

To: Members of the Cabinet

Date: 11 February 2011

Our Ref:

Your Ref:

Please contact: Steve Pearce

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Dear Councillor,

CABINET - THURSDAY 17TH FEBRUARY, 2011

I refer to the agenda for the above meeting and now enclose the following reports which were unavailable when the agenda was printed.

Agenda No.

Item

6. Transformation Programme and Further Options

Report of the Chief Executive

9. Modernising Democratic Services

Report of the Assistant Chief Executive

22. Exclusion of Press and Public

To consider passing the following resolution:

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.

23. Budget Savings - Terms and Conditions of Employment

Report of the Director of Corporate Services

Yours sincerely,

M. CARNEY

Chief Executive

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REPORT TO: Cabinet

DATE: 17th February 2011

SUBJECT: Transformation Programme and Further Options

WARDS AFFECTED: All

REPORT OF: Margaret Carney
Chief Executive

CONTACT OFFICER: Margaret Carney
Chief Executive and S151 Officer
0151 934 2057

EXEMPT/CONFIDENTIAL: No

PURPOSE/SUMMARY:

The report provides members with progress on previously approved savings and budget reviews. It provides the next stage of the budget setting process prior to final decisions on 3rd March 2011

REASON WHY DECISION REQUIRED:

Following the Government's Spending Review and the Local Government Settlement, the Council faced a significant budget gap over the next three years and decisions have been taken over previous months which aim to eliminate the gap and provide a balanced budget in 2011/12. There remains a significant gap in future years.

The Council has a statutory responsibility to set a balanced budget. This budget must also be robust and specific. The Budget Council is set for 3 March 2011 by which time the budget will need to be finalised.

RECOMMENDATION(S):

Cabinet is recommended to

- a) Note progress to date
- b) Endorse the initial stage of the Learning & Development review and recommend to Council to mandate officers to commence the consultation process with employees and Trade Unions with a view to realising the reduction in costs identified, including the issue of relevant statutory and contractual notifications
- c) Approve the Children's Centres Strategic Review Terms of Reference as outlined in Appendix A and the associated timescales
- d) Consider the proposals relating to Leisure Centres in Appendix B and make appropriate recommendations to Council to mandate officers to continue the consultation process with employees and Trade Unions with a view to realising the reduction in costs identified including the issue of relevant statutory and contractual notifications
- e) Approve the appropriation of the Earmarked Reserves and the Insurance Fund surplus totalling £12m as detailed in Appendix C and paragraph 7. This funding to be utilised to fund redundancy costs and any delay in implementing approved savings.
- f) Authorise officers to prepare for implementation immediately, pending final decisions of Council

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KEY DECISION: No. This report is not a key decision in itself but forms part of the process for setting the Council's budget and Council Tax.

FORWARD PLAN: Yes. Setting the Council's budget and Council Tax is included on the forward plan.

IMPLEMENTATION DATE: Subject to the decision of Council on 3 March 2011

ALTERNATIVE OPTIONS:

Not to agree the issues identified will increase budgetary pressures on the Council.

IMPLICATIONS:

Budget/Policy Framework:

Financial: The options and actions proposed in this report will support the Council's budget setting process for 2011/12

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure	N/a	N/a	N/a	N/a
Funded by:				
Sefton Capital Resources	N/a	N/a	N/a	N/a
Specific Capital Resources	N/a	N/a	N/a	N/a
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure	N/a	N/a	N/a	N/a
Funded by:				
Sefton funded Resources	N/a	N/a	N/a	N/a
Funded from External Resources	N/a	N/a	N/a	N/a
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: Formal budgetary decisions must be made at full Council.

Risk Assessment: Early decision making in relation to budget issues will help to mitigate the impact of the consequential changes by giving sufficient time to undertake the required formal consultation / notification processes. Particular risks associated with activity funded from external sources are contained within the report

Asset Management: There are no direct implications contained in the report. However there may be indirect implications which will be

assessed as implementation progresses

CONSULTATION UNDERTAKEN/VIEWS

Strategic Director Health & Well Being,
 Strategic Director Children, Schools & Families,
 Strategic Director Communities,
 Director of Corporate Services,
 Assistant Chief Executive,
 Leisure & Tourism Director,
 Head of Personnel,
 Head of Corporate Finance & IS
 Trade Unions
 Cabinet Members.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community			√
2	Jobs and Prosperity			√
3	Environmental Sustainability			√
4	Health and Well-Being			√
5	Children and Young People			√
6	Creating Safe Communities			√
7	Creating Inclusive Communities			√
8	Improving the Quality of Council Services and Strengthening local Democracy			√

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Report to Cabinet 3rd December 2009 *Transformation Programme Update - Strategic Budget Review*
 Report to Cabinet 8th July 2010 *Strategic Budget Review and Budget 2010/11*
 Report to Cabinet 5th August 2010 *Consultation Framework on Budget Reductions*
 Report to Cabinet 2nd September 2010 *Prioritisation And Strategic Budget Review*
 Report to Cabinet 30th September 2010 *Transformation Programme Update, Prioritisation And Strategic Budget Review*
 Report to Cabinet 28th October 2010 *Transformation Programme Update and Initial Budget Savings*
 Report to Cabinet 25th November 2010 *Transformation Programme and Further Options*
 Reports to Cabinet and Council 16th December 2010 *Transformation Programme and Further Options*
 Reports to Cabinet and Council 27th January 2011 *Transformation Programme and Further Options*

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1. Background

1.1 Members will be aware from previous reports that the Council has forecast a total budget gap of £68m over the next three years based on information contained in the Provisional Local Government Settlement. The final Local Government Settlement was announced on 31st January and provided no significant change from the provisional settlement.

1.2 The forecast savings represents approximately 29% of the Council's controllable resources. Since September, the Council has been approving savings proposals, which are currently being implemented. Assuming all the approved savings are deliverable, the budget is broadly balanced with savings of approximately £2m remaining to be identified in 2011/12 although a gap of an additional £15m still remains for 2012/13.

	2011/12	2012/13	2013/14
	£m	£m	£m
Original forecast saving	38.1	55.8	59.4
Government Settlement impact	6.1	8.3	8.3
<u>Amended Target</u>	44.2	64.1	67.7
<u>Less Approved Savings</u>			
September	-2.5	-2.5	-2.5
October	-2.3	-2.6	-2.6
November	-5.0	-5.1	-4.3
December	-16.8	-22.5	-24.9
January	-15.6	-13.9	-13.9
<u>Net Saving Requirement</u>	2.0	17.5	19.5

1.3 It is important to note that these figures assume the following

- There will not be any increase from the major levying bodies. The Waste Disposal Authority has already announced a nil increase in Sefton's levy, whilst the Merseyside Integrated Transport Authority (MITA) has announced that there will not be any increase in spending. However, due to population changes, Sefton's share of the MITA levy will actually see a reduction of circa £0.200m. This is not allowed for in the above table.
- A 25% reduction in Management and Support is achieved over the two year period. With 20% achieved in 2011/12
- The implementation of revised terms and conditions to the value of £3m in 2011/12 and £4m in 2012/13
- No Council Tax increase in 2011/12. However, the Council is eligible to receive an additional specific government grant equivalent to a 2.5% Council Tax increase for 2011/12. This will be received from 2011/12 for the four years of this Parliament; the position after this is unclear.
- No Council Tax increase in 2012/13.
- That the £4.2m resources for Social Care is passported to the Council by NHS Sefton

2. Transformation Programme Update

2.1 Members may recall that in addition to the “Big Ideas” that a further two reviews have been undertaken –

- **Neighbourhoods and Safer Stronger Communities**

An illustrative budget of £1.2m has been identified for this combined function. A review is being finalised which will identify all the activities currently provided by these functions, and will make recommendations as to which ones should continue and which will stop. Although, the details of the final review are yet to be determined the emphasis will be on helping our communities become and remain vibrant, strong and safe through improved co-ordination and focus of services, enhanced partnerships understanding of our communities risks and ensuring they are able to influence what happens in their areas. The full outcome of the review will be reported to Cabinet in March.

- **Learning & Development**

The initial review has been undertaken as a result of which there will be an integration of the Personnel Department’s Corporate Learning and Development Unit with the Adult/Children’s Workforce Development Unit based at Ruthven Road. The integration of these two units will create one organisational Learning and Development unit which will release an initial saving of £200,000 in staffing costs. Once the teams are integrated the intention is to co-locate them and then undertake a further review with the intention of releasing further savings. In addition there are administrative support services allied to Learning and Development and otherwise which will be reviewed with the object of further savings. Cabinet is asked to endorse the initial stage of the Learning & Development review and recommend to Council to mandate officers to commence the consultation process with employees and Trade Unions with a view to realising the reduction in costs identified, including the issue of relevant statutory and contractual notifications.

2.2 A further “*Informing Sefton*” briefing has been published advising staff of the decisions made by Council on 27th January 2011 and progress. In addition to this a further personal message from the Chief Executive has also been published.

2.3 In January 2011 Transforming Sefton - Meeting Challenging Times internet pages were published informing the public how services and spending have been prioritised so far. These pages include the provision for the public to submit their money savings ideas to the Transformation Team. At the time of writing the report, 183 suggestions/submissions have been received. The representations fall within the following broad categories:

- Youth Centres – 55
- Children’s Centres – 17
- Leisure and Tourism – 23
- Councillors and Democracy - 10
- Salaries and Conditions – 16
- General – 62

Members will be provided with details of all submissions made via the Transforming Sefton webpages prior to the meeting, and as the weeks progress. Responses to the questions will be grouped as a number are very similar in nature and will be published through the webpages.

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2.4 In September 2009 and June 2010 exercises were undertaken seeking Expressions of Interest for Voluntary Early Retirement/Voluntary Redundancy (VER/VR). The subsequent VER/VRs agreed have resulted in the following savings being generated: -

Year	Savings £000
2010/2011	2,544
2011/2012	2,298
2012/2013	149
Total	4,991

The above savings have been incorporated into specific savings proposals contained elsewhere in this report. The opportunity to express an interest in VER/VR remains open to the workforce and is positively promoted.

2.5 A range of measures have been put in place to support staff who have been placed “at risk” of redundancy. These measures include Information Days, where employees can meet a range of partners, who will provide advice and guidance on careers, benefits and retraining. Bespoke courses have been organised and delivered to “upskill” employees. A dedicated internal Help Line has been introduced to offer confidential support as well as an Information Leaflet to sign post staff to support agencies. Invest Sefton has offered sessions on self employment. Finally a Job Fair/Information Day will take place on 11th February at Bootle Town Hall. Future support will include all of the above as well as tailored events to support employees planning their future, which will include support for those employees taking voluntary early retirement.

3. Reduction in Management and Support Costs

3.1 Council has previously approved the target of 25% reduction in Management and Support costs equivalent to £3.9m in 2011/12 rising to £4.8m in 2012/13. This target will apply to senior management costs and the costs of corporate support. The paragraphs below indicate the progress to date on the achievement of this target.

3.2 A new senior management structure has been developed and is being reported to the Employment Procedure Committee (EPC) on 16 February. Subject to the approval of the EPC the new structure is estimated to achieve £0.500m savings subject to the final assimilation and/or appointment.

3.3 In addition to the changes outlined in 3.2 a wider review of management structures is underway with the aim of streamlining and reducing costs across the organisation. The review will be comprehensive and test and challenge existing arrangements against a clear set of guiding principles. For information, a number of minor reorganisations have identified the following savings:-

Corporate Finance and Information Services

- Reorganisation of Senior Management budget by the deletion of 2 posts, with a budget saving of £118k.
- Reorganisation of Financial Management - saving achieved through VR/VER and subsequent re-allocation of responsibilities and deletion of vacant posts, with a resultant saving of £246k.
- Re-structuring of the Internal Audit Team £148k - saving achieved through deletion of 6 vacant posts and re-allocated responsibilities

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- Reorganisation of Client Team ICT related duties £53k - saving achieved through VR/VER. Duties have been re-allocated to other team members. More savings opportunities are currently being explored
- Reorganisation of Claims & Admin £113k - saving achieved through VR/VER and subsequent re-allocation of responsibilities

Legal Services

- Reorganisation of Senior Management £56k

Personnel

- Initial review of Learning and Development as outlined in above (2.2) £0.200m

These savings total £0.934m which will contribute to the 25% savings on management and support costs.

- 3.4 In addition to the above Merseyside Chief Executives have collectively agreed to cease the activities associated with the Merseyside Policy Unit and the North West Policy Forum generating savings of £66.4k and £9.2k respectively.
- 3.5 Therefore to date savings of £1. 509m have been identified against the target of £3.9m. It is important that the remainder is identified with sufficient confidence to enable the final budget to be set in March 2011.

4. Terms and Conditions

- 4.1 Further to the resolutions of the Cabinet on 30th September, 16th December 2010 and 27th January 2011, the Director of Corporate Services and Head of Corporate Personnel have continued with discussions with the recognised trade unions with the object of realising savings from changes to terms and conditions – a target of £3m in 2011/12 rising to £4m in 2012/13 has been identified. A separate report appears on the agenda for this meeting.

5. Other Budget Issues

5.1 arvato and Capita

A review of the Major Service Review contracts with arvato and Capita has commenced with a view to finding savings and to ensure the other contractual outcomes are being achieved. The contract with arvato for Financial and ICT services commenced in October 2010 and delivered from its commencement a 10% saving to the Council on the cost of services it delivers.

Understanding the significant budget reductions and challenges Sefton MBC faces over the next three years arvato recognises its role as a key long term partner to the Council and is committed to working closely with the authority to undertake a joint contract review. The review is being led by the Director of Corporate Services, supported by a working group of senior officers, a trade union representative and arvato's Partnership Director.

The review will identify the opportunities for savings to the council that could be realised by considering the implications of council service reductions, identifying new ways of working, reviewing terms and conditions of service, reviewing ICT infrastructure and its refresh or by re-shaping the manner in which services are delivered and monitored by arvato and the wider Council. Any savings realised will be utilised to support the council's budget in future years.

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A similar review of the Capita contract is being led by the Strategic Director Communities. All opportunities to generate significant savings in relation to both the core services provided to the Council by Capita and ad-hoc commissioned works are being explored. The savings related to the outcome of this review will be factored in to the 2012/13 budget process; however any opportunity to generate savings during the 2011/12 financial year will be vigorously pursued.

5.2 New Directions

Currently we are exploring with and working alongside New Directions as to how they will continue to run their contracted services from April 2011, with a reduction in the overall contract sum of £3m.

Following Cabinet on the 27th January 2011 a joint exercise between the Adult Social Care Directorates Commissioning and Contracts Section and Corporate Procurement has been launched seeking “expressions of interest” for all or part of the current New Directions workload.

This will involve suitable providers undertaking an established Pre Qualification Questionnaire routine which then could generate a tendering process to secure economically viable alternative service provision.

This will ensure that if the current provider was no longer in a position to fulfil any or all of its contractual obligations the Council is able to assure continuity of care to all vulnerable service users of Sefton.

6. Prioritisation Other Services - Update

6.1 At its meeting on 27th January the Council resolved that

“(6) approval be given to:

- a) all Tier 3 Services detailed in Appendix E being de-commissioned to achieve savings of £3.0m in 2011/12;
- b) subject to the review of Neighbourhoods/Safer Stronger Communities (Tier 1 Service), savings of £1.2m being assumed from these areas from improved co-ordinating and the rationalisation of functions. (The detailed achievement of this saving to be reported to the Cabinet meeting on 17 February 2011);
- c) a saving of £400,000 to be identified in Leisure Centres to reflect smarter ways of working (Tier 1 Service). (The detailed achievement of this saving to be reported to the Cabinet meeting on 17 February 2011);
- d) the deferral of any decision on all stages of the Sure Start Programme - Children’s Centres pending a Strategic Review which will consider the national policy direction, local priorities and the need to engage communities to deliver priority outcomes with fewer resources. (The terms of reference and the timescale of this review to be reported to the Cabinet meeting on 17 February 2011);
- e) the previous assumption on Management and Support savings being rephased to achieve 20% in 2011/12 and a further 5% in 2012/13, thereby increasing the savings in 2011/12 by £1.5m with a corresponding reduction in 2012/13. (The detailed achievement of this saving to be reported to the Cabinet meeting on 17 February 2011);
- f) a further review of Tier 2 services being undertaken to determine if and how 50% cost savings can be achieved in 2011/12. (The outcome of this review to be reported to the Cabinet meeting on 17 February 2011 and to include a detailed assessment of the relative priority of service outcomes and implications); and
- g) note the potential to use one off resources to balance any

remaining savings requirement subject to the outcome of the above reviews;”

- 6.2 The review of Tier 2 continues to be progressed and final proposals will be presented to Cabinet in March. Unfortunately due to the complex nature of this review it has not been possible to finalise the review in time to be reported to this meeting.
- 6.3 In respect of Sure Start Childrens Centres’, Appendix A details the Terms of Reference for this review. Cabinet is asked to approve the Terms of Reference and the associated timescales.
- 6.4 Council has previously approved a saving of £400k to be identified in Leisure Centres (Tier 1 Service). This saving will be achieved by a further reduction in the Operational Management and staffing within Leisure Centres, a reduction in cleaning and customer service to the public. The detail of this proposal is contained in Appendix B. Cabinet is asked to consider these proposals and make appropriate recommendations to Council to mandate officers to continue the consultation process with employees and Trade Unions with a view to realising the reduction in costs identified including the issue of relevant statutory and contractual notifications.
- 6.5 Council has previously approved the Decommissioning of Tier 3 services. Decommissioning Plans continue to be developed and these will confirm the actual activities to be ceased and any mitigating action which would reduce the impact of the de-commissioning and the actual phasing of all savings. The impact of these plans and their consequences will be reported to Cabinet in March.

7. Review of Reserves & Balances

- 7.1 A review has been undertaken of all Earmarked Reserves and the Insurance Fund to determine if any can be appropriated to create a one-off funding source to support the financial position. This is particularly important as it is estimated that the net cost of redundancies associated with the achievement of required savings is circa £10m. This sum is net of any capitalisation directive and as yet there is no budget provision to fund this requirement. In addition to the funding of redundancies it is recognised that it may be necessary to fund the delay in achieving approved savings.

In undertaking the review the following criteria has been used

- a. Preserving ring-fenced resources;
- b. Meeting known and on-going commitments;
- c. Preserving potential high profile amounts (e.g. war memorial and grave maintenance reserves);
- d. Preserving sinking fund/warranty commitments;
- e. Excluding legislative commitments (e.g. S278 and Taxi surplus)

Appendix C details the results of the review of Earmarked Reserves and identifies that approximately £6m of currently earmarked reserves could be appropriated. Work is ongoing to clarify the position of a small number of the items earmarked for release; a firm figure will be declared at March Cabinet. However, any changes are expected to be minimal.

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In addition Cabinet is advised that following an actuarial assessment of the Insurance Fund, it is recommended that a sum of £6m can be declared as surplus. This fund will be kept under review during 2011/12 to establish if further resources can be released.

In total, therefore, funds of £12m could be appropriated to fund the cost of redundancies and provide for up to £2m to fund other one off items.

It must be recognised that this proposal is not without risk. However it is felt that these risks can be managed. In addition the sums involved were originally set aside for other specific purposes. These will not be fulfilled if the recommendation is agreed.

A report elsewhere on the agenda provides an interim assessment of the robustness of the budget. This reminds Cabinet of the current policy around the use of one off resources.

8. Equality Impact Assessment

8.1 In accordance with the Decommissioning Guidance approved at the last Cabinet meeting, Officers are undertaking equality impact assessments in relation to services which Council has agreed will be decommissioned in tier 3 and are looking at how to mitigate the impact on service users, as part of this process. A high level equality impact assessment has been completed in relation to tier 1 and tier 2 other services. Once Cabinet and Council determine the prioritisation of these services on 3rd March, specific equality impact assessments, including appropriate service user consultation, will be undertaken which involve the delivery or commissioning of services to people with protected characteristics, in order to mitigate the impacts of reductions or cessation in services within these tiers.

9. Public Consultation and Engagement

9.1 The Cabinet Member for Performance and Governance at his meeting on 16th February, 2011, will be asked to approve a high level Communication and Consultation Strategy and Plan in relation to the Transformation Programme. Cabinet at its last meeting, approved, the summary detail of the strategy, when it approved the Decommissioning Guidance.

10 Conclusion

10.1 The Council has been planning and approving significant savings for many months. There is a legal requirement to balance the Budget by 10 March and the Budget Council is scheduled for 3 March. The vast majority of savings have been identified although a number still require detailed analysis.

10.2 This report continues the process of identifying and clarifying savings and provides a progress report on decision made at the January Council. Assuming all the recommendations are agreed the balance of savings still to be identified is £2m. It is essential that this gap is closed before the Budget Council.

11. Recommendations

Cabinet is recommended to

- a) Note progress to date
- b) Endorse the initial stage of the Learning & Development review and recommend to Council to mandate officers to commence the consultation process with employees and Trade Unions with a view to realising the reduction in costs identified, including the issue of relevant statutory and contractual notifications

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- c) Approve the Children's Centres Strategic Review Terms of Reference as outlined in Appendix A and the associated timescales
- d) Consider the proposals relating to Leisure Centres in Appendix B and make appropriate recommendations to Council to mandate officers to continue the consultation process with employees and Trade Unions with a view to realising the reduction in costs identified including the issue of relevant statutory and contractual notifications
- e) Approve the appropriation of the Earmarked Reserves and the Insurance Fund surplus totalling £12m as detailed in Appendix C and paragraph 7. This funding to be utilised to fund redundancy costs and any delay in implementing approved savings
- f) Authorise officers to prepare for implementation immediately, pending final decisions of Council

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Appendix A

Terms of Reference

- a. To ensure a sustainable network of Children Centre services within the context of available resources.
- b. To determine future sufficiency for early years provision.
- c. To develop a funding model that meets emerging national priorities.
- d. To explore the potential for cost efficiencies.
- e. To determine the future early years offer reflecting national guidance and local priorities.
- f. To foster and strengthen partnership, particularly in relation to health, in future networks with a focus on early intervention and prevention approach.
- g. To deliver services in accordance with Equality Act 2010 and subsequent equality legislation.
- h. To consider extending the age remit of the network of Children's Centre services to 0 – 11.
- i. To explore models of governance and delivery in line with Ofsted recommendations.
- j. To demonstrate Value for Money in relation to future proposals.

In drawing together the proposed membership of the Review Board, the range of key stakeholders within the development of Children Centre provision have been included. It is intended, if approved, to seek nominations from the respective organisations and to ensure no member of the Review Group has a specific interest in any existing provision. The Review Group would meet on a monthly basis during the term of the review and an outline timescale is set out below.

Proposed Membership of Review Board

Cabinet Member Children's Services (Chair)
 2 Lead Spokepersons Children's Services
 NHS Sefton representative
 Sefton Council of Voluntary Service representative
 Sefton Association of Primary Headteachers representative
 3 Parent representatives (nominated by each of three Area Fora)

Outline Timescale

Mid March 2011 –Inaugural meeting

- Context & principles
- Sefton Children Centre Model

April 2011 -Review Process Stage 1

- Data & quality performance
- Future core purpose
- Formula Funding

May 2011 – Review Process stage 2

- Community needs and expectations
- Strengthening partnerships
- Scoping future models

June 2011 – Review Process Stage 3

- Final review reports
- Approve Consultation and Communication Plan

July – November 2011 – Statutory consultation process

December - Commence Implementation Plan

In order to inform the review and to provide a basis for consultation and communication it is proposed to set up three Review Reference Groups and these are outlined below. It is intended that these meet every 2 months to ensure appropriate engagement and ownership of the review process.

Outline Review

Initially the Review Board will focus on the current context as well as demographics and funding issues impacting on Sefton's network of Children's Centres, including

- Centre Footfall
- Funding profiles
- Formula Funding
- Children's Centres Offer (s)
- Health partnership

Review Reference Groups

- Parents
- Centre Managers and Headteachers
- Diagonal Slice Staff Group

Service Description	Owner	Proposed Saving 2011/12			Savings Identified	Staffing Implications	Impact
		Staffing Implications (£)	No Staffing Implications (£)	Total (£)			
<p>Operation of contracted out and in-house leisure facilities and services, generating some 2 million visits per year, meeting the outcome requirements of a host of major partners, and contributing to a wide range of statutory and non statutory outputs e.g. assisting Children's Services with Ofsted inspections and HSC with CQC inspections. The Council operates 6 Leisure Centres across the borough and manages 2 centres operated by external agencies at Crosby through the PFI and Formby Pool Trust. The Council and its funding partners have invested over £80m in the past 12 years developing the current excellent provision.</p>	G Bayliss	400,000		400,000	<p>Management Restructure - 5 posts Reduction in Maintenance Officers – 2 posts Reduction in Cleaners - 1 post Reduction in Leisure Attendant Hours – 4 fte posts Reduction in Receptionists - 2.5 posts Reduction in Fitness Suite – 3 posts Reduction in use of Casual staff – 10 fte equivalent.</p>	18 – 28 posts (combination of Full/Part time and Casuals)	<p>This saving can only be achieved by reduction in the frontline Operational Management and staffing within Leisure Centres (review and restructure of a tiers of Management within the service). A reduction in dedicated cleaning staff, reception staff, fitness suite Instructor Maintenance Officers and casual staff who add support to the service.</p> <p>These reductions will lead to some activities being unsupervised particularly at weekends, though not ideal it is considered that the potential risks involved can be managed at present.</p> <p>Buildings will not be cleaned to the current standards and equipment and other services that breakdown may take longer to repair which will increase customer dissatisfaction. Overall customer service standards and health & well being guidance will be reduced to minimal levels.</p> <p>The above will potentially impact on the ability to generate income as a standard of service may not meet customer expectations.</p>

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Analysis of Reserves @ 31 March 2010 by Department

	31st March 2010 £	Is there the opportunity to use?	Amount to be retained	Amount to be Appropriated	Other Comments
GENERAL BALANCES					
	-3,660,861				General Balances are at the minimum level and there is pressure from the Councils external auditors to increase this amount
EARMARKED RESERVES 2010/2011					
ADULT SOCIAL CARE					
Handy Persons Grant	-5,145	No	5,145	0	Utilised in 2010/11 against supporting people programme
Careline Control Centre - Replacement & Upgrade	-51,173	No	51,173	0	3 yr replacement programme of control centre soft/ hardware. £30k added each year to cover cost. Next replacement later this year or next.
Piper Solo Account	-20,000	Yes		20,000	No specific commitments against this amount
	-76,318		56,318	20,000	
CHIEF EXECUTIVE					
Migration Impacts Fund Grant	-74,796	No	74,796		Bal b/f already spent in 2010/11
Bootle War Memorial	-297	No	297		Donations made towards new war inscriptions. Figure not applied for many years.
Civic / Mayoral Services Reserve	-164,892	Yes	0	164,892	Committee decision to roll forward underspends on Civic & Mayoral to pay for refurbishment of civic facilities. Resources can be freed up but works cannot be undertaken
Commissions Reserve-Excess Income	-12,922	Yes	0	12,922	Excess income transferred to reserve prior to 09/10. Resources can be freed.
Members' Fund	-4,000	Yes	0	4,000	Old reserve last used in 2006/07. Resources can be freed up
Performance Fund	-154,818	Yes		154,818	Allocated corporately towards invest to save projects with payback into fund.
Performance Underspend	-11,969	Yes		11,969	Resources previously identified to fund development in performance management. Priority re-evaluated
Crosby Memorial	-300	No	300		Donations made towards new war memorial inscriptions.
Governance Review	-30,264	No	30,264		This funding was rolled forward to pay for salary/ software costs for the governance review project - Money spent and accounted for in 2010/11
Sale of Mayoral Number Plate	-9,050	Yes	0	9,050	Proceeds from sale of mayoral number plate. Resources can be freed up.
	-463,308		105,657	357,651	
CHILDRENS SCHOOL AND FAMILIES					
EARLY YEARS NEW OPPTS FUND	-110,101	Yes (Most)	12,101	98000	Originally reserved to find pressures in Early Years. These will now have to be contained within Children Schools and Families. £12101 is a commitment
BASIC SKILLS QUALITY MARK	-5,203	Yes (Most)	603	4600	Expenditure of about £591 is being funded from here in 2010/11 but the remainder is uncommitted and is available
PARENTING SUPPORT STRATEGIC GRANT	-59,903	In Part	48,141	11762	£48,141 being spent in 2010/11. £11,762 is considered available.
14-19 AREA WIDE PLAN	-170,448	Yes		170448	LSC funding from previous years doesn't have to be repaid. LSC now ceased. It supports the 14-19 Partnership which is reducing greatly in it's functions and staffing. The majority of the funding was received in 2004 and has been increasing/decreasing slightly and being rolled forward since. This can therefore be regarded as available.
YOUTH EXCHANGES	-17,552	Yes		17552	No commitments against this. Therefore available.
KEY STAGE 4 LSC PARTNERSHIP PROGRAMME	-290,954	Yes		290954	Scheme ends 31/3/11
POST 16 PARTNERSHIP PROGRAMME	-176,702	Yes		176702	Scheme ends 31/3/11
BEDFORD ROAD - EVOLVE HOUSING ASSOCIATION	-7,335	Yes		7335	No commitments against this. Therefore available.
Other Children's Services Projects - Earmarked Reserves	-1,585,187	No	1,585,187		This reserve comprises 44 individual projects which had credit balances at the end of 2009/10. These balances have all been rolled forward into 2010/11 for continued use - in some cases to support expenditure relating to the academic year (i.e. end of August).

Analysis of Reserves @ 31 March 2010 by Department

	31st March 2010 £	Is there the opportunity to use?	Amount to be retained	Amount to be Appropriated	Other Comments
Netherton Youth Centre	-7,315	Yes	0	7,315	This reserve has remained untouched for at least 20 years and will never be used for the purpose intended.
Youth Offending Team	-318,355	In part	293,355	25,000	There are elements of this reserve which are related to the future use of ringfenced grants and contributions from other sources (i.e. not controllable by Sefton). Only £64,000 of the £318,355 total was potentially available at the beginning of the year - now reduced to an estimated maximum of £25,000 by March 2011.
	-2,749,055		1,939,387	809,668	
CORPORATE FINANCE AND INFORMATION SERVICES					
Capital Reserve	-293,829	In part	198,829	95,000	£95k could be freed up but would need prudential borrowing to replace in order to meet CSF planned maintenance commitments. £141,184 Major Repair Allowance should be retained pending resolution of the VAT sharing agreement with OVH.
Sale of Leased Vehicles	-4,482	Yes	0	4,482	No longer required
Home Office	-112,550	Yes		112,550	Consists of old balances which could be applied, E Gov't (£85,550) DWP (£27,000)
Cllr Ward Appeal	-6,593	Yes		6,593	Old reserve of monies relating to a councillor's appeal. A/c not moved in 10 Years
Housing Benefit Development	-3,238	Yes		3,238	May be applied to revenue - residual balance of unapplied subsidy from pre years
IT Strategy	-271,759	No	271,758		Contractually Committed towards the costs of new revs/ bens Northgate system.
Personnel Training Unit	-16,623	Yes		16,623	Reserve relates to training unit underspends in previous years - 09/10 underspend was not transferred. Amount available
DWP Housing Benefit 1 - Admin Costs	-286,839	No	286,839		Bal of additional DWP grant admin grant to be used towards new Northgate Ben System - Contractual Commitment
Discretionary Housing Payments	-61,662	Yes		61,662	Can be put back into revenue.
Performance Standards - Housing Benefits	-261,293	No	261,293		Bal of various scheme monies from DWP to be used towards new Northgate Ben System - Contractual Commitment
Environmental Warranty	-7,889,520	No	7,889,520		This reserve protects the Council against any claim from OVH regarding environmental issues such as contamination. It is a contractual requirement and is considered the minimum necessary. In addition a current legal challenge has been made to the Council and if successful would be a charge against this sum. Not all the amount is available as cash. Some is currently held by OVH
LPSA Pump Priming Grant	-29,695	Yes		29,695	Old balance of LPSA monies probably could be applied to revenue.
	-9,238,082		8,908,239	329,843	
ENVIRONMENTAL AND TECHNICAL SERVICES					
S278 Reserve Account	-35,253	No	35,253		S278 (similar to section 106 - to be used for specific purposes)
Hoarding Inspections	-15,490	In part	67,410	118,096	£67k is required including £40k for the snow plough blades agreed by Cabinet on 27 January.
Scaffolding Inspections	-14,711				
Skip Permits	-155,305				
Air Pollution Management Equipment	-33,102	No	33,102		Ring fenced grant so unable to utilize.
Coastal Change Pathfinder - Defra Grant	-26,000	Yes		26,000	Not committed therefore available
Step Clever - Waste Enforcement	-3,246	No	3,246		Expenditure in year requiring funding.
Taxi Service Surplus	-547,744	No	547,744		Can not be used as a legally ringfenced account.
Taxi Survey	-43,481	No	43,481		This is a legally ringfenced account and can not be used.
Other Licensing New Initiatives	-304,372	In part	54,372	250,000	£54k committed the remainder could be released although Licensing Committee have an expectation that it would be available
Admin. Buildings Sinking Fund	-68,750	No	68,750		Agreed to be used for dilapidation costs in 2010/11, scheduled to increase by £40k p.a re Magdalen House agreement. Sinking fund is a requirement of the lease
	-1,247,453		853,358	394,096	

Analysis of Reserves @ 31 March 2010 by Department

	31st March 2010 £	Is there the opportunity to use?	Amount to be retained	Amount to be Appropriated	Other Comments
LEISURE AND TOURISM					
Events programme	-37,971	No	37,971	0	Now needed due to cancellation of the airshow
Purchase of Works of Art	-67,656	Yes		67,656	Uncommitted therefore available
ERDF Objective 1 2000-06	-206,668	Unknown		206,668	Uncommitted therefore available
Pier Sinking Fund	-400,000	No	400,000		Requirement of HLF Grant - Possible repayment of grant if used for something else
Another Place	-141,466	Yes	0	141,466	Money received from Gormley trust for future maintenance. No commitment known. Brian Gibson confirmed could use the reserve now but if any maintenance issues arise in the future the Council would have to fund them.
Cems	-74,236	No	74,236		Scheme complete, reserve to be used for financing capital spend and maintenance & leasing/ pru borrowing which will need to be found elsewhere if reserve used.
Tree Maintenance Programme (8 yrs)	-1,437	No	1,437	0	s.278 money
Dunes Sinking Fund	-74,250	No	74,250		Funds spent
Formby Pool Sinking Fund	-356,476	No	356,476		Agreement with Formby Land Trust is a sinking fund is set up. Sefton are responsible for all major repairs.
Litherland Sports Park Depreciation	-80,000	No	80,000		Sinking Fund
Netherthorpe Activity Centre Surplus Income	-40,018	No	40,018	0	Required to cover loss of income as no all weather pitch currently at NAC
Golf In Reserve	-47,790	In part	11,000	36,790	Reserve for improvements to golf course and cover o/s on R&M. Uncommitted reserves can be appropriated
Library Income Initiative	-98,476	In part	28,476	70,000	£28,476 committed balance can be released
Graves in Perpetuity	-57,351	No	57,351		Money invested in perpetuity for the maintenance of graves.
Southey Crematorium Donation Fund	-24,065	No	24,065		Donations from the public for the maintenance of the crem.
Thornton Crematorium Donation Fund	-4,994	No	4,994		Donations from the public for the maintenance of the crem.
Plaza Crematorium Loan Repayments	-4,069	No	4,069		Interest on a loan to be applied to revenue in 2010/11
	-1,716,923		1,194,343	522,580	
NEIGHBOURHOODS AND INVESTMENT PROGRAMMES					
Business Neighbourhoods	-1,410,106	In part	1,171,000	239,106	Step clever balance. £1,171k needed for Neighbourhoods review.
LA Repossession Prevention Fund Grant	-79,951	No	79,951		Likely balance will be needed to offset expenditure on HD021 (currently (£24k).
Social Housing Fraud Grant	-30,000	Yes		30,000	Unringfenced grant
Carbon Reduction Services	-95,533	No	95,533		Funds to be used to enable Legal/Statutory adherence in respect of Display Energy Certification and Carbon Reduction commitment
Corporate Energy Account	-122,380	No	122,380		Refunds for overcharges - united utilities. Range of invest to save projects now committed which will fully utilize the resources available.
Area Committees	-358,152	In part	168,152	190,000	£190k identified as old commitments which may have been charged elsewhere or are no longer required
DCLG Empty Shops Funding Grant	-49,632	Yes	426	49,206	Unringfenced grant -
Homeless Economic Downturn Reserve	-30,000	In part	7,000	23,000	One off grant in 2009/10 to deal with homelessness through mortgage repossessions. £7k spent to date.
SSCF Neighbourhood Element	-64,457	Yes		64,457	Resources freed up
Step Clever	-58,648	No	58,648		This will be used in 2010/11
WNF Carry Forward	-2,200,270	In part	1,142,000	1,058,270	Resources freed up
Grants to Voluntary Bodies c/fwd	-7,215	Yes		7,215	Resources can be freed up
	-4,506,344		2,845,090	1,661,254	
OPERATIONAL SERVICES					
Step Clever - Cleansing	-60,557	In part	20,557	40,000	Uncommitted element £40k can be freed up
Waste Recycling Surplus	-438,428	In part	38,000	400,428	£38k needed re one off costs re Zonal Collection and new recycling contract. Remainder available

Analysis of Reserves @ 31 March 2010 by Department

	31st March 2010 £	Is there the opportunity to use?	Amount to be retained	Amount to be Appropriated	Other Comments
	-498,985		58,557	440,428	
PLANNING AND ECONOMIC DEVELOPMENT					
Enterprise Gateway/ Step Clever Grant	-82,844	No	82,844		Grant to be utilized
NWDA Grant - New Approaches	-339	Yes		339	Not needed-Old grant from some time ago
Regeneration Programme Income	-187,309	Yes	100,437	86,872	Reserve to fund continuation of BVP when grant ceased (31/03/07) and deficit on farmers markets.
Step Clever Prop Sup Project	-12,822	No	12,822		Still spending - on going project
D.O.E City Challenge Grant (ERDF)	-225,417	Yes		225,417	Income earned from assets acquired/ improved with Gov't Grant and set aside for use on regen projects in the city challenge area. The reserve has been earmarked for a) redundancy costs of staff at the Sefton @ work project which is funded largely from external grants and b) possible match funds for future ESF bids. There are no commitments against this sum at present. It is unlikely that the Government Office will request clawback Not credited with income since 2007/08
ERDF Unutilized Resources	-904,233	Yes		904,233	Grant can be freed up
DLG Refund of Income	-525	Yes	0	525	No longer required
Southport Partnership Action Plan	-47,889	Yes		47,889	Reserve not committed however earmarked for the following:- NWDA prog closure and report £2.5k; Business Leaders Group Marketing £10k; Business Leaders Group website £10k; Regional Growth Fund bid development £25k
SRB C South ack 1 SRB Grant	-25,000 -22,303	Yes In part	0 16,747	25,000 5,556	The final SRB claim has been audited and NWDA have paid full grant to Sefton Opportunity to use £5,556. £11,747 committed & further £5k should be retained for unforeseen repayment of grant to NWDA.
Persor arch Companies	-200,000	No	200,000		Set aside in case we need to repay Land Search fees to search companies due to Environmental Information euro directive which prevents us from charging for searches.
Planni peals	-50,000	No	50,000		Considered level of reserve to pay for planning appeals.
Sefton Coast Walk Magazine	-2,741	Yes		2,741	Reserve used towards the costs of producing coastal magazine.
	-1,761,423		462,850	1,298,572	
SAFER, STRONGER COMMUNITIES					
Merseyside Energ Services Press & Media	-1,862	Yes	0	1,862	Contributions from various LA's over many years. Spend towards Emergency Planning.
	-1,862		0	1,862	
	-22,259,754		16,423,799	5,835,954	
ECONOMIC DEVELOPMENT REVIEW					
Bus Ent & Bus Sup Grant	-124,149	No	0		See review of Economic Devt.
GSR - LSC Grant Via Liverpool CC	-145,380	No	0		See review of Economic Devt.
LSC Public Sector Routeway Project	-1,599,979	No	0		See review of Economic Devt.
SLEGI - Working for yourself	-154,914	No	0		See review of Economic Devt.
Southport Tourism Adapt Project	-9,086	No	0		Grant generated on old project. See review of Economic Devt.
SUTS Income Phase 1	-363,128	No	0		Project ended 2009/10. See review of Economic Devt.
	-2,396,637				

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REPORT TO: Cabinet Council

DATE: 17 February 2011
3 March 2011

SUBJECT: Modernising Democratic Services

WARDS AFFECTED: All

REPORT OF: Assistant Chief Executive

CONTACT OFFICER: Andrea Grant, Assistant Director (Democratic Services) x 2030

**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

To provide details of proposed changes to the democratic processes in order to meet the savings agreed by the Council on 16th December 2010.

REASON WHY DECISION REQUIRED:

To enable changes to be made to the Calendar of Meetings and Constitution (Scheme of Delegation to Cabinet Members) and introduce electronic decision making for the 2011/12 Municipal Year.

RECOMMENDATION(S): That

Cabinet

1. The system of electronic decision-making (for decisions delegated to Cabinet Members) be implemented from the 2011/12 Municipal Year;
2. The Council be recommended to give approval to the Scheme of Delegation for Cabinet Members being revised in the Council Constitution to allow all non-key decisions to be delegated to the Cabinet Members;
3. The Programme of Cabinet Meetings for 2011/12 set out in Appendix B of the report be approved;
4. The Council be recommended to give approval to the Programme of Meetings for the Council and Regulatory Committees; Overview and Scrutiny Committees; Area Committees; and Members' Briefings for the 2011/12 Municipal Year, as set out in Appendices C and D of the report;
5. The Cabinet Member meetings set out in paragraph 4.7 of the report be cancelled and the Council be recommended to approve the cancellation of the remainder of the meetings set out in that same paragraph.

Council

1. The report be noted;
2. Approval be given to the Scheme of Delegation for Cabinet Members being revised in the Council Constitution to allow all non key decisions to be delegated to Cabinet Members.
3. Approval be given to the Programme of Meetings for the Council and Regulatory Committees; Overview and Scrutiny Committees; and Members' Briefings for the 2011/12 Municipal Year, as set out in Appendices C and D of the report.
4. Approval be given to the cancellation of the meetings set out in paragraph 4.7 of the report.

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KEY DECISION: No

FORWARD PLAN: No

IMPLEMENTATION DATE: From the beginning of the 2011/12 Municipal Year.

ALTERNATIVE OPTIONS:
None

IMPLICATIONS:

Budget/Policy Framework: The proposals will contribute towards the £120,000 saving agreed by the Council at its meeting on 17th December 2010.

Financial:

<u>CAPITAL EXPENDITURE</u>	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £	2013/ 2014 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure		-£120,000		
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: None arising from this report.

Risk Assessment: The implementation of the new electronic decision making process is dependant on the IT solution which has been designed, which would mean that regardless of whether a Councillor is using Council-owned or personal equipment, decision making can still be undertaken remotely

Asset Management: None arising from this report.

CONSULTATION UNDERTAKEN/VIEWS

Interim Head of Corporate Finance and ICT Strategy (FD664 /2011), Acting Head of Corporate Legal Services (LD00056/11) and Assistant Director (Neighbourhoods)

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

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1.0 BACKGROUND

- 1.1 At its meeting on 16th December 2010, the Council agreed savings option CE1 (Modernising Democratic Services & Scrutiny Support). The budget saving agreed was £120,000. In order to achieve this saving, it was noted by the Council that the impact would include the introduction of electronic decision making (eliminating the need for Cabinet Member meetings), a reviewed Constitution to amend the scheme of delegation to Cabinet Members (all non-key decisions delegated to appropriate Cabinet Member), a significantly reduced Committee timetable across all meetings, a revised committee template to produce shorter reports, a reviewed frequency of the delivery of agenda packs, and all large appendices on-line only. It was also noted that system and process changes would be required to achieve this saving. This report sets out the areas where Member approval is required in order to achieve the agreed budget reduction.

2.0 ELECTRONIC DECISION MAKING

- 2.1 At present, formal meetings are held for Cabinet Members to exercise their delegated decision-making powers. In other Merseyside authorities, matters for decision are commented upon, approved and published online. The existing Modern Gov system is already configured to allow this to be implemented.
- 2.2 If formal Cabinet Member meetings were ceased, this would reduce the number of meetings serviced by Committee & Member Services by 137 (based on the 2010/11 calendar). A reduction in meetings of 58%. Associated meeting costs would also be reduced including eliminating the need to provide video-conferencing facilities, paper, printing, copying and increased income potential for room bookings.
- 2.3 The implementation of the new email solution for Councillors means that e-mailed links for decision making would not currently allow access directly into Modern Gov. However, an IT solution has been designed which would mean that regardless of whether a Councillor is using Council-owned or personal equipment, decision making can still be undertaken remotely. There will be some infrastructure costs for this system change and although a final cost is awaited, it is unlikely to exceed a one-off cost of £4,000. This sum will be built into the cost of a transformed service, in the first year of operation.

3.0 REVIEW SCHEME OF DELEGATION TO CABINET MEMBERS

- 3.1 The Constitution can be amended to reflect that all non-key decisions are delegated to the relevant portfolio holder and, if electronic decision-making is also used, the amount of paperwork produced, copied and distributed is substantially reduced.
- 3.2 This system also raises the profile of the Forward Plan and assists with corporate planning as the only items that will be considered by the Cabinet are those contained in the Forward Plan as key decisions (apart from genuinely urgent items). This allows for better agenda management as those up-coming decisions are published up to 4 months in advance. This can also

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be tied into the corporate consultation calendar so that key, strategic decisions are open for consultation in a timely and managed manner.

3.3 A key decision, as defined in the Council's Constitution, is:-

- any Executive decision that is not in the Annual Revenue Budget and Capital Programme approved by the Council and which requires a gross budget expenditure, saving or virement of more than £100,000 or more than 2% of a Departmental budget, whichever is the greater;
- any Executive decision where the outcome will have a significant impact on a significant number of people living or working in two or more Wards

3.4 There are other savings that can also be achieved through this proposal, although they are harder to quantify, in terms of the costs of storage of agenda papers across the Council and the disposal of paperwork through confidential waste/recycling.

3.5 In practice, decisions made electronically are not dependent on a meeting timetable and can therefore be made as and when required. This would, whilst speeding up decision-making, still provide open and transparent decisions. When a decision is required, a report will be produced by Officers as is the current process. The proposal will be published and an email alert sent to the relevant Cabinet Member and opposition spokespersons as and when an agenda is published. This will contain a link to the proposal and the report. Spokespersons will be able to comment on the proposal and the Cabinet Member can approve, not approve or ask for further information. As with agendas published, any member can register to be notified when proposals are published.

3.6 Once decisions are made a formal record of the decision is published and is open to call-in for 5 working days.

4.0 CALENDAR OF MEETINGS

4.1 The main driver for the business of Democratic Services is the number of meetings that are serviced. Over a 12 month period (June 2009 to June 2010), 235 meetings were serviced. In order to achieve the budget saving requirement, the number of meetings must be reduced. This would lead to savings in terms of paper, copying, staff time distributing agendas, room booking income, refreshments, staff travelling time, etc.

4.2 An extensive review of the Council's Calendar of meetings has been undertaken with a view to reducing the number of meetings held/serviced. **Appendix A sets out the key principles used to draw up the draft calendar.** The revised calendar also avoids Cabinet and Council meetings being held on the same day. By moving to 5 cycles of meetings per municipal year (with the exception of Cabinet and Planning Committee) and removing formal Cabinet Member meetings (see Section 2.0), this equates to a 47% reduction in meetings. However, the administration of the electronic decision making process referred to in Section 3 above will need to be undertaken by the Committee and Member Services Section.

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- 4.3 If Cabinet Member meetings continued to be held, albeit on a reduced timetable of 6 per year, this would mean only a 22% reduction in meetings. It would not be possible to achieve the full £120,000 saving. This is not therefore an option.
- 4.4 Appendix B sets out the proposed Programme of Cabinet Meetings for 2011/12 and Appendices C and D set out the proposed Programme of Meetings for the Council and Regulatory Committees; Area Committees and Members' Briefings for 2011/12.
- 4.5 Changes in the level of activity for Democratic Services (Committee and Member Services Section and the Scrutiny Support Section) will inevitably have implications for the staffing structure and a restructure will be required to achieve the required savings. It is anticipated that a maximum reduction of 3 posts will be required, however there are discussions ongoing around support for the emerging area partnerships and although no firm proposals are available at this time, this will need to be resolved quickly in order to achieve the full saving required in 2011/12. In any event, an amalgamation of teams is the most effective means of achieving a reduction, whilst maintaining sufficient flexibility and capacity.
- 4.6 The reduced calendar of meetings will also allow some flexibility for staff within Democratic Services to provide support for the Elections team during peak times.
- 4.7 In view of the current financial climate and the additional work envisaged as a result of a combined referendum, local and parish elections, it is proposed that additional resilience be provided to the elections team by Democratic Services staff. It is therefore proposed that the following meetings scheduled to be held after the Council meeting on 24 March 2011 (the Notice of Election will be displayed on 25 March) be cancelled to release staff to provide this support, resilience and additional capacity:

Meeting	Date (s)
Licensing and Regulatory Committee	28 March 2011
Overview and Scrutiny Committee (Perf. and Corporate Services)	29 March 2011
Cabinet Member - Corporate Services	30 March 2011
Southport Area Committee	30 March 2011
Planning (Visiting Panel)	4 April 2011
Overview and Scrutiny Committee (Health and Social Care)	5 April 2011
Members' ICT Steering Group	5 April 2011
Cabinet Member - Technical Services	6 April 2011 20 April 2011 4 May 2011
Cabinet Member – Environmental	6 April 2011 4 May 2011
Cabinet Member - Children's Services	12 April 2011 3 May 2011
Cabinet Member – Regeneration	13 April 2011 4 May 2011
Cabinet Member - Performance and Governance	13 April 2011 4 May 2011
Cabinet Member - Health and Social Care	13 April 2011
Cabinet Member - Leisure and Tourism	20 April 2011
Cabinet Member – Communities	20 April 2011
Cabinet Member - Corporate Services	27 April 2011
Briefing Meeting for Cabinet Members	13 April 2011

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Overview and Scrutiny Committee (Regen and Environ Services)	12 April 2011
Pay and Grading Committee	14 April 2011
Overview and Scrutiny Committee (Children's Services)	19 April 2011
Overview and Scrutiny Committee (Performance and Corporate Ser)	26 April 2011
Overview and Scrutiny Management Board	3 May 2011

- 4.8 The meetings of the Audit and Governance Committee on 30 March 2011; Planning Committee on 6 April and 4 May 2011; Cabinet on 14 April 2011 and the Licensing and Regulatory Committee on 18 April 2011 will continue to be held. A meeting of the Cabinet Member – Children's Services will also be held on 19 April 2011 to consider the proposals for the closure of St. Wilfrid's RC High School following the consultation period. If any other urgent decisions are required during the above period, ad-hoc meetings of the relevant Cabinet Member may be convened.

The key changes to the calendar of meetings are as follows:

- Annual Council Meeting (Election of Mayor) to be held at 6.00 p.m. on Thursday, 12 May 2011, in the week following the Council Elections. Venue to be based on the preferred location for the Mayor Elect (Councillor Cummins) which is Bootle Town Hall.
- Adjourned Council Meeting (Appointment of Cabinet and Committees) to be held on **Tuesday**, 17 May 2011, in the week after the Annual Council Meeting. This will give the Political Groups more time to determine the Membership of Committees etc. following the Council Elections on 5 May 2011.
- Six Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 1st March 2012.
- Council, Cabinet and Planning Committee Meetings to be based on an eight week Meeting Cycle.
- Council will not meet on the same day as Cabinet. Cabinet will meet in weeks 2 and 6 of the eight week cycle with the Council Meeting in week 8.
- Cabinet Meetings to be held every 4 weeks (one per month except for April 2012) on a Thursday at 10.00 a.m. - The first meeting to be held on 26 May 2011, in the week following the Adjourned Annual Council meeting.
- A meeting of the Cabinet Urgent Business Committee could be convened in April 2012 if necessary, to deal with any urgent executive business.
- Planning Committee to meet every four weeks including April 2012 on a Wednesday, commencing at 6.30 p.m.
- Planning Petition(s) Committee to be **discontinued** as petitions can be submitted to any meeting of the Planning Committee.
- No meetings will be held:
 - in the period from the Council Elections on 5 May 2011 until the Adjourned Annual Council Meeting except for the Annual Council Meeting (Election of Mayor) pending the appointment of the Cabinet and Committees for 2011/12.
 - in April 2012, except for the Planning Committee and Council Meeting
 - in the period between Christmas and New Year (Dec 2011/Jan 2012)
- The venues for all meetings alternate between Bootle and Southport Town Halls except for the Audit and Governance Committee which meets at Bootle Town Hall
- Each of the 4 Overview and Scrutiny Committees to meet bi monthly, 5 times during the year commencing at 6.30 p.m. - the main Overview and Scrutiny work will be done by the Working Groups to be established on an ad hoc basis.
- Licensing and Regulatory Committee to meet every 8 weeks on a Monday commencing at 6.30 p.m.
- Meetings of the Licensing Sub-Committee to be convened as and when required
- Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. in Bootle Town Hall in order to meet statutory requirements etc.
- Standards Committee to meet 5 times during the year as now on a Thursday commencing at 10.00 a.m.
- Each Area Committee to meet bi-monthly, 5 times during the year.

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- The meetings of each Area Committee commence at 6.30 p.m. except for the Formby Area Committee which commences at 7.00 p.m.
- The Member Development Steering Group and the Members ICT Steering Group will be **discontinued** and the business previously undertaken by the two Steering Groups will be undertaken by the Cabinet Member – Corporate Services.
- The dates of the Leaders Group Meetings, which are not public meetings have been included for completeness, as it aids corporate planning of decisions.

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**METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF CABINET MEETINGS/LEADER'S GROUP - 2011/2012**

Meeting	Day	Time	2011								2012				
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
CABINET	Thur.	10.00 a.m.	26(S)	23(B)	21(S)	18(B)	15(S)	13(B)	10(S)	8(B)	5(S)	2(B)	1(S)/29(B)	26(S)	24(B)
LEADERS' GROUP MEETING - All meetings held in Bootle Δ	Thur.	9.30 a.m.	9/19	2/16/ 30	14/28	11/25	8/22	6/20	3/17	1/15	12/26	9/23	8/22	5/19	

Δ - Meetings not open to the public.

**METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF COUNCIL AND COMMITTEE MEETINGS ETC. - 2011/2012**

Meeting	Day	Time	2011								2012					
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
COUNCIL	Thur.	6.30 p.m.	12↑(B) 17←(B)		7(S)			1(B)	27(S)		22(B)		16(S)	1→(B)	12(S)	10°(S)15↓(B)
AUDIT AND GOVERNANCE	Wed.	3.00 p.m.		29(B)				28(B)			14(B)			28(B)		
LICENSING AND REGULATORY	Mon.	6.30 p.m.		6(B)			1(S)	26(B)		21(S)		16(B)		12(S)		
LICENSING SUB-COMMITTEE - as and when required																
PLANNING	Wed.	6.30 p.m.	3(S)	1(B) 29(S)	27(B)	24(S)	21(B)	19(S)	16(B)	14(S)	11(B)	8(S)	7(B)	4(S) 25(B)		
PAY AND GRADING	Thurs	2.00 p.m.		16(B)	14(B)	25(B)	22(B)	20(B)	17(B)	15(B)	26(B)	23(B)	22(B)			
STANDARDS	Thurs	10.00 a.m.			12(S)			13(B)		22(S)	17(B)		13(S)			
OVERVIEW AND SCRUTINY COMMITTEE (Performance and Corporate Services)	Tues	6.30 p.m.	31(S)					6(B)		1(S)	3(B)		6(S)			
OVERVIEW AND SCRUTINY COMMITTEE (Health and Social Services)	Tues	6.30 p.m.		7(B)				13(S)		8(B)	10(S)		13(B)			
OVERVIEW AND SCRUTINY COMMITTEE (Regeneration and Environmental Services)	Tues	6.30 p.m.		14(B)				20(S)		15(B)	17(S)		20(B)			
OVERVIEW AND SCRUTINY COMMITTEE (Children's Services)	Tues	6.30 p.m.		21(S)				27(B)		22(S)	24(B)		27(S)			
OVERVIEW AND SCRUTINY MANAGEMENT BOARD Δ	Tues	4.30 p.m.					30(S)	27(B)		1(S)	17(B)		6(S)			
MEMBERS' BRIEFINGS - Prior to the Council Meetings Δ	Thur.	5.00 p.m.	17(B)		7(S)			1(B)	27(S)		22(B)		16(S)		12(S)	15(B)
APPEALS (FOR PERSONNEL CASES) - as and when required	Thur.	-														

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← Adjourned Meeting - Appointment of Committees etc. for 2011/12
 ↑ Annual Meeting 2011/12 - commences at 6.00 p.m.
 → Budget Meeting

↓ Special Meeting - Appointment of Committees etc. for 2012/2013
 ° Annual Meeting 2012/2013 - commences at 6.00 p.m.
 Δ Meetings not open to the public

METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS 2011/12 - AREA COMMITTEES

Meeting	Day	Time	Venue	2011								2012				
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
CROSBY	Wed.	6.30 p.m.	①	-	8	-	-	7	-	2	-	4	-	14	-	-
FORMBY	Thur.	7.00 p.m.	②	-	9	-	-	15	-	10	-	12	-	8	-	-
LINACRE AND DERBY	Mon.	6.30 p.m.	③	-	13	-	-	5	-	7	-	9	-	5	-	-
LITHERLAND AND FORD	Wed.	6.30 p.m.	④	-	15	-	-	14	-	9	-	18	-	21	-	-
OSWALD AND NETHERTON AND ORRELL	Thur.	6.30 p.m.	⑤	-	16	-	-	22	-	17	-	19	-	15	-	-
SEFTON EAST PARISHES	Thur.	6.30 p.m.	⑥	-	23	-	-	29	-	24	-	26	-	22	-	-
SOUTHPORT	Wed.	6.30 p.m.	⑦	-	22	-	-	28	-	23	-	25	-	28	-	-

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- ① Crosby Area Committee - alternates between - SING Plus, Cambridge Road, Seaforth/St. Stephen's Church Hall, St. Stephen's Road, Hightown /Waterloo Rugby Club, St. Anthony's Road, Blundellsands
- ② Formby Area Committee - Formby Professional Development Centre, Park Road, Formby
- ③ Linacre and Derby Area Committee - Bootle Town Hall, Oriol Road, Bootle
- ④ Litherland and Ford Area Committee - Goddard Hall, Stanley Road, Bootle/Ford Lane Community Centre, Ford Lane, Litherland
- ⑤ St. Oswald and Netherton and Orrell Area Committee - Alternates between Netherton Activity Centre, Glovers Lane, Netherton/Bootle Day Centre, Linacre Lane, Bootle/Netherton Park Neighbourhood Centre, Chester Avenue
- ⑥ Sefton East Parishes Area Committee - Alternates between Maghull Town Hall, Hall Lane, Maghull/Old Roan Methodist Church, Altway/Lydiat Primary School, Lambshear Lane/Melling Primary School, Wheelwright Drive
- ⑦ Southport Area Committee - Southport Town Hall, Lord Street, Southport

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

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