

To: Executive Board

Councillors:

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

Diana Terris
Chief Executive

Town Hall
Sankey Street
Warrington
WA1 1UH

5 August 2011

Executive Board

Monday, 15 August 2011 at 6.30pm

Council Chamber

Contact: Christine Oliver, Democratic and Member Services (Tel: 01925 442104; Email: 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

Members are reminded of their responsibility to declare any personal interest or prejudicial 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 18 July 2011.

3. Forward Plan (To be Published 15 August 2011)

To follow

Report of the Leader.

4. Champions and Ambassadors

Page 7

Report of the Leader.

5. Executive Board Events Task Group – Terms Of Reference

Page 13

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

6. Review of Executive Board and Committee Structures Page 19

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

7. Waste Disposal – Future Procurement Options (Forward Plan No: 059/10) Page 23

Report of Councillor D Keane, Executive Board Member, Environment and Public Protection.

8. Consultation On Non Residential Adult Social Care Charging Policy (Forward Plan No: 009/11) Page 29

Report of Councillor P Wright, Executive Board Member, Health and Wellbeing and Adult Services.

9. Chapelford Primary School (Forward Plan No: 057/10) Page 35

Report of Councillor C Froggatt, Executive Board Member, Children and Young People's Services.

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.

10. Chapelford Primary School (Forward Plan No: 057/10) Page 39

Report of Councillor C Froggatt, Executive Board Member, Children and Young People's Services.

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EXECUTIVE BOARD – 18 JULY 2011

Present:

Executive Board Members

Councillors:

Leader

T O'Neill

Deputy Leader

M Hannon

Corporate Assignments

R Bowden

Corporate Resources and Services

P Carey

Highways, Transportation & Climate Change

L Dirir

Children and Young People's Services

C Froggatt

Leisure, Community & Culture

K Hannon

Environment & Public Protection

D Keane

Personnel & Communications

H Patel

EB 29 Apologies

Councillor P Wright - Health & Wellbeing & Adult Services.

EB 30 Code of Conduct – Declarations of Interest

Mr Timothy Date, Solicitor to the Council and Assistant Director Corporate Governance declared a personal and prejudicial interest in item EB 41 – Local Authority Mortgage Scheme and as such withdrew from the meeting room at the point of discussion.

EB 31 Minutes

Decision – That the Minutes of the meeting of the Executive Board held on 20 June 2011 be received.

EB 32 Forward Plan (published 15 July 2011)

The Executive Board considered a report of the Leader, on the contents of the Forward Plan for the period 1 August 2011 to 30 November 2011.

Decision – That the Forward Plan be noted.

EB 33 Outside Bodies 2011-2012

The Executive Board considered the terms of reference for the AGMA Improvement and Efficiency Commission and noted the requirement for the representative to be an Executive Board member with responsibility for either finance or transformation. The Executive Board was therefore requested to agree that Councillor R Bowden replace Councillor J Joyce as the Council's nominated representative for 2011-12.

The Executive Board was also requested to nominate a replacement representative for Councillor L Dirir for Warrington Community Transport.

Minutes Issued Thursday, 21 July 2011. Call In expires midnight on Monday, 25 July 2011. Decision can be implemented from Tuesday, 26 July 2011.

Decision – That the Executive Board agreed –

- (1) to appoint Councillor R Bowden to the AGMA Improvement and Efficiency Commission; and
- (2) that the appointment of a Councillor to Warrington Community Transport be deferred to a future meeting of the Executive Board.

Reason for Decision:

To confirm appointments to outside bodies for 2011-12.

EB 34 Executive Board Task Groups

The Executive Board was requested to confirm the member representation for the Events Task Group and the International Partnerships Task Group (Minute EB 20 – 20 June 2011 refers).

Decision – That the Executive Board agreed to –

- (1) the appointment of the following members to the Events Task Group (based on 4:2:1 representation) – Councillors Bowden, Carter, McLaughlin, McCarthy, Jordan, Welborn and Woodyatt.
- (2) the appointment of (i) the following members to the International Partnerships Task Group (based on 4:2:1 representation) – Councillors M Hannon, Joyce, Nelson, Keane, Earl, Smith and K Bland, and (ii) Councillor Patel as a named Labour substitute.
- (3) receive the terms of reference for the Events Task Group at a future meeting.

Reason for Decision:

To finalise the details of the Executive Board Task Groups.

EB 35 Delivery Methods for Children and Young People's Capital Projects (Forward Plan No: 063/10)

The Executive Board considered a report of Councillor C Froggatt, Executive Board Member, Children and Young People's Services which sought approval to the use of frameworks or formally established partnership contractors within the Local Education Partner (LEP) and the North West Construction Hub to deliver major Children and Young People's Services capital projects in order to support the speedy and efficient delivery of such capital projects.

Decision – That the Executive Board agreed to –

Minutes Issued Thursday, 21 July 2011. Call In expires midnight on Monday, 25 July 2011. Decision can be implemented from Tuesday, 26 July 2011.

- (1) the use of the Local Education Partnership for delivery of the Bewsey Lodge Primary project, in the first instance and subsequent use as appropriate, subject to agreement by Halton BC and subject to the LEP satisfying specified cost and delivery criteria;
- (2) the use of the appropriate framework within the North West Construction Hub for delivery of the Woolston Community Primary School project in the first instance and subsequent use as appropriate, subject to the Hub satisfying specified cost and delivery criteria.

Reason for Decision:

To support speedy and efficient delivery of capital projects in the future.

**EB 36 Solar Project Partnership with Golden Gates Housing Trust
(Forward Plan No: 001/11)**

The Executive Board considered a report of the Executive Board Member, Environment and Public Protection which sought approval for the business case for the installation of solar photovoltaic panels on 600 properties owned by Golden Gates Housing Trust (GGHT) in the “Closing the Gap” areas.

Decision – That the Executive Board agreed to –

- (1) approve the business case for the pilot solar project with Golden Gates Housing Trust and that the Council enters into a legal agreement with GGHT to provide solar pv panels on up to 600 properties based on a 50:50 share of any surplus after taking into account borrowing, maintenance and administration costs over 25 years.
- (2) agree that the detailed negotiation of the legal agreement and the period for the repayment of the loan be delegated to the Executive Director, Environment and Regeneration, in consultation with the Executive Member, Environment and Public Protection and the Solicitor to the Council.
- (3) authorise the Solicitor to the Council to enter into such leases and ancillary legal agreements as required to implement the pilot project.
- (4) appoint the relevant distribution network operator for the Feed in Tariffs (FIT), which for the pilot project will be Scottish Power.

Reasons for Decision:

There have been substantial increases in electricity costs over recent years and the forecast is that large rises in energy costs will continue. One recent announcement has seen electricity charges increase by 10%. The solar pv

project has the potential to save tenants in the region of £112 per year and may take some out of fuel poverty. In addition this project is forecast to save 474 tonnes of carbon per year providing electricity from a renewable source which supports the Council's Climate Change Strategy.

EB 37 Stock Transfer of New Build Bungalows
(Forward Plan No: 002/11)

The Executive Board received a report of the Executive Board Member, Environment and Public Protection that sought approval to consult with tenants on the option to transfer the Council's 32 new build bungalows.

Decision – That the Executive Board agreed to –

- (1) approve the consultation process with the tenants living in the new build bungalows on the options to transfer to Golden Gates Housing Trust.
- (2) request the Secretary of State, subject to the outcome of the consultation process, to give approval to the transfer.
- (3) request that a further report be presented to Executive Board regarding the next stage, including the outcome of the consultation with tenants and any transfer terms and conditions.

Reasons for Decision:

The Council must consult tenants if it wishes to transfer these dwellings. The Council no longer provides a housing management service following the transfer of its housing stock in November 2010 and provides a more strategic and enabling role.

EB 38 Great Sankey Primary School – Replacement
Forward Plan No: 057/10)

(EB 40 refers)

EB 39 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 item of business to be transacted being within Category 3 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 40 Great Sankey Primary School – Replacement Forward Plan No: 057/10)

The Executive Board received a report of the Executive Board Member, Children and Young People's Services that sought approval to the appointment of a building contractor to undertake works to construct the new school building for Great Sankey Primary School.

Decision – That the Executive Board agreed to –

- (1) accept the contract tender as submitted by Seddon Construction Limited.
- (2) approve to commit to funding the project as detailed at para 5.1 of the report.
- (3) authorise officers to complete the value engineering exercise in consultation with the contractor to reduce the cost of the tender by £400,000 at least.
- (4) authorise the Solicitor to the Council and Head of Corporate Governance to enter into the contract and finalise any related documents for the building of the project.

Reasons for Decision:

The decision on the tender is required to ensure timely delivery of this project in order to create high quality learning environments for pupils and to address priority issues at the school.

EB 41 Local Authority Mortgage Scheme

The Executive Board received a report of the Executive Board Member, Corporate Resources and Services that sought the approval of the Executive Board to enter into documentation required by Lloyds Bank ('the Bank') in connection with the Local Authority Mortgage Scheme.

Decision – That the Executive Board agreed to –

- (1) indemnify the Monitoring Officer in consideration of him providing an opinion letter to Lloyds Bank PLC in relation to the Local Authority Mortgage Scheme approved by the Council's Executive Board on 18 April 2011, (and any similar opinion provided to other banks or building societies in connection with the Local Authority Mortgage Scheme).
- (2) indemnify the Monitoring Officer against all liabilities, losses, actions, proceedings, damages, costs, claims, demands and expenses brought or made against him in connection with the provision of his opinion to Lloyds Bank PLC, (and any similar

opinion provided to other banks or building societies in connection with the Local Authority Mortgage Scheme).

- (3) enter into appropriate documentation with the Monitoring Officer in confirmation of the indemnity on behalf of the Council.

Reason for Decision:

To comply with the requirements of Lloyds Bank to enable the Local Authority Mortgage Scheme to be implemented as agreed on 18 April 2011.

(Mr Timothy Date, Solicitor to the Council and Assistant Director Corporate Governance declared a personal and prejudicial interest in the above item – EB 41 and as such withdrew from the meeting room at the point of discussion).

Signed.....

Dated.....

WARRINGTON BOROUGH COUNCIL

EXECUTIVE BOARD – 15 AUGUST 2011

Report of Executive Board Member:	The Leader of the Council	
Executive Director:	Diana Terris, Chief Executive	
Report Author:	Bryan Magan, Head of Democratic and Member Services	
Contact Details:	Email Address: bmagan@warrington.gov.uk	Telephone: 01925 442120
Key Decision No.	N/A	
Ward Members:	All	

TITLE OF REPORT: THE FORWARD PLAN

1. PURPOSE

- 1.1 To consider the Forward Plan published on 15 August 2011.

2. CONFIDENTIAL OR EXEMPT

- 2.1 N/A

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 £500,000 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 There is a legal requirement that all Key Decisions are published in the Forward Plan. The Forward Plan is a programme of Key Decisions planned to be taken in the following four month period, and is updated every month. Key Decisions may be taken by the Council's Executive Board or alternatively by an officer in accordance with the Council's Constitution.

4. THE REPORT

4.1 The Forward Plan published on 15 August 2011 is attached at Appendix A.

4.2 The following amendments/changes to the Forward Plan are reported for information:

NO.	LIST OF CHANGES MADE TO THE FORWARD PLAN
024/10	Tender for provision of a Material Recovery Facility (MRF) – moved from 19 September to 17 October 2011. Reason: Deferred as additional time will be required for the tender evaluation.
044/10	Approval for Consultation to consider disposal of former GGHT Garage Sites – moved from 19 September to 17 October 2011. Reason: Deferred due to the ongoing review and consideration of options for Corporate Property and any disposal programme.
064/10	Approval to progress with Street Lighting Investment Strategy – moved from 19 September to 17 October 2011. Reason: Deferred to allow potential options to be debated via a presentation to the Overview and Scrutiny Committee before presentation and approval at Executive Board.
003/11	Detailed Business Case for the development of Not for Profit Distributing Organisations for Leisure, Wellbeing, Libraries and Cultural Services in Neighbourhood and Cultural Services – moved from 15 August to 17 October 2011. Reason: Deferred whilst a more detailed independent evaluation is undertaken.
005/11	2011–14 Children and Young People’s Plan – moved from 19 September to 17 October 2011. Reason: Deferred as consultation will not conclude until mid September 2011.
006/11	Solutions to Rough Sleepers Strategy – moved from 17 October to 14 November 2011. Reason: Deferred to allow a sufficient period of time for consultation with the wider group of partners and the public in September.
NEW ITEMS	
19 September 2011	
010/11	Award the Contract for the supply of a Carers Support Service.
17 October 2011	
011/11	Review of Special Educational Needs Provision in Warrington.
14 November 2011	
012/11	Warrington Child Poverty Strategy.
19 December 2011	
013/11	Non Residential Adult Social Care Charging Policy – Results of Consultation.

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 make 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:

Name		E-mail		Telephone
Julie Ramskill		jramskill@warrington.gov.uk		01925 442114
12.	Clearance Details:			
	Name	Consulted		Date Approved
		Yes	No	
Relevant Executive Board Member	Councillor T O'Neill	√		12/8/11
Chief Executive	Diana Terris	√		15/8/11
Relevant Executive Director	Katherine Fairclough	√		12/8/11
Solicitor to the Council	Tim Date	√		12/8/11
Chief Finance Officer	Lynton Green	√		12/8/11

WARRINGTON BOROUGH COUNCIL

EXECUTIVE BOARD – 15 AUGUST 2011

Report of Executive Board Member:	Councillor T O'Neill, Leader of the Council	
Executive Director:	Katherine Fairclough, Assistant Chief Executive	
Report Author:	Tim Date, Solicitor to the Council and Assistant Director Corporate Governance	
Contact Details:	Email Address: tdate1@warrington.gov.uk	Telephone: 01925 442150
Key Decision No.	N/A	
Ward Members:	All	

TITLE OF REPORT: CHAMPIONS AND AMBASSADORS

1. PURPOSE

- 1.1 To invite the Executive Board to consider the appointment of Councillors to be Champions or Ambassadors in respect of certain specified activities.

2. CONFIDENTIAL OR EXEMPT

- 2.1 This report is not confidential or exempt.

3. INTRODUCTION AND BACKGROUND

- 3.1 At the Council meeting held on 30 March 2009 the Leader of the Council provided Council with a list of Member Champions which included a mixture of formal and informal Champions.
- 3.2 In total 21 Champion roles were identified covering a range of internal and external activities. Individual Councillors were allocated to the Champion roles and the individuals concerned comprised a range of Executive Members, opposition members and "backbenchers" from the two political parties which then formed the Council's administration. An extract from the minutes of the Council meeting held on 30 March 2009 (Minute C86) is attached at Appendix A.

- 3.3 Given that the roles set out in Appendix A have not been reviewed since 30 March 2009 it is timely to review the concept or nature of the Champion role for the forthcoming year.

4. THE FUTURE OF CHAMPIONS AND AMBASSADORS

- 4.1 Apart from the extract from the Council minutes of 30 March 2009 there appears to be no further background material explaining the scope of Champion roles, or what expectations are made of individual champions. Additionally, there is no information upon issues such as length of term of office for Champions.

- 4.2 The Council's current constitution provides a form of governance known as the "Leader and Executive" model which allocates the discharge of Council functions amongst the Executive Board, the Council, the Council's Regulatory Committees and Overview and Scrutiny Committees. This model conforms with the requirements of the Local Government Act 2000.

- 4.3 Quite apart from the discharge of formal functions it is suggested that there is a role for named individuals to be Champions in respect of a specific issue or area of activity.

- 4.4 Given that Executive Members are responsible for a range of functions within a defined Portfolio it might be reasonable to assume that Champion roles are best held by non executive members both from the party forming the administration and opposition parties.

- 4.5 It is suggested that if an individual is designated a Champion that the role be given some detailed definition but without creating an overly prescriptive set of terms of reference.

- 4.6 It would have to be made absolutely clear that the role of Champion would not imply that the person so nominated would carry any decision making role or otherwise discharge any functions on behalf of the Council. Additionally, Champion roles would not attract any form of allowance or payment.

- 4.7 A possible starting point for considering a role definition is as follows using Older People as an example:-

"to assist, challenge and liaise with the relevant Executive Member upon all issues relating to older people and to act as a representative voice for older people within the Council. To engage with the community to gain a deeper understanding of the issues facing older people".

- 4.8 The form of words set out in paragraph 4.7 could be adopted for the various Champion roles that are agreed upon.

- 4.9 For the sake of clarity it should be made clear that Champions are appointed for a definite period (for example the length of the municipal year) and that once appointed by the Executive Board they should only be removed upon the basis of a report submitted to the Executive Board.

5. FINANCIAL CONSIDERATIONS

- 5.1 There are no financial implications arising from this report as is made clear from paragraph 4.6 above the Champion role will attract no Special Responsibility Allowance or other payment. It is not anticipated that the Champion/Ambassador role will benefit from any Officer support.

6. RISK ASSESSMENT

- 6.1 The main risk identified in creating informal roles is the risk of misunderstanding about roles and functions and a potential disappointment of expectations.

7. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT

- 7.1 The appointment of Champions could provide the Council with the opportunity to acquire greater insight into equalities issues if Champions are given flexible terms of reference.

8. CONSULTATION

- 8.1 None for this report.

9. REASONS FOR RECOMMENDATION

- 9.1 To establish a more flexible framework for involving a wider range of members in the discharge of Council functions and to assist the Executive Board in making better decisions.

10. RECOMMENDATIONS

- 10.1 The Executive Board is recommended to:
- (i) revoke the existing Champion roles as set out in Council Minute C86 from 30 March 2009.
 - (ii) consider, in principle, the merits of establishing Champion or Ambassador roles on behalf of the Council.
 - (iii) consider the number of Champions or Ambassadors to be appointed and what roles should be established.
 - (iv) agree a Term of Office for each Champion or Ambassador.

(v) establish terms of reference for each Champion or Ambassador.

11. BACKGROUND PAPERS

N/A.

12.	Clearance Details :	Name	Consulted		Date Approved
			Yes	No	
	Relevant Executive Board Member	Councillor O'Neill	√		08/7/2011
	SMB		√		19/7/2011
	Relevant Executive Director	Katherine Fairclough	√		19/7/2011
	Solicitor to the Council	Tim Date	√		08/7/2011
	S151 Officer	Lynton Green	√		19/7/2011
	Relevant Assistant Director	Tim Date	√		08/7/2011

APPENDIX A

Extract from the Minutes of the Meeting of the Council held on 30 March 2009

C 86 The Leader's Announcements

Champions

At the last Council the Leader said he would provide a list of Member Champions, the following includes a mixture of formal and informal champions:

Internal	
Play	Cllr S Woodyatt
Corporate Parenting	Cllrs L Smith and S Dodd
Dignity in Care	Cllr R Smith
Safeguarding	Cllr R Smith
Regulatory Services	Cllr R Smith
Communities	Cllr L Smith
Sexual Health	Cllr C Jordan
Year of Reading	Cllr I Gillis
Older People	Cllr J Regan
Home Safety	(to be filled)
Design	Cllr R Barr
Heritage	Cllr R Barr
Cycling	Cllr B Axcell
Orford Park Project	Cllr M Hannon
Climate Change	Cllr A Litton
Scrutiny	Cllr S Dodd
'Operation Outstanding'	Cllr Sharon Wilson
Fire Service	Cllr J Joyce
External	
Cheshire & Warrington Improvement & Efficiency Partnership	
Sustainability	Cllr R Smith
Business Improvement	Cllr F Bruce
Fire and Rescue Service	
Equality & Diversity	Cllr M Biggin

WARRINGTON BOROUGH COUNCIL

EXECUTIVE BOARD – 15 August 2011

Report of Executive Board Member:	Councillor R Bowden, Executive Board Member, Corporate Assignments	
Executive Director:	Katherine Fairclough, Assistant Chief Executive	
Report Author:	Bryan Magan, Head of Democratic and Member Services	
Contact Details:	Email Address: bmagan@warrington.gov.uk	Telephone: 01925 442120
Key Decision No.	N/A	
Ward Members:	All	

TITLE OF REPORT: EXECUTIVE BOARD EVENTS TASK GROUP – TERMS OF REFERENCE

1. PURPOSE

- 1.1 To comment on and approve the draft terms of reference for the newly formed Executive Board Events Task Group.

2. CONFIDENTIAL OR EXEMPT

- 2.1 This report is not confidential or exempt.

3. INTRODUCTION AND BACKGROUND

- 3.1 The Executive Board Events Task Group was newly established by the Executive Board at its meeting held on 20 June 2011.
- 3.2 The Executive Board Events Task Group will focus on promoting and co-ordinating major events in the town. The initial ideas for the potential work programme were noted at the Executive Board meeting held on 20 June 2011.
- 3.3 The Executive Board Events Task Group will submit an annual report to the Executive Board on its work programme and action arising.

4. TERMS OF REFERENCE

- 4.1 The Executive Board Events Task Group at its first meeting held on Wednesday, 27 July 2011 agreed to recommend the draft terms of reference for the Executive Board's approval (attached at Appendix 1).

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 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 None.

9. REASONS FOR RECOMMENDATION

9.1 The Task Group will assist the Executive Board in delivering its work programme to the highest quality 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 also a forum for considering and driving forward improvement strategies.

10. RECOMMENDATION

10.1 That the Executive Board consider and approve, as appropriate, the draft terms of reference for the Events Executive Board Task Group.

11. BACKGROUND PAPERS

N/A.

12.	Clearance Details	Name	Consulted		Date Approved
			Yes	No	
	Relevant Executive Board Member	Cllr R Bowden	√		22/07/2011
	SMB		√		22/07/2011
	Relevant Executive Director	Katherine Fairclough	√		22/07/2011
	Solicitor to the Council//Relevant Assistant Director	Tim Date	√		22/07/2011
	S151 Officer	Lynton Green	√		22/07/2011

TERMS OF REFERENCE

EXECUTIVE BOARD EVENTS TASK GROUP

1.0 Background

- 1.1 The Executive Board Events Task Group was established by the Labour Administration in May/June 2011.
- 1.2 There is no specific budget assigned to the Events Task Group. Budgets are held by individual Directorates on an event by event basis.
- 1.3.1 Membership of the group is achieved on a political proportionality basis and as such will be reviewed each civic year.
- 1.3.2 For the civic year 2011/12, the proportionality split is 4:2:1 = 7 Members.

Nominations have been provided by political groups as follows:

Councillor R Bowden (Labour)
Councillor A McCarthy (Labour)
Councillor J Carter (Labour)
Councillor M McLaughlin (Labour)
Councillor G Welborn (Liberal Democrat)
Councillor C Jordan (Liberal Democrat)
Councillor S Woodyatt (Conservative)

Officer support in co-ordinating the meetings will be provided by Democratic and Member Services.

There will be regular attendance at meetings from the Directorates as required and appropriate. It is anticipated that officers from Neighbourhood and Communities (events), Environment & Regeneration (road closures, access and traffic management etc), Assistant Chief Executives (civic events, emergency planning, health & safety) will provide the basis of regular attendance.

Relevant Executive Board Members may attend meetings, as and when required, by invitation.

- 1.3.3 Chairmanship of the Events Task Group will be the Executive Board Member with responsibility for this area of work.

2.0 Purpose

The purpose of the Events Task Group is to provide a strategic steer for major events in the town.

Events falling within the remit of the Events Task Group should:

- Market and promote Warrington, in terms of business, visitor attraction, status and quality of life;
- Maintain and enhance the profile and reputation of Warrington;
- Align with our general principles of addressing social deprivation, tackling inequalities, closing the gap etc;
- Be used to promote other Council objectives, e.g. health & wellbeing, neighbourhoods & communities;
- Maintain and protect the cultural heritage and tradition of Warrington and reflect the civic role of the Council;
- Be effectively communicated across the Council to ensure optimum delivery of the points above;
- Be well managed and safe for all sectors of the community;
- Be seen to be an effective use of Council resources (in both cost and effort);
- Ensure that where Council resources are used, they are fairly distributed across Warrington;
- Encourage partnerships and ensure best practice with other agencies, local authorities and organisations;
- Be recognised by local residents as addressing their needs and being a valuable Council function.

In this context, an "event" should be considered as being any significant meeting/event/situation/agenda that can deliver one or more of the above, and/or one which has a sizeable budgetary implication for the Council.

The Events Task Group should recognise those events that are associated with the Mayoralty and the civic calendar.

The Events Task Group will have regard to the activities of the Town Centre Events Group and any relevant bodies managing or coordinating individual events, or programmes of events, which are significant within the Borough.

The events to be reviewed as part of the work programme for the Events Task Group shall be agreed at the first meeting, with review and amendment on an annual basis or as required.

3.0 Delivery of Objectives

To deliver these objectives, the Events Task Group should have access to:

- An events calendar;
- A work programme at the start of each civic year;
- A summary of the actual costs to the Council of these events, in terms of 'hard' costs (e.g. Traffic orders, traffic management, crowd control) and best estimates of officer effort across the various directorates);

Agenda Item 5

- An understanding of (i) how events are staged, who has 'ownership' and how our partners contribute to those events (e.g. financial contributions for parish councils and/or other partners, volunteer input) and (ii) the balance of risks/liabilities between owners and the Council;
- A view on the value of events in addressing the priorities above and how these factors should be weighted in any decisions concerning Council support to events;
- Debriefings from major events to understand what has gone well and what lessons need to be learned for the future;
- The views of the Executive Board (to whom the Group reports) and the Events Safety Advisory Group.

In addition, the Events Task Group should also consider:

- If and how existing events can be expanded or developed to better deliver those priorities, whilst fully understanding costs (e.g. if an expanded event would trigger police recharging);
- The introduction of new events that could help to deliver the Council's priorities, e.g. inviting tenders for a significant event that would attract revenue (for example, building on our experience of the half marathon event to 'grow' an event with credible growth potential, or gaining greatest value from the Olympic legacy project);
- Alternative arrangements for events that would reduce the burden both financial and officer time on the Council.

4.0 Meetings of the Events Task Group

- Are not statutory meetings and are therefore not constrained by legislative requirements;
- Do not have any decision making powers;
- Will make recommendations to the Executive Board, as required;
- Will provide an annual progress report to the Executive Board;
- Will not seek to micro-manage events, but will provide an overview and steering function for key events in Warrington;
- Should note the existence of the Events Safety Advisory Group in terms of discharging the Council's responsibilities, e.g. for public health and safety.

WARRINGTON BOROUGH COUNCIL

EXECUTIVE BOARD – 15 August 2011

Report of Executive Board Member: Councillor R Bowden, Executive Board Member, Corporate Assignments

Executive Director and Report Author: Katherine Fairclough, Assistant Chief Executive

Contact Details: **Email Address:** **Telephone:**
kfairclough@warrington.gov.uk 01925 442311

Key Decision No. N/A

Ward Members: All

TITLE OF REPORT: REVIEW OF EXECUTIVE BOARD AND COMMITTEE STRUCTURES

1. PURPOSE

1.1 To inform the Executive Board of the process to review the Executive Board and Committee Structures.

2. CONFIDENTIAL OR EXEMPT

2.1 This report is not confidential or exempt.

3. INTRODUCTION AND BACKGROUND

3.1 The Leader announced at Annual Council on 23 May 2011 that a review of Executive Board and Committee structures was to take place with implementation of the new structure by May 2012.

3.2 This report reaffirms that commitment and sets out the general timetable for this and the approach to be followed. It must be noted that this is a draft timetable that may be varied to respond to the impact of the Localism Bill which is expected to receive Royal Assent in the Autumn.

3.3 It is intended that this review should be as inclusive as possible and will include a period of consultation. Stakeholders in this consultation will include all elected Members, Audit and Corporate Governance Committee, Neighbourhood Boards and other key partners such as Police, Health, Cheshire Fire & Rescue Services, Golden Gates Housing Trust, third sector agencies, etc. The outcome of the review and any proposal to change the constitution will be reported to the Audit and Corporate Governance Committee and be followed by a period of consultation with stakeholders and interested persons. The final decision upon the proposals will be made by full Council.

- 3.4 The aim of this review is to ensure that there is greater member involvement in consultation, policy development and scrutiny and that this leads to a more inclusive decision making process. It will deliver wider opportunities for member development, building skills, capacity and expertise.

It is also intended that this new approach will lead to more open and transparent decision making visible to the residents of Warrington and deliver effective governance and value for money.

This review will identify options for future structures and roles and responsibilities of the Executive Board, a proposal will be developed and this will be consulted on.

- 3.5 Councillor R Bowden will lead this review. He will be advised by the Assistant Chief Executive and the Solicitor to the Council.

4. TIMETABLE – DRAFT

- 4.1 Draft proposals will be discussed at the Constitutional Sub Committee meeting on 31 August 2011.
- 4.2 A report will be presented to the Audit and Corporate Governance Committee, 22 September 2011.
- 4.3 A full programme of consultation will take place during the Autumn (October and November).
- 4.4 The findings for this consultation and any amendments to the proposal will be reported to the Constitutional Sub Committee and Audit and Corporate Governance Committee in January 2012. This will be reported to the Executive Board on 12 March 2012 to give their views.
- 4.5 The final report on proposals will be made to Full Council on 26 March 2012.

5. FINANCIAL CONSIDERATIONS

- 5.1 Within existing resources.

6. RISK ASSESSMENT

- 6.1 A full risk log will be produced.

7. EQUALITY AND DIVERSITY/EQUALITY IMPACT ASSESSMENT

- 7.1 A full impact assessment of the option proposed will be undertaken.

8. CONSULTATION

- 8.1 Full consultation will be undertaken as part of the review.

9. REASONS FOR RECOMMENDATION

9.1 To signal the start of the review.

10. RECOMMENDATION

10.1 That the Executive Board accepts this report.

11. BACKGROUND PAPERS

N/A.

Clearance Details :				
	Name	Consulted		Date Approved
		Yes	No	
Relevant Executive Board Member	Councillor Bowden	✓		4.8.11
Leader of the Council	Councillor O'Neill	✓		4.8.11
Chief Executive	Diana Terris	✓		4.8.11
Relevant Executive Director	Katherine Fairclough	✓		4.8.11
Solicitor to the Council & Relevant Assistant Director	Ian Mason on behalf of Tim Date	✓		4.8.11
S151 Officer	Lynton Green	✓		4.8.11

WARRINGTON BOROUGH COUNCIL

EXECUTIVE BOARD – 15 August 2011

Report of Executive Board Member: Councillor David Keane, Executive Board Member, Environment and Public Protection

Executive Director : Andy Farrall, Executive Director, Environment and Regeneration

Report Author: Paul McHenry, Waste Services Manager

Contact Details: **Email Address:** pmchenry@warrington.gov.uk **Telephone:** 01925 442654

Key Decision No. 059/10

Ward Members: All

TITLE OF REPORT: WASTE DISPOSAL – FUTURE PROCUREMENT OPTIONS

1. PURPOSE

- 1.1 To outline to Members options for replacement of the current landfill waste disposal contract, which ends on 31 January 2013. This contract can be extended by up to a further three years in yearly increments if required.

2. CONFIDENTIAL OR EXEMPT

- 2.1 This report is not confidential or exempt.

3. INTRODUCTION

- 3.1 The current waste disposal contract is held by Waste Recycling Group [WRG] for landfill at Arpley Landfill site in Warrington. The contract is due to expire on 31 January 2013.

- 3.2 The Borough is sending decreasing amounts of waste for disposal. More and more of its waste is now being recycled and households are producing less waste than in previous years. Please see the information below as an indicator of this:

	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Household Waste Landfilled (tonnes per annum)	82,922	79,690	72,197	69,837	60,815	54,124	53,538
Household Waste recycled (tonnes per annum)	13,244	14,328	16,142	16,457	19,129	22,323	22,001
Household Waste composted (tonnes per annum)	5,020	5,692	12,727	17,614	17,511	17,876	17,884

- 3.3 In light of the decreasing amounts of waste being produced for landfill and the desire of Members to seek more sustainable use of waste as a resource, Officers have completed an initial scope of the market to look for sustainable waste treatment options, which are detailed later in this report [See para 5. – Options].

4. BACKGROUND

- 4.1 The Government has produced a new ‘Review of Waste Policy for England’ which was published on 14 June 2011. The document seeks to set-out new Government waste policy to local authorities and contains several important revisions to previous policy, including those below:-

4.1.1 The policy sets out to encourage more a sustainable approach to material use and to improve services to businesses and households.

4.1.2 A range of measures to further encourage waste prevention and re-use are to be developed

4.1.3 There will be support for energy from waste in all its forms where appropriate. The document is very clear that regarding waste treatment technologies, the Government is ‘technology neutral’ [i.e. it does not favour any given waste treatment technology].

4.1.4 The Government ‘will develop a comprehensive waste prevention programme.....to drive [waste] reduction and re-use.’

4.1.5 That a target to recycle 50% of all waste by 2020 from households and businesses remains. The document alludes to the fact that the 50% benchmark for local authorities may vary by authority and that higher performing authorities may be set higher benchmarks than ‘harder to reach’ urban areas.

4.1.6 The Landfill Allowance Trading Scheme [known as LATS] will be removed from 2013. This change is designed to remove burdens and barriers from local authorities, allowing greater focus on local priorities. This change will also allow local authorities to co-collect business waste with household wastes, which under the LATS regime was not allowed.

4.1.7 The level of Landfill tax will ‘floor’ at £80 per tonne in 2014/15. The term ‘floor’ is not defined, so this may mean that the tax will not increase beyond £80 or that it will not fall below £80 per tonne.

- 4.2 Overall the new policy is encouraging local authorities to concentrate on reducing waste produced by households and businesses and on gaining value [energy] from that waste which is left for disposal.

- 4.3 In light of this new Government policy and the need to replace landfill disposal with a more environmentally and economically sustainable option, work needs to commence on procuring a successor contract for treatment of non-recycled waste.

5. TREATMENT OPTIONS

- 5.1 The Authority needs to find a way to dispose of its waste following the end of the current landfill contract in 2013. Use of landfill is now an expensive option

due to the effect of landfill tax; for every tonne of waste we send to landfill the Authority currently pays £56 in landfill tax [2011/12] and the level of the tax will escalate by a minimum of £8 per tonne per year until 2014 – it is not yet clear what level the landfill tax will be set at after 2014. The Government wishes to see the amounts of waste collected by local authorities reduced, with remaining waste diverted away from landfill for recycling and for generation of energy. It seems logical to seek an alternative form of treatment other than landfill for the next waste disposal contract, to provide a financially and environmentally sustainable solution.

5.2 At this current time it is unlikely the Authority will be able to find a suitable non-landfill facility within Warrington that would meet our future disposal needs, although providers from locations further afield may well be interested in taking our waste. Currently there are no plans for [non-landfill] waste treatment facilities to be developed within the Borough.

5.3 In order to source alternatives to landfill as a solution to the Borough's waste disposal requirements it is intended to advertise the Council's wish to seek suitable technology providers in order that the Council can examine solutions which are 'technology neutral' (i.e. we do not indicate a preferred waste treatment technology), where contractors provide proven solutions of any type, which will be considered.

5.4 Waste treatment technologies that could be offered include:

MBT – a mechanical and biological treatment; a mechanical process of separation, [with or without oxygen] of recyclable waste to leave an organic fraction which can then be biologically treated to provide a fuel or a soil additive.

Autoclaving – waste is fed into a drum into which steam is injected. The combination of water and heat produced causes organic material to break down. After the waste has been processed it is fed through further mechanical separation processes which can enable the recovery of a refuse derived fuel, a further organic fraction and further recovery of plastics, glass and metals.

Advanced Thermal Treatments – Pyrolysis, where waste is treated via heat at temperatures of 300 - 850 degrees centigrade to produce a gas, which can then be used to generate electricity. Alternatively **Gasification** is another thermal technology where a greater amount of heat is used [above 650 degrees centigrade] to treat waste, again to produce a gas. The difference between the two technologies is that the gas produced from Gasification contains a higher concentration of hydrogen. There are also emerging technologies for turning waste into Ethanol.

5.5 Markets for waste treatment are limited in the North West, with the market yet to develop. The new policy from the government will hopefully help stimulate the market. Current sites exist or are planned to be developed in Runcorn, Widnes, Northwich [two facilities potentially] and Leyland [in Lancashire]. There is also the possibility of a site in St. Helens. Further sites may well come to light when a procurement process commences.

- 5.6 Whichever solution is eventually selected it is important to recognise that there may still be an element of disposal to landfill for some residual waste after treatment has been completed.

6. FUTURE TENDER PROCESS

- 6.1 Following the receipt of contractors' proposals it is intended to review the options suggested to identify which might meet Warrington's requirement. In reviewing the proposals it will; be necessary to consider issues such as sustainability, cost effectiveness and minimising transport movements; this is not an exhaustive list and needs to be developed. It is suggested that the relevant Overview and Scrutiny Committee be involved in this process.
- 6.2 The intended procurement will be conducted as a competitive dialogue process [a procedure for the public sector which is be used for complex purchases when the contracting authority is either unable to define the means of meeting their requirements or is unable to assess what economic operators can offer in terms of technical or financial solutions or the legal make up of the project]. Such procedures are, by their nature, lengthy processes as each option offered has to be considered and judged. A full timetable for the process will be provided to a future Executive Board meeting.

7. FINANCIAL CONSIDERATIONS

- 7.1 At this stage it is difficult to forecast what the cost of an alternative method of disposal will be. However, landfill tax costs are £56 per tonne for 2011/12 and will rise by £8 per year until 2014. There are also penalties imposed on Councils who fail to reach Government-set targets for landfill avoidance of up to £150 per tonne [for each tonne of waste sent to landfill above allocated annual target figures] until 2012/13, after which the L.A.T.S. scheme will end. In the 2011/12 budget an amount of £308,266 was earmarked for potential penalties.
- 7.2 In 2009/10 budget for the landfill contract consisted of £919,000 for contract costs and £2,112,000 for landfill tax payments. In 2010/11 this increased to £971,000 for contract costs and £2,594,000 for landfill tax.
- 7.3 If the Council were to continue to dispose of our existing tonnage to landfill for the foreseeable future then our landfill tax costs would rise by approx £400,000 per year.

8. RISK ASSESSMENT

- 8.1 The procurement process and subsequent contract will be written and let with assistance from officers in the Council's health and safety, procurement, legal and finance teams to ensure that contract award is made legally and fairly. Specification details and contractor submissions are subject to risk assessment by the Council's Health and Safety team working alongside officers from the Waste Management team and the Procurement team.

Following contract award the successful contractor and the Authority will have responsibility for risk assessment of the operation.

9. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT

9.1 The facilities in a waste disposal contract will be used by the Council’s waste management fleet and will not be directly accessible to the public. All waste collection services are designed to give fair access to all in the community.

10. CONSULTATION

The Council completed a borough-wide public consultation on its waste strategy during 2008 which was approved by Council in 2009.

11. REASONS FOR RECOMMENDATION

11.1 To enable Waste Management staff to commence a procurement process of a new waste disposal solution to replace the existing landfill waste disposal contract.

12. RECOMMENDATION

12.1 It is recommended that Executive Board supports the report and agrees to seek expressions of interest in providing a disposal solution for Warrington’s collected municipal waste.

13. BACKGROUND PAPERS

Review of Waste Policy for England – June 2011
Waste Strategy 2008

Contacts for Background Papers:

Name	E-mail	Telephone
Paul McHenry	pmchenry@warrington.gov.uk	01925 442654

	Name	Consulted		Date Approved
		Yes	No	
Relevant Executive Board Member	Cllr David Keane	✓		03/8/11
SMB		✓		19/7/11
Relevant Executive Director	Andy Farrall	✓		19/7/11
Solicitor to the Council	Tim Date	✓		19/7/11
S151 Officer	Lynton Green	✓		19/7/11
Relevant Assistant Director	David Boyer	✓		7/7/11

cost of care packages for an adult can range from £100 per week for an older person to £500 per week for younger adults with disabilities. Packages of care for someone with very complex needs can cost in excess of £2,000 per week.

4. PROPOSED CHANGES TO CHARGING POLICY

4.1 The proposed changes in this report relate to:

- Increasing the percentage of disposable income taken into account when calculating service user contributions to non-residential adult social care
- Using the “unit cost” of services when assessing an adult social care service user’s contribution to the cost of their care

4.2 These proposals are in line with “Fairer Charging” guidance which is the government’s guidance to Council’s on non residential social care charges. This can be accessed online under the following link. http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationPolicyAndGuidance/DH_4117930.

4.3 **Disposable Income** - A financial assessment or “means test” determines the actual amount each individual will pay towards their care services. The assessment considers all of their income and then applies various disregards based on their disability related expenditure and any extraordinary living costs. Additionally, the assessment then disregards an amount based on minimum income support levels plus a 25% buffer. Any remaining funds are treated as ‘disposable income’ and current policy determines that the Council takes 80% of that disposable income into consideration for charging. The final figure is referred to as the “maximum assessed charge” and the service user will then pay the lower of this amount or the “standard price” of their care services. The majority of people pay the maximum assessed charge rather than the standard price which means that the Council subsidise the majority of the cost of their care.

4.4 **Unit Cost of Care** - Currently there is a disparity between the “market average” unit cost used to calculate an adult social care “personal budget” (where people receive a budget and arrange their own care) and the “standard price” we levy to people who request that Council arranges services for them. The standard price was last reviewed in 2006 when the decision was made to uplift each year by inflation rather than bring it in line with the true unit cost of services. The personalisation agenda and the increasing number of people who choose take a cash budget is increasingly highlighting the need to bring these two figures in line with

each other to ensure consistency and equity to all recipients of adult social care services regardless of how they choose to receive their services.

- 4.5 Under the current arrangements, a person who is financially assessed to pay the “full cost” is likely to pay less if they ask the Council to arrange services for them than a person who arranges care themselves either independently or through a personal budget. In maintaining this position the Council is effectively subsidising some people who have been assessed as able to pay more toward their care.

5. REVIEW OF DISPOSABLE INCOME

- 5.1 It is proposed to increase the percentage of disposable income taken into consideration for non residential social care charges. The analysis below illustrates the impact on income of setting the amount of disposable income included at different levels:

80% to 85% = £115,000 per year.

80% to 90% = £230,000 per year.

80% to 95% = £345,000 per year.

80% to 100% = £460,000 per year.

Therefore, every one percent increase in disposable income taken into consideration would increase Council income by £23,000 per year.

- 5.2 Preliminary analysis suggests that an increase of 10% in the disposable income taken into consideration would result in increased charges for most people in the region of £5 per week.
- 5.3 There are approximately 2,100 non-residential service users at present and almost 90% of these will pay an assessed charge. This number fluctuates as people start to receive services throughout the year and some people cease to receive services.
- 5.4 The 2010/2011 CIPFA Benchmarking Survey shows that out of 43 local authorities in the survey, Warrington BC is one of only 12 Councils that takes less than 100% of disposable income into consideration when financially assessing a service user's ability to pay social care charges. The average across the surveyed group of Councils was 95%. All of our statistical neighbours (those authorities deemed by the ONS to have the most similar characteristics to Warrington) currently take 100%. This includes geographically close neighbours such as St Helens, Stockport, Cheshire West & Chester and Bury.

6. CHARGING SERVICES AT UNIT COST

6.1 It is proposed that a “market average” unit cost be used in calculating charges for service users instead of the current standard price. The market average unit cost represents the actual amount the Council pays to providers for services. This will ensure that all service users are treated equally in terms of the unit costs used to calculate a personal budget and the unit costs used to calculate actual charges to someone who receives care through Council arranged services. The Council would increase income by approximately £160,000 per year upon implementation of this proposed change.

6.2 The figures below show what an individual is currently charged when they request that the Council arranges services for them in comparison to the market average unit cost of that service to the Council.

	<u>Standard Price</u>	<u>Unit Cost</u>
Day Care	£19.88	£35.35
15 minutes homecare visit	£2.88	£4.61
30 minutes homecare visit	£5.76	£5.68
45 minutes homecare visit	£8.64	£8.18
60 minutes homecare visit	£11.52	£10.61

6.3 As explained above, the majority of people making a contribution to their care do so by way of a maximum assessed charge which is lower than the true cost of their care, therefore, they will not be affected by these changes. Only those people with higher incomes and/or capital in excess of £23,250 will be affected. Of these, it will be primarily those people who receive many 15 minute visits and/or day care as part of their care package.

6.4 At the time of writing this report, there are 285 full cost service users in our assessment sample. 228 of these would have their charges increased by an average of approximately £8.59 per week while 57 would have their charges reduced by an average of approximately £1.13 per week.

6.5 A sample of other local authority charging policies has revealed the following standard prices for home care and day care which are based on unit costs:

	Day Care	Home Care
Cheshire East	£35.00	£20.34
Cheshire West	£27.63	£18.20
Stockport	£33.20	£11.30
<i>Warrington (proposed)</i>	£35.35	£10.61
Wirral	£29.75	£12.28

7. FINANCIAL CONSIDERATIONS

- 7.1 The cost of consultation and implementation of these proposals would be contained within existing resources.
- 7.2 Implementation of these proposals would reduce the amount the Council subsidises the cost of non-residential adult social care services by approximately £390k per year.

8. RISK ASSESSMENT

- 8.1 Increasing the amount individual service users contribute to their care may be seen by some sections of the community as being inappropriate at a time of economic uncertainty. Some service users may choose to cease their services and arrange their care directly with a service provider.
- 8.2 The majority of service users paying a maximum assessed charge will see an increase in their charges to some degree. Full cost service users who use Day Care, 15 minute and 30 minute home care visits will also see their charges increased. The Council will undertake a modelling exercise to determine the impact on current individual service users.
- 8.3 The proposals in relation to using “unit costs” to calculate charges will provide equity for all service users regardless of how they choose to arrange delivery of their care services.

9. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT

- 9.1 A full equality impact assessment will be carried out in advance of the consultation period and information gathered during the consultation will inform a further equality impact assessment should implementation of the proposals be agreed.
- 9.2 The charging policy will continue to ensure that no service user is left with income levels below income support levels plus 25%. Currently as follows:

Adults aged 60 and over	£171.69
Couple	£262.13
Adults aged 18 to 59	£120.44
Couple	£183.81

- 9.3 The charging policy will continue to ensure that there is a robust arrangement in place to allow individuals to appeal against the level of

charge to ensure that individual circumstances in cases of financial hardship can be properly considered.

10. CONSULTATION

10.1 This report is seeking approval from Executive Board to consult with all service users and relevant stakeholders.

10.2 A full consultation plan will be drawn up. In line with government recommendations, the consultation period will be for a minimum of eight weeks and will include various stakeholder events and postal surveys to service users, carers, families and representative groups.

11. REASONS FOR RECOMMENDATION

11.1 To meet the requirements of the current MTFP and ensure appropriate consultation takes place in line with government guidelines on fairer charging.

12. RECOMMENDATION

12.1 That the Executive Board considers the two proposals and approves them for consultation as described above. The results of this consultation and any recommendations will be reported back to Executive Board in December 2011.

13. BACKGROUND PAPERS

- 1. MTFP Business Case.(Feb 11 Exec Board)
- 2. Fairer Charging Guidance
- 3. Current Non-Residential Charging Policy

Contacts for Background Papers:

Name	E-mail	Telephone
Mike Alsop	malsop@warrington.gov.uk	01925 444146

14. Clearance Details

	Name	Consulted		Date Approved
		Yes	No	
Relevant Executive Board Member	Cllr Pat Wright	√		18/07/11
SMB		√		26/07/11
Relevant Executive Director	Joe Blott	√		20/07/11
Solicitor to the Council	Tim Date	√		22/07/11
S151 Officer	Lynton Green	√		11/07/11
Relevant Assistant Director	Stephen Reddy	√		7/07/11

WARRINGTON BOROUGH COUNCIL

EXECUTIVE BOARD - 15 August 2011

Report of Executive Board Member:	Councillor C Froggatt, Executive Board Member, Children and Young People's Services	
Executive Director:	Kath O'Dwyer, Executive Director, Children and Young People's Services	
Report Author:	Mike Coope, Programme Manager	
Contact Details:	Email: mcoope@warrington.gov.uk	Telephone: 01925 443191
Key Decision No.	057/10	
Ward Members:	Councillors F Rashid, K Reynolds and K Gleave	

TITLE OF REPORT: CHAPELFORD PRIMARY SCHOOL

1. PURPOSE

- 1.1 The purpose of this report is to seek Executive Board approval to the appointment of a building contractor to undertake works to construct a primary school at Chapelford Urban Village.

2. CONFIDENTIAL OR EXEMPT

- 2.1 Information contained within this report is not confidential. The Part 2 (agenda item 10) details information which is commercially sensitive and therefore will be considered within part 2 of the agenda.

3. INTRODUCTION AND BACKGROUND

- 3.1 In line with former Government (Department for Children Schools and Families) requirement to access primary capital programme funding a Primary Strategy for Change (PSFC) was developed and approved by Executive Board in 2008/2009.
- 3.2 The strategy included a review of all primary schools, where each school was assessed against set criteria, including building condition. After consultation and consideration of the need for school pupil places in West Warrington it was recommended that the poor quality accommodation at Sycamore Lane Primary School should be replaced. This would involve relocation of Sycamore Lane Primary School and the construction of a new school building within the Chapelford Urban Village development.

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- 3.3 Over the last twelve months, requirements and specifications have been developed to articulate the Council and Sycamore Lane School's need for a new school building at Chapelford.
- 3.4 The initial capital budget provision for this project was £4 million, however this has now been increased to £4.9 million in order to support provision of additional teaching spaces required to meet additional demand for places in the area. The way in which the project is funded is set out in paragraph 5.1 below.
- 3.5 The increased scope of the project may mean that the opening of the new school is delayed to April 2013 latest however earlier indications with contractors bidding for the project suggests that the project could complete sooner than this. Every effort will be made to manage delivery so that the opening is as close to the original timescale of October 2012 as possible.

4. PROCUREMENT

- 4.1 The form of contract proposed is "design and build", which has requirements for the successful contractor to develop a working design, utilising his skills with the supply chain. This type of procurement route has been used successfully on a number of projects within Warrington and helps to ensure that in the first instance the client procures a building which is designed and developed in accordance with its requirements and also one which has been thoroughly tested through the contractor's supply chain to ensure innovation and cost efficiency. The result is therefore a design and tender that meets the requirements for best value.
- 4.2 Contractors were invited to tender in accordance with European legislative procurement procedures as required for projects of this value. All contractors were vetted through a pre qualification questionnaire and evaluation process resulting in a short list of five companies. Current Council and statutory policies have been followed regarding the procurement process.
- 4.3 A detailed tender report and financial analysis is contained at Part 2 to this agenda.

5. FINANCIAL CONSIDERATIONS

- 5.1 The capital cost of the scheme will be supported by resources available through the Children and Young People's Capital Programme as follows: -

Supported Borrowing: £2.0 million
Government Grant: £2.0 million
CYPS Capital Grant £0.9 million

Total: £4.9 million

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- 5.2 The estimate for the project indicates a value for the package of works to be tendered as being in the region of £4.9 million. In the event that the tendered sums exceed the budget of £4.9 million then the scope of the works will be value engineered to ensure that the cost can be contained within the budget available.

6. RISK ASSESSMENT

- 6.1 Member approval to appointment of the contractor will enable the project to move forward without the risk of delay.

7. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT

- 7.1 Capital investment proposals generally deliver a positive impact on equality and diversity and the overall Children and Young People's Services Capital Programme will have a significant positive impact on equality and diversity across the whole borough.

8. CONSULTATION

- 8.1 Extensive consultation has taken place with the school, parents, members of the public, ward members and the Chapelford developer (David Wilson Homes) to ensure that the project meets their aspirations for both learning and for the community.

9. REASONS FOR RECOMMENDATIONS

- 9.1 To deliver a modern school environment with state of the art facilities to replace an existing school building of relatively poor condition and quality.

10. RECOMMENDATIONS

It is recommended that the Executive Board:

- (i) accepts the contract tender recommended by officers in the tender evaluation appendix to this report (to follow);
- (ii) approves to commit to funding the project also as detailed in the appendix to this report (to follow); and
- (iii) authorises the Solicitor to the Council and Assistant Director, Corporate Governance to enter into the contract and finalise any related documents for the building of the project.

11. BACKGROUND PAPERS

N/A

12. Clearance Details

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	Name	Consulted		Date Approved
		Yes	No	
Relevant Executive Board Member	Cllr Colin Froggatt	√		22/07/11
SMB		√		20/07/11
Relevant Executive Director	Kath O'Dwyer	√		15/07/11
Solicitor to the Council	Tim Date	√		14/07/11
S151 Officer	Lynton Green	√		14/07/11
Relevant Assistant Director	Ann McCormack	√		13/07/11