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Town Hall
Trinity Road
Bootle
L20 7AE

TO: All Members of the Overview and Scrutiny
Committee (Regeneration and Skills)

Date: 2 November 2018
Our Ref:
Your Ref:

Please contact: Paul Fraser
Contact Number: 0151 934 2068
Fax No:
e-mail: paul.fraser@sefton.gov.uk

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE (REGENERATION AND SKILLS) - TUESDAY 6TH NOVEMBER, 2018

I refer to the agenda for the above meeting and now enclose the following report(s) which were unavailable when the agenda was printed.

- | Agenda No. | Item |
|-------------------|---|
| 7. | <p>Work Programme 2018/19, Scrutiny Review Topics and Key Decision Forward Plan – November 2018 (Pages 145 - 172)</p> <p>A copy of the following documents are attached:-</p> <ol style="list-style-type: none">1. A copy of the latest Forward Plan published on 31 October 2018; and2. An updated version of the table containing information about the enforcement activity undertaken by the Council. The table has been updated by the inclusion of activity undertaken by the Head of Corporate Resources |
| 8. | <p>Cabinet Member Reports – September 2018 to October 2018 (Pages 173 - 176)</p> <p>A copy of the Cabinet Member – Health and Wellbeing report is attached</p> |
| 9. | <p>Apprenticeships (Pages 177 - 186)</p> <p>Report of the Head of Economic Growth and Housing</p> |
| 10. | <p>Shale Gas Working Group Position Report (Pages 187 - 188)</p> <p>Briefing note of the Chief Planning Officer is attached</p> |
| 11. | <p>Career Connect - Presentation</p> <p>Further to Minute No. 16 (3) of the meeting held on 18 September 2018 a presentation will be made by Sheila Clark, Director of Services to Education</p> |

and Business and Sarah Vaughan, Sefton Team Manager, Career Connect on the impact in Sefton of their contract, due to end in March 2019, to deliver support for NEET young people in vulnerable groups

Yours sincerely,

DAVID McCULLOUGH

Chief Legal and Democratic Officer

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ENFORCEMENT ACTIVITY UNDERTAKEN BY THE COUNCIL			
Head of Communities			
Enforcement Activity	Brief Description of Activity	Cabinet Member Portfolio	Overview and Scrutiny Committee responsibility
Community Protection Notice	<p>Community Protection Notices bring together a number of previous environmental powers, such as Litter Clearing Notices, Street Litter Control Notices and Defacement Removal Notices. A CPN is a notice that imposes any of the following requirements on an individual or body issued with it:</p> <ul style="list-style-type: none"> • A requirement to stop doing specified things • A requirement to do specified things • A requirement to take reasonable steps to achieve specified results. <p>• A Community Protection Notice has no upper limit in terms of time scale.</p> <p>A Community Protection Notice must be preceded by the Issuing by an authorised officer with a Community Protection Notice Warning this warning notice last's for up to six months and warns the perpetrator if they breach the warning notice it will be followed by a full Community Protection Notice as above</p>	Communities and Housing	Regeneration and Skills

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<p>Civil Injunction</p>	<p>The injunction replaces the stand alone ASBO and the ASBI. Injunctions apply to individuals aged 10 and over and, unlike ASBOs and ASBIs, will impose positive requirements as well and prohibitions. The Local Authority may apply to the court to have the powers of arrest attached to a injunction where it can prove threats and aggressive behaviour can be proven against the offender.</p>	<p>Communities and Housing</p>	<p>Regeneration and Skills</p>
<p>Criminal Behaviour Order</p>	<p>The Criminal Behaviour Order can be issued by a court following a conviction for a criminal offence. The CBO replaces the post-conviction ASBO or CRASBO as well as the Drinking Banning Order. Like Injunctions, CBOs can impose positive requirements as well as prohibitions. Police dispersal powers: The new police dispersal power replaces two police powers: section 30 of the Anti-Social Behaviour Act 2003 (dispersing groups) and section 27 of the Violent Crime Reduction Act 2006 (direction to leave for up to 48 hours in cases of alcohol related ASB and disorder). The new power has two elements: • Section 35 Direction to Leave – where</p>	<p>Communities and Housing</p>	<p>Regeneration and Skills</p>

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	<p>an officer can direct a person to leave a specified area for a specified time period.</p> <ul style="list-style-type: none"> • Section 37 Surrender of Property – additionally an officer who gives direction under section 35 may also direct a person to surrender any item in their possession that is likely to cause to be used in behaviour that causes harassment, alarm or distress to other members of the public. 		
<p>Public Space Protection Order</p>	<p>Public Space Protection Orders replace previous powers to make Designated Public Place Orders (to control consumption of alcohol), Dog Control Orders (covering 5 offences of failing to remove dog faeces, not keeping dog on a lead, permitting dog to enter land from which dogs are excluded and taking more than a certain number of dogs onto public land) and Gating Orders (to restrict right of way to reduce ASB, crime and disorder). The PSPO enables the local authority to impose conditions on the use of an area in order to deal with a particular problem or nuisance.</p> <p>Closure of premises associated with nuisance or disorder:</p> <p>These new powers merge four previous powers (Crack House Closures and Nuisance Premises Closures under the</p>	<p>Communities and Housing</p>	<p>Regeneration and Skills</p>

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	<p>Anti-Social Behaviour Act 2003, 24 hour Noisy Premises Closure Order and Police Power Section 61 Closure Orders) into one streamlined system. Closure Notices can be issued by the police or local authority for 24 hours (and up to 72 hours where necessary) when satisfied on reasonable grounds:</p> <ul style="list-style-type: none"> • that the use of particular premises has resulted or is likely soon to result in nuisance to members of the public, or • that there has been or is likely soon to be disorder near those premises associated with the use of those premises. • Closure Orders up to a period of 3 months can be sought from a magistrate’s court by police and local authority <p>The Conditions of an order include:</p> <ul style="list-style-type: none"> • that a person has engaged, or is likely to engage, in disorderly, offensive or criminal behaviour on the premises, or • that the use of the premises has resulted, or is likely to result, in serious nuisance to members of the public, or • that there has been, or is likely to be, disorder near those premises associated with the use of the premises • and that the order is necessary to prevent the behaviour, nuisance or 		
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	disorder from continuing, recurring or occurring.		
Gang Injunction	<p>Gang injunctions allow courts to place a range of prohibitions and requirements on the behaviour and activities of a person involved in gang-related violence. These conditions could include prohibiting someone from being in a particular place or requiring them to participate in rehabilitative activities. The aim of a gang injunction is to prevent a person from engaging in, encouraging or assisting gang-related violence and may also serve to protect them from gang-related violence. Gang injunctions aim to prevent serious violence from occurring, break down violent gang culture and engage gang members in positive activities to help them leave the gang.</p> <p>Gang injunctions are a valuable tool in preventing gang-related violence alongside a range of other prevention, detection and enforcement measures. Breach of a Gang Injunction can lead to custodial sentences.</p>	Communities and Housing	Regeneration and Skills
Head of Highways and Public Protection			
Enforcement Activity	Brief Description of Activity	Cabinet Member Portfolio	Overview and Scrutiny Committee responsibility

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Parking	Enforcement of all “non-moving” Traffic Regulation Orders	Regulation, Compliance and Corporate Services	Regulation, Compliance and Corporate Services
Environmental	Enforcement of littering, dog fouling and PSPO dog control	Regulation, Compliance and Corporate Services	Regulation, Compliance and Corporate Services
Highways	All Enforcement under the Highways Act 1980, this includes obstructions, skips, scaffold, hoardings, pavement café’s, vehicles for sale, etc	Locality Services	Regeneration and Skills
Food Hygiene	<ul style="list-style-type: none"> Proactive inspection programme of food businesses to monitor that food is manufactured, produced and retailed in a safe way. Investigation of complaints about unhygienic practices and/or premises and unfit food. Taking of food samples to determine whether it is microbiologically safe to eat. <p>Investigating confirmed and alleged cases of foodborne illness.</p>	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Food Standards	<ul style="list-style-type: none"> Project/topic based inspection programme of food businesses to enforce the labelling and composition of food is legal e.g. allergens. Taking of food samples to determine whether is consistent with its description e.g. meat speciation, alcohol spirits, allergens. 	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services

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	Investigation of consumer complaints in relation to food composition.		
Health & Safety at Work	<ul style="list-style-type: none"> • Project/topic based inspection programme to reflect national priorities determined by HSE of local evidence based priorities. • Investigation of accidents notified under RIDDOR. <p>Investigation of complaints about unsafe workplaces or lack of welfare facilities.</p>	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Pollution Control	<ul style="list-style-type: none"> • Proactive inspection and issuing of permits to those premises that require one under the LAPPC regime that seeks to control the most polluting industrial processes. <p>Investigation of complaints of statutory nuisance in relation to noise, dust, smoke, odour, light etc. where the source of the alleged nuisance is a commercial operation.</p>	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Licensing	<ul style="list-style-type: none"> • Issue a variety of licences/registrations notably for <ul style="list-style-type: none"> • Alcohol and Regulated Entertainment • Gambling • Animal welfare e.g. pet shops, animal boarding, riding establishments etc. • Skin piercing operations e.g. 	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services

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	<p>tattooing, acupuncture, electrolysis</p> <ul style="list-style-type: none"> • Proactive inspection programme of premises to ensure they are complying with their licence in relation to alcohol and regulated entertainment • Facilitate reviews of licences when requested by a responsible authority or community representatives. <p>Investigation of complaints that premises are not operating in accordance with any conditions attached to their licence.</p>		
Taxi Licensing	<ul style="list-style-type: none"> • Proactive inspection of vehicles to ensure they are complying with Licence conditions • Review “borderline” DBS checks in accordance with convictions policy to determine if it is appropriate to licence/renew <p>Investigate complaints from members of the public about drivers, vehicles and operators.</p>	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Environmental Health (Domestic)	<ul style="list-style-type: none"> • Investigate complaints relating to statutory nuisance affecting domestic premises and land including; domestic noise, nuisance from animal, accumulations of waste, filthy and verminous premises /persons. 	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services

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	<ul style="list-style-type: none"> • Investigation of complaints relating to blocked, defective drainage, sewage contaminations and rodent activity • Investigate and undertake Public Health Funerals for those with no next of kin 		
Environmental Enforcement	<ul style="list-style-type: none"> • Investigation of complaints relating to environmental crimes including fly tipping, business waste control, overhanging trees obstructing the highway, dog fouling and littering 	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Dog Control	<ul style="list-style-type: none"> • Seizure of stray dogs • Investigation of complaints relating dangerous dogs and dog attacks • Investigation of complaints and enforcement relating to dog control including dog fouling, dogs on leads, dogs out of control, dogs not microchipped. 	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Trading Standards	<p>Agriculture</p> <ul style="list-style-type: none"> • Animal Feed inspections (farm & industrial premises) • Animal Feed Import Controls (Monitoring, Surveillance & Sampling) 	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services

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	<ul style="list-style-type: none"> • Animal Health & Welfare inspections (including ‘animal licensing’) • Investigation of consumer complaints (criminal) <p>Product Safety</p> <ul style="list-style-type: none"> • Import Controls (including product testing) • Investigation of complaints and proactive enforcement of underage sales • Proactive inspections • Investigation of consumer complaints (criminal) <p>Fair Trading</p> <ul style="list-style-type: none"> • Counterfeit Goods • Door Step Crime / Rogue Traders • Proactive inspections • Investigation of consumer complaints (criminal) <p>Metrology</p> <ul style="list-style-type: none"> • Weights & Measures (inspections and verifications) • Investigation of Consumer Complaints (Criminal) 		
Head of Locality Services (Green Sefton)			
Enforcement	Brief Description of Activity	Cabinet Member Portfolio	Overview and Scrutiny

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Activity			Committee responsibility
Wildlife and Countryside Act 1981 (Also CROW Act 2000)	<p>Wardening and awareness of / permission for actions / activities being undertaken on Sefton’s land, authorised or otherwise. Monitoring, recording and reporting of damage / disturbance to special / endangered features, habitats or species. Provide support to lead agency for prosecutions. Staff trained to challenge activities which are against the Acts and to record such incidents and any evidence.</p> <p>Duty - raising awareness of and encouraging compliance with national legislation that protects species. LA's expected to adopt the highest standards in relation to Sites of Special Scientific Interest (SSSI's) that they own, in order to secure positive management of the Sites of Special Scientific Interest in accordance with an agreed management scheme. Duty in relation to authorising operations likely to damage any special features of Sites of Special Scientific Interest.</p>	Health and Wellbeing	Regeneration and Skills
Conservation of Habitats and Species Regulations 2010	<p>Wardening and awareness of / granting permission for actions / activities being undertaken on Sefton’s land, authorised or otherwise. Monitoring, recording and reporting of damage / disturbance to special / endangered features, habitats</p>	Health and Wellbeing	Regeneration and Skills

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	<p>or species. Provide support to lead agency for prosecutions Staff trained to challenge activities which are against the Regulations and to record such incidents and any evidence.</p> <p>Duty - LAs must exercise their functions under the enactments relating to nature conservation so as to secure compliance with the Habitats Directive.</p> <p>Requires competent authorities (which include local authorities) to have regard to the requirements of the Directive in exercising any of their functions so far as those requirements may be affected by the exercise of those functions.</p>		
<p>The Clean Neighbourhoods and Environment Act 2005 The Dog Control Orders (Prescribed Offences and penalties etc.) Regulations 2006 Fouling of Land by Dogs (Metropolitan Borough of Sefton) Order 2014 Public Space Protection Order (Metropolitan</p>	<p>Specific Staff / Officers have powers to issue fixed penalties for dog-fouling and littering. Monitoring, recording and reporting of fly-tipping and other litter / ASB. Provide support to lead department for prosecutions Staff trained to challenge activities which are against the Acts / Orders and to record such incidents and any evidence.</p>	<p>Regulatory, Compliance and Corporate Services</p>	<p>Regulatory, Compliance and Corporate Services</p>

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Borough of Sefton) 2017			
Marine and Coastal Access Act 2009	<p>Wardening and awareness of / granting permission for actions / activities being undertaken on Sefton’s land, authorised or otherwise. Staff trained to challenge activities which are against the Acts / Orders and to record such incidents and any evidence</p> <p>Inshore Fisheries and Conservation Authorities (IFCAs.) Committee or joint committee of LAs and volunteers. Will ensure that conservation measures of the Marine and Coastal Access Act are implemented effectively. Duty on public authorities to take any authorisation or enforcement decisions in accordance with appropriate marine policy documents, unless relevant policy considerations indicate otherwise. Duty on public authorities when taking other types of decisions that relate to the exercise of any function capable of affecting the marine area to have regard to appropriate marine policy documents in taking any decisions.</p>	Health and Wellbeing	Regeneration and Skills
Bathing Water Regulations 2008	Wardening and awareness of environmental conditions and of activities by LA and others that might impact on bathing Water Quality. Staff	Health and Wellbeing	Regeneration and Skills

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	<p>trained to challenge activities which are against the Acts / Orders and to record such incidents and any evidence. If the local authority is aware of a risk to bathers' health from: intestinal enterococci or E.coli; cyanobacterial proliferation; proliferation of macro-algae or phytoplankton; waste including tarry residues, glass, plastic or rubber, or any other incident that may pose a risk to bathing water quality or bathers' health, they must consult the Environment Agency, notify the local sewerage undertaker, take appropriate management measures to protect bathers' health and in the case of pollution by waste, remove the waste. These measures apply to the bathing water and not to the adjacent beach – This is compliance, however there is an enforcement role with respect to private controllers – Sefton still retains responsibility for the Bathing Water at Formby - to consult the Environment Agency and the private controller (National Trust) and notify the local sewerage undertaker if the contamination occurs at a bathing water controlled by a private controller.</p>		
Byelaws – relating to sites	Awareness of byelaws relating to Green Sefton sites – Seashore, Sandhills, Local	Health and Wellbeing	Regeneration and Skills

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	<p>Nature Reserve, Pleasuregrounds and Open Spaces, Dogs on beaches, Open Water Navigation. Staff trained to challenge activities which are against the byelaws and to record such incidents and any evidence.</p> <p>In most cases, byelaw infringements are solved on the spot by reasoning with people or by calling the police. No recent history of prosecutions under byelaws. Education and awareness raising are priority and byelaws are useful to this end.</p> <p>Developing Normal Operating Procedures to deal with incidents.</p>		
<p>Highways Act - regulations relating to off-road vehicles</p>	<p>Specific offences under Highways Act are followed up by the police. Staff are trained to recognise these offences and thus be able to support the Police in any prosecutions etc. Liaison with 'beachsafe' / police regarding vehicle ASB.</p> <p>Natural England would lead if damage to SSSI / SAC / SPA / Natura 2000, police / Sefton may collaborate depending on circumstances.</p>	<p>Health and Wellbeing</p>	<p>Regeneration and Skills</p>
<p>Internal Policy - Codes of conduct and permit systems for specific activities</p>	<p>Develop and enforce codes of conduct and permit systems to help meet our statutory duties e.g. under byelaws and habitats regulations.</p>	<p>Health and Wellbeing</p>	<p>Regeneration and Skills</p>

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<p>related to H&S and ensuring people do not damage sites protected under legislation or infringe byelaws</p>	<p>E.G. for vehicles using beaches for legitimate reasons – check insurance, issue permits and keys to gates and check beach users on site. Maintain databases. Liaise with ‘beachsafe’ / police regarding vehicle ASB. Rescind permits if rules and regulations laid down by Council are not adhered to. E.G. Power kite zone at Ainsdale Beach – rules and conditions in place, permit system used to check compliance and insured status E.G. – horses using beaches is a voluntary code of conduct Vehicle permit system for foreshore Kite permit system for kite zone Both time limited to insurance period. Compliance to rules and conditions and suitable insurance is required to maintain permit Horses – voluntary code of conduct Metal detectors – voluntary code of conduct</p>		
<p>General - Anti-social Behaviour</p>	<p>Incident Reporting and Site Inspection role, identifying hotspots, working with Neighbourhoods, community groups, volunteers and placements to tackle specific issues, develop network of ‘eyes and ears’, change behaviours, act as ambassadors. Recorded / reported through incident</p>	<p>Health and Wellbeing</p>	<p>Regeneration and Skills</p>

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	reporting – normally byelaw related (see above)		
Land Drainage Act	Section 21 Enforcement of obligations to repair watercourses, bridges, etc.	Locality Services	Regeneration and Skills
Land Drainage Act	Section 23&24 Prohibition on obstructions etc. in watercourses	Locality Services	Regeneration and Skills
Land Drainage Act	Section 25 Powers to require works for maintaining flow of watercourse	Locality Services	Regeneration and Skills
Coast Protection Act	Section 12 General powers of maintenance and repair of works. Where it appears to a coast protection authority that for the protection of land in their area any works are in need of maintenance or repair, the authority may serve on the owner and occupier of the land on which the works are situated a notice specifying the work of maintenance or repair.	Health and Wellbeing	Regeneration and Skills
Coast Protection Act	Section 18 Prohibition of excavation etc., of materials on or under the seashore. It shall be the duty of a coast protection authority to enforce the provisions of this section as respects any portion of the seashore to which those provisions are applied by an order made by them	Health and Wellbeing	Regeneration and Skills
Internal Policy - Allotments	Monitoring, recording and reporting of infringements. Provide support for further action. Council has a duty to provide allotments under the Allotments Act. Where tenants are not meeting the terms of their agreement, they can be forced to vacate.	Health and Wellbeing	Regeneration and Skills
Internal Policy -	Monitoring, recording, reporting and	Health and Wellbeing	Regeneration and Skills

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Travellers	serving notice on unauthorised traveller encampments on Green Sefton land in accordance with policy.		
Chief Planning Officer			
Enforcement Activity	Brief Description of Activity	Cabinet Member Portfolio	Overview and Scrutiny Committee responsibility
Planning	Unauthorised development, built development and changes of use, development monitoring (adherence to plans), breach of conditions, untidy land, illegal adverts, high hedges, listed building, TPO and conservation area trees, recovery of s106 contributions	Planning and Building Control	Regeneration and Skills
Building Control	Dangerous buildings and structures, vacant and insecure properties, safety at sports grounds, unauthorised works, Building Regulation Contraventions, demolitions, monitoring inspections (low level enforcement)	Planning and Building Control	Regeneration and Skills
Head of Corporate Resources			
Enforcement Activity	Brief Description of Activity	Cabinet Member Portfolio	Overview and Scrutiny Committee responsibility
Reminders	For missed payments of Council Tax, Business Rates and Sundry Income.	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Final Notice	For missed payments of Council Tax, Business Rates and Sundry Debt	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Summonses	For Outstanding arrears of Council Tax	Regulatory, Compliance	Regulatory, Compliance and

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	and Business Rates. Application is made for a Liability Order allowing the Council to use further powers of debt recovery.	and Corporate Services	Corporate Services
14-day Letters	For outstanding arrears of Council Tax and Business rates	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Attachment to Benefits	Preferred Collection method for Council Tax where tax payer is in receipt of a qualifying benefit and a Liability Order has been obtained.	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Attachment to Earnings	Preferred Collection method for Council Tax where tax payer a Liability Order has been obtained and employment details are known.	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Referrals to Enforcement Agents	For Outstanding arrears of Council Tax and Business rates	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services (N.B. The Code of Conduct for Enforcement Agents is subject to regular review by the Committee)
Referrals to Debt Collection Agents	For Outstanding arrears of Sundry Income, Small CTAX Balances, Council Tax Arrears from an existing claimant of Council Tax Reduction	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Charging Orders	For Outstanding arrears of Council Tax and Business Rates where the debtor owns the property	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Statutory Notices	Pre-cursor to an application for Insolvency	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
Summonses for Committal	Used only in extreme cases as a last resort where all the above actions up to and including Referral to Enforcement Agents or Debt Collection has failed.	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services

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Insolvency	Used only in extreme cases as a last resort where all the above actions up to and including Referral to Enforcement Agents or Debt Collection has failed.	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services
<p>Note: All the above are determined by legislation as to when they can be used. The key content of notices is also defined in regulation. For the purposes of Council Tax and Business Rates all are defined as 'Collection and Enforcement' in regulation but would be considered as collection and debt recovery operationally.</p>			
<p>Notification of recoverable Housing Benefit (HB) overpayment in accordance with Regulation 100 of the Housing Benefit regulations, 2006.</p> <p>A decision must be made from whom to seek recovery; usually claimant or landlord.</p>	<p>Numerous methods of recovery:</p> <ul style="list-style-type: none"> • If a claimant continues to have on-going entitlement to HB the overpayment can be recovered through statutory rates of clawback from their on-going entitlement to HB. • If recovery direct from landlord can recover from future landlord payment for other claimants. • Invoice issued to claimants or landlords were recovery form on-going not an option. • Can apply directly to the DWP for recovery direct from prescribed DWP benefits. • Can apply directly to employers to have HB overpayment recovered direct from earnings; if employment details known. The changes in statutory legislation means that such debt no longer requires to be registered with the courts and it is an offence for an 	Regulatory, Compliance and Corporate Services	Regulatory, Compliance and Corporate Services

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	employer not to comply.		
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SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 DECEMBER 2018 - 31 MARCH 2019

This Forward Plan sets out the details of the key decisions which the Cabinet, individual Cabinet Members or Officers expect to take during the next four month period. The Plan is rolled forward every month and is available to the public at least 28 days before the beginning of each month.

A Key Decision is defined in the Council's Constitution as:

1. 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;
2. 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

As a matter of local choice, the Forward Plan also includes the details of any significant issues to be initially considered by the Executive Cabinet and submitted to the Full Council for approval.

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each Key Decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision may not be taken, unless:

- it is published in the Forward Plan;
- 5 clear days have lapsed since the publication of the Forward Plan; and
- if the decision is to be taken at a meeting of the Cabinet, 5 clear days notice of the meeting has been given.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 26 (General Exception) and Rule 28 (Special Urgency) of the Access to Information Procedure Rules.

Copies of the following documents may be inspected at the Town Hall, Oriel Road, Bootle L20 7AE or accessed from the Council's website: www.sefton.gov.uk

- Council Constitution
- Forward Plan
- Reports on the Key Decisions to be taken
- Other documents relating to the proposed decision may be submitted to the decision making meeting and these too will be made available by the contact officer named in the Plan
- The minutes for each Key Decision, which will normally be published within 5 working days after having been made

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Some reports to be considered by the Cabinet/Council may contain exempt information and will not be made available to the public. The specific reasons (Paragraph No(s)) why such reports are exempt are detailed in the Plan and the Paragraph No(s) and descriptions are set out below:-

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
8. Information falling within paragraph 3 above is not exempt information by virtue of that paragraph if it is required to be registered under—
 - (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992
10. Information which—
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Members of the public are welcome to attend meetings of the Cabinet and Council which are held at the Town Hall, Oriel Road, Bootle or the Town Hall, Lord Street, Southport. The dates and times of the meetings are published on www.sefton.gov.uk or you may contact the Democratic Services Section on telephone number 0151 934 2068.

NOTE:

For ease of identification, items listed within the document for the first time will appear shaded.

Margaret Carney
Chief Executive

FORWARD PLAN INDEX OF ITEMS

Item Heading	Officer Contact
Bootle Heritage Complex	Nicky Owen nicky.owen@sefton.gov.uk
Homelessness Strategy (2018 - 2023)	Alistair Malpas alistair.malpas@sefton.gov.uk
Making the Lydiate and Maghull Neighbourhood Plans	Ingrid Berry ingrid.berry@sefton.gov.uk Tel: 0151 934 3556, Alison Jones alison.jones@sefton.gov.uk

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Bootle Heritage Complex To review the options for the complex and permission to undertake the next steps, such as external funding applications.			
Decision Maker	Cabinet			
Decision Expected	6 Dec 2018 Decision due date for Cabinet changed from 01/11/2018 to 06/12/2018. Reason: The Marketing options Appraisal work is still ongoing			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Linacre			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Members and Stakeholders			
Method(s) of Consultation	Meetings and Correspondence			
List of Background Documents to be Considered by Decision-maker	Bootle Heritage Complex			
Contact Officer(s) details	Nicky Owen nicky.owen@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

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Details of Decision to be taken	Homelessness Strategy (2018 - 2023) To seek approval to publish the Homelessness Strategy for Sefton (2018 - 2023)			
Decision Maker	Cabinet			
Decision Expected	10 Jan 2019 Decision due date for Cabinet changed from 06/12/2018 to 10/01/2019. Reason: Due to discussions with the Cabinet Member – Communities and Housing concerning the consultation version of the Homelessness Strategy, the twelve week consultation period will now start later than anticipated. Accordingly, it will not be possible to produce the report for submission to the meeting on 6 December, 2018			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Members of the public, key stakeholders.			
Method(s) of Consultation	Via Council website and other appropriate channels.			
List of Background Documents to be Considered by Decision-maker	Homeless Strategy (2108-2023)			
Contact Officer(s) details	Alistair Malpas alistair.malpas@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Making the Lydiate and Maghull Neighbourhood Plans The Neighbourhood Plans for Lydiate and Maghull have been prepared by the respective Parish and Town Councils. Each has been examined and the independent Examiners have recommended that each plan can proceed to referendum. Assuming that each referendum is successful (i.e. a majority vote in favour of making the plan), Sefton Council must resolve to make the Plans so that they become part of the Development Plan used to inform
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APPENDIX 3

	planning decisions in each parish.			
Decision Maker	Cabinet Council			
Decision Expected	14 Feb 2019 28 Feb 2019			
Key Decision Criteria	Financial	No	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Molyneux; Park; Sudell			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Not applicable			
Method(s) of Consultation	Not required at this stage of the plan-making process.			
List of Background Documents to be Considered by Decision-maker	Making the Lydiate and Maghull Neighbourhood Plans			
Contact Officer(s) details	Ingrid Berry ingrid.berry@sefton.gov.uk Tel: 0151 934 3556, Alison Jones alison.jones@sefton.gov.uk			

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CABINET MEMBER UPDATE REPORT		
Overview and Scrutiny Committee (Regeneration and Skills) – 6 November 2018		
<i>COUNCILLOR</i>	<i>PORTFOLIO</i>	<i>DATE</i>
Ian Moncur	Health and Well Being	September - October 2018

GREEN SEFTON

Green Sefton brings together the previous Coast & Countryside, Parks & Greenspaces, Flooding & Coastal Erosion, Risk Management and Grounds Maintenance teams to ensure a joined-up approach to the vital management, development and oversight of Sefton’s coastline, parks and green spaces.

A service vision and service plan have been drafted and will be consulted on in the near future. Green Sefton staff have all had the opportunity to comment through a recent Away Day which included the opportunity for everyone to take part in practical dune habitat and beach management tasks.

Apprenticeships – A key support for the development of the new service, and to succession planning, is the development of six Apprenticeships across the service. Following a competitive interview process, four apprentices (3 Land Management and 1 Facility and Resources Management) have been appointed and are due to start in November.

Community Engagement – Volunteering (either ‘public’ or ‘partnering’) remains key to service delivery. We estimate that volunteer support is in the region of with 44,000 hours per year, the equivalent of 28 fulltime employees. The Community Rangers undertook an audit with all Friends/ community groups to establish what support they require and how the service will work with them in the future.

Green Sefton Friends Forum - The first forum is taking place on October 25th, supported by Sefton CVS, bringing together friends groups from both the former parks and greenspaces and coastal teams.

Public Space Protection Order - The Community Rangers have also been working with FOGs to roll out information on the PSPO including updating site signage and talking to park users. Hundreds of stickers and posters have been put in place in the borough’s parks, rangers continue to promote the PSPO and articles explaining the PSPO have appeared in print and online. Permanent mapping signage is currently being created for all relevant park areas.

Green Sefton Communications – Working with Sefton Comms, a communications plan has been drafted. Green Sefton has a healthy social media presence managed by the Community Engagement Team and is putting together a series of public events celebrating our natural and cultural heritage across Green Sefton’s sites, from shipwrecks to rare wildlife.

The team is also involved in the Liverpool City Region “Nature Connected” programme for 2019, the Year of the Environment.

Community self-management/Market testing of empty buildings

The service continues to explore new opportunities to facilitate community, sports and other groups taking on self-management of their facilities and features. In addition to existing arrangements, developing discussions are ongoing with a combination of groups and a market test exercise is to be undertaken to hopefully find suitable users for empty buildings (which may include commercial lettings).

Community / Partnerships

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Hesketh Park – two new volunteer groups i.e. Hesketh Centre volunteers and the ‘Lake Group’ have recently started to volunteer in the Park and are making a huge contribution. Negotiations have begun for the ‘lake group’ to take on self-management aspects of the lake and floral clock and for them to look to bring back boats for hire on the lake. The contribution of the new Groups is alongside the various existing volunteer groups.

Flooding Issues

During the period of prolonged dry weather over Summer flooding still occurred in Sefton mainly as a result of short, intense downpours.

Following thunderstorms on 31st May, two houses in Birkdale were affected by flooding - mitigation put in place (flood doors) were effective on one house, and the other was flooded under floorboards, but this did not reach within the actual house.

On the 12th June, near Waddicar, a piped watercourse under the Leeds Liverpool canal collapsed allowing canal water to flow out uncontrolled. There was only 1 property internally flooded and we are working with Canal and Rivers Trust on ensuring the culvert is replaced to an adequate standard as part of the repair.

On the 12th July an area of Aintree experienced intense rainfall associated with a thunderstorm. The majority of the flood water was contained within the highway, however, a number of residents on Sherwood’s Lane had external (garden) flooding, had Merseyside Fire and Rescue not responded there would have been internal flooding.

Coastal / Beach Management

Beach Car Parks - Sefton’s beaches had one of the busiest seasons in recent years this summer. The on-beach car parking at Ainsdale and Southport has now closed for the winter and will reopen in April.

Beach safety signage – Part funded by the RNLI, four ‘primary’ beach safety and environmental information signage will be manufactured over the winter and installed at Ainsdale and Southport beaches ready for 2019 season.

Cockle fishery – Working in partnership with various agencies and led by the Inshore Fisheries and Conservation Authority, Green Sefton officers assisted in delivering a safe cockle fishery at Marshside during August 2018.

Dune Habitat Management - Cattle and sheep will be returning to Ainsdale & Birkdale Sandhills LNR in October / November. Conservation grazing is used by the majority of the coastal landowners to maintain and improve our rare dune habitats, temporary staff, apprentices and core staff will be assisting in the daily monitoring of the livestock throughout the winter.

Winter is also the time for removing invasive species, in particular Japanese Rose and Sea Buckthorn, both of which are a threat to our protected habitats and the species they support. We are working with partner organisations including Back from the Brink - ‘Gems in the Dunes’ and Lancashire Wildlife Trust – ‘Bee Inspired’ to remove invasive plants and raise awareness of key species and some less well-

known ones, at several sites along the coast. Volunteers also assist in this area through participation with Friends events and activities via several platforms of opportunity.

Capital schemes

Buckley Hill Playing fields extension of car parking - Funding of a car park extension has been allocated by Full Council in order to alleviate severe roadside car park issues experienced last playing season. The contractor started on site mid-October and is due to complete their work by early November. Following this there is additional landscaping work and secure cycle parking facilities to be installed that will be delivered by green Sefton. The overflow car park will require a period of bedding in prior to use.

Ovington Drive and Smithy Green Play Areas - Works are being procured and will be undertaken in the Autumn.

Benchmarking/ Awards

Green Flag Award - The following sites all retained the Award for 2018/19: Botanic Gardens, Hesketh Park, Lord Street Gardens, King's Gardens, Coronation Park, Hatton Hill Park, Derby Park, North Park and Duke Street Park, Formby.

Green Flag Community Award - In 2018/19 the service assisted several community groups in retaining the Green Flag Community Award: Rotten Row, Southport, St Luke's Church Grounds, North Park Community Garden (involving the Gateway Collective and Ykids), Bridge Inn Community Farm, Formby, Friends of Ainsdale Village Park (who achieved the award for the first time in 2017), and Edda, also located in Ainsdale.

Britain in Bloom - All town and neighbourhood entries have been made, judging took place in July, results will be announced in a ceremony in the Autumn. The BBC have taken an interest in Southport in Bloom and have begun filming the development of this year's entry.

Bathing Water quality - The Environment Agency have begun their monitoring of our three bathing waters. We are following requirements for providing public notices etc (e.g. at high tide, or after storms). No issues have been raised to date.

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Report to:	Overview and Scrutiny Committee (Regeneration and Skills)	Date of Meeting:	Tuesday 6 November 2018
Subject:	Apprenticeships update		
Report of:	Head of Inward Investment and Employment	Wards Affected:	(All Wards);
Portfolio:	Regeneration and Skills		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

This report provides an update on national reforms to Apprenticeships, the actions being undertaken at Liverpool City Region level to support the growth of Apprenticeships and Sefton Council's own arrangements for introducing and supporting Apprenticeships into the Council workforce.

Recommendation(s):

That Committee Members:

- (1) Note the national reforms to Apprenticeships and the work undertaken at City Region level
- (2) Endorse the progress made within Sefton Council to support Apprenticeships into the Council workforce

Reasons for the Recommendation(s):

To respond to the Committee's request for an overview of Apprenticeships and how Sefton Council has responded to the recent changes in the system for Apprenticeships.

Alternative Options Considered and Rejected: (including any Risk Implications)

This report provides a position statement and update for the information of Committee members. Therefore, no alternative options have been considered.

What will it cost and how will it be financed? N/A

(A) Revenue Costs

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(B) Capital Costs

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):
Legal Implications:
Equality Implications:
(Please delete as appropriate and remove this text)

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Apprenticeships offer an alternative route into careers for young people who may not wish to pursue traditional academic routes at Post-16 stage
Facilitate confident and resilient communities: Employment of young people offers them access to sustainable, skilled work which impacts positively in their families and communities
Commission, broker and provide core services: Apprentices can be recruited to add capacity into any area of Council delivery, or that of any business sector including core services
Place – leadership and influencer: Sefton Council takes its responsibility seriously in leading by example with providing Apprenticeship opportunities for local residents
Drivers of change and reform: Apprenticeships are a key part of Government policy and are at the forefront of the LCR Devolution deal, as they are recognised as offering a key component for change
Facilitate sustainable economic prosperity: Apprenticeships have been proven to provide economic growth to business and public services and provide key talent into employers with ageing workforces.
Greater income for social investment: Not applicable
Cleaner Greener Apprenticeship training frameworks are available across a very broad spectrum, of occupational areas, from environmental management to horticulture. These help provide the skills Sefton needs to respond to environmental concerns

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD.5449/18.....) and the Chief Legal and Democratic Officer (LD.4574/18....) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

Implementation Date for the Decision

Following the expiry of the “call-in” period for the Minutes of the Cabinet Meeting

Contact Officer:	Claire Maguire
Telephone Number:	Tel: 0151 934 2684
Email Address:	claire.maguire@sefton.gov.uk

Appendices:

There are no appendices to this report

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

What are apprenticeships?

Apprentices are employees with a contract of employment who spend at least 20% of their time in off-the-job training which is usually delivered by an external Apprenticeships training provider. The employer chooses the provider from an approved list, and works with them to decide how the training is delivered and the level of training to be received. This might be in the workplace or on regular day release, through workshops, or through work shadowing. Apprentices are supported by a mentor at work and training must be directly relevant to the Apprenticeship framework being followed. Ongoing assessment of the apprentice ensures they are meeting required standards for the qualifications they are working towards. Once an apprentice completes their Apprenticeship they must demonstrate they can perform relevant tasks to industry standards. This provides a guarantee of competence to the employer. Apprenticeships offer benefits to employers in a number of ways:

- Building skills: 82% of employers take on apprentices to build the skills capacity in their business
- Reducing training costs: up to 100% funding is available to support Apprenticeship programmes within business
- Increasing productivity: statistics suggest the average apprentice improves productivity by £214 a week

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- Reduced staff turnover: Apprenticeships encourage staff satisfaction and loyalty
- Reduced recruitment costs: Apprenticeship providers can help employers identify suitable interview candidates. (in Sefton this is done via our internal Apprenticeships team and Sefton@work)
- Apprenticeships are a tested way of re-training or up-skilling existing staff, and attracting new staff with new ideas
- Training can be carried out on employer premises and is flexible to fit in with staff schedules
- If employers recruit an apprentice below the age of 25 they are not required to pay employer National Insurance contributions for them

2. Government Policy on Apprenticeships and the levy

The government published *English Apprenticeships: Our 2020 Vision* in 2015. It sets out an ambitious new target for 3 million new apprenticeship starts by 2020. This is being enabled by the introduction of the Apprenticeship Levy, whereby employers will pay training providers directly via the Digital Account Levy Funds. The new system will also increase the number of levels on the apprenticeship ladder by introducing and phasing in Higher and Degree level apprenticeships.

From April 2018, employers can transfer funds to other employers, through the apprenticeship service. Transfers can be made to any employer, including smaller employers in their supply chain, and apprenticeship training agencies. Levy-paying employers will initially be able to transfer up to 10% of the annual value of funds entering their apprenticeship service account.

Levy-paying employers who wish to transfer funds will have to agree the individual apprenticeships that will be funded by a transfer with the employer receiving the funds. Employers receiving transferred funds will only be able to use them to pay for training and assessment for apprenticeship standards. Transferred funds cannot be used to pay for training and assessment for apprenticeship frameworks.

Employers with a pay bill of less than £3 million a year do not need to pay the levy. 90% of the cost of training and assessing apprentices in these organisations is paid by the government. If they have fewer than 50 employees, government will pay 100% of costs for 16 to 18 year apprentices or those aged 19-24 formerly in care or with a local authority education, health and care plan.

Employers within the public sector were also required to sign up to a Corporate target for the recruitment and retention of Apprenticeships, in order to provide good practice exemplars in the local regions.

A range of reforms have been introduced and these changes are incremental and ongoing, many of which are seeking to correct the recent downturn in numbers of Apprenticeships, despite the government's continued prioritization of Apprenticeships as a key part of policy on education and training. Some of these changes include:

- Care leavers bursary of £1000 within the Apprenticeship funding rules
- Apprenticeships available now form level 1 through to level 7 (equivalent to Masters degree)
- Training costs for smaller non-levy paying employers have been greatly reduced

The Local Government Association is proposing:

- An extension on the two year limit (from April 2017) to spend the Levy against key standards for local authority workforces, some of which have only just been approved or are still in development.
- The power for local areas to use the Levy more flexibly to recognise the full costs of apprenticeship programmes including on pre-apprenticeship training, so long as there is a final apprenticeship outcome.
- Local areas to retain the Levy underspend rather than handing it over to the Treasury

3. Liverpool City Region initiatives to Support Apprenticeships

3.1 LCR Apprenticeship Hub

Sefton has expressed its full commitment as part of the LCR Combined Authority to the expansion of Apprenticeships. As a large-scale employer in Merseyside, it also leads by example by creating a wide range of apprenticeship places across its departments spanning a number of occupational areas.

Apprenticeships form a key component of the LCR Devolution Deal with government and external funding has been made available to support the creation of the LCR Apprenticeships Hub. The Hub provides a range of promotional events in each LA area, hosts a number of high profile Skills Shows and undertakes ongoing engagement with employers to promote the benefits of creating apprenticeships within the workforce together with a web based resource for young people, training providers, employers and advisers.

3.2 LCR Apprenticeship Growth Plan

In January 2018, the LCR Employment & Skills Board agreed the LCR Apprenticeship Growth Plan. This Plan has been widely consulted upon and expresses a desire for the City region to deliver a step change in both the quality and quantity of Apprenticeship opportunities with an objective to create 20,000 Apprenticeship starts by 2020.

The Plan identifies the key challenges that without collective and collaborative action could inhibit programme delivery and future growth. These include:

- The impact of apprenticeship reforms;
- Apprenticeship awareness and understanding amongst employers;
- Falling 16-18 apprenticeship participation and local demographic impact;
- An imbalance between employer demand and the availability of provision;
- The issue of low attainment of English and maths at age 16 compared to national averages in some areas;
- The technical skills gap that exists across Liverpool City Region; and
- The complexity and fragmentation of the local skills system.

Sefton Council works in collaboration with the LCR in sharing best practice and will work in partnership to jointly commission relevant Higher Degree Level Apprenticeships. The opportunity to maximise the levy funds in conjunction with other partners to develop the skills that are required for Sefton's economy will also be critical for the future.

All six Local Authorities are progressing with their individual apprenticeship plans;

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however, a range of different approaches have been adopted across the Councils and other organisations. There are therefore some helpful learning points from the various approaches taken to date together with a recognition that there is scope for greater collaboration.

Last year City Region Chief Executives agreed to retain an element of AGE grants payable to Councils to secure some additional capacity to support with the implementation of the apprenticeship levy and maximise the potential that this has for workforce development. This funding was matched by the Combined Authority from AGE Grant underspend to increase the level of resource available.

As a result, following a review of current activity and consultation with the Local Authorities and Merseytravel, the Employment and Skills Team within the Combined Authority developed a specification which identified a number of priorities areas for support:

- Supporting the planning, positioning and mapping of apprenticeships as career progression pathways for key public sector job roles
- Extending the partnership working arrangements, supporting a network and sourcing and sharing best practice to increase penetration
- Supporting a collaborative approach to procurement for new provision across the local authorities and Merseytravel; engaging with provider networks to understand the supply base and articulate demand
- Providing additional capacity to local authorities, where required, in their work with schools or other organisations to maximise the levy spend and meet the public sector target
- Exploring the innovative use of the apprenticeship levy, including utilising the 10% transfer flexibility or supporting delivery through an ATA model
- Collating collective demand for apprenticeships where there is a common need to generate viable cohorts for delivery.

The 6 local authorities and Merseytravel are proactively taking forward collective activity, examples of which include:

- Hosting a joint stand at the recent Liverpool City Region Skills Show, to promote apprenticeship opportunities and careers across the public sector;
- Sharing good practice across key elements including recruitment, procurement and provider management;
- Identifying potential opportunities for collective procurement including Level 7 Management, Project Management and Social Work; and
- Publishing a collective statement of apprenticeship commitment as part of the first Public Sector Target reporting process.

Most notably the seven organisations submitted a collaborative bid to the Local Government Association, who were developing a bespoke support offer to Local Authorities to provide 2 days of consultancy support to individual organisations. As a result, the Liverpool City Region have secured 6 days of specialist support to aid with apprenticeship mapping, procurement and school engagement.

LCR is the only devolution area in the country to have adopted and been successful in securing support as a collaborative group.

4. Sefton Council and Apprenticeships

Sefton Council is a key player in supporting Apprenticeships on a number of levels:

- Strategic direction

LCR apprenticeships Growth plan forms part of Cllr Maher's responsibilities as Portfolio lead for employment and skills for the Combined Authority

Cllr Atkinson represents Sefton Council on the LCR Employment & Skills Board which is the body responsible for the direction of programmes such as The Apprenticeships Hub, and the Apprenticeships Growth Plan.

- Sefton Council as an Apprenticeship Employer

Responsibility for the delivery of apprenticeships within the workforce lies with the Workforce Development Unit

- Sefton Council as Promoter of Apprenticeships within the local labour market

Responsibility for encouraging local employers to recruit local Apprentices, marketing the vacancies and identifying suitable shortlists of candidates and other recruitment support as required lies with Sefton@work.

Apprenticeships offer the Council an opportunity to help address many issues in respect of an ageing workforce; building capacity and to introduce new skills to meet its future business needs. These apprenticeships focus on building career pathways for people to gain specific qualifications and expertise the Council requires now and in years to come. It's about maximising opportunities to spend the apprenticeship levy and using it creatively and innovatively to support the Council's major change programme the "Framework for Change" and Sefton's 2030 vision. The Council took a resolution more than five years ago to pay all internal apprentices the National Minimum Wage for the age, rather than the lower National Apprenticeship wage.

Apprenticeships also allow the Council to demonstrate its commitment to reducing youth unemployment in a tangible and measurable way. Firstly, by offering apprentices to apply for re-deployment opportunities towards the end of their apprenticeship fixed term contract. Secondly by offering additional employability support from Sefton@Work to find employment in the wider jobs market.

Providing apprenticeships and routes into apprenticeships are an integral part of Sefton's wider economic, skills strategy and education strategy by helping to raise skills and aspirations. One of the key aims of the Council's apprenticeship programme is to invest and upskill the current workforce to ensure they possess the right, skills, knowledge and behaviours that support a 21st Century Public Sector organisation.

In addition to provide information, advice and guidance relating to the reforms, we also work with schools to promote the benefits the changes can offer in helping to meet skill gaps and future workforce needs. This will include raising awareness of the new apprenticeship standards in development for Teachers, Teaching Assistants and School Business Directors, as well as a range of other broader standards that could be used by the wider schools' workforce in helping to create apprentice opportunities

Sefton Council has been actively recruiting apprentices since 2010. The Council has a Corporate Apprenticeship Team that fully supports departments and managers to recruit

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apprenticeship across the whole of the Council. The Corporate Apprenticeship Team carries out the following:

- Advertisement of vacancies
- DBS checks
- Initial assessments in English and Maths (to support the recruitment process)
- Recruitment, selection and approval of references
- Issue of apprenticeship contract
- Quarterly reviews to assess progress and milestones
- Support for managers with any work place issues including HR support
- Access to Sefton recruitment opportunities i.e. advice and support with applications forms, mock interviews and job readiness for work.

The Council 2.3% public sector target was to sign up 136 apprentices for the period of 1st April 2017 – 31st March 2018. The Corporate Apprenticeship Team signed up 100 new apprentices which equates to 1.69%.

The Corporate Apprenticeship Team have undertaken the following tasks to support the Council to achieve the 2.3% Public Sector Target:

- Actively targeted Heads of Service by attending Departmental Managers Meeting to raise awareness of either recruiting a new apprentice or to identify staff conversions
- Briefing sessions for existing workforce – lunch-time events with flyers, supported by Training Providers
- Held Elected Members Meet & Greet events to showcase an apprentices journey with Sefton Council
- Created and circulated flyers to schools to promote apprenticeships for existing staff
- Information on apprenticeship training is available on the Council's intranet pages
- Active promotions during National Apprenticeship Week and Learning at work week, including a celebration event to show case the success of our workforce
- Attendance at Primary school bursar meetings and School Head Teachers meetings to reinforce apprenticeship opportunities
- Attended the Liverpool City Region Skill Show to raise awareness of Apprenticeships
- Attended Careers Events at Schools to raise awareness of Apprenticeships
- Targeted schools on an individual basis to raise awareness of apprenticeships
- Identified a budget for departments to access for apprenticeship salaries

Since the introduction of the apprenticeship levy the Council has faced a number of challenges:

- Procurement – we had to undertake an OJEU procurement exercise to identify a preferred provider list who could deliver the required standards / frameworks
- With the continuous release of apprenticeship standards, it is difficult to procure additional niche providers to respond to diverse demand.
- Due to the reduction of funding from Central Government all departments are facing financial challenges to fund the apprenticeship salary. The Council has set aside a budget to part fund , however some departments have struggled with funding, given the need for transformation/overall budget reductions.

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- Schools are facing financial challenges which has impacted on them participating as we would wish for, which has meant some schools have not been able to utilise the levy.
- As it stands, the levy cannot pay for salary costs for Apprentices. If this restriction could be lifted, this would allow the Council to roll out more Apprenticeship opportunities.
- The requirement for 20% off the job training is also a cause for concern to departments

Despite these constraints, however, The Council will continue to do its utmost to recruit apprentices and engage the workforce, through the following means:

- Working closely with Liverpool City Region Local Authorities to share best practice, undertake joint procurement exercises where relevant
- Map out apprenticeship routeways across the Council to support succession planning and workforce development
- To monitor new standards/frameworks which meet the Council's Strategic Priorities/2030 Vision to ensure we develop a 21st Century Public Sector workforce.
- To develop a 2018-2020 Apprenticeship Strategy which will include our overall approach and how we will increase apprenticeship activity
- Identify apprenticeship opportunities as part of a workforce planning activity/succession planning
- Actively promote apprenticeships with Heads of Service/Senior Managers
- Develop opportunities to utilise higher level apprenticeships in support of skills needs, raising skills and aspirations
- Continue to support and develop the pathway programme which supports care leavers into apprenticeships
- Promote and work in partnership with Council Maintained Schools to maximise the levy spend
- Identify progression routes for apprentices to gain valuable skills and knowledge within Local Government.
- Showcase the apprenticeship programme through good news stories, case studies, video's, etc
- Attend careers fairs, skills shows and events which raises awareness of apprenticeships .

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OVERVIEW AND SCRUTINY COMMITTEE (REGENERATION AND SKILLS)

6 NOVEMBER 2018

Shale Gas Working Group Position Report - Update

The Chief Planning Officer has advised that the Council's response to the two Government consultations on permitted development for shale exploration and the Nationally Significant Infrastructure Project criteria for shale production projects have been approved by Councillor Veidman, Cabinet Member – Planning and Building Control and submitted to Government as part of the consultation process.

There is nothing else material to update the Committee on because the Good Practice and Expectations Document (Action 2) for shale gas and oil development projects will need to be updated on the basis of the Government's final position on the following three matters:

- (1) Department for Business, Energy and Industrial Strategy consultation on Inclusion of Shale Gas Production Projects in the Nationally Significant Infrastructure Project Regime;
- (2) Ministry of Housing, Communities and Local Government consultation Permitted development for shale gas exploration; and
- (3) proposed Government consultation on community participation and engagement (yet to be launched by proposed Autumn 2018).

Once the Government position is published the Good Practice and Expectations Document can be amended and reported to a future meeting of the Committee.

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