	

### TITLE OF REPORT: **PLANNING FOR TRAVELLERS – EXECUTIVE BOARD TASK GROUP – TERMS OF REFERENCE**

#### **1. PURPOSE**

- 1.1 This report seeks approval to establish, and approve the terms of reference for, an additional Executive Board Task Group related to Planning for Travellers.

#### **2. CONFIDENTIAL OR EXEMPT**

- 2.1 This report is not confidential or exempt.

#### **3. INTRODUCTION AND BACKGROUND**

- 3.1 The Executive Board is able to establish a Task Group or Groups to support it in performing its functions and responsibilities. A number of such groups were set up by the Executive Board at its meeting held on 18 June 2012, relating to the Councillor Development Forum, Events, International Partnership, Parking, Allotments, Armed Forces and Corporate Parenting. More recently, following their meeting on 17 December 2012, the Executive Board also established a Severe Weather Task Group. The Membership of these existing Task Groups is set out in Appendix 1.
- 3.2 Task Groups may be established for a fixed period of time to undertake a specific role or for a more permanent arrangement. The work of the Task Groups will be reviewed by the Executive Board periodically. They do not have decision making powers and report to Executive Board.

**4. TERMS OF REFERENCE AND MEMBERSHIP – PLANNING FOR TRAVELLERS EXECUTIVE BOARD TASK GROUP**

- 4.1 In the context of Equalities legislation, Gypsies and Irish Travellers are recognised ethnic minority groups under the Equality Act 2010. The Act gives public authorities a general duty to eliminate unlawful discrimination, and to promote equality of opportunity and good race relations in carrying out their functions. The Act covers housing services and management of housing, including Gypsy and Traveller sites.
- 4.2 The Council is required by the Housing Act 2004 to undertake regular assessments of the accommodation needs of Gypsies and Travellers either living in, or travelling through, their area. It also requires the Council to include the needs of Gypsies and Travellers in any housing strategy that it produces and to take any such strategy into account in exercising their functions. The objective behind all this is to ensure that councils consider the need for additional transit and permanent residential accommodation in their area.
- 4.3 Evidence supports that there is a need to deliver additional permanent and transit sites for the Travelling communities within the Borough. In accordance with national legislation and guidance, the Council's emerging Local Plan Core Strategy commits the Council to deliver a minimum number of additional residential pitches for Travellers to be achieved by way of a further Local Plan which will allocate land exclusively for use by these communities. An increasing number of high profile unauthorised encampments and developments within the Borough by Travellers over the past 12 months has highlighted the urgency of acting to deliver the required sites and particularly transit provision.
- 4.4 Following an initial meeting on 3 October 2012 senior Members from the three majority political parties within the Borough concurred that establishing a Planning for Travellers Task Group constituted a necessary and proactive step. This notion has also been strongly backed by Cheshire Police.
- 4.5 Proposed terms of reference for the Group are attached at Appendix 2. Consistent with other such groups a membership from a proportionality perspective of 3:1:1 is considered appropriate. It is also proposed that Cheshire Police be accepted on the group as a co-opted member.
- 4.6 The Task Group will exist to oversee and provide directional guidance on a project with a definitive end date. As such the Task Group will be established for a fixed period of time, which is not anticipated to extend beyond 24 months.

**5. FINANCIAL CONSIDERATIONS**

- 5.1 Any expenditure will be contained within existing budgets.

**6. RISK ASSESSMENT**

- 6.1 N/A.

**7. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT**

- 7.1 In the context of Equalities legislation, Gypsies and Irish Travellers are recognised ethnic minority groups under the Equality Act 2010. It is widely evidenced by way of research at the national level that a lack of accommodation for these communities exacerbates already high levels of inequalities, in comparison to the settled community, with regards to their health, mental wellbeing and education.
- 7.2 The strategy driving the delivery of sites, the emerging Local Plan Core Strategy, has already been subject to an equality impact assessment which recognised the positive equality gains for Travellers achieved by committing to delivery of the number of residential pitches set out within the document. These gains flow from recognition that formal site provision allows these communities to access and engage with education, health and wider social services as is now widely proven by best practice.
- 7.3 The establishment of the Planning for Travellers Executive Task Board will similarly entail positive equality gains not least by ensuring those benefits intended by the Local Plan Core Strategy actually come to fruition.

**8. CONSULTATION**

- 8.1 None.

**9. REASONS FOR RECOMMENDATION**

- 9.1 The Task Group will assist the Executive Board in delivering its work programme and enhance the potential to achieve positive outcomes. It will create an additional and regular scrutiny and accountability mechanism for and on behalf of the Executive Board and provide a forum to consider and implement an effective communications strategy as an integral part of the work.

**10. RECOMMENDATION**

- 10.1 The Executive Board is recommended to consider and approve, as appropriate, the membership and draft terms of reference for the Planning for Travellers Executive Board Task Group.

**12. BACKGROUND PAPERS**

- WBC Local Plan Core Strategy Submission Draft (Sep 2012)



**EXECUTIVE BOARD TASK GROUPS 2012/13**

**Membership and proportionality**

**Councillor Development Forum**

**Membership (5) (3:1:1 basis)**

Councillor P Carey (Lab)  
Councillor A McCarthy (Lab)  
Councillor B Maher (Lab)  
Councillor C Jordan (L/D)  
Councillor S Woodyatt  
(from October 2012 was previously Cllr S Bland))

**Events Task Group**

**Membership (7) (5:1:1 basis)**

Councillor R Bowden (Lab)  
Councillor J Carter (Lab)  
Councillor M McLaughlin (Lab)  
Councillor A McCarthy (Lab)  
Councillor P Nelson (Lab)  
Councillor C Jordan (L/D)  
Councillor S Woodyatt (C)

**International Partnerships Task Group**

**Membership (7) (5:1:1 basis)**

Councillor M Hannon (Chair) (Lab)  
Councillor P Nelson (Lab)  
Councillor J Joyce (Lab)  
Councillor D Keane (Lab)  
Councillor J Guthrie (Lab)  
Councillor M Biggin (L/D)  
Councillor S Woodaytt (C)

Plus the Mayor as an ex-officio member.

**Parking Task Group**

**Membership (5) (3:1:1 basis)**

Councillor L Dirir (Lab)  
Councillor P J Carey (Lab)  
Councillor L Murphy (Lab)  
Councillor B Axcell (L/D)  
Councillor L Hoyle (C)

**Membership and proportionality**

**Allotments Task Group**

**Membership (5) (3:1:1 basis)**

Councillor D Keane (Lab)  
Councillor P J Carey (Lab)  
Councillor M McLaughlin  
Councillor K Gleave (L/D)  
Councillor P Kennedy (C)

**Armed Forces Task Group**

**Membership (5) (3:1:1 basis)**

Councillor D Keane (Lab)  
Councillor G Friend (Lab)  
Councillor B Maher (Lab)  
Councillor M Biggin (L/D)  
Councillor P Kennedy (C)

**Corporate Parenting Forum**

**Membership (7)**

Councillor L Ladbury (Lab)  
Councillor J Carter (Lab)  
Councillor P Bretherton (Lab)  
Councillor C Froggatt (Lab)  
Councillor K Hannon (Lab)  
Councillor C Jordan (L/D)  
Councillor S Woodyatt (C)

*Plus*

*Kelli Hill, Chair of Have Your Say  
Suzanne McAdam, Specialist Nurse for Children  
in Care (NHS).*

**Severe Weather Task Group**

**Membership (5) (3:1:1 basis)**

**(established 17/12/12)**

Councillor L Dirir (Lab)  
Councillor D Keane (Lab)  
Councillor B Brinksman (Lab)  
Councillor B Axcell (L/D)  
Councillor P Kennedy (Con)

**Agenda Item 8**

**APPENDIX 1**