



COUNCIL SUMMONS

To Members of the Metropolitan Borough Council

Dear Councillor

You are requested to attend a Remote Meeting of the Sefton Metropolitan Borough Council to be held on **Thursday 21st January, 2021 at 6.30 pm** to transact the business set out on the agenda overleaf.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "Dwayne", followed by a horizontal line.

Chief Executive

Town Hall,
Southport

Wednesday 13 January 2021

Please contact Ruth Harrison, Democratic Services Manager
on 0151 934 2046 or e-mail ruth.harrison@sefton.gov.uk

We endeavour to provide a reasonable number of full agendas, including reports at the meeting. If you wish to ensure that you have a copy to refer to at the meeting, please can you print off your own copy of the agenda pack prior to the meeting.

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A G E N D A

1. Apologies for Absence

2. Declarations of Interest

Members are requested at a meeting where a disclosable pecuniary interest or personal interest arises, which is not already included in their Register of Members' Interests, to declare any interests that relate to an item on the agenda.

Where a Member discloses a Disclosable Pecuniary Interest, he/she must withdraw from the meeting by switching their camera and microphone off during the whole consideration of any item of business in which he/she has an interest, except where he/she is permitted to remain as a result of a grant of a dispensation.

Where a Member discloses a personal interest he/she must seek advice from the Monitoring Officer or staff member representing the Monitoring Officer to determine whether the Member should withdraw from the meeting during the whole consideration of any item of business in which he/she has an interest or whether the Member can remain in the meeting or remain in the meeting and vote on the relevant decision.

3. Minutes of Previous Meeting

(Pages 7 - 22)

Minutes of the meeting held on 19 November 2020.

4. Mayor's Communications

Public Session

5. Matters Raised by the Public

To deal with matters raised by members of the public resident within the Borough, of which notice has been given in accordance with the procedures relating to public questions, motions or petitions set out in Paragraph 36 to 47 of the Council and Committee Procedure Rules in Chapter 4 of the Council Constitution.

(Details of any further petitions notified or questions submitted by members of the public will be circulated at the meeting).

Council Business Session

6. Questions Raised by Members of the Council

To receive and consider questions to Cabinet Members, Chairs of Committees or Spokespersons for any of the Joint

Authorities upon any matter within their portfolio/area of responsibility, of which notice has been given by Members of the Council in accordance with Paragraph 49 to 51 of the Council and Committee Procedure Rules, set out in Chapter 4 of the Council Constitution.

- 7. Council Tax Reduction Scheme, Council Tax Base 2021/22** (Pages 23 - 40)

Report of the Executive Director of Corporate Resources and Customer Services.
- 8. Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - Revenue and Capital Budget Update 2020/21 including the Financial Impact of COVID-19 on the 2020/21 Budget - Capital Budget Update - Additional Capital Estimates** (Pages 41 - 44)

Report of the Executive Director of Corporate Resources and Customer Services.
- 9. Pay Policy** (Pages 45 - 64)

Report of the Executive Director of Corporate Resources and Customer Services.
- 10. ICT Security Policy 2020** (Pages 65 - 90)

Report of the Executive Director of Corporate Resources and Customer Services.
- 11. Programme of Meetings – 2021/22 Municipal Year** (Pages 91 - 114)

Report of the Chief Legal and Democratic Officer
- 12. Councillor Richard Hands - Local Government Act 1972 – Section 85 - Attendance at Meetings** (Pages 115 - 118)

Report of the Chief Legal and Democratic Officer
- 13. Matters dealt with in accordance with Rule 46 of the Scrutiny Procedure Rules (Call-In and Urgency) of the Constitution** (Pages 119 - 122)

Report of the Leader of the Council.
- 14. Membership of Committees 2020/21**

To consider any changes to the Membership of any committees etc.

15. **Motion submitted by Councillor John Sayers - Crohn's and Colitis UK** (Pages 123 - 124)
16. **Motion submitted by Councillor Grace - Fireworks** (Pages 125 - 126)
17. **Motion submitted by Councillor Sir Ron Watson - Facilities for a category of the disabled** (Pages 127 - 128)

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COUNCIL

MEETING HELD AT THE REMOTE MEETING ON THURSDAY 19TH NOVEMBER, 2020

PRESENT: The Mayor (Councillor Burns) in the Chair
The Deputy Mayor (Councillor Robinson) Vice Chair

Councillors Atkinson, Blackburne, Bradshaw, Brennan, Brodie - Browne, Brough, Byrom, Carr, Carragher, Cluskey, Cummins, Dawson, Dodd, Dowd, Doyle, Dutton, Evans, Fairclough, Friel, Gannon, Grace, Halsall, Hardy, Howard, Irving, Keith, John Kelly, John Joseph Kelly, Killen, Lappin, Lewis, Maher, McCann, McKinley, Moncur, Morris, Murphy, Myers, O'Brien, O'Hanlon, Pitt, Pugh, Pullin, Roche, Roscoe, Sathiy, John Sayers, Yvonne Sayers, Shaw, Spencer, Thomas, Anne Thompson, Lynne Thompson, Tweed, Veidman, Waterfield, Sir Ron Watson and Webster

24. MAYORS WELCOME

The Mayor took the opportunity to welcome Members to the remote meeting of Sefton Council and extended a special welcome to members of the public who were viewing the meeting online. This meeting was being held using Microsoft Teams Live Events software. A protocol for Members attending remote meetings had been circulated prior to the meeting and Members were respectfully requested to adhere to the protocol.

The Mayor advised all Members who were nominated Spokespersons or Movers and Seconders of Motions to turn their cameras off and mute their microphones when not addressing the meeting. The Mayor also advised that any of the nominated Spokespersons, Movers and Seconders of Motions who would like to address the meeting at any time should indicate by using the chat facility in Microsoft Teams and emphasised that the chat facility should only be used to indicate the wish to speak.

The Mayor further advised that all Members who were not nominated Spokespersons should turn their camera off and mute their microphone, and that they should only un-mute their microphone to confirm their attendance and to state how they wish to vote.

The Mayor highlighted that during the meeting Members should indicate their agreement to an item in the usual way and in the case of an item not being agreed, a vote would be taken on the item. The vote would be taken by an officer asking each member in alphabetical order to indicate their vote. Members should turn on their microphones when it was their turn to vote but that there was no need to turn on their camera.

Agenda Item 3

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett, Hands, Jones and McGinnity

26. DECLARATIONS OF INTEREST

No declarations of any disclosable pecuniary interests or personal interests were received.

27. MINUTES OF PREVIOUS MEETING

RESOLVED:

That the Minutes of the Council Meeting held on 17 September 2020 were approved as a correct record.

28. MAYOR'S COMMUNICATIONS

Death of Former Sefton Mayor Tom Lewis

The Mayor reported on the sad passing of Councillor Dutton's Father, former Councillor and Mayor of Sefton Mr. Thomas Lewis.

Mr Lewis had served the Molyneux Ward from the conception of Sefton Council in 1974 to May 1996. He represented Sefton Council on the Merseyside Waste Disposal Authority and the Policy and Resources Committee.

Mr Lewis was also elected Mayor of Sefton in 1995-1996.

Councillors Sir Ron Watson, Pugh and Cummins paid tribute to Mr. Thomas Lewis.

Councillor Dutton thanked all Members and Officers for their kindness, support and tributes to her Father.

The Mayor reported that the Mayor of Liverpool, Joe Anderson, had recently lost both his brothers and requested that the Council keep him and his family in its thoughts at this difficult time.

The Mayor also reported on the sad news and tragic loss of MP Peter Dowd's Daughter, Jenny Dowd and requested that the Council sends its deepest sympathy to MP Peter Dowd, Councillor Liz Dowd and their family at this difficult time.

The Mayor also reported on the sad passing of Mr. Ralph Maher, the Father of Councillor Maher and Grandfather of Councillor Hardy and requested that the Council sends its heartfelt sympathy to Councillors Maher, Hardy and all the family at this sad time.

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

The Council observed a one Minute silence as a mark of respect.

Remembrance

The Mayor reported on Armistice's day and the tributes paid to those who had given their life during conflict and referred to the special virtual Remembrance broadcast.

Wreaths were laid at war memorials across the borough by representatives from Sefton Council, including the Mayor herself, the Leader of the Council, Cabinet Members and ward councillors.

The Mayor thanked Ollie Cowan from the Communications Team and Shaun Pimblett, Civic and Mayoral Officer who organised the virtual film. The Mayor also thanked Reverend Bill Mathews who narrated and all those Members who were involved. The Mayor further thanked all Officers, the Royal British Legion, the Police and Members of the Public for their co-operation in what was a fitting tribute to all those who had given their life during conflict.

Mayor's Christmas Toy Appeal

The Mayor reported that donations of new unwrapped presents or gift vouchers for the Mayor's Christmas Toy Appeal could be donated and left at Libraries or Leisure Centres across the Borough from 2 December 2020.

29. MATTERS RAISED BY THE PUBLIC

The Mayor reported that a public petition had been received containing the signatures of over 500 people and that the summary of the petition stated:

"In 1999 we were granted a lease by the land owner Sefton MBC on an 8.5 acre piece of wasteland which had been subject to illegal tipping of demolition waste. The granting of the lease was subject to the clearance of the demolition waste and reinstatement of the land. 800 tons of rubble was removed. As that lease ended we were granted a 10 year lease following the building of new purpose built stabling and an Education Centre to support the alternative curriculum education programme, the mental health therapeutic interventions and the behaviour coaching which we do alongside the rescued horses and ponies. This intervention is known as Equine Assisted Therapy and we assist all ages of people, military veterans, people in recovery from addiction and homeless people. The cost of all of this was borne by our founding trustees who are not and were never wealthy people. The very foundation and development of this project has been built upon their personal sacrifice. Over 270 horses and ponies have come through our gates along with many hundreds of people. Many young people have gained successful careers in various equine roles following their engagement with Shy Lowen.

As the lease passed the half way point it became difficult to secure funding as there was no guarantee of longevity so on 2nd January 2017 an email was sent to the Manor Ward councillors to request support in gaining a

Agenda Item 3

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

new long lease. Following strong negotiation Sefton MBC eventually agreed in Summer 2019 that a 99 year lease could be granted at marginally below the commercial rate. We agreed although we are aware that the council could legally gift the site in the light of the investment made both financially and in public benefit as has been the case with other organisations. We have still not received a formal agreement and we now occupy a site for which we have no lease at all and so are rendered unable to obtain realistic funding to fund and further develop our offering.

Many lives are affected both equine and human by the nurturing nature of our organisation. Our methodology of Equine Assisted Therapy built on emotion and communication through 'horse whispering' is award winning and has been the subject of Mainstream Television documentaries. We now have an accredited course to teach people to become Equine Assisted Therapy Facilitators.

We want Sefton MBC to recognise the work we do and treat us with the respect we have earned over 21 years and grant us the permanence of occupancy we need to make Shy Lowen the place it really can be, bringing all the greatness of the outdoors to the Sefton community and beyond.”

In accordance with the Procedure Rules for Remote Meetings of the Council, the ILead pPetitioner was advised of her right to submit a written statement, not lasting more than 5 minutes. The Chief Legal and Democratic Officer read out the representations made on behalf of the Lead petitioner.

The Cabinet Member for Regulatory, Compliance and Corporate Services, Councillor Lappin responded to the petition and Members debated the petition.

Thereafter, it was moved by Councillor Lappin, seconded by Councillor Grace and

RESOLVED:

That the lead petitioner be thanked for submitting the petition and the petition be noted.

30. QUESTIONS RAISED BY MEMBERS OF THE COUNCIL

The Mayor reported that the schedule setting out the questions submitted by Members of the Council together with the response by the appropriate Cabinet Member had been e-mailed to all Members of the Council.

The Mayor further reported on the following procedure for the asking of supplementary questions at the remote meeting of Council.

Members would be given the opportunity to ask one supplementary question of the Leader/Cabinet Member and those questions should be e-mailed to the Chief Legal and Democratic Officer by 4 pm the following day after the Council Meeting, Friday 20 November. It was further

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

reported that the answers to the supplementary questions would be e-mailed directly to the Councillor by 4 p.m. on the Monday following the Council meeting, date being 23 November 2020.

The Mayor indicated that the Democratic Services Manager or her colleague would e-mail all Members of the Council with the complete supplementary question and answer schedule the following week after Council.

The Mayor reminded Members when submitting a supplementary question that the question should be a question and not a statement and furthermore must arise directly out of the original question or the reply.

31. PROPOSED PUBLIC SPACE PROTECTION ORDER - DOG CONTROL

RESOLVED:

That the item be withdrawn from the Agenda.

32. TREASURY MANAGEMENT MID-YEAR REPORT 2020/21

The Council considered the report of the Executive Director of Corporate Resources and Customer Services in relation to the Treasury Management activities undertaken to 30 September 2020.

It was moved by Councillor Maher, seconded by Councillor Fairclough and

RESOLVED:

That the Treasury Management update to 30 September 2020 be noted; the effects of decisions taken in pursuit of the Treasury Management Strategy be reviewed; and the implications of changes resulting from regulatory, economic and market factors affecting the Council's treasury management activities be considered.

33. FINANCIAL PROCEDURE RULES

The Council considered the report of the Executive Director of Corporate Resources and Customer Services in relation to revisions to the Financial Procedure Rules.

It was moved by Councillor Robinson, seconded by Councillor Roche and

RESOLVED:

That the amended Financial Procedure Rules as set out in the Appendix to the report, be approved.

Agenda Item 3

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

34. MEMBERSHIP OF COMMITTEES 2019/20

The Mayor reported that notice had been given by the Labour Group Whip, Councillor Grace and the Conservative Group Whip Councillor Morris of the following changes to Memberships of Committees and Outside Bodies in respect of their Group Memberships:

The Labour Group requested to make the following changes in relation to former Councillor Michael O'Brien's Memberships.

Planning Committee

- Councillor Brenda O'Brien – Vice Chair of Planning
- Councillor Carragher Member and Councillor Carr her Substitute Member

Licensing and Regulatory Committee

- Councillor Paula Spencer - Member

Planning Urgent Referrals Committee

- Councillor John Kelly Member and Councillor Michael Roche his Substitute Member

Overview and Scrutiny Committee (Children's Services and Safeguarding)

- Councillor Greg Myers - Substitute Member for Councillor Webster

Overview and Scrutiny Committee (Adult Social Care and Health)

- Councillor Anne Thompson – Substitute Member for Councillor Cluskey

Joint Consultative Committee for Teaching Staff

- Councillor Waterfield – Substitute Member for Councillor Brennan

Joint Consultative Committee

- Councillor Grace

The Conservative Group requested that Councillor Dutton replace Councillor Pitt on the Consolidated Charities of Thomas Brown and Marsh Dole of Formby.

RESOLVED:

The changes as detailed above, be approved.

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

35. MOTION SUBMITTED BY COUNCILLOR MONCUR - THE UNION LEARNING FUND

The Union Learning Fund

It was moved by Councillor Moncur, seconded by Councillor Lappin and unanimously:

RESOLVED: That:

This Council notes:

1. On Tuesday 6 October, the TUC received a letter from the Department for Education saying that ministers have decided to end the Union Learning Fund from March 2021.
2. The Union Learning Fund (ULF) was set up in 1998 to support trade unions to widen access to learning and training in workplaces for both union members and non-members. The fund supports workplace projects across England and is coordinated by the TUC.
3. Each year around 200,000 workers are supported into learning or training with union support through the ULF and the TUC. These learners undertake all sorts of job-relevant learning and training, including basic literacy and numeracy, ICT skills, apprenticeships and traineeships, vocational training, continuing professional development and many other informal and formal courses.
4. In 2019–20, the ULF was worth £12m. If upheld this decision will effectively end union-brokered skills, training, and will undermine key government skills and retraining priorities at a crucial moment for our economy.

This Council understands that: -

1. Union learning reaches people that other DfE programmes do not reach.
2. There is an independent evaluation of the Union Learning Fund every two years. It was most recently evaluated by the University of Exeter in 2018. They spoke to 2,459 learners, and found:
 - Over two-thirds (68 per cent) of learners with no previous qualifications got a qualification.
 - 47 per cent of those with entry level or level 1 qualifications got a qualification at a higher level.
 - Four in five (80 per cent) said they had developed skills that they could transfer to a new job.
 - Two in three (62 per cent) said their new skills made them more effective in their current job.

Agenda Item 3

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

- One in five (19 per cent) said they had been promoted or given increased responsibility and one in 10 (11 per cent) got a pay rise.
3. The 2018 independent evaluation found that union learning provided excellent value for money:
 - For every £1 spent on the Union Learning Fund, there is a return of £12.30: £7.60 to the worker, £4.70 to the employer.
 - The Union Learning Fund delivers an estimated net contribution to the economy of more than £1.4bn as a result of a boost to jobs, wages and productivity.
 - The return to the exchequer (through reduced spending on welfare benefits and other factors resulting from the boost to jobs and wages) is £3.57 for each £1 spent on the Union Learning Fund.
 - The £12m government funding levered in an additional £54m from employers, unions and training providers in 2019–20.
 4. The government has said it will put reskilling workers at the heart of its economic recovery plans after the pandemic. In September 2020, the government announced a new fully funded entitlement to achieve a first level 3 qualification, delivered through the National Skills Fund. Union learning is ideally placed to support this aspiration, in two ways: -
 - directly, through delivering relevant level 3 courses to workplace learners, which is already a core function of the Union Learning Fund and was assessed as highly effective by the 2018 independent evaluation
 - directly, through enabling those with basic skills to learn and develop, putting them in a position to progress to level 3 skills
 5. Successive governments of all parties have valued this role – and have supported the Union Learning Fund. As government funding, it is paid as a contract and is subject to stringent monitoring requirements. Union Learning Fund money can only be spent on the direct costs of getting working people into learning and skills training, and the associated costs of delivering this programme.
 6. ULF projects adapted quickly to delivering online learning and training for workers during the pandemic and have actually surpassed the number of outcomes expected by government since the beginning of April.

This Council resolves to:

1. Express its public support for the continuation of the Union Learning Fund

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

2. Raise this issue with our local MPs and encourage them to call on the government to reverse its decision.

36. MOTION SUBMITTED BY COUNCILLOR ROSCOE - MOSQUITO DEVICES

Mosquito Devices

It was moved by Councillor Roscoe, seconded by Councillor J.J.Kelly and unanimously:

RESOLVED: That:

This Council recognises that the Equality Act 2010 recognises age as a protected characteristic and that under the Equality Act 2010 people are protected from discrimination in many situations such as using public services.

Mosquito devices emit a high pitch noise designed to be heard only by those under the age of 25. They are designed to prevent anti-social behaviour from young people, but they are indiscriminate and have negative effects on all those who can hear the noise they emit, particularly babies and people with autism. They can cause distress and harm to certain segments in society, including causing nausea, dizziness and pain, as well as affecting children's sense of balance. ⁽¹⁾

Albert Aynsley Green, who was appointed by the government to champion children's rights, has stated that they demonise all children, including babies regardless if they are misbehaving or not. ⁽²⁾

According to Liberty who have called for a ban on these devices ⁽³⁾

- The Mosquito targets any young person in the area, including very young children and babies;
- It affects law abiding children in the same way as those who are committing offences, which is degrading and discriminatory;
- It assumes young people will behave badly, and doesn't affect adult law breakers at all;
- It is a disproportionate and unfair reaction to the bad behaviour of some children, often creating no-go areas for young people in their own towns;
- It alienates young people from the community, which could prove counter-productive;
- It exposes young people to extreme discomfort, and little is known about the long-term effects on people's hearing.

Agenda Item 3

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

Sefton Council commits to prohibit the use of these devices on any council-owned public space, amenity or park to ensure the protection of young people's human rights, health and engagement within the community.

- (1) <https://web.archive.org/web/20110927131822/http://www.baua.de/nr5858/de/Presse/Pressemitteilungen/2007/12/pm079-07.html>
(accessed Feb 2020)
- (2) <https://www.theguardian.com/society/2008/feb/12/mosquito.young.people> (accessed Feb 2020)
- (3) <https://www.libertyhumanrights.org.uk/human-rights/fighting-discrimination/young-people/mosquito> (accessed Feb 2020)

37. MOTION SUBMITTED BY COUNCILLOR THOMAS - SCRAMBLER BIKES

Scrambler Bikes

It was moved by Councillor Thomas, seconded by Councillor Cluskey and unanimously:

RESOLVED: That:

Scramblers are terrorising too many communities. It is a growing and disturbing trend. It affects areas, predominantly urban, right across the country and our region, unfortunately, with no sign of cessation.

We are all familiar with the media case of a young woman from Netherton. She was on her way to pick up her 5 year old daughter on 1st October, when a scrambler bike hit her.

Whilst we acknowledge that Merseyside Police do their best to police the use of these vehicles, there currently exists a shortfall in funding to combat this type of dangerous criminal conduct that is blighting our Communities.

Sefton Council respectfully call upon the Government to increase the resources for tackling crimes where the bike is being driven in an unsafe or antisocial manner and to actively support any positive action that can be pursued in order to counteract the serious public safety issues associated with the misuse of scramblers and quad bikes.

We encourage the Government to work with our Partnerships on legislation that significantly improves the policing of this area of criminality.

Sefton Council recognises: -

1.
 - a) the ongoing problems of motorbike crime and other antisocial behaviour which blights our communities,

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

- b) that such disorder is caused by a small number of individuals who are not reflective of the wider community,
 - c) the commitment, professionalism and bravery of police officers who work hard to provide a visible police presence.
 - d) that the success in tackling these issues will depend, not just on effective policing, but also on improved education and community support. Council commends Police and partners for their work as part of the Scrambler Bike campaign which is currently on hold due to the Coronavirus pandemic.
2. Council would welcome additional national policing resources which may be deployed in local communities to bolster this campaign, and in so doing recognises the positive impact of a visible on the street police presence in areas affected by crime.
 3. Council welcomes the cross-party support which exists for the campaign and the collaboration between local councillors and MPs with local police, council officials and community representatives.
 4. Council commits to continuing to support this campaign by working with the police, voluntary organisations and the wider community, providing the necessary support and resources where required.
 5. Council commits to further tackling these issues through education in schools and community-based activities which can help reduce situations which lead to anti-social behaviour.
 6. Council, therefore, calls for the Sefton Safer Communities Partnership to consider what further action the Council can take to address the underlying issues which lead to crime and antisocial behaviour as part of a longer-term strategy on these issues.

38. MOTION SUBMITTED BY COUNCILLOR VEIDMAN - PLANNING WHITE PAPER

Planning White Paper

It was moved by Councillor Veidman, seconded by Councillor Carragher:

That:

On 6th August 2020 the Housing Secretary published a White Paper on 'Planning for the Future' which outlines major changes to the current planning system including a new way of categorising land into three types; as Growth areas which would have planning permission in principle, as Renewal areas which would need further permissions and as Protected areas.

Agenda Item 3

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

This Council Notes:

Sefton Labour Group strongly opposed the last iteration of major reforms to the Planning system by Government which resulted in the reclassification of green belt land within Sefton.

90% of planning applications are approved and there is currently planning permission for over one million homes which have not been built clearly demonstrating that the housing shortage is not due to the current planning system.

The plans to abolish Section 106 agreements is detrimental as this is one of the most important mechanisms in securing community facilities and much needed affordable housing and in addition, lifting the affordable housing threshold will only add to the problem of providing decent sustainable affordable homes.

The plans for total digitisation of the system will disenfranchise many people in Sefton due to their inability to access or afford the technologies to engage.

The idea of permission in principle within Growth areas will potentially remove the role of local Planning Committees in determining how places are shaped and developed also depriving local residents and councillors of a key cherished democratic right.

The proposals will be detrimental to wildlife and the natural environment by removing local democratic scrutiny and safeguards.

This Council Resolves to:

Call on our local MPs' to lobby the Housing Minister to discard his proposed changes to the planning system and listen to the LGA, local Councils, professional bodies, wildlife and environmental organisations and communities who are united in their opposition.

Following debate the Chief Legal and Democratic Officer, Mr David McCullough officiated the vote, after which, the Mayor declared that the **Motion was carried and it was**

RESOLVED: That:

On 6th August 2020 the Housing Secretary published a White Paper on 'Planning for the Future' which outlines major changes to the current planning system including a new way of categorising land into three types; as Growth areas which would have planning permission in principle, as Renewal areas which would need further permissions and as Protected areas.

This Council Notes:

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

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This Council Resolves to:

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39. MOTION SUBMITTED BY COUNCILLOR DAWSON - GOVERNMENT FUNDING - COVID 19

Government Funding – Covid 19

It was moved by Councillor Dawson and seconded by Councillor Pugh that

This Council:

1. Pays tribute to its own employees, contractors and managers; those working in the local NHS and care sectors; and employees working in food shops and other essential enterprises and services; for the sterling efforts which they have made to help local residents survive and endure the threats posed by COVID-19 over many months.

Agenda Item 3

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

2. Commends the efforts which have been made by the people living and working in the communities served by the Borough of Sefton to keep themselves and others safe from infection by the COVID-19 virus since March 2020 in the face of substantially varying advice, instructions and example.
3. Notes that a considerable number of people nationally and locally have still not received any direct financial assistance from the government to help them through times of economic shut-down.
4. Congratulates Marcus Rashford of Manchester United FC and his team of helpers in their achieving commitment from central government to funding and assistance for schoolchildren and poorer families to which actions the UK government had previously been opposed.
5. Commits itself to maintain the supportive actions which Sefton Borough Council itself has initiated and continued during 2020 to give support and assistance to those who most need it.
6. Calls upon the government to ensure that Local Authorities and the local NHS and care sector are properly funded to enable them to carry out the work which has been done, and which continues to be need to be done, to support the people living and working in our communities in the face of the virus and the effect of some of the measures which have been brought in to combat the virus.

An **amendment** was moved by Councillor Moncur, seconded by Councillor Hardy that the Motion be amended by:

Paragraph 1 - including the following words “the voluntary, community and faith sectors and the many individual residents;”, after the words “Pays tribute to its own employees, contractors and managers; those working in the local NHS and care sectors;”

Paragraph 2 - including the word “government” in between the words “varying” and “advice”;

Paragraph 3 – ends with “Commits itself to support:

- i) the campaign to make the temporary £20 pound uplift to Universal Credit permanent and to extend it to other legacy benefits.
- ii) the excludedUK campaign to end the exclusions in the Government’s Covid-19 financial support measures across all employment statuses, circumstances, professions and industries”.

Paragraph 6 – including the words “as originally promised by government” in between the words “funded” and “to enable”.

Following debate on the **amendment** the Chief Legal and Democratic Officer officiated a vote and the Mayor declared the **amendment** was carried by 52 to 5 and on the **Substantive Motion** it was carried by 56 to 1 and it was:

COUNCIL- THURSDAY 19TH NOVEMBER, 2020

RESOLVED: That:

This Council:

1. Pays tribute to its own employees, contractors and managers; those working in the local NHS and care sectors; the voluntary, community and faith sectors and the many individual residents; and employees working in food shops and other essential enterprises and services; for the sterling efforts which they have made to help local residents survive and endure the threats posed by COVID-19 over many months.
2. Commends the efforts which have been made by the people living and working in the communities served by the Borough of Sefton to keep themselves and others safe from infection by the COVID-19 virus since March 2020 in the face of substantially varying government advice, instructions and example.
3. Notes that a considerable number of people nationally and locally have still not received any direct financial assistance from the government to help them through times of economic shut-down. Commits itself to support:-
 - i) the campaign to make the temporary £20 pound uplift to Universal Credit permanent and to extend it to other legacy benefits.
 - ii) the excludedUK campaign to end the exclusions in the Government's Covid-19 financial support measures across all employment statuses, circumstances, professions and industries.
4. Congratulates Marcus Rashford of Manchester United FC and his team of helpers in their achieving commitment from central government to funding and assistance for schoolchildren and poorer families to which actions the UK government had previously been opposed.
5. Commits itself to maintain the supportive actions which Sefton Borough Council itself has initiated and continued during 2020 to give support and assistance to those who most need it.
6. Calls upon the government to ensure that Local Authorities and the local NHS and care sector are properly funded as originally promised by government to enable them to carry out the work which has been done, and which continues to be need to be done, to support the people living and working in our communities in the face of the virus and the effect of some of the measures which have been brought in to combat the virus.

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Agenda Item 7

Report to:	Cabinet Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) Council	Date of Meeting:	7 th January 2021 12 th January 2021 21 st January 2021
Subject:	Council Tax Reduction Scheme, Council Tax Base 2021/22		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

The purpose of this report is to provide details of the review of the local Council Tax Reduction Scheme for 2020/21 and to recommend that there is no change to the scheme for 2021/22 for working age claimants.

The report also provides an updated Council Tax Base for Sefton Council and each Parish area for 2021/22.

Recommendation(s):

Cabinet:

- (1) Note the contents of the review of the Council Tax Reduction Scheme for 2020/21;
- (2) Recommend to Council that there are no changes to the existing Scheme for 2021/22 for working age claimants; and
- (3) Recommend that Council approves the relevant Council Tax Base for Sefton Council and each Parish Area as set out in Annex A.

Agenda Item 7

Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services):

(1) That the report be noted.

Council:

- (1) Notes the contents of the review of the Council Tax Reduction Scheme for 2020/21;
- (2) Approve that there are no changes to the existing Scheme for working age claimants for 2021/22; and
- (3) Approve the relevant 2021/22 Council Tax Base for Sefton Council and each Parish Area as set out in Annex A.

Reasons for the Recommendation(s):

Council Tax Reduction Scheme

Each financial year, the Council must consider whether to revise or replace its local Council Tax Reduction Scheme. The Council must approve and adopt the 2021/22 Council Tax Reduction Scheme by 11 March 2021, as set out in the Council Tax Reduction Scheme (Amendment) (England) Regulations 2017.

The report provides an update on key aspects of the local Council Tax Reduction Scheme. After consideration of the factors outlined later in the report it is proposed that the local Council Tax Reduction Scheme for 2021/22 remains unchanged for working age claimants

Council Tax Base

In accordance with Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as amended, the Council is required to set a tax base for both Sefton Council and each Parish Area for 2021/22 before 31st January 2021.

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

Council Tax Reduction Scheme

The Council Tax Reduction Scheme was last revised in 2018/19 following a public consultation process. The changes introduced then continue to address the Council's priorities to minimise the impact on vulnerable residents, by striking a balance between dealing with Council priorities. Ongoing monitoring and evaluation assess the impact of those changes to ensure that they remain fit for purpose. No alternative options have been considered for 2021/22.

What will it cost and how will it be financed?

(A) Revenue Costs

Council Tax Reduction Scheme 2021/22

There would be no additional revenue implications as a result of a decision to retain the current scheme. The cost of the current council tax reduction scheme discounts has been reflected in the council tax base.

Council Tax Base

Changes to the council tax base will have an impact on the level of Council Tax income transferred from the Collection Fund to the Council's General Fund in 2021/22. It will also impact on the amounts due to the Police and Crime Commissioner, the Fire and Rescue Service, and the Combined Authority.

The following table shows the impact of the changes to the tax base between 2020/21 and 2021/22, based on the 2020/21 Council Tax Band D charge:

Council Tax Income	Sefton Council £ million	Police & Crime £ million	Fire & Rescue £ million	Combined Authority £ million
Budget 2020/21	138.651	17.997	6.826	1.613
Forecast 2021/22	135.088	17.535	6.651	1.572
Change	-3.563	-0.462	-0.175	-0.041

(B) Capital Costs

No capital costs applicable.

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):

The local Council Tax Reduction Scheme will continue to be administered from existing resources.

Legal Implications:

Local Council Tax Reduction Scheme

By Section 5 of Schedule 1A of the Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012) for each financial year each billing authority must:

- a. Consider whether to revise its Council Tax Reduction Scheme or to replace it with another scheme
- b. Make any revision to its scheme, or any replacement scheme, no later than 11 March in the financial year preceding that for which the revision or replacement is to have effect.
- c. If any revision to a scheme, or any replacement scheme, has the effect of

Agenda Item 7

reducing or removing a reduction to which any class of person is entitled, the revision or replacement must include such transitional provision relating to that reduction or removal as the authority thinks fit.

- d. Before revising its scheme or making a replacement scheme, an authority must:
 - i. Consult any major precepting authority which has power to issue a precept to it.
 - ii. Publish a draft scheme in such manner as it thinks fit, and
 - iii. Consult other such persons as it considers are likely to have an interest in the operation of the scheme.

Equality Implications: The equality implications have been identified and mitigated.

Contribution to the Council's Core Purpose:

Protect the most vulnerable: The Council Reduction Scheme proposed for 2021/22 will help to maintain fairness and consistency. The Scheme provides support to those experiencing financial hardship as well as supporting those making the transition to Universal Credit.

Facilitate confident and resilient communities: Not applicable

Commission, broker and provide core services: Not applicable

Place – leadership and influencer: Not applicable

Drivers of change and reform: Not applicable

Facilitate sustainable economic prosperity: Provide support to those in financial hardship as well as supporting people into work.

Greater income for social investment: Not applicable

Cleaner Greener: Not applicable

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD.6216/20) and the Chief Legal and Democratic Officer (LD4408/20.) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

Implementation Date for the Decision

Agenda Item 7

Following the expiry of the “call-in” period for the Minutes of the Cabinet recommendation to Council and approval by Council on 21st January 2021.

Contact Officer:	Diane Turner, Customer Centric Services Manager
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Appendices:

Annex A: Council Tax Base Report 2021/22

Background Papers:

There are no background papers available for inspection.

Agenda Item 7

1. Local Council Tax Reduction Scheme

1.1 Introduction/Background

1.2 Local Council Tax Reduction replaced Council Tax Benefit (CTB) from 1st April 2013. The Council Tax Reduction Scheme is a discount awarded to households on a low income to help towards Council Tax payments. The amount awarded is based on a person's household and income. The local scheme rules only apply to working-age Council Tax payers. Pensioners are protected by legislation and must be provided with the level of Council Tax support specified by the Government.

1.3 The grant transferred to the Council, Police and Crime Commissioner and Fire Service in 2013/14, £24.2M; to fund the local scheme was £3M lower than had previously been provided to fund CTB in 2012/13. The Council therefore had to introduce changes to the national default Council Tax Support Scheme in order to ensure that the local scheme was cost neutral. As the Government had specified the level of support that had to be provided to pensioners, the saving requirement had to be met by reducing the level of support available to working age claimants and through changes to Council Tax empty property discounts.

1.4 The Council is required, by law, to review the Scheme each year irrespective of whether it is being amended.

1.5 The Council Tax Reduction Scheme for 2021/22 must be agreed by Council by 11th March 2021.

2. Review of the Council Tax Reduction Scheme for 2020/21

2.1 To satisfy the requirement to review the Scheme, the following areas have been evaluated:

- Claimant caseload
- Scheme expenditure
- Impact on most vulnerable claimants
- Council Tax collection
- Attachment of Benefits
- Review of the Council's principles for the Scheme
- Council Tax Exceptional Hardship Fund.

2.2 Claimant Caseload

The table below shows the caseload data at 30th September 2020 compared to caseload data at the end of each year since the Council Tax Reduction Scheme was introduced in 2013/14:

Agenda Item 7

Year	Date	Pensioners	Working Age	Total	Change
2013/14	03.04.14	14,655	16,025	30,680	n/a
2014/15	01.04.15	13,925	15,349	29,274	-1,406
2015/16	31.03.16	13,206	14,886	28,092	-1,182
2016/17	31.03.17	12,541	14,524	27,065	-1,027
2017/18	31.03.18	11,970	14,005	25,975	-1,090
2018/19	31.03.19	11,404	14,160	25,564	-411
2019/20	31.03.20	10,871	14,326	25,197	-367
2020/21	30.09.20	10,691	15,505	26,196	+999

The working age caseload can be split further:

Year	Date	Employed	Other	Total	Change
2013/14	03.04.14	2,874	13,151	16,025	n/a
2014/15	01.04.15	2,748	12,601	15,349	-676
2015/16	31.03.16	2,504	12,382	14,886	-463
2016/17	31.03.17	2,193	12,331	14,524	-362
2017/18	31.03.18	1,900	12,105	14,005	-519
2018/19	31.03.19	1,597	12,563	14,160	+155
2019/20	31.03.20	1,268	13,058	14,326	+166
2020/21	30.09.20	1,049	14,456	15,505	+1,179

2.3 Pensioner Claimants: Since the initial implementation of the scheme in 2013/14 the number of Pensioner claimants has declined in every year. Claimant numbers reduced by -312 between 2018/19 and 2019/20. Pensioner claimant numbers have continued to fall in 2020/21.

2.4 Working Age Claimants: The number of working age claimants reduced each year between 2013/14 and 2017/18 before starting to increase in 2018/19. Claimant numbers have increased significantly in 2020/21 as a result of the economic impact of Covid-19. Claimant numbers are expected to continue to rise into 2021/22 as the Government removes support provided through the job support scheme and self-employed scheme.

2.5 Scheme Expenditure

The following table shows the Council Tax Reduction Scheme expenditure reported in the Revenue Outturn Return compared to the mid-year estimate for 2020/21:

Year	Source	Pensioners £000	Working Age £000	Total £000	Change £000
2013/14	RO Return	13,305	9,907	23,212	n/a
2014/15	RO Return	12,152	10,364	22,516	-696
2015/16	RO Return	11,895	9,760	21,655	-861
2016/17	RO Return	11,540	10,559	22,099	+444
2017/18	RO Return	11,378	10,948	22,326	+227
2018/19	RO Return	11,695	11,069	22,764	+438

Agenda Item 7

2019/20	RO Return	11,790	11,784	23,574	+810
2020/21	Estimate	11,961	13,492	25,453	+1,879

Notes:

2020/21 Estimate: Pensioner & Working Age cost have been split based on the weekly average recorded on the monthly CTR304 reports up to 30 September 2020.

2.6 Council Tax Base Return Data

The following table provides a view of the Council Tax Reduction Scheme expenditure based on weekly payments recorded in early October as reported in the Council Tax Base Return:

Year	Source	Pensioners £000	Working Age £000	Total £000	Change £000
2013	CTB Return	12,602	10,214	22,816	n/a
2014	CTB Return	12,491	10,260	22,751	-65
2015	CTB Return	11,991	10,033	22,024	-727
2016	CTB Return	12,503	9,918	22,421	+397
2017	CTB Return	12,579	9,816	22,395	-26
2018	CTB Return	12,634	9,742	22,376	-19
2019	CTB Return	11,995	11,780	23,775	+1,399
2020	CTB Return	12,021	13,503	25,524	+1,749

2.7 Impact on the most vulnerable claimants

The local Council Tax Reduction Scheme addresses the Council's priorities to minimise the impact on the most vulnerable, by seeking to strike a balance between dealing with Council priorities whilst supporting those experiencing financial challenges. The Council, having recognised the impact on communities, has introduced a range of mitigating actions, including:

- Provision of an Exceptional Hardship Fund (see Section 2.11)
- Allowing a Universal Credit notification, received from the Department for Work and Pensions (DWP), to be treated as a claim for local Council Tax Reduction, thus removing the need for those in receipt of Universal Credit to have to make a separate claim for support towards their Council Tax.
- Making provision in the local Council Tax Reduction Scheme for awards to be backdated for up to 6-months for working-age vulnerable claimants.
- Deciding that the Council's local Council Tax Reduction scheme for working-age families should not to replicate the rules that are in place in the national Housing

Agenda Item 7

Benefit scheme and the Council Tax Reduction Pensioner scheme whereby the removal of the family premium and the “2-child” rule restrict the level of award.

- Offering 12-month (rather than 10-month) instalment payments to Council Tax payers.
- Adopting a sensitive approach to enforcement action to consider the potential vulnerability of Council Tax Reduction claimants. Before cases are referred to Enforcement Agents a vetting stage has been introduced and cases are dealt with under a separate debt recovery process to minimise potential increases in debt.
- Establishing a co-ordinated working relationship between the Council’s contracted Enforcement Agents and Citizens Advice Sefton to support people in debt. Citizens Advice Sefton has direct lines of communication with the Enforcement Agents and can arrange for recovery action to be placed on hold whilst discussing and agreeing affordable payment arrangements.
- Implementing processes for Council staff to refer claimants to the Money Advice and Pension Service, or Citizens Advice Sefton for help and support with debt/budgeting advice or making/maintaining their Universal Credit claim.
- Putting an escalation process in place for the debt advisor based at South Sefton foodbank to contact nominated Council Tax staff to request a hold on recovery action or discuss affordable payment arrangements.
- Participating in Sefton’s Welfare Reform Anti-Poverty Partner’s Group – staff from the Council’s Council Tax and Benefit team, work with partner organisations and other Council services to support residents suffering financial vulnerability and to provide practical support such as signposting claimants for winter coats, school uniforms.

2.8 Council Tax Collection

The table below shows the amount of Council Tax billed and collected during 2019/20:

Recorded at 31 March 2020	Liability Raised £000	Received In Year £000	Collection Rate %
CTRS Cases - Working Age	4,225	3,060	72.4
CTRS Cases - Pensioner Age	1,650	1,714	103.9
Other Council Tax Payers	155,781	150,103	96.4
Total (in-year collection)	161,656	154,877	95.8

The in-year collection rate reduced from 97.2 % in 2012/13 under the council tax benefit system to 96.2% in 2013/14 when council tax support was localised. Since then the overall collection rate has remained within a narrow range from 95.8% to 96.3%. The in-year collection rate for 2019/20 was 95.8%, which is the lowest collection rate recorded to date, but 0.8% higher than the average for Metropolitan Districts.

Agenda Item 7

In-year collection rates have continued to decline in 2020/21 as a result of the impact of Covid-19.

Council Tax Collection 2020/21

As at 31st October 2020, the in-year Council Tax collection figure was 62.94%. This is a drop of 1.2% on the equivalent comparison in 2019/20.

The main reason for the lower collection rate for 2020/21 has been the impact of Covid-19 on the economy. The Council has adopted a sensitive approach to Council Tax collection throughout the pandemic as detailed below: -

- A greater awareness of vulnerability has meant that as soon as an issue is identified, in most cases, recovery action is placed on hold whilst the vulnerability aspect is assessed. It may result in the Council entering into payment arrangements which take slightly longer to repay because of a genuine financial vulnerability being identified.
- There was no recovery action taken on accounts for 2020/21 until 30th June 2020 when the Council issued informal, "soft reminders" to 14,412 taxpayers who had fallen into arrears. A second batch of soft reminders was issued on 19th August 2020 to 3,548 taxpayers. On 8th October 2020, 9,844 second reminders were issued. This time the wording on the reminder was slightly stronger than the initial reminder.
- The emphasis of the soft reminder letters has been to encourage engagement with the Council to discuss options around payment arrangements and to advise about the support that is available, such as the Exceptional Hardship Fund, benefits advice, and signposting to debt advice agencies for help with managing finances.
- As there has been no formal recovery action taken, the Council has not issued Magistrates Court summons to apply for Liability Orders. As a Liability Order must be obtained prior to taking deductions from benefits and earnings, and also in order to refer cases to Enforcement Agents, there has not been any revenue from these recovery options.
- All applications for Liability Orders in the Liverpool City Region area were put on hold in April 2020 due to Covid-19. Magistrates Courts in the area will be commencing Liability Order hearings again in January 2021 and the Council will put steps in place to recommence formal recovery for appropriate cases.
- Enforcement Agent visits were suspended by 23rd March 2020 when national lockdown commenced. Enforcement visits were able to restart from 24th August 2020. The Civil Enforcement Agency (CIVEA) implemented a post-lockdown plan whereby prior to visits recommencing, Enforcement Agents had to issue pre-engagement letters to identify vulnerability and those affected by Covid-19. The Council asked Enforcement Agents to issue pre-engagement letters in August 2020 in respect of debt that had been referred before the pandemic. The letters gave 30 days for the taxpayer to engage with the firms to seek support and/or

arrange payment. Enforcement Agents commenced visits from 11th September 2020. Agents are trained in how to identify vulnerability and offer support. CIVEA has set out requirements for safe visits, i.e. they should be contactless, and agents do not enter the premises.

2.9 Attachment of Benefits

Since the introduction of the Council Tax Reduction Scheme in April 2013 the number of working age claimants falling into arrears continues to grow. One recovery option open to the Council in respect of benefit claimants is to apply for an Attachment of Benefit (AOB) via the courts. Under this option the Court can require a payment of up to £3.70 per week to be made by the DWP directly from the claimant's benefits to meet Council Tax arrears.

Payments by AOB do provide some certainty to both the Council and the debtor. For the Council, the payments do guarantee regular income from the debtor. For the debtor, there is the security of knowing that a debt is being paid by a deduction from their benefit.

However, AOB is not a perfect solution to the problem of growing debt for the following reasons: -

- An AOB cannot be applied without first having taken the debtor to court to obtain a Liability Order. Due to the need to follow the correct legislative timeline for obtaining a Liability Order, payment by AOB cannot commence until part-way through the year. Typically for a bill issued in March the first payments would not be made by the DWP until August of the same year.
- Many debtors have arrears outstanding for multiple years Council Tax. An AOB can only be used to collect one debt at a time. In addition, current legislation does not allow the Council to take any other form of debt recovery (e.g. use of Enforcement Agents) whilst an AOB is in place. To mitigate this, letters have been issued to people on AOB asking them to contact the Council for advice, to make alternate payment arrangements or seek financial advice from Citizens Advice Sefton. However, this initiative met with only a few people contacting the Council to make payment arrangements.
- Collection of Council Tax debt by way of AOB is not the highest priority of debt administered by the DWP. The level of recovery will therefore be affected when a person has multiple debts, e.g. rent and energy debts are given higher priority. The impact of Covid-19 meant that there were no new referrals to the DWP for new deductions between April – October 2020, which is the reason for the drop in live cases in the table below. The Council has recommenced issuing new instructions and these will be processed by the DWP when work priorities allow.
- Many new claimants for local Council Tax Reduction have already accrued debts before an AOB can be considered.
- At the commencement of the scheme in 2013 the maximum deduction of £3.70 was lower than the minimum weekly Council Tax charge for all property bands. The minimum contribution of 20% towards the Council Tax was greater than the amount

Agenda Item 7

that could be collected within the year by AOB. This created a problem of debt being carried forward to the following year. Therefore, whilst debt payments were being collected regularly the amount of debt at the end of each year kept growing.

- To try and break the cycle of debt, the Council Tax Reduction Scheme was amended with effect from 1st April 2016 to reduce the minimum contribution rate to 16%. This rate was calculated so that the AOB payment of £3.70 per week was more than would be due from Council Tax for many of the claimants.
- A significant number of customers have arrears for more than one financial year. As only one AOB order may be deducted at a time there has been a significant increase in the number of pending cases. These cases are effectively stacked up until an earlier order is paid. No recovery action may be taken in the interim and the value of such cases is increasing year on year.
- The following table shows the amount of debt being recovered by AOB, and the amount of debt still waiting recovery by AOB as at 31st October 2020: -

	01.04.18	01.04.19	31.10.19	01.04.20	31.10.20
AOB in payment	£916,181	£1,121,179	£1,268,727	£1,160,881	£1,011,275
Number of cases	5,200	6,276	6,642	5,803	4,528
AOB Pending	£3,216,978	£3,987,625	£4,801,112	£4,382,203	£4,425,238
Number of cases	14,083	16,919	19,602	18,163	18,076

2.10 Review of Scheme Principles

The local Council Tax Reduction Scheme is based on five principles and the review is summarised below:

Principle	CTRS working for non-pensioner claimants?
The Council will continue to support work incentives	Yes – The Council continues to operate a system which disregards certain amounts of money from customers earnings through employment and self-employment when calculating entitlement. This results in some additional support to those customers receiving Universal Credit who are in low paid work, following the removal of UC work allowances from April 2016
The Council will continue to recognise the additional	Yes – The Council continues to make additional allowances and give additional support to those

Agenda Item 7

<p>needs of our most vulnerable residents.</p>	<p>receiving certain DWP sickness benefits, disability benefits and benefits for Carers when calculating entitlement.</p> <p>Additionally, the Council continues to disregard certain disability benefits as income when calculating entitlement</p> <p>Procedures were reviewed for the collection of non-payment of Council Tax to ensure non-disproportionate impact on the most vulnerable households. Also budgeting support and advice is made available to all claimants.</p> <p>The Council Tax Exceptional Hardship Fund is available to those in the greatest financial need with fair and transparent criteria for awards.</p>
<p>The Council will continue to recognise the additional needs of families with children</p>	<p>Yes – Child Benefit and Child Maintenance payments are not considered as income when calculating entitlement to CTRS.</p> <p>Additional allowances are given when calculating entitlement for where there is a disabled child in the family.</p> <p>The CTRS also mirrors provisions in the Housing Benefit scheme by taking child care costs into account for low income working families</p> <p>The Council continues to include the Family Premium when calculating the Council Tax Reduction. This was removed for all new Housing Benefit claims from May 2016. The Council has also chosen not to mirror the Housing Benefit scheme which restricts the amount of support given to families with more than two children within its CTRS;</p>
<p>The Council supports households staying together to make better use of housing in Sefton and reduce homelessness.</p>	<p>Yes - The amount of Council Tax Reduction taken away from a customer when other adults live in the household (known as a non-dependant deduction), was reduced in 2013 and remains at those lower levels.</p>
<p>The Council will continue to have due regard to the Armed Forces Covenant</p>	<p>Yes – War Disablement and War Widows pensions in calculating CTRS, including any Armed Forces compensation in accordance with the covenant is disregarded. This also includes the service attributable element of the armed forces pension could also be disregarded as income when calculating entitlement.</p>

Agenda Item 7

2.11 Council Tax Exceptional Hardship Fund (EHF)

A key feature of the local Council Tax Reduction scheme was the creation of an exceptional hardship fund. In 2013/14, the Council set an annual budget for EHF of £150,000, agreeing to increase the budget to £170,000 with effect from 1st April 2020. The scheme was introduced by the Council to mitigate against potential issues that may have arisen because of the abolition of Council Tax Benefit and the introduction of the local Council Tax Reduction Scheme.

The fund aims to help vulnerable working age people experiencing financial hardship by reducing their Council Tax bill. Each year, approximately £20,000 is also used to fund council tax discounts for care leavers.

The fund is administrated within an agreed policy, the Discretionary Reduction in liability policy, approved by Cabinet Member for Regulatory, Compliance and Corporate Services.

As part of its response to Covid-19, the Government announced in the Budget Statement on 11 March 2020, that an extra £500 million of new grant funding would be made available to local authorities in 2020/21 to deliver support to economically vulnerable people and households in their local area. Sefton Council's grant allocation was £3,036,603, based on a client caseload of 14,058 working age claimants at 31 December 2019.

The Government's expectation was for billing authorities to provide all recipients of working age local council tax reduction during 2020/21 with a further reduction in their council tax bill of £150, using their discretionary powers to reduce the liability of council tax payers outside of their formal council tax reduction scheme design.

The Council utilised the allocation by providing a grant of £150 to existing working age council tax reduction scheme claimants, with any remaining funds used to provide this discount to new working age claimants in 2020/21 and to provide additional exceptional hardship discounts to council tax payers on a case by case basis in line with the Council's existing policy.

As stated at 2.4 above, it is assumed that the local council tax reduction caseload will continue to increase due to the economic impact of the pandemic and as the Government removes support provided through the job support scheme and the self-employed scheme. Each new claimant during 2020/21 will receive the automatic £150 discount.

The following table shows an illustration of how the Council thought its grant funding may be allocated at the beginning of 2020/21: -

New Hardship Funding 2020/21	£m
<u>Automatic £150 Discount</u>	
Existing Working-Age CTRS caseload 14,244	2.137
25% Increase in case load assumed (+3,500)	0.525
	2.662

Other Exceptional Hardship Discounts*	0.375
Total	3.037

* In addition to the existing £0.150 million already available after care leavers discounts have been applied.

As at 4th November 2020, the Council had allocated £2.491m by way of automatic £150 discounts to working age council tax reduction scheme claimants.

As at 30th November 2020, Exceptional Hardship payments of approximately £125,000 have been awarded. The Council will continue to target spend of the remaining funding to those struggling to make Council Tax payments as a result of the pandemic.

Regular updates about the availability of the Exceptional Hardship fund are shared with partner organisations participating in Sefton's Welfare Reform Anti-Poverty group, such as Citizens Advice Sefton, the local Foodbanks, Sefton CVS and registered social landlords.

2.12 Summary of local Council Tax Reduction Scheme Review 2020/21

The number of claimants has increased in 2020/21 as a result of the impact of Covid-19 on working age households. In the first 6 months of the year the total number of claimants increased by 999 (4.0%) to 26,196 (10,691 pensioner age and 15,505 working age).

The forecast cost of the scheme has increased by £1.879m (8.0%) in 2020/21 to £25.453m (at 30/09/20). This is due to the impact of rising working age claimant numbers and an average council tax increase of 4.0%.

Working-age claimant numbers are expected to continue to rise into 2021/22 as the Government removes support provided through the job support scheme and self-employed scheme.

Council Tax in year collection rates fell by 1.0% to 96.2% in 2013/14 after the replacement of Council Tax Benefit with the local Council Tax Reduction scheme. The collection rate has remained at a similar level since, with a collection rate of 95.8% being achieved in 2019/20. This was 0.8% higher than the average collection rate for all Metropolitan Districts. The in-year collection rates have continued to decline in 2020/21 as a result of the impact of Covid-19. The collection rate recorded at the end of October 2020 was 1.2% lower than at the same point in 2019.

3. Council Tax Reduction Scheme - Consultation

The statutory provisions are silent on the consultation required when a council is not proposing to change its Council Tax reduction scheme.

Letters will be issued to the precepting authorities – Merseyside Police and Crime Commissioner and Merseyside Fire and Rescue Service notifying them that no change is being proposed. The combined Authority will also be notified of no change.

Agenda Item 7

4. Local Council Tax Reduction Scheme - Equality Impact Assessment

Department for Communities and Local Government issued a report in February 2014 reminding local authorities of their key duties when deciding on local Council Tax Reduction Schemes:

- Public Sector Equality Duty (The Equality Act 2010)
- Duty to mitigate the effects of child poverty (The Child Poverty Act 2010)
- The Armed Forces Covenant
- Duty to prevent Homelessness (The Housing Act 1996)

A detailed equality assessment was undertaken and published as part of the design and implementation of CTRS for 2013/14. This assessment had been reviewed in the context of the proposed options for 2016/17 and found there was no disproportionate impacts as the mitigating actions put in place for the 2013/14 scheme remained. The assessment can be found at Annex D of the Council Report dated 24 January 2013.

ANNEX A

SETTING THE COUNCIL TAX BASE FOR 2021/22

1. **Setting the Council Tax Base**

- 1.1 The council tax base is the link between the Council's budget and the level of council tax. The tax base will be used to calculate the council tax in Sefton, once the Council's budget has been agreed. The Council is required to calculate its own tax base as well as the tax base for each parish council within its boundary and have them approved by the 31 January 2021.
- 1.2 The calculation of the council tax base takes into account many factors such as the rate of new building and the trends in people living on their own (Sole Occupier Discounts).
- 1.3 The tax base calculation assumes a collection rate of 97.0% in 2021/22, which is 1.25% lower than applied in 2020/21. This reflects the negative impact Covid-19 has had on council tax collection in the current year.

2. **Council Tax Base for Sefton Council in 2021/22**

- 2.1 The tax base for 2021/22 is 82,772.1 Band D equivalent dwellings for Sefton Metropolitan Borough Council. This is a reduction of 2,182.3 (-2.6%) in comparison with the tax base for 2020/21. An analysis of the changes between the 2020/21 and the 2021/22 tax base is provided in the table below:

Tax Base for Sefton Council		Band D Equivalents		
		2020/21	2021/22	Change
H	<u>Chargeable Dwellings</u>			
	Dwellings on the Banding List	111,059.3	111,551.2	491.9
	Exempt Dwellings	-2,134.1	-2,216.8	-82.7
	Disabled Persons Reductions	-149.6	-150.2	-0.6

Agenda Item 7

		108,775.6	109,184.2	408.6
Q	<u>Discounts</u>			
	Sole Occupier & Status Discounts	-10,092.1	-10,278.5	-186.4
	Empty Property Discounts	-60.6	-49.4	11.2
	Total	-10,152.7	-10,327.9	-175.2
E	Empty Homes Premium	630.8	704.0	73.2
J	<u>Adjustments</u>			
	New Dwellings on the Banding List	309.7	121.7	-188.0
	Banding Reductions	-166.6	-167.3	-0.7
	Exemptions, Discounts, & Premium	-420.4	-634.4	-214.0
		-277.3	-680.0	-402.7
Z	Council Tax Support Scheme	-12,567.8	-13,608.0	-1,040.2
B	Collection Rate Adjustment	-1,512.2	-2,558.2	-1,046.0
	MOD Properties	8.0	8.0	0.0
	Council Tax Base	84,904.4	82,722.1	-2,182.3

2.2 The impact of Covid-19 has seen the Council's tax base reduce for the first time since 2013/14, when local council tax support discounts were introduced to replace the previous system of council tax benefit.

2.3 The main reasons for the changes in the tax base are:

Dwellings on the Banding List: The number of properties on Banding List has increased by 523 (0.4%) in the year.

Exempt Dwellings: The number of dwellings subject to a specific exemption (Class A to W) have increased by 117 (4.6%). The largest increases were in the number of Class F exemptions (dwellings left empty by deceased persons) and Class E exemptions (an unoccupied dwelling which was previously the sole main residence of a person who has moved into a hospital or a care home).

Sole Occupier & Status Discounts: The number of dwellings receiving a 25% discount due to single occupancy or where one person is disregarded, has increased by 871 (1.8%).

Adjustments: A lower level of new house building has been forecast for 2021/22 due to the impact of Covid-19 on the economy. The number of exemptions and discounts are forecast to increase by a greater number than usual in 2021/22 due to the ongoing impact of Covid-19.

Council Tax Support Scheme (CTRS): There has been a significant increase in the number of claims for CTRS discounts since the first Covid-19 lockdown was announced in March 2020. The number of CTRS claimants has increased by 945 (3.8%) between 30 November 2019 and 30 November 2020. A further increase in claimant numbers is anticipated when the Government Furlough Scheme ends in April 2021. The Government anticipate unemployment to peak at the end of the second quarter in 2021/22. The tax base calculation assumes that CTRS discounts will increase by a further 5.0% in 2021/22.

Agenda Item 7

3. Council Tax Base in Parish Areas for 2021/22

- 3.1 There are also new tax base figures for each parish area in 2021/22. The following table provides details of the new tax base for each parish compared to 2020/21:

Tax Base for Parish Areas	Band D Equivalents			%
	2020/21	2021/22	Change	Change
Parish of Aintree Village	2,077.3	2,017.8	-59.5	-2.9%
Parish of Formby	9,205.7	9,010.7	-195.0	-2.1%
Parish of Hightown	873.1	855.0	-18.1	-2.1%
Parish of Ince Blundell	170.5	166.0	-4.5	-2.6%
Parish of Little Altcar	333.3	327.2	-6.1	-1.8%
Parish of Lydiate	2,072.0	2,028.6	-43.4	-2.1%
Parish of Maghull	6,766.5	6,697.7	-68.8	-1.0%
Parish of Melling	1,014.7	1,029.5	14.8	+1.5%
Parish of Sefton	237.2	247.5	10.3	+4.3%
Parish of Thornton	788.8	767.4	-21.4	-2.7%

- 3.2 The tax base calculation for each of the parish areas is based on the same assumptions made in the calculation for Sefton Metropolitan Borough Council.
- 3.3 Most parish areas are experiencing a reduction in their tax base as a result of the impact of Covid-19. However, some parishes have experienced higher levels of housing growth in the past 12 months which has offset the impact of Covid-19.

Agenda Item 8

Report to:	Council	Date of Meeting:	Thursday 21 January 2021
Subject:	Financial Management 2020/21 to 2023/24 and Framework for Change 2020 - Revenue and Capital Budget Update 2020/21 including the Financial Impact of COVID-19 on the 2020/21 Budget - Capital Budget Update – Additional Capital Estimates		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	All Wards
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

This report sets out two new schemes for approval in the Council's Capital Programme following recommendations for approval by Cabinet on 5 November 2020 for a scheme at Dunes Splash World and 3 December 2020 for a scheme at Ainsdale.

Recommendation(s):

Council is asked to approve:

1. A supplementary capital estimate of £1.200m for an Essential Maintenance Programme at Dunes Splash World, to be funded from Council resources (paragraph 2); and,
2. A supplementary capital estimate of £0.352m for Ainsdale Coastal Gateway, to be funded from Council resources (paragraph 3);

Reasons for the Recommendation(s):

To approve updates to the 2020/21 and future year's Capital Programme and funding resources so that they can be applied to the capital schemes in the delivery of the Council's overall capital strategy.

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

N/A

What will it cost and how will it be financed?

(A) Revenue Costs

Agenda Item 8

The Council may be required to borrow from the Public Works Loans Board in order to fund the scheme at Ainsdale. The cost of this borrowing will be met from income generated by the scheme or from the Green Sefton Service existing revenue budget in the event of a deficit.

(B) Capital Costs

The total capital cost of the two schemes will be £1.552m financed from capital receipts (£1.200m) and borrowing and other available funding sources (£0.352m).

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): Additional borrowing costs may impact on the revenue budget if these cannot be met by income generated by the scheme at Ainsdale.
Legal Implications: None
Equality Implications: None

Contribution to the Council's Core Purpose:

Protect the most vulnerable: n/a
Facilitate confident and resilient communities: n/a
Commission, broker and provide core services: n/a
Place – leadership and influencer: n/a
Drivers of change and reform: There are opportunities for improvements to facilities in advance of the 2021 summer season, that will mitigate the ongoing impact of larger visitor numbers on communities (given challenges in 2020).
Facilitate sustainable economic prosperity: Both schemes are intended to generate long-term revenue streams for the Council that will contribute to the net cost of services.
Greater income for social investment: n/a
Cleaner Greener: n/a

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources & Customer Services is the author of the report (FD6237/20)

The Chief Legal and Democratic Officer has been consulted and has no comments on the report (LD4438/20).

(B) External Consultations

N/A

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Appendices:

There are no appendices to this report

Background Papers:

There are no background papers available for inspection.

Agenda Item 8

1. Introduction

- 1.1. This report seeks approval to provide capital funding to undertake essential repairs at an existing Council facility and to undertake investment in new and semi-permanent visitor facilities. Both schemes will generate additional income for the council, along with attracting visitors to the area and in turn, stimulating the local economy.

2. Essential Maintenance Programme – Dunes Splashworld

- 2.1. Essential repairs are required to the structure and fabric of this key Council facility, which was closed in December 2019 due to significant health and safety concerns. The repair works will allow for it to re-open and thereby continue to generate income for the Council, as well as attracting visitors to the area and in turn stimulating the local economy.
- 2.2. The programme of essential repair work is estimated to cost £1.2m and will be funded from Council resources (capital receipts) pending the outcome of an ongoing legal claim regarding defects with the developer. Approval is therefore sought for a supplementary capital estimate.

3. Ainsdale Coastal Gateway

- 3.1. Ainsdale Beach saw significant visitor numbers in 2020. To cope with these additional visitors, beach parking was provided free of charge for a number of months until August and portable temporary toilets and skips were provided to deal with the extra numbers.
- 3.2. There are now opportunities for improvements to parking facilities at the coastal gateway in advance of the 2021 summer season, that will mitigate the impact of larger visitor numbers on local communities and will create long-term revenue streams for the council.
- 3.3. It is proposed to make a capital investment in the Ainsdale Gateway over Winter 2020, so that by Spring/Summer 2021 there are new and semi-permanent facilities in place to provide for anticipated increased visitor numbers, to reduce impact on local communities, and to create potential income streams.
- 3.4. Council is therefore recommended to approve a supplementary capital estimate of £0.352m for inclusion in the capital programme funded by Council resources (Public Works Loans Borrowing and other available funding sources) the cost of which will be met from income generated. In the event of a deficit existing this will be funded by the service's existing revenue budget.

Agenda Item 9

Report to:	Pay and Grading Committee Council	Date of Meeting:	13 January 2021 21 January 2021
Subject:	Pay Policy		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	All
Cabinet Portfolio:			
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To recommend a Pay Policy for the Council as required by the Localism Act 2011

Recommendation(s):

Pay and Grading Committee:

The proposed Pay Policy at Annex A to this report is recommended to the full Council for approval with the amendment detailed below.

Council:

- (i) The proposed Pay Policy at Annex A to this report be approved;
- (ii) That any changes to the Pay Policy as required because of legislation are delegated to the Pay and Grading Committee;
- (iii) Any further discretionary waiver in connection with the termination payments as detailed in this report be considered by the Pay & Grading Committee to provide a recommendation before matters go to Full Council

Reasons for the Recommendation(s):

To comply with the Localism Act 2011 and to comply with the Restriction of Public Sector Exit Payments Regulations 2020

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

No alternative, a Pay Policy for the Council as required by the Localism Act 2011

Agenda Item 9

What will it cost and how will it be financed?

(A) Revenue Costs N/A

(B) Capital Costs N/A

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):

The Pay Policy has been amended and updated to reflect any changes that have occurred since the last report.

Legal Implications:

The Council has the following duties under the following sections of the Localism Act 2011:-

Section 38- The Council must prepare a Pay Policy Statement for each financial year which sets out its policies relating to the remuneration of its chief officers and its lowest-paid employees and the relationship between the remuneration of its chief officers and its employees.

Section 39-The Council's Pay Policy Statement must be approved by resolution of the authority before it comes into force and prior to 31st March immediately preceding the financial year to which it relates.

Section 40- With regard to its functions under sections 38 and 39 [above] the Council must have regard to any guidance issued or approved by the Secretary of State.

Equality Implications: There are no equality implications.

Contribution to the Council's Core Purpose:

A Pay Policy for the Council as required by the Localism Act 2011

Protect the most vulnerable: NA

Facilitate confident and resilient communities: NA

Commission, broker and provide core services: NA

Place – leadership and influencer: NA

Drivers of change and reform: NA

Facilitate sustainable economic prosperity: NA

Greater income for social investment: NA

Cleaner Greener NA

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director Corporate Resources and Customer Services (FD.6246/21) and the Chief Legal and Democratic Officer (LD 4447/21) have been consulted and any comments have been incorporated into the report.

Implementation Date for the Decision -Immediately following the Council meeting.

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Background Papers:

There are no background papers available for inspection.

Introduction/Background

1. This report deals with a requirement in the Localism Act 2011 (the Act) which became statute in November 2011. The Act introduced a requirement for Local Authorities to agree and publish an Annual Pay Policy Statement effective from December 2011.
2. In February 2012 the DCLG issued statutory guidance "Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act 2011" and required Local Authorities in England to take account of the supplementary guidance when preparing their Pay Policy Statements.
3. To comply with this requirement the Council's revised Pay Policy statement is attached.
4. The Government has now introduced its new legislation – The Restriction of Public Sector Exit Payments Regulations 2020. These Regulations impose a cap of £95,000 on exit payments made by public bodies. The legislation stems from an initiative in 2015, where the then Government said its aim was to reduce the cost of public sector redundancy payments to the taxpayer. This matter was debated in parliament in September 2020 and the Regulations were passed by the House of Commons and the legislation has been implemented from 4th November 2020.
5. In summary the Restriction of Public Sector Exit Payments Regulations:

Agenda Item 9

- introduce a £95,000 cap on the aggregate value (before tax) of exit payments made to public sector employees, including redundancy and voluntary exit payments.
- Extend the cap beyond direct payments – it also catches actuarial strain costs paid by an employer to a pension scheme to facilitate early retirement pensions on an unreduced basis.
- exclude certain exit payments from the cap including injury compensation, payment in lieu of accrued but untaken holiday, payment in lieu of notice not exceeding 25 per cent of annual salary and payments under a court order.
- do not apply the cap in ‘mandatory’ situations (including where TUPE rights would be affected or to settle certain defined employment tribunal litigation cases).
- In exceptional cases, the employer has a discretionary power to relax the cap subject to various approvals.
- override employment contract obligations.
- Amend the terms of public sector pension schemes to limit early retirement enhancements that might otherwise result in the cap being breached.

6. The new regulations make changes which affect the termination of employees in cases of redundancy / business efficiency for those employees:

- who are Not entitled to an immediate payment of an LGPS Pension and
- who are LGPS members over the age of 55 on leaving date

In both categories, regardless of whether the exit cap of £95,000 applies or not, the member of the LGPS Scheme is asked to choose from a number of options which provide for limitations on benefits when compared those received under the former legislation.

7. Members of other schemes are also affected to a greater or lesser extent.

8. An employer waiving the £95,000 cap has two options:

- A Mandatory waiver for any payments relating to whistleblowing, discrimination and similar cases which an Employment Tribunal could consider, and Payments made under TUPE Regulation obligations
- A Discretionary waiver for cases:
 - of undue hardship
 - where workforce reform would be inhibited
 - delay not attributable to the employee or office holder

9. The discretionary waiver requires approval by all of the following:

- Full Council approval
- MHCLG Accounting Officer (Permanent Secretary)
- MHCLG Minister
- HM Treasury

If all approve the use of the waiver, the cap does not apply.

10. While the cap is intended to result in savings to those employers that are covered by the regulations, its effect and the manner of its implementation has created several employment and pensions' law issues that should be noted.
 - the cap does not just affect high earners. Long-serving employees with modest salaries could find that an indirect 'strain' payment to fund an unreduced early retirement pension uses up most of the cap. This may make redundancy exercises potentially more complex and reduce the uptake of voluntary redundancy packages.
 - Trade unions have explained that the cap does not apply where a member of a public sector pension scheme is in private sector employment. This means that employees carrying out public functions in the context of outsourcing might be better off on redundancy than their counterparts.
11. The Ministry of Housing, Communities and Local Government (MHCLG) consultation on exit payment reforms specifically relating to the LGPS did not end until 9 November so was not completed in time to coincide with the implementation of the new Exit Payment Regulations.
12. Given that the regulations take effect before the pension schemes have been amended to accommodate the cap. This has created a short-term situation where a breach of law will occur as the LGPS Merseyside Pension rules may require a payment that exceeds the cap, resulting in a choice between breaching the regulations or the statutory provisions of the pension scheme. The cap can therefore affect pre-existing rights under an employee's employment contract and could result in legal challenges from individuals, groups of employees and/or unions. Merseyside Pension Fund are working with the national LGA Communications Working Group to produce standard communications for both employers and members relative to this issue.
13. At the time of writing (10th December 2020) the Council is awaiting clarity as to how the entitlements will be affected by any strain costs for members currently entitled to immediate pension benefits which is in direct conflict with the new exit cap regulations.
14. The Pensions section are continuing to provide redundancy calculations for Teachers and any member of the LGPS under age 55 or any employees not in the LGPS scheme. Any other estimates that will be affected by the new regulations will include a waiver clause that the estimates cannot be guaranteed until such time as the conflict is resolved and guidance if provided by Government.
15. The conflicting legislation causes difficulties for the Council in terms of progressing departmental reviews, for employees understanding their options and for the Merseyside Pension Fund in communicating and implementing the changes and in developing changes to the pensions software to accommodate the revisions.
16. We await further guidance for Local Authorities which should be available shortly from Merseyside Pension Fund and the LGA. The Council will then need to review

Agenda Item 9

its Pensions Discretions Policy following changes made to the current LGPS discretionary and compensation regulations.

17. In the initial Government proposals in 2015 it was also suggested that in a situation where an employee within the public sector earning £80,000 or more receives an exit payment (such as redundancy) and then returns to any part of the public sector within 12 months of leaving, that on returning to the public sector, the employee must repay some or all of the exit payment received, even if they return to a much lower salary role or to a different part of the public sector. However, to date there has been no further indication of if and when this proposal will be implemented.

Recommendations

18. When, the above matters have been finalised, the Pay Policy will be updated accordingly and, as previously agreed at the Council meeting on 25th January 2018, it is recommended that the Pay and Grading Committee is delegated to deal with any necessary amendment to bring the Authority into compliance with these statutory measures.
19. It is also recommended that in any cases where a Discretionary waiver is being considered that such matters be referred to the Pay and Grading Committee for approval and subject to Full Council approval.

ANNEX A

PAY POLICY 2021 / 2022

(As required by the Local Government Transparency code 2015 and the Localism Act 2011)

<u>Contents</u>	<u>Commencing Para</u>
A Opening Statement	1
B Scope of Policy	5
C Availability of Policy	6
D Decision Making	7
E Senior Officers Pay	11
F Educational Professionals Pay	20
G Youth and Community workers	24
H National Joint Council (NJC) Employees	25
I Market Supplements Policy	30
J Other pay	32
K Pay Protection	38
L Pay Relationships	39
M Other Terms and Conditions	44
N Public Health staff	48
O National Minimum wage and Living Wage	49
P Re-employment of staff in receipt of redundancy pay	53
Q Gender Pay Gap reporting	55

Note: Reference is made in this policy to various national and local terms and conditions agreements, and policies.

National Pay Agreements within Local Government

1. JNC Chief Executive Terms and Conditions of Service.
2. JNC Chief Officer Terms and Conditions of Service.
3. Local Government Pension Scheme:
4. NJC Terms and Conditions of Service (Green Book): [Green book](#)
5. Soulbury Terms and Conditions of Service: (Education & Young People)
6. Youth and Community Workers Terms and Conditions of Service (Pink Book): (Education & Young People)
7. Non-Standard Working Arrangements and Associated Payments: [Non-standard Working Arrangements](#)

Agenda Item 9

SEFTON COUNCIL PAY POLICY

A. OPENING STATEMENT

1. The aim of this policy is to help maintain and improve the quality of service provision by ensuring that all employees are valued and receive proper reward for their work and contribution. It also serves to satisfy the requirements of the Localism Act 2011 relative to pay accountability.
2. It is recognised that both financial and non-financial rewards are necessary to attract, retain and motivate employees. As such there needs to be a close link between reward and the overall approach to people management, including workforce planning and development strategies. There needs to be a fair balance between changing organisational needs and the aspirations of individuals. Equally there needs to be recognition of the financial constraints of the current economic climate and the imperative to manage public monies responsibly.
3. This policy will assist in managing pay in a fair, equitable, responsible and transparent manner. The Council supports the principle of equality of opportunity in employment. In this regard every endeavour will be made to ensure that employees receive equal treatment, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marital status, pregnancy or maternity.
4. All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, the Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees' (Prevention of Less Favourable Treatment) Regulations 2002, all as amended.

B. SCOPE OF POLICY

5. This policy covers all employees other than those in schools.

C. AVAILABILITY OF POLICY

6. This policy is available on the Sefton's Council website under [Pay Policy](#)

D. DECISION MAKING

7. The pay policy is the responsibility of the Pay & Grading Committee with any recommendations for change being subject to the approval of the Council.
8. The policy will be reviewed by the Committee at least once every municipal year and referred to the Council for consideration prior to the beginning of the subsequent municipal year on 1st April.

9. The authority to make decisions in accordance with the policy and its application, is in accordance with the delegations described in the Council's constitution, which can be found in the documents library on Sefton's website.
10. In January 2013 Council agreed a mechanism specifically for;
 - a. The consideration of severance packages which amount to £100,000 or above. This agreement will now be replaced by the Governments proposed Public Sector Exit Payment Regulations which imposes a cap of £95,000 on exit payments (see previous statement), and
 - b. The consideration of new appointments which have a remuneration package of £100,000 or above. It was agreed that :
 - o The Employment Procedure Committee will decide on the remuneration packages for Senior Officers in cases where the proposed remuneration is over £100,000. This will be debated at the point when the decision to fill the post is made. A recommendation will then be made to the Full Council who will have the opportunity to vote on the remuneration proposed. The remuneration must be agreed prior to an appointment offer being made.

It is proposed that the decision making processes for remuneration detailed above will remain in force.

E. SENIOR OFFICERS PAY

11. Senior officers are defined as those currently earning £50,000 and above. The £50,000 threshold is applied as per the Local Government transparency code issued by the Department for Communities and Local Government [CLG].
12. Individual Senior Management pay is set out in data published on the Council's website in accordance with the Local Government transparency code. It provides details of;
 - o the number of employees whose remuneration in that year was at least £50,000 - in brackets of £5,000
 - o details of the job title of senior employees whose salary is at least £50,000, and
 - o identification by name of any employees whose salaries are £150,000 or more.
 - o the information is not solely based on salary but will include all remuneration i.e. overtime pay.

Senior Officer Pay data can be accessed through the Sefton Council website under: Personnel / Job Evaluation/ [Senior Salaries](#)

Agenda Item 9

13. In addition, local authorities must provide a list of responsibilities (for example, the services and functions the postholder is responsible for and details of bonuses and 'benefits-in-kind', for all employees whose salary exceeds £50,000.
14. Senior officers (other than those paid under the Soulbury agreement) are paid in accordance with the HAY job evaluation method.
15. Chief Executive (as at 1.4.2020) is paid £154,857. The salary comprises of 5 incremental points within a salary band ranging from £151,083 to £166,197.
16. As at 1.4.2020 Executive Directors are paid spot salary payments of £119,952 and the Head of Health and Wellbeing / Director of Public health is paid on a personal grade of NHS Senior Band 9 plus Market supplement providing for a total salary of £90,000. Heads of Service are paid at either HAY 2 (£100,563, HAY 3 £87,597 or HAY 4 £77,157 as spot grades, plus a Market Supplement if appropriate. Senior Management are paid relative to Hay grades 5 & 6. Hay 5 ranging from £63,657 to £70,029 by 5 increments. Hay 6 ranges from £49,881 to £57,765 by 7 increments.
17. The terms and conditions for the post of Chief Executive are in accordance with the Joint National Council (JNC) Scheme for Chief Executives. In the case of HAY Grades 1 - 5 the terms and conditions are as per the JNC Scheme for Chief Officers. In the case of HAY Grade 6 the terms and conditions are in accordance with the National Joint Council (NJC) Scheme for Local Government services employees (known as the "Green Book").
18. HAY grades are allocated to posts using the HAY job evaluation system. This system enables the factors of a job to be analysed and translated into a points score which, in turn, is related to the appropriate grade associated with the score.
19. Each year the HAY group are consulted as to what is an appropriate pay rise. The HAY Group advise based on predicted awards in the general market (Public and Private Sector), the amount of inflation, and the Retail Prices Index. This is then balanced against the National Joint Council Pay award and the ability of the Council to meet the pay bill. The pay rise to be applied is delegated to the Chief Executive and the Chief Personnel Officer.

F. EDUCATION PROFESSIONALS PAY [Soulbury Agreement]

20. The Soulbury Committee provides national collective bargaining machinery for advisory staff in Local Authorities. Nationally, it covers staff including: education improvement professionals, education psychologists, and young people's/community service managers. In addition to any annual pay increase, the Soulbury Committee also determines the national salary framework.
21. The Soulbury agreement provides separate sets of pay spines for Education Improvement Professionals (EIPs), Educational Psychologists, including Principals, Seniors, Assistants and Trainees as well as Community Service Managers. The current pay agreement covers pay spines payable from 1st September 2020 as detailed below.

22. With the exception of Educational Psychologists, the Soulbury salary scales consist of not more than **four** consecutive points. The salary is based on the duties and responsibilities of the post and the need to recruit and motivate staff. Minimum starting points are defined in the pay conditions and include an extended range to accommodate up to 3 structured professional assessments (SPA) points.

Education Improvement Professionals (EIPs)

Spine Point	Salary from 1.9.2020
Ranges from spine point 1	£36,419
To spine point 50 inclusive of 3 SPA points	£96,396

Educational Psychologists

Spine Point	Salary from 1.9.2020
Ranges from spine point 1	£38,197
To spine point 11	£56,554

The Salary scale for Educational Psychologists consist of not more than 6 consecutive points based on the duties and responsibilities of the post and the requirement to recruit and retain staff therefore scp 1-6 or 2-7 for 3-8. The full SCP range is from SCP 1 to SCP 11.

Educational psychologists paid on Scale A are also eligible for the award of up to 3 structured professional assessment (SPA) points. The individual six point scale will be supplemented by such SPA points. Within Sefton, the pay rate applied is SCP 3 – 8 with 3 SPA points to a maximum of SCP 11.

Senior & Principal Educational Psychologists

Spine Point	Salary from 1.9.2020
Ranges from spine point 1	£47,889
To spine point 18 inclusive of 3 SPA points	£70,850

The **standard** Salary scale consists of not more than 4 consecutive points* based on the duties and responsibilities of the post and the requirement to recruit and retain staff. The **standard** SCP range is from SCP 1 to SCP 13. There is also the possibility to extend the salary range to accommodate up to 3 SPA points (scps 14 – 16). In addition, there **are 2 further discretionary** scale points (scp 17-18) for the Senior and Principal

Agenda Item 9

Educational Psychologists providing for an extended salary range of 6 incremental points.

The minimum start point for a **Principal** Psychologist is **3**.

Trainee Educational Psychologists

Spine Point	Salary from 1.9.2020
Ranges from spine point 1	£24,541
To spine point 6	£33,520

Assistant Educational Psychologists

Spine Point	Salary from 1.9.2020
Ranges from spine point 1	£30,166
To spine point 4	£33,856

Young Peoples Community Service Managers

Spine Point	Salary from 1.9.2020
Ranges from spine point 1	£37,772
To spine point 24	£66,486

23. The Soulbury agreement does not set its own specific conditions of service. Instead it provides that:

“The conditions of service of Soulbury officers shall be not less favourable than those prescribed for the local government services staff of the authority”

***General** – All the above Salary scales consist of not more than 4 consecutive points as a **MAXIMUM**. However, Soulbury staff can be appointed on 2 and 3 point ranges (plus the 3 SPA points) if this is agreed prior to appointment.

Starting SCPs will be defined using the minimum starting point detailed in the scheme (ie. **Principal** Psychologist minimum starting point is scp 3) but can be altered where there is a need to salary match from previous job roles where there is difficulty recruiting to the post.

G. Youth and Community Workers

24. The pay of Youth and Community Workers is determined from pay points prescribed by the Joint Negotiating Committee (JNC). There are two ranges of pay points, one for Youth and Community Support Workers and one for Professional staff.

Youth and Community Support Workers

Spine Point	Salary from 1.9.2020
Ranges from spine point 5	£19,308
To spine point 17	£28,787

Professional staff

Spine Point	Salary from 1.9.2020
Ranges from spine point 13	£25,313
To spine point 32	£42,718

H. NATIONAL JOINT COUNCIL (NJC) EMPLOYEES

25. The largest proportion of employees are paid in accordance with the NJC (Green Book) terms and conditions of employment and in conjunction with a locally determined grading structure that is derived from the spinal column points (SCPs) provided by the NJC for Local Government Services pay scales.
26. Grades are allocated to posts using the Local Government Single Status Job Evaluation Scheme which forms part of the NJC (Green Book) terms and conditions of employment.
27. The grading structure and the arrangements for applying the job evaluation scheme are agreed with the local trade unions.
28. The NJC pay agreement for 2018 – 2020 introduced a new pay spine. Effective from 1.4.2020 the lowest spinal column point (point 1) is £9.2479 per hour based on a 37 hour week which equates to £9.5049 for Sefton’s Councils 36 hour per week standard working. The highest spinal column point for none HAY grade officers (Point 43) is £24.2809 which equates to £24.9555 for Sefton’s Councils 36 hour per week standard working.
29. The full National NJC pay spine as at 1.4.2020 is detailed below.

Agenda Item 9

SCP	Annual Salary
1	£17,842
2	£18,198
3	£18,562
4	£18,933
5	£19,312
6	£19,698
7	£20,092
8	£20,493
9	£20,903
10	£21,322
11	£21,748
12	£22,183
13	£22,627
14	£23,080
15	£23,541
16	£24,012
17	£24,491
18	£24,982
19	£25,481
20	£25,991
21	£26,511
22	£27,041
23	£27,741
24	£28,672
25	£29,577
26	£30,451
27	£31,346
28	£32,234
29	£32,910
30	£33,782
31	£34,728
32	£35,745

33	£36,922
34	£37,890
35	£38,890
36	£39,880
37	£40,876
38	£41,881
39	£42,821
40	£43,857
41	£44,863
42	£45,859
43	£46,845
43	£46,845

I. MARKET SUPPLEMENTS POLICY

30. The Council aims to recruit and retain the best possible employees with the skills, knowledge and experience needed to deliver excellent services and to meet its corporate objectives. There may be times when the grading of a post results in an inability to successfully recruit or retain to particular posts. In such cases it may be appropriate to pay a market supplement in addition to the salary to ensure that appointments can be secured. In these circumstances, the potential for the application of a Market Supplement Rate will need to be objectively justified. Such payments are lawful under the Equality Act 2010 where there is evidence to justify that market factors are the “material factor” for the post attracting a higher rate of pay than other posts with the same score. In order to establish equality of pay the Council needs factual evidence to prove that paying any Market Supplement Rate is “a proportionate means of achieving a legitimate aim”.
31. Any business cases made for Market Supplement payments will be subject to investigation and scrutiny by the Pay and Grading team followed by formal approval via the Head of Corporate Resources. Thereafter, the payments will be subject to annual review, and supplementary reviews following any pay award agreements or incremental advancement. In addition, the Joint Trade Union forum will be provided with details of any positions which have been approved for the Market Supplement Payments.

J. OTHER PAY

32. **Returning officer** The Council has to appoint a Returning Officer for elections. This is usually a senior officer of the Council who performs the role in addition to his/her normal duties. Appointment as a Returning Officer is deemed to be separate remunerable employment.

Agenda Item 9

33. **Acting up payments** Employees are not eligible for honoraria payments under current Council policy. However, an employee who, following a fair selection arrangement, performs the full duties and responsibilities of a higher graded post on a temporary basis, will be paid in accordance with the higher graded post for the specified period and without any commitment to permanency in that post. This is known as “Acting Up”. It is an operationally practical arrangement applied throughout the workforce. It is an expedient measure that should maintain for as short a period as possible – normally less than 12 months.

34. **Advisory Staff in Local Authorities – [Soulbury Agreement]** In each of the separate Soulbury pay spines there is provision for employees to receive up to three further spine points under the Structure Professional Assessment (SPA) system. This element of the pay structure is based on performance assessment and forms part of the overall pay structure. Progression under the SPA system is subject to local assessment against nationally prescribed criteria.

35. **NJC Employees- Non-Standard Working Arrangements and Associated Payments**

In accordance with the NJC provisions the Council pays allowances in respect of employees who are required to work outside “normal” working hours.

36. In February 2011 Cabinet approved a package of “Local” terms and conditions following consultation with the trade unions. These conditions were implemented in April 2011, and have since been adopted as an ongoing contractual arrangement to assist with the budget provision.

37. **Tupe Pay obligations**

The Council has a number of staff on Personal salaries stemming from staff transferring into the organisation via TUPE regulations. In due course, as and when reviews are conducted the Council will look to transfer employees onto Sefton’s Grading structure and Sefton Terms and Conditions.

K. PAY PROTECTION

38. In certain circumstances where employees suffer a loss in basic pay as a result of the actions of the employer, 12 months’ pay protection is available.

L. PAY RELATIONSHIPS

39. The Local Government Transparency Code 2015 Part 2.2 para 51 and Section 38 of the Localism Act 2011 requires local authorities to produce information relative to pay dispersion i.e. the relationship between remuneration of Senior Officers and the remuneration of other staff. The information in this section illustrates the Councils pay dispersion.

40. The highest level of (*full time equivalent – FTE*) employee remuneration in the Council is associated with the post of Chief Executive which is £154,857.

41. The lowest level of (FTE) employee remuneration is £17,842 p.a.

42. The median level of actual basic pay for central staff is £20,493 p.a. The median level of actual pay including contractual allowances (e.g. overtime, shift pay etc) is £22,160 p.a

As at 1st November 2020 the (FTE) actual pay relationships are:

- Highest pay is 8.68 times greater than lowest pay.
 - Median basic pay is 1.15 times greater than lowest pay.
 - Median pay including contractual allowances is 1.24 times greater than lowest pay.
 - Highest pay is 7.55 times greater than median basic pay and 6.99 times greater than median pay including contractual allowances.
43. In order to achieve this calculation the pay relationships have been based on the lowest level of employee remuneration (using actual pay figures of centrally employed staff payable as at November 2020 and the highest level JNC pay applicable as at November 2020. The above pay relationship figures exclude a small amount of staff who TUPE transferred from Arvarto and under the TUPE regulations currently retain their Arvarto Terms and Conditions of service.

M. OTHER TERMS AND CONDITIONS

44. The normal working week is 36 hours (FTE). This is on the understanding that for those staff defined as senior officers, additional hours will be worked, as necessary, without financial or time off recompense.
45. The Council recognises the importance of the need to balance personal and working demands. Employees are required to be receptive to such needs both in their own case and relative to those for whom they may be responsible. It is considered that an empathetic management approach to controlled attendance will contribute to high performance and outcomes.
46. The Council's terms and conditions of employment generally provide for 27 days leave for employees with less than 5 years' service and 32 days after 5 years have been completed (35 days for HAY 5 and above). The Council also recognises long service by granting an additional 5 days leave (as a one off award) after 25 years' service has been completed and celebrates longer periods of service.
47. The Council also supports officers in the discharge of their duties by reimbursing expenditure, paying subsistence allowances, and operating a Corporate travel scheme for eligible employees offering reduced cost rail travel with deductions being made direct from payroll.

N. PUBLIC HEALTH STAFF

48. The transfer of the Public Health function and its associated employees in 2013 was on a statutory basis as per the Health and Social Care Act 2012. The pay scales applicable at the point of transfer were as per Public Health NHS pay scales and will remain static until such time as the positions become vacant. New

Agenda Item 9

appointments to posts within the Public Health function are made on either NJC or JNC HAY grades as appropriate to the role.

O. NATIONAL MINIMUM WAGE / REAL LIVING WAGE

49. The National Minimum Wage (NMW) is the minimum pay per hour most workers under the age of 25 are entitled to by law.

The Government's National Living Wage (NLW) is the minimum pay per hour most workers aged 25 and over are entitled to by law.

The rate will depend on a worker's age. The current rates as at 1.4.2020 are:

- £8.72 per hour for ages 25 and over
- £8.20 per hour for ages 21 to 24
- £6.45 per hour for ages 18 to 20
- £4.55 per hour for under 18 years old

50. In addition to the above there is a *living wage* determined by the Real Living Wage Foundation. The rate is £9.50 per hour (outside of London) as at 9th November 2020. This Real Living wage rate is based on the concept that a certain amount of money is needed to ensure that people are able to have a decent standard of living. The Real living wage is different from the National Minimum wage and the Government's National Living Wage. Adoption of the Minimum wage is a legal requirement however the adoption of the Real Living Wage is voluntary. To become a true Real Living Wage employer the rate would need to be applied not only to employees but also be extended to Third party contractors who are defined by the Living Wage Foundation as those who work regularly on Council premises, or premises necessary to the work being carried out, for 2 or more hours a day, in any day of the week, for 8 or more consecutive weeks of the year.
51. The Cabinet member has been provided with information relative to becoming a Real Living Wage employer but no determination has yet been made as to whether Sefton Council would wish to become a Real Living Wage employer.
52. Real living wage rates are updated annually in November and should be implemented within 6 months (i.e. by 9.5.2021). The National Joint Council (NJC) rates are updated in April each year. With effect from 1.4.2020 the Council is paying £9.5049 as its lowest rate per hour with an expected percentage increase due with effect from 1.4.2021 and therefore is in keeping with the Real living wage rate.

P. RE-EMPLOYMENT OF STAFF WHO HAVE BEEN IN RECEIPT OF REDUNDANCY PAY AND/OR PENSION.

53. Subject to compliance with legislative/regulatory requirements:
- An individual may be in receipt of a pension (LGPS or otherwise) in addition to remuneration from their employment with the Council.

- An individual who has left the Council and been in receipt of a severance or redundancy payment and/or pension (LGPS or otherwise) may subsequently be re-employed or engaged under a contract for services. However, given the budgetary pressures currently facing the Council there should be (in most cases) a period of time of at least 2 years from the redundancy date before re-employment occurs and such cases must also satisfy robust justification and the business case in respect of justification must include specific details why the re-employment would be beneficial to the Council or service area. The Council recognises in consideration of the business case that any re-employment must only be after consideration of characteristics of the post and work area (including the ability to attract and retain employees) The business case should also consider the circumstances of the individual that left employment recognising that individuals in low pay jobs may be more readily re-employed.

54. All Local Government Pension Schemes (LGPS) Administrating Funds have the discretion to abate pension upon re-employment to local government. Merseyside Pension Fund discretion stipulates that anyone in receipt of a pension from the LGPS, re-employed after 25 September 2006, **will not** have their pension adjusted if they return to local government employment, **unless** they were granted Compensatory Added Years when they retired due to redundancy/ interest of efficiency. Merseyside Pension Fund have confirmed that this discretion still applies, however, the members awarded added years will now be of an age (youngest 66 years of age) where it would be highly unlikely that they would be re-employed.

Q. GENDER PAY GAP REPORTING

55. The Council is required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 and to publish the results on both the Council website and a government website. In line with these requirements data is published annually. Ordinarily, the data published reflects the position on 5th April in the previous year.
56. The data published shows the difference between the average earnings of male and female employees but does not involve publishing individual employee data. The pay calculations are based on gross pay calculated before deductions at source. Pay data includes basic pay, paid leave, allowances, and shift pay but not overtime pay, expenses, redundancy or any other termination pay.
57. Gender Pay Reporting information is established each year by using our HR and payroll records and relates to centrally employed staff only and does not include Schools data as only employers with over 250 employees are covered by the legislation.

Agenda Item 9

Report to:	Council	Date of Meeting:	Thursday 21 January 2021
Subject:	ICT Security Policy 2020		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

The purpose of this report is to obtain approval for revised security policy documentation relating the authority's ICT estate; new policy documents have been produced to replace existing policies last updated in 2019.

This report was considered by Audit and Governance Committee on 16 December 2020 which resolved that:

- (1) Council be requested to give its approval for the ICT Acceptable Use Policy and inclusion in the Constitution;
- (2) Council be requested to give its approval for the ICT Starters, Movers and Leavers Policy and it be recommended to Council that it be removed from the Constitution, given the managerial operational nature of the policy not being appropriate for the Constitution; and
- (3) it be noted that the Council's Password Policy referred to in the report, will be submitted to a future meeting of the Committee.

Recommendation(s):

- (1) That the ICT Acceptable Use Policy is approved and included in the Constitution.
- (2) That the ICT Starters, Movers and Leavers Policy is approved and that it is removed from the Constitution, given the managerial operational nature of the policy not being appropriate for the Constitution.
- (3) It be noted that the Council's Password Policy referred to in the report, will be

Agenda Item 10

submitted to a future meeting of the Audit and Governance Committee.

Reasons for the Recommendations:

To ensure that Sefton's ICT is operating in line with industry standards for ICT Security Management

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

Not to make any changes to existing documentation – rejected, as this would not be consistent with the requirements of the National Cyber Security Centre and Sefton would not be operating in line with leading industry practice, which could expose the organisation to increase risk of CyberCrime/Cyber Security or Information Breach.

What will it cost and how will it be financed?

(A) Revenue Costs

Not Applicable

(B) Capital Costs

Not Applicable

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):

Revised policy documentation for review by all authorised users of Sefton ICT services

IT changes and security infrastructure changes to be addressed within the ICT Contract Management

Legal Implications:

There are no legal implications

Equality Implications:

There are no equality implications.

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Not applicable

Facilitate confident and resilient communities: Yes, the provision of a secure network will provide the foundation for any further developments of digital services for residents

Commission, broker and provide core services: Yes, provision of a secure ICT Environment

Place – leadership and influencer: Not applicable

Drivers of change and reform: Yes, ICT is a key enabling programme to deliver the Framework for Change
Facilitate sustainable economic prosperity: Not applicable
Greater income for social investment: Not applicable
Cleaner Greener: Not applicable

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD.6254/21.) and the Chief Legal and Democratic Officer (LD.4455/21) have been consulted and any comments have been incorporated into the report.

Members of the Executive Information Management Group have been consulted on the policy documents and feedback incorporated as required. Membership includes

- Head of Commissioning Support and Business Intelligence
- The Head of Corporate Resources
- Chief Legal and Democratic Officer
- Performance and Intelligence Manager
- Information Management and Governance Lead
- Workforce Learning and Development Manager
- Senior Manager ICT and Digital

(B) External Consultations

Not applicable

Implementation Date for the Decision

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

Contact Officer:	Jamal Aslam
Email Address:	jamal.aslam@sefton.gov.uk

Appendices:

A; ICT Acceptable Usage Policy 2020

B; Sefton Council Starters, Movers, Leavers Policy 2020

Background Papers:

There are no background papers available for inspection.

Agenda Item 10

1. Introduction/Background

1.1 In 2017 the authority embarked on a radical programme of ICT Transformation, to improve the Council's ICT provision to support both the Framework for Change Programme and to create a state of readiness for a new ICT Provider. In addition this enabled a step change in service delivery to support the delivery of interdependent PSR workstreams namely the Asset and Accommodation Strategy (PSR8) and Locality Teams (PSR2). The three key deliverables were:-

1.1.1 Services and staff – to improve the end user experience and support the introduction of new ways of working

1.1.2 ICT Service – to deliver a new ICT Support service and associated services to improve reliability and functionality of ICT as well as supporting continual improvements/service transformation

1.1.3 ICT Infrastructure – to enable agile working, reduce the complexity of system delivery as well as providing the platform for Sefton to take full advantage of advances in technology moving forwards

1.2 Alongside the delivery of a new technical and support infrastructure it is essential to align associated policies that govern both ICT Security operations and Acceptable Use of ICT to ensure the provision of a robust and secure network. These documents are as follows:-

1.2.1 Information Security Management System Policy, which governs the provision of contracted technology and telecommunications services to Sefton in line with the International code of Practice for Information Security Management ISO27001:2013;

1.2.2 The Initial Security Management Plan which describes how the ICT Services provider (Agilisys) manages Information Security according to leading industry practice and specifies any additional or different application of controls to ensure a secure network; and

1.2.3 ICT Acceptable Usage Policy, which aims to provide clear guidance on the acceptable use of ICT for authorised users, to protect the security of the network and reduce the risk of a data breach.

2. Proposals for Approval

2.1 Since the publication of the last ICT Acceptable Usage Policy in 2019 the authority has changed its approach to ways of working due to the COVID-19 pandemic, this has resulted in a significant increase in Sefton Council personnel working from non-council sites.

2.2 Given the fundamental changes in ways of working, the ICT Acceptable Usage policy has been reviewed and updated to ensure all personnel are taking the

precautionary steps to protect the Council's ICT environment whilst working from remote locations as well as general changes in line with the National Cyber Security Centre guidance.

- 2.3 The Starters, Movers, Leavers Policy has been separated from the ICT Acceptable Usage Policy and provides clear guidance to personnel and responsible managers on how to fulfil their obligations to protect both the Councils data and ICT environment by following User Access and Identity Management best practices.

3. **Conclusion**

This report provides two core policy documents for approval, to streamline the current guidance documentation available for all authorised users of Sefton's ICT environment, as well as ensuring that Sefton is operating in line with Industry Standards for ICT Security Management.

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ICT Acceptable Use Policy

September 2020

Agenda Item 10

Summary Sheet

Document Information

Protective marking (Unclassified / Restricted Circulation / Confidential)	Unclassified
Ref	Acceptable Use ICT
Document Purpose	To ensure all users of Sefton's ICT are aware of guidance around acceptable use
Document status (Draft / Active)	Final
Partners (If applicable)	N/A
Date document came into force	February 2020
Date of next review	March 2021
Owner (Service Area)	Sefton Council – ICT Client Team
Location of original (Owner job title / contact details)	Helen Spreadbury
Authorised by (Committee/Cabinet)	Audit and Governance Committee

Document History

Version	Date	Author	Notes on revisions
0.1	27/09/2018	H Spreadbury	Draft
0.2	11/10/2018	H Spreadbury	Amendments made following consultation with IMG
0.3	15/10/2018	H Spreadbury	Further amendments made following consultation with HR and Agilisys
1	06/11/2018	H Spreadbury	Final draft following feedback from IMG
2	23/04/2019	H Spreadbury	Finalised for release
2.1	05/02/2020	J Aslam	Yearly review – minor changes and inclusion of SML and Password Policies

Further documentation and supporting material can be found via the following page <http://intranet.smbc.loc/our-council/data-protection-information-handling/policies.aspx>

Introduction

The purpose of this document is to ensure that all Users of Sefton Council's ICT (Information Communications Technology) Services feel confident in the use of ICT to complete their work. The aim of this policy document is to describe in plain English what is acceptable activity to ensure the security of Sefton's ICT network, to protect the disclosure of information and ensure we can prevent, as far as possible, cyber-attack or cybercrime.

The increasing use of Information and Communication Technology and the development of information strategies to support the process of providing effective services make it necessary to take appropriate action to ensure that these systems are developed, operated and maintained in a safe and secure manner.

Whilst the aim is to provide facilities for employees to use freely in pursuit of their job there are, however, management and legal issues, which should be borne in mind to ensure the effective and appropriate use of information technology.

Scope

This document applies to all authorised users of Sefton's ICT systems; including; council employees, members, contractors, consultants, commissioned service providers and organisations that connect to or support any part of the IT Infrastructure

Individual Responsibilities

- All Elected Members must accept responsibility for maintaining ICT standards within the organisation.
- All Managers must accept responsibility for initiating, implementing and maintaining ICT standards including those outlined in the Starters, Movers and Leavers policy within the organisation.
- All non-managerial employees must accept responsibility for maintaining standards by conforming to those controls, which are applicable to them.
- The ICT Client Team, supported by Agilisys, is responsible for implementation of technical security solutions to protect the network

Agenda Item 10

How to Use this document

This document outlines what Sefton deems to be acceptable and unacceptable use of ICT, all colleagues as defined within the scope of this document must comply with this policy failure to do so may lead to disciplinary action.

If you do not understand the definitions and guidance in this document please do not hesitate to seek advice from either your manager, The ICT Client Team or the IT Helpdesk.

User Accounts and Passwords

Access to Sefton Council's ICT systems and Information must be adequately protected. Whilst different business applications have varying security requirements, these individual requirements must be identified through risk assessments that will 'control the access' to the ICT systems and filing cabinets where the information is held in paper form.

Management Responsibilities

- Managers must ensure that all staff within their team have access rights to systems and IT services that are commensurate with the tasks they are expected to perform
- All staff must have unique login that is not shared with or disclosed to any other users along with an associated unique password that is requested at each new login
- Employees must not make copies of computer software owned by the Council for private use
- User's access rights must be reviewed at regular intervals by their manager to ensure that the appropriate rights are still allocated. System administration accounts must only be provided to users that are required to perform system administration tasks.
- Managers must ensure that all computer software and hardware is purchased via the ICT Client team, under no circumstances should any free of charge evaluation software be installed without prior approval from the ICT client team
- All authorised users are required to comply with the Starters, Movers and Leavers Policy document found in Appendix A
- Managers must ensure that all new employees must complete the Information Management and Governance and ICT Acceptable Usage Policy training on

MeLearning within 7 days of their start date. Failure to complete the MeLearning courses will result in limitations being placed on the ICT account.

1. IT Device Management

As a principle, and to ensure value for money, there will be no more than one workstation asset allocated per user (desktop, laptop or thin client) In exceptional cases staff requiring multiple assets must provide a business case (signed by Head of Service) to the ICT Client team before an additional device will be purchased.

How you should use your device (key principles)

- All devices directly connected to the Sefton MBC Network (wired, wireless or access via VPN) must be approved, deployed and supported by the ICT Managed Service Provider
- The installation of any software and any required local configuration is managed and supported by the ICT Managed Service Provider
- All devices are owned by Sefton MBC
- All mobile end user devices must be assigned a named individual within a team
- If a person moves role within the organisation the device remains with the leavers team for reallocation to the new postholder, in cases where there is no new postholder it must be returned to the ICT Managed Service Provider.
- All fixed desktops must be assigned to the departmental manager for that area
- All devices must be recorded within the departmental asset register
- When a device is no longer in use then the device must be returned to the ICT Managed Service provider
- All devices must be listed within the team's equipment inventory

Things you must not do

- Connect any personal devices to the corporate network – Bring your Own Device (BYOD) is not permitted
- Do not move or install devices without the support of ICT, all requests for installation, moves or changes to any device must be logged through the ICT Service Desk
- Do not dispose or reallocate any device without logging a call with the ICT Service Desk, any disposals must comply with WEEE Regulations 2017

2. User network and Applications Accounts

- Always use your own personal Sefton Council account to carry out your work
- Only use your administration account to carry daily specific system administrator duties assigned to you by your manager (if relevant)
- All Sefton Council IT Accounts not accessed for longer than 30 days will be disabled

Agenda Item 10

- **Always use CTRL ALT DEL/Windows Key + L to lock your machine when unattended**
- Follow the password policy in Appendix B, a summary of what you shouldn't do is described below

Things you must not do

- Never write passwords down
- Never send a password through email
- Never include a password in a non-encrypted stored document
- Never tell anyone your password or hint at the format of your password
- Never use your network password on an account over the internet which does not have a secure login, Secure web pages have addresses that start with https://
- Don't use common acronyms as part of your password
- Don't use spaces, common words or reverse spelling of words in part of your password
- Don't use names of people or places as part of your password
- Don't use parts of your login name in your password
- Don't use parts of numbers easily remembered such as phone numbers, NI numbers or street address
- Never let someone see you type your password

3. One Drive and SharePoint

Access to OneDrive for Business is from a managed Sefton Council **Windows 10** device or a managed mobile device only.

OneDrive for Business is your personal area on the cloud, confidential to you, previously known as your H:/. OneDrive for Business requires an Office 365 license, once employment ends this data will be accessible to the user's manager and will then be removed in line with the data retention policy, please refer to Appendix B

SharePoint - a web-based collaborative platform that integrates with MS Office, used for sharing documents, this is where you will find all the documents migrated from your old G:/ or team drive or Microsoft Shares.

How you should use One Drive for Business and SharePoint

- All data stored in OneDrive for Business should be relevant to the user's role
- All data that needs to be shared across teams/groups must be stored in Share Point
- Data should be stored in line with the retention schedule and deleted when no longer required

- The sharing of files to third parties is permitted however this should only be done for valid business purpose, and approved by ICT Client and basic configuration supported by the ICT Service Desk

Things you must not do

- Personal data must not be kept in OneDrive for Business
- Personal/Copyright Pictures must not be stored in OneDrive for Business or SharePoint
- Personal/Copyright Video's must not be stored in OneDrive for business or SharePoint
- Any pictures, music or videos that are stored will be deemed to be property of Sefton Council

4. Internet Acceptable Use Policy

The Council recognises that it is not practical to define precise rules that cover the full range of Internet activities available and in general, it is adherence to the spirit and essence of the policy that will allow the Council as a whole, and employees in person, to productively benefit from access to this powerful technology.

All personal usage must be in accordance with this policy. Your computer and any data held on it are the property of Sefton Council and may be accessed at any time by the Council to ensure compliance with all its statutory, regulatory and internal policy requirements.

What you should use your Council Internet account for

Your Council Internet account should be used in accordance with this policy to access anything in pursuance of your work including:

- Access to and/or provision of information.
- Research
- Electronic commerce (e.g. purchasing equipment for the Council)
- Supported council applications which are hosted externally by the supplier
- Personal use in your own time (ie: during your lunchbreak), any personal use must not include any activity listed in the section below

The Council is not however responsible for any personal transactions you enter, for example in respect of the quality, delivery or loss of items ordered. You must accept responsibility for, and keep the Council protected against, any claims, damages, losses or the like which might arise from your transaction for example in relation to payment for the items or any personal injury or damage to property they might cause.

If you purchase personal goods or services via the Council's Internet service, you are responsible for ensuring that the information you provide shows that the transaction is being entered into by you personally and not on behalf of the Council.

Agenda Item 10

You should ensure that personal goods and services purchased are not delivered to Council property, rather, they should be delivered to your home or other personal address.

The Council is not responsible for any losses or issues relating to personal use of the Council's internet facility.

If you are in any doubt about how you may make personal use of the system you are advised not to do so.

Things you must not do

- Browse non-work sites during working hours
- Leave open live internet feeds to collect news, sports updates or to download images, video or audio streams for none work purposes
- Download any copyrighted material without the owner's permission
- Create, download, upload, display or access knowingly, sites that contain pornography or other "unsuitable" material that might be deemed illegal, obscene or offensive.
- Subscribe to, enter or use peer-to-peer networks or install software that allows sharing of music, video or image files.
- Subscribe to, enter or utilise real time chat facilities such as chat rooms, text /image messenger or pager programs.
- Subscribe to, enter or use online gaming or betting sites.
- Subscribe to or enter "money making" sites or enter or use "money making" programs.
- Run a private business.
- Download any software used for hacking or cracking passwords
- Make repeated attempts to access any sites automatically blocked by the Council's filtering software

The above list gives examples of "unsuitable" usage but is neither exclusive nor exhaustive.

5. Email Acceptable Use Policy

The email system is provided to allow electronic communication in pursuance of Council business between Elected Members, Council employees, individual Council service users and external organisations. All email sent and received via Sefton Council is owned by the council and should not be deemed personal. The Council will monitor your email account usage may access your email content. Be aware that Sefton MBC may be required to disclose your emails or responses to them to third parties for legal reasons, which may include requests made under the GDPR or Freedom of Information.

How you should use your email (key principles)

- Communication in connection with Sefton Council's business

- Users must exercise due care when writing an email to ensure that their message maintains the standards of professionalism the Sefton Council expects of their position
- Users should not make statements on their own behalf or on behalf of the Sefton Council that do or may defame, libel or damage the reputation of Sefton Council or any person
- Limited personal use of email is allowed provided it is kept to a reasonable level, does not interfere with a user's performance in carrying out their duties, does not have a negative impact on Sefton Council in any way, is lawful and adheres to the principles contained within this email Policy.
- Sefton Council email / public folders and shared mailboxes not accessed (e.g. opened content) for longer than 30 days will be disabled
- Sefton Council email / public folders and shared mailboxes not accessed for longer than 90 days will be deleted except where otherwise directed by the relevant manager ie: for long term sickness, maternity or direct instruction from HR, see Appendix A
- All Sefton Council email / public folders and shared mailboxes must have an owner and if an owner leaves it must be reassigned or the mailbox will also be removed in accordance with policies above.
- The Sefton Council ICT Division does not archive leavers information unless formally requested and approved by a manager or HR.
- Sefton Council reserves the right to monitor and/or record individual email use for lawful business purposes. Users should therefore have no expectation of privacy whilst using Sefton Council equipment for the purposes of communicating via email
- The contents of all email attachments, inbound and outbound, are scanned electronically to help implement this Mandatory Policy against the acceptable use policy and to prevent malware
- Individual users are responsible for the day-to-day house-keeping of their account and must minimise their mailbox space.

Things you must not do

- Use the Council's email system to facilitate or operate any business/ commercial activity, other than that of the Council.
- Send business related email to large distribution groups without the permission of the ICT Client Team (over 250 recipients)
- **Email confidential, sensitive or personally identifiable information to other people (either internal or external) without ensuring that the data is secured and that the authority has the legal power or explicit consent to do so**
- Provide your work email address as contact details to sites you have accessed for non-work purposes
- Use personal web-based email from your work equipment ie: Google mail
- Send files with non-business-related attachments (ie compressed files, video streams, executable code, video or audio streams or graphical images)
- Email must only be accessed via the user's personal user account and users must not attempt to use another user's account without their prior expressed permission, but an individual's email may be accessed by an authorised Sefton

Agenda Item 10

Council colleague or manager once a user has left the Sefton Council or where it has been approved by the Head of HR

- Except where it is strictly and necessarily required for your work (for example, corporate advertising, IT audit activity or other investigation), you must not create, download, access, display, transmit or engage in the following:
 - full videos or clips
 - photographic or cartoon images
 - chain letters
 - jokes or 'joke' chains
 - conversational email
 - harassing or bullying content
 - entertainment software
 - other non-work related software
 - advertisements
 - global emails (see paragraph 13 below)
 - game
 - gambling
- Again, except where it is strictly necessary and required for your work (as defined above) you must not create, download, access, display, transmit or engage in the following
 - material that is obscene, offensive, sexually explicit, pornographic, racist, sexist, ageist, defamatory, hateful, or homophobic in nature, incites or depicts violence, or describes techniques for criminal or terrorist acts
 - derogatory remarks or express derogatory opinions regarding the Council, its Officers or Members or communicate extreme views that could be to the detriment of the Council or its reputation or bring the Council into disrepute

If you receive an unsolicited "unsuitable" email please inform your manager, and notify the ICT Service Desk.

6. Telephones

For the purpose of this policy the term 'Phones' refers to Council landlines and mobile telephony devices, including pool phones. Users are expected to exercise due care when making telephone calls and using mobile messaging, to ensure that they maintain the standards of professionalism the Council expects of their position. Managers have the responsibility to inform the ICT Service Desk when a mobile phone is no longer required, e.g. a member of staff has left, and the phone is not being passed on, so that the contract can be cancelled.

Sefton reserves the right to monitor and record/log individuals' use of the mobile device systems for its lawful business purposes. Sefton's employees, secondees and workers must not expect privacy whilst using Council equipment for the purposes of communicating. Sefton MBC may be required to disclose voice recordings to third

parties for legal reasons, which may include requests made under the GDPR or Freedom of Information Act.

How you should use your Telephone (key principles)

- In connection with normal business
- Use of personal mobile phones in work for short conversations/messages provided it is kept to a reasonable level, does not interfere with a user's performance in carrying out their duties, does not have a negative impact on Sefton Council in any way, is lawful and adheres to the principles contained within this Policy

Things you must not do

- Allow the use of Council Phones by unauthorised person(s)
- Use Council phones for personal calls (this includes the use of SMS text messages/internet use) except in an emergency
- Excessively use personal mobile phones during working hours to make calls, access the internet or send text messages
- Incur international roaming costs unless pre-authorised by your manager (or Democratic Services Manager, for members)
- Use phones in a manner that could bring Sefton Council into disrepute
- Send SMS or MMS messages that could contain discriminatory, abusive, racist, pornographic, obscene, illegal, offensive, potentially libellous or defamatory content
- Send personal and/or sensitive data using SMS or MMS messages without verifying that the Council has the legal powers or explicit consent to do so.
- Use a Sefton Council number to promote any external private business
- Use a Sefton phone to contact premium rate numbers
- Remove the Council SIM card for any purpose (unless explicitly told to do so by a member of the ICT Service Desk as part of fault diagnosis/repair)
- Transfer the SIM Card to any personal device

If you receive any harassment via telephone, do not attempt to contact a person who has left you an unpleasant, suspicious or threatening message. Do not engage in conversation with a person making an unwanted call. Remain calm and try not to show emotion. Put the handset to one side for a few minutes then replace it. Record the date and time of the call as well as the details even if they were unanswered or silent calls. Write down and save any text messages and the time they were received. In the first instance users should inform their line manager and contact HR for further advice.

7. Security

All computer equipment should be placed in suitable physical locations that

Agenda Item 10

- Reduce risk from environmental hazards, for example; heat, fire, smoke, water, dust and vibration
- Reduce the risk of theft
- Facilitates workstations handling personal data being positioned so that the screen cannot be seen by unauthorised personnel
- All items of equipment must be maintained on a departmental inventory
- When working in an agile way users are responsible for the security of device(s), some key general guidance notes are provided below
 - Ensure the device is logged out of the network when not in use
 - Devices must not be left unattended in a public location
 - Conceal when transporting on leaving ie: in the boot of a vehicle instead of the back seat
 - Do not leave devices in parked cars overnight, even if they are concealed
 - Place in a safe place if the device is to be stored at home/away from the office

Reporting Information Security Events and Weaknesses

Security events, for example a Data Security Breach or a virus infection could quickly spread and cause data loss across the organisation. All users must be able to identify that any unexpected or unusual behaviour on the workstation could potentially be a software malfunction. If an event is detected users must:

- Note the symptoms and any error messages on screen
- Disconnect the workstation from the network if an infection is suspected (with assistance from IT Support Staff)

All security events should be reported immediately to the ICT Service Desk on ext 4999.

Appendix A – Starters, Movers, Leavers Policy

[Link to SML policy on intranet](#)

Appendix B – Password Policy

[Link to SML policy on intranet](#)

Agenda Item 10

Appendix C – Data Retention (IT Systems)

This document does not replace the authorities Retention Schedule but outlines the core principles of how data will be managed on the IT Infrastructure, this document only relates to electronic files, paper files are not included in this policy.

- User data for confirmed leavers is to be deleted after 90 days this includes data and information stored in **OneDrive** and **Email**
- Managers are responsible for ensuring the removal of electronic information from systems once retention periods are expired.
- It is expected that business information required for regulatory purposes will be stored in the relevant business document management systems. For example, finance data must be stored in Oracle or finance server not in user's email.
- Where an end user device is a desktop the saving of information will be restricted, where the device is mobile then that device will have approved encryption methods enabled and are not to be circumvented. Usage of approved and encrypted devices for storage of information while conducting daily work activities is permitted. Such devices include Council tablets and other smart devices; however, users must upload content to the appropriate systems (e.g. planning photographs) and remove it from the device.
- Unauthorised use of any cloud storage or online file transfer sites e.g. drop box or We Transfer is prohibited by the policy and using any cloud storage not authorised may result in disciplinary action.

Sefton Council -ICT Starters, Movers & Leavers Policy

POLICY DOCUMENT SEPTEMBER 2020

Agenda Item 10

Introduction & Aims

This document defines Sefton Council Policy for starters, movers and leavers across the Sefton Council IT estate. The integrity and performance of the IT environment is maintained by keeping the underlying IT environments tidy. The principal drivers for an effective Starters, Movers and Leavers (SML) policy and process are:

- **Security:** Ensuring the Council network and information resources can only be accessed by authorised persons.
- **Cost:** Utility consumption-based pricing of IT services means costs are controlled by timely removal of leavers and if a mover has reduced IT service needs, they can be amended.
- **Asset Management:** Accurate knowledge of asset location and status is essential for maximising the utilisation of those resources and ensures IT support knows what assets an end user has and where they are normally located. The process also means assets can be recovered and redeployed as efficiently as possible.

Scope & Responsibilities

The scope of this policy is for a Council Officer with direct reports to handling ICT accounts for new starters, movers and leavers requests. Please note this policy relates to ICT aspects of new starters, movers and leavers, you must also ensure you are following Personnel policies for any other aspects.

The manager of the new starter, mover or leaver is responsible to make sure the correct forms are submitted in a timely manner to protect the ICT environment and data. Managers are also responsible for making sure the correct level of permissions are assigned to a new starter and permissions are revoked when an employee moves to another role or leaves the organization.

Agilisys are responsible for facilitating the requests as they are the administrators of our account directory.

Raising a New Starter Request

All requests for a new Sefton Council ICT account must be raised via the Self-Service Portal to ensure appropriate data capture pre-authorised by the Client ICT Team and Personnel.

The link to the form on the Self-Service Portal can [be found here](#), alternatively you can type 'New Starter' in the search box.

All Council Staff should have access to the Self-Service Portal and can log in with their Network Username and Password, if you are having difficulty logging in please contact the ICT Service Desk on 0151 934 4999.

The Service Desk will ensure appropriate authorisation has been provided by a manager/Personnel before completing the new starter request.

Considerations

- If access to an application that is not managed by ICT is required, you must raise a separate request with the application asset owner.
- 'Cloning' of a current user account is forbidden.
- The line manager of the new starter is responsible for assigning any required SharePoint permissions.
- A new starter will not automatically be assigned a laptop/mobile, if there isn't a laptop/mobile to repurpose from a leaver then you will need to request a laptop through the Online Store via the Self-Service Portal. It is suggested that such requests should be made at the same time appointment is confirmed to ensure enough time for equipment to be ordered and built.
- Internet access will be limited to internal sites only until Personnel have received a signed copy of the ICT Acceptable Usage Policy from the new starter.
- Managers are responsible for ensuring that user accounts and associated permissions are requested for new staff at least 48 hours before they are due to commence employment
- Work experience and contractors will only be created based upon standard departmental profiles
- All temporary staff require an expiration date on their account, their account will be disabled on that date unless informed by a user's manager or instructed otherwise from HR

Raising a Mover Request

If a Sefton Council employee is moving departments or moving to a role that requires changes in permission levels, then the preceding manager must submit a mover notification via the Self-Service Portal.

The link to the form on the Self-Service Portal can [be found here](#), alternatively you can type 'Mover' in the search box.

All Council Staff should have access to the Self-Service Portal and can log in with their Network Username and Password, if you are having difficulty logging in please contact the ICT Service Desk on 0151 934 4999.

The Service Desk will ensure appropriate authorisation has been provided by a manager/Personnel before completing the new starter request.

Considerations

- All Movers will be treated as a new starter (except for their mailbox) and the new manager will need to ensure appropriate permissions are provided for the new role.

Agenda Item 10

- ICT will not provide a new mailbox so any historical email that may contain sensitive data will remain. It is the responsibility of the preceding manager to ensure data is cleansed.
- If access to an application that is not managed by ICT is required, you must raise a separate request with the application asset owner.
- It is the Movers responsibility to update their Telephone Directory information.

Raising a Leaver Request

All requests for the disabling of a Sefton Council ICT account must be raised via the Self-Service Portal to ensure appropriate data capture pre-authorised by the Client ICT Team and Personnel.

The link to the form on the Self-Service Portal can [be found here](#), alternatively you can type 'Network Account Deactivation' in the search box.

All Council Staff should have access to the Self-Service Portal and can log in with their Network Username and Password, if you are having difficulty logging in please contact the ICT Service Desk on 0151 934 4999.

The Service Desk will ensure appropriate authorisation has been provided by a manager/Personnel before completing the account deactivation request.

Considerations

- Managers are responsible for notifying the Service Desk to disable a leaver account before the employee leaves the organisation
- Managers are responsible for retrieval of any corporate KIT (Laptop, Mobile Phone etc.) and store securely until the devices can be wiped and reissued.
- The leavers data (Mailbox and OneDrive) will be accessible for a maximum of 30 days after the account is disabled to allow the manager to retrieve any files relevant to a project or service and store elsewhere (SharePoint). After the 30 days the account deletion process will take place, there are no exceptions to this due to licensing agreements with Microsoft. (Note; data will still be retained for 90 days in line with the ICT Data Retention Policy).
- Revocation of access to an application that is not managed by ICT must be raised as a separate request with the application asset owner.

Raising an Account Extension Request

If an account has not been used for over 30 days, then we will automatically disable the account to protect the corporate network and data integrity. If an employee requires access back to their account, then an Account Extension request will need to be raised via the Self-Service Portal to ensure appropriate data capture pre-authorised by the Client ICT Team and Personnel.

The link to the form on the Self-Service Portal [can be found here](#), alternatively you can type 'Network Account Reactivation' in the search box.

Agenda Item 10

All Council Staff should have access to the Self-Service Portal and can log in with their Network Username and Password, if you are having difficulty logging in please contact the ICT Service Desk on 0151 934 4999.

The Service Desk will ensure appropriate authorisation has been provided by a manager/Personnel before completing the new starter request.

If an account has been fully processed as a leaver (usually after 90 days of inactivity), managers must complete a new starter form via the Self-Service Portal instead of an account extension request. The Service Desk will reject any requests they receive from end users raised incorrectly.

Document Review

Date	Name	Version	Changes
20/01/2020	Jamal Aslam	0.1	Initial Draft

Document Approvers

Date	Name	Version	Pending/Approved
	Helen Spreadbury		
	Fiona Orman		

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Report to:	Cabinet Council	Date of Meeting:	3 December 2020 21 January 2021
Subject:	Programme of Meetings – 2021/22 Municipal Year		
Report of:	Chief Legal and Democratic Officer	Wards Affected:	All
Cabinet Portfolio:	Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To seek approval of a Programme of Meetings for the 2021/22 Municipal Year.

Recommendation:

Cabinet

That the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2021/22 as set out in Annexes A and D of the report be approved.

Council: That:

- (1) the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; and Overview and Scrutiny Committees for 2021/22 as set out in Annexes B and C of the report be approved;
- (2) the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2021/22 as set out in Annexes A and D of the report be noted; and
- (3) in consultation with the Chair of the Planning Committee consideration be given to the starting time of meetings of the Planning Committee if remote meetings continue to be held in 2021/22.

Reasons for the Recommendation:

To enable the business of the Council and its various Committees/bodies to be conducted during the 2021/22 Municipal Year.

Alternative Options Considered and Rejected:

Agenda Item 11

None. The Council is required to produce a programme of meetings.

What will it cost and how will it be financed?

(A) Revenue Costs – None

(B) Capital Costs – None

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): None
Legal Implications: None
Equality Implications: There are no equality implications.

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Not applicable
Facilitate confident and resilient communities: Not applicable
Commission, broker and provide core services: Not applicable
Place – leadership and influencer: The Programme of Meetings for 2021/22 will be published on the Council's website for the benefit of the residents of Sefton and the wider general public. This will raise awareness of the Council's political management system and allow the opportunity for the public to engage in the Council's democratic processes.
Drivers of change and reform: Not applicable
Facilitate sustainable economic prosperity: Not applicable
Greater income for social investment: Not applicable
Cleaner Greener: Not applicable

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD6182 /20) has been consulted and notes there are no direct financial implications arising from this report.

The Chief Legal and Democratic Officer (LD 4374/20) is the author of this report.

Chief Executive
Executive Director of Corporate Resources and Customer Services
Head of Communities
Head of Strategic Support
Head of Health and Wellbeing
Chief Planning Officer

(B) External Consultations

Merseyside Police and Crime Commissioner

Implementation Date for the Decision

In respect of the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board the implementation date will be upon the expiry of the call-in period of the minutes of the Cabinet meeting.

In respect of the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; and Overview and Scrutiny Committees immediately following the Council meeting.

Contact Officer:	Paul Fraser
Telephone Number:	0151 934 2068
Email Address:	paul.fraser@sefton.gov.uk

Appendices:

Annex A - Programme of Meetings for the Cabinet in 2021/22

Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2021/22

Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2021/22

Annex D - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2021/22

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

1.1 The Council is required to establish a programme of meetings for the 2021/22 Municipal Year.

1.2 Annexes are attached to the report setting out the suggested programme.

Agenda Item 11

- 1.3 Similar to the arrangements put in place last year once the programme of meetings have been approved, an “in-house” diary will be produced for Members of the Council.

2. Programme of Meetings 2021/22

2.1 The key principles of the Programme of Meetings are as follows:

- Five 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 3 March 2022.
- Council will not meet on the same day as Cabinet.
- Members’ Briefing Sessions to be held at 5.00 p.m. prior to the five Ordinary Council Meetings.
- No meetings will be held:
 - In the period between Christmas and New Year (December 2021/January 2022)
 - In April 2022 except for the meetings of the Planning Committee, Cabinet and Council.
- As far as possible no meetings will be held during the school half term holiday weeks.
- The programme of meetings indicates that all meetings will alternate between Bootle and Southport Town Halls. However, as Members will be aware, the current Covid-19 pandemic has necessitated the arrangement of remote meetings. This will be reviewed as and when required based on the advice from the Director of Public Health in consultation with the Leader of the Council and the Chief Executive
- Cabinet Meetings to be held on a Thursday at 10.00 a.m. The first meeting to be held on 27 May 2021.
- Planning Committee to meet every four weeks on a Wednesday.
- Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.
- 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 Working Groups established on an ad hoc basis.
- Special meeting of the Overview and Scrutiny Committee (Regulatory,

Compliance and Corporate Services) to be held on 8 February 2022 to scrutinise the Cabinet budget process.

- Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m.
- Licensing and Regulatory Committee to meet quarterly 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 order to meet statutory requirements etc.
- Pay and Grading Committee to be convened as and when required.
- Health and Wellbeing Board to meet 4 times per year.
- The dates for the Public Engagement and Consultation Panel, which are not public meetings are included in the Corporate Calendar.

3. Covid-19 Impact on Meetings – Planning Committee

- 3.1 As mentioned in 2.1 above the programme of meetings indicates that all meetings will alternate between Bootle and Southport Town Halls. However, as Members will be aware, the current Covid-19 pandemic has necessitated the arrangement of remote meetings. This will be reviewed as and when required based on the advice from the Director of Public Health in consultation with the Leader of the Council and the Chief Executive.
- 3.2 All meetings currently being held remotely, other than Planning Committee, meet at the times approved by Cabinet and Council in December/January 2019/20 respectively.
- 3.3 Planning Committee now meets at 1.00 p.m. rather than the previously agreed start time of 6.30 p.m. (Note: to be consistent with previous years the attached calendar and annexes show the commencement time of Planning Committee of 6.30 p.m.)
- 3.4 The operation of Planning Committee meetings commencing at 1.00 p.m. is working well and therefore, the views of Council are sought on continuing with this arrangement whilst remote meetings are held into the new Municipal Year
- 3.5 At its meeting held on 3 December 2020 the Cabinet approved the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2021/22 as set out in Annexes A and D of the report. The Cabinet

Agenda Item 11

also recommended that in consultation with the Chair of the Planning Committee consideration be given to the starting time of meetings of the Planning Committee if remote meetings continue to be held in 2021/22. The recommendation contained in this report has been amended to reflect the decision of Cabinet.

4. Calendar of Meetings

- 4.1 A copy of the Calendar of Meetings for 2021/22 and associated annexes are attached.

SEFTON COUNCIL CALENDAR OF MEETINGS 2021/22

MAY 2021		
SAT	1	
SUN	2	
MON	3	MAY BANK HOLIDAY
TUE	4	
WED	5	
THU	6	COUNCIL, POLICE AND CRIME COMMISSIONER AND LIVERPOOL CITY REGION COMBINED AUTHORITY MAYORAL ELECTIONS
FRI	7	
SAT	8	
SUN	9	
MON	10	
TUE	11	
WED	12	
THU	13	
FRI	14	
SAT	15	
SUN	16	
MON	17	
TUE	18	6.00 ANNUAL COUNCIL (VENUE TO BE DETERMINED)
WED	19	
THU	20	6.30 ADJOURNED ANNUAL COUNCIL (B)
FRI	21	
SAT	22	
SUN	23	
MON	24	
TUE	25	
WED	26	6.30 MANDATORY PLANNING COMMITTEE TRAINING SESSION (B)
THU	27	10.00 CABINET (B)
FRI	28	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	29	
SUN	30	
MON	31	SPRING BANK HOLIDAY SCHOOL HALF-TERM HOLIDAY WEEK
MAY 2021		

Agenda Item 11

JUNE 2021		
TUE	1	10.00 PLANNING VISITING PANEL (B)
WED	2	6.30 PLANNING COMMITTEE (S)
THU	3	
FRI	4	
SAT	5	
SUN	6	
MON	7	
TUE	8	
WED	9	2.00 HEALTH AND WELLBEING BOARD (B)
THU	10	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	11	
SAT	12	
SUN	13	
MON	14	6.30 LICENSING AND REGULATORY (B)
TUE	15	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (S)
WED	16	
THU	17	
FRI	18	
SAT	19	
SUN	20	
MON	21	
TUE	22	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (B)
WED	23	3.00 AUDIT AND GOVERNANCE (B)
THU	24	10.00 CABINET (S)
FRI	25	
SAT	26	
SUN	27	
MON	28	10.00 PLANNING VISITING PANEL (B)
TUE	29	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (B)
WED	30	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
JUNE 2021		

Agenda Item 11

JULY 2021		
THU	1	
FRI	2	
SAT	3	
SUN	4	
MON	5	
TUE	6	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (B)
WED	7	
THU	8	
FRI	9	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	10	
SUN	11	
MON	12	
TUE	13	
WED	14	
THU	15	5.00 MEMBERS' BRIEFING (S) 6.30 COUNCIL (S)
FRI	16	
SAT	17	
SUN	18	
MON	19	
TUE	20	
WED	21	3.00 AUDIT AND GOVERNANCE (B) (SPECIAL MEETING FOR APPROVAL OF 2020/21 STATEMENT OF ACCOUNTS)
THU	22	
FRI	23	
SAT	24	
SUN	25	
MON	26	10.00 PLANNING VISITING PANEL (B)
TUE	27	
WED	28	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	29	10.00 CABINET (B)
FRI	30	
SAT	31	

Agenda Item 11

AUGUST 2021		
SUN	1	
MON	2	
TUE	3	
WED	4	
THU	5	
FRI	6	
SAT	7	
SUN	8	
MON	9	
TUE	10	
WED	11	
THU	12	
FRI	13	
SAT	14	
SUN	15	
MON	16	
TUE	17	
WED	18	
THU	19	
FRI	20	
SAT	21	
SUN	22	
MON	23	10.00 PLANNING VISITING PANEL (B)
TUE	24	
WED	25	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	26	
FRI	27	
SAT	28	
SUN	29	
MON	30	SUMMER BANK HOLIDAY
TUE	31	
AUGUST 2021		

Agenda Item 11

SEPTEMBER 2021		
WED	1	
THU	2	10.00 CABINET (S)
FRI	3	
SAT	4	
SUN	5	
MON	6	6.30 LICENSING AND REGULATORY (S)
TUE	7	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (S)
WED	8	2.00 HEALTH AND WELLBEING BOARD (B)
THU	9	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	10	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	11	
SUN	12	
MON	13	
TUE	14	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (B)
WED	15	3.00 AUDIT AND GOVERNANCE (S)
THU	16	5.00 MEMBERS' BRIEFING (B) 6.30 COUNCIL (B)
FRI	17	
SAT	18	
SUN	19	
MON	20	10.00 PLANNING VISITING PANEL (B)
TUE	21	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (S)
WED	22	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	23	
FRI	24	
SAT	25	
SUN	26	
MON	27	
TUE	28	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (S)
WED	29	
THU	30	
SEPTEMBER 2021		

Agenda Item 11

OCTOBER 2021		
FRI	1	
SAT	2	
SUN	3	
MON	4	
TUE	5	
WED	6	
THU	7	10.00 CABINET (B)
FRI	8	
SAT	9	
SUN	10	
MON	11	
TUE	12	
WED	13	
THU	14	
FRI	15	
SAT	16	
SUN	17	
MON	18	10.00 PLANNING VISITING PANEL (B)
TUE	19	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (B)
WED	20	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	21	
FRI	22	
SAT	23	
SUN	24	
MON	25	SCHOOL HALF-TERM HOLIDAY WEEK
TUE	26	
WED	27	
THU	28	
FRI	29	
SAT	30	
SUN	31	
OCTOBER 2021		

Agenda Item 11

NOVEMBER 2021		
MON	1	
TUE	2	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (S)
WED	3	
THU	4	10.00 CABINET (S)
FRI	5	
SAT	6	
SUN	7	REMEMBRANCE SUNDAY
MON	8	
TUE	9	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (B)
WED	10	
THU	11	
FRI	12	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	13	
SUN	14	
MON	15	10.00 PLANNING VISITING PANEL (B)
TUE	16	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (B)
WED	17	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	18	5.00 MEMBERS' BRIEFING (S) 6.30 COUNCIL (S)
FRI	19	
SAT	20	
SUN	21	
MON	22	
TUE	23	
WED	24	
THU	25	
FRI	26	
SAT	27	
SUN	28	
MON	29	
TUE	30	
NOVEMBER 2021		

Agenda Item 11

DECEMBER 2021		
WED	1	
THU	2	10.00 CABINET (B)
FRI	3	
SAT	4	
SUN	5	
MON	6	
TUE	7	
WED	8	2.00 HEALTH AND WELLBEING BOARD (B)
THU	9	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	10	
SAT	11	
SUN	12	
MON	13	10.00 PLANNING VISITING PANEL (B)
TUE	14	
WED	15	3.00 AUDIT AND GOVERNANCE (B) 5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	16	
FRI	17	
SAT	18	
SUN	19	
MON	20	
TUE	21	
WED	22	
THU	23	SCHOOL CHRISTMAS BREAK
FRI	24	COUNCIL OFFICES CLOSED
SAT	25	CHRISTMAS DAY
SUN	26	BOXING DAY
MON	27	BANK HOLIDAY
TUE	28	BANK HOLIDAY
WED	29	COUNCIL OFFICES CLOSED
THU	30	COUNCIL OFFICES CLOSED
FRI	31	COUNCIL OFFICES CLOSED
DECEMBER 2021		

Agenda Item 11

JANUARY 2022		
SAT	1	NEW YEAR'S DAY
SUN	2	
MON	3	BANK HOLIDAY
TUE	4	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (S)
WED	5	
THU	6	10.00 CABINET (S)
FRI	7	
SAT	8	
SUN	9	
MON	10	6.30 LICENSING AND REGULATORY (B)
TUE	11	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (B)
WED	12	
THU	13	
FRI	14	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	15	
SUN	16	
MON	17	10.00 PLANNING VISITING PANEL (B)
TUE	18	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (S)
WED	19	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	20	5.00 MEMBERS' BRIEFING (B) 6.30 COUNCIL (B)
FRI	21	
SAT	22	
SUN	23	
MON	24	
TUE	25	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (S)
WED	26	
THU	27	
FRI	28	
SAT	29	
SUN	30	
MON	31	
JANUARY 2022		

Agenda Item 11

FEBRUARY 2022		
TUE	1	
WED	2	
THU	3	10.00 CABINET (B)
FRI	4	
SAT	5	
SUN	6	
MON	7	
TUE	8	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) BUDGET MEETING (B)
WED	9	
THU	10	10.00 CABINET (BUDGET) (S)
FRI	11	
SAT	12	
SUN	13	
MON	14	SCHOOL HALF-TERM HOLIDAY WEEK 10.00 PLANNING VISITING PANEL (B)
TUE	15	
WED	16	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	17	
FRI	18	
SAT	19	
SUN	20	
MON	21	
TUE	22	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (B)
WED	23	
THU	24	
FRI	25	
SAT	26	
SUN	27	
MON	28	
FEBRUARY 2022		

Agenda Item 11

MARCH 2022		
TUE	1	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (S)
WED	2	
THU	3	6.30 BUDGET COUNCIL (B)
FRI	4	
SAT	5	
SUN	6	
MON	7	
TUE	8	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (B)
WED	9	2.00 HEALTH AND WELLBEING BOARD (B)
THU	10	10.00 CABINET (B)
FRI	11	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	12	
SUN	13	
MON	14	10.00 PLANNING VISITING PANEL (B) 6.30 LICENSING AND REGULATORY (S)
TUE	15	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (B)
WED	16	3.00 AUDIT AND GOVERNANCE (S) 5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	17	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	18	
SAT	19	
SUN	20	
MON	21	
TUE	22	
WED	23	
THU	24	
FRI	25	
SAT	26	
SUN	27	
MON	28	
TUE	29	
WED	30	
THUR	31	
MARCH 2022		

Agenda Item 11

APRIL 2022		
FRI	1	
SAT	2	
SUN	3	
MON	4	SCHOOL SPRING HOLIDAY
TUE	5	
WED	6	
THU	7	10.00 CABINET (S)
FRI	8	
SAT	9	
SUN	10	
MON	11	10.00 PLANNING VISITING PANEL (B)
TUE	12	
WED	13	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	14	
FRI	15	GOOD FRIDAY
SAT	16	
SUN	17	EASTER SUNDAY
MON	18	EASTER MONDAY
TUE	19	
WED	20	
THU	21	5.00 MEMBERS' BRIEFING (S) 6.30 COUNCIL (S)
FRI	22	
SAT	23	
SUN	24	
MON	25	
TUE	26	
WED	27	
THU	28	
FRI	29	
SAT	30	
APRIL 2022		

Agenda Item 11

MAY 2022		
SUN	1	
MON	2	MAY BANK HOLIDAY
TUE	3	
WED	4	
THU	5	COUNCIL ELECTIONS
FRI	6	
SAT	7	
SUN	8	
MON	9	
TUE	10	
WED	11	
THU	12	
FRI	13	
SAT	14	
SUN	15	
MON	16	
TUE	17	6.00 ANNUAL COUNCIL (VENUE TO BE DETERMINED)
WED	18	
THU	19	6.30 ADJOURNED ANNUAL COUNCIL (B)
FRI	20	
SAT	21	
SUN	22	
MON	23	
TUE	24	
WED	25	6.30 MANDATORY PLANNING COMMITTEE TRAINING SESSION (B)
THU	26	10.00 CABINET (B)
FRI	27	
SAT	28	
SUN	29	
MON	30	SPRING BANK HOLIDAY SCHOOL HALF-TERM HOLIDAY WEEK
TUE	31	
MAY 2022		

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ANNEX A
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF CABINET MEETINGS - 2021/2022

Meeting	Day	Time	Venue	2021								2022					
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
CABINET	Thur.	10.00 a.m.	B	27		29				7		2		3	10		26
			S		24			2		4		6	→10		7		

→ Budget Meeting

Key to Venues:

B - Bootle Town Hall

S - Southport Town Hall

ANNEX B
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF COUNCIL, MEMBERS' BRIEFING SESSIONS AND REGULATORY COMMITTEE MEETINGS ETC. - 2021/2022

Meeting	Day	Time	Venue	2021								2022						
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
COUNCIL	Thur.	6.30 p.m.	B	20←					16				20		3→		17↓ Tue	
			S	18↑			15				18						21	19°
MEMBERS' BRIEFING SESSIONS Prior to each Ordinary Council Meeting	Thur.	5.00 p.m.	B						16				20					
			S				16				18						21	
AUDIT AND GOVERNANCE COMMITTEE	Wed.	3.00 p.m.	B		23	21						15						
			S						15						16			
EALS (FOR PERSONNEL RES) - as and when required	Thur.	-																
NSING AND REGULATORY COMMITTEE	Mon.	6.30 p.m.	B		14								10					
			S						6							14		
LICENSING SUB-COMMITTEE - as and when required			B															
			S															
PLANNING COMMITTEE	Wed.	6.30 p.m.	B	↑26	30		25			20		15		16		13	↓25	
			S		2	28			22		17			19		16		
PLANNING VISITING PANEL	Mon	10.00 a.m.	B		1/28	26	23	20	18	15	13	17	14	14	11			
PAY AND GRADING COMMITTEE – as and when required																		

↑ Annual Meeting 2021/22 - commences at 6.00 p.m. (Tuesday) (Venue to be determined)

← Adjourned Annual Meeting - Appointment of Committees etc. for 2021/22

→ Budget Meeting

↑Mandatory Planning Committee

↓ Annual Meeting 2022/2023 - commences at 6.00 p.m. (Tuesday) (Venue to be determined)

° Adjourned Annual Meeting - Appointment of Committees etc. for 2022/2023

ANNEX C
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR OVERVIEW AND SCRUTINY COMMITTEES - 2021/2022
(Tuesday)

Meeting	Venue	2021								2022				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
OVERVIEW AND SCRUTINY COMMITTEE (Adult Social Care) (6.30 p.m.) (Tue)	B		22				19					22		
	S					7				4				
OVERVIEW AND SCRUTINY COMMITTEE (Regulatory, Compliance and Corporate Services) (Tue) (6.30 p.m.)	B					14				11	*8			
	S		15					2				1		
OVERVIEW AND SCRUTINY COMMITTEE (Regeneration and Skills) (6.30 p.m.) (Tue)	B		29					9				8		
	S					21				18				
OVERVIEW AND SCRUTINY COMMITTEE (Children's Services Safeguarding) (6.30 p.m.) (Tue)	B			6				16				15		
	S					21				25				
OVERVIEW AND SCRUTINY COMMITTEE (Regeneration and Skills) (6.30 p.m.) (Tue)	B		22			14		9		11		15		
	S													

* Special meeting to consider Budget proposals.

ANNEX D
METROPOLITAN BOROUGH OF SEFTON
PROGRAMME OF MEETINGS FOR PARTNERSHIP MEETINGS- 2021/2022

Meeting	Day	Time	Venue	2021								2022					
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
PUBLIC ENGAGEMENT AND CONSULTATION PANEL ^	Fri	10.00 a.m.	B	28		9		10			12		14		11		
			S														
SEFTON SAFER COMMUNITIES PARTNERSHIP	Thu	10.00 a.m.	B		10			9				9			17		
			S														
HEALTH AND WELLBEING BOARD	Wed.	2.00 p.m.	B		9			8				8			9		
			S														

etings video conferenced to Southport Town Hall

Agenda Item 12

Report to:	Council	Date of Meeting:	21 January 2021
Subject:	Councillor Richard Hands - Local Government Act 1972 – Section 85 - Attendance at Meetings		
Report of:	Chief Legal and Democratic Officer	Wards Affected:	Birkdale;
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

This report requests authority to approve and authorise the absence of Councillor Richard Hands from attendance at Council and Committee Meetings pursuant to Section 85 of the Local Government Act 1972.

Recommendation(s):

That the current absence from all Council and Committee Meetings of Councillor Richard Hands due to ill health be authorised and approved for the period until 6 May 2021, pursuant to Section 85 of the Local Government Act 1972.

Reasons for the Recommendation(s):

To comply with the provisions of Section 85 of the Local Government Act 1972.

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

None

What will it cost and how will it be financed?

(A) **Revenue Costs** – Not applicable

(B) **Capital Costs** – Not applicable

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): Not applicable
Legal Implications: The effect of the legislation is contained within the contents of the report.
Equality Implications: There are no equality implications.

Contribution to the Council's Core Purpose:

Agenda Item 12

Protect the most vulnerable: Not applicable
Facilitate confident and resilient communities: Not applicable
Commission, broker and provide core services: Not applicable
Place – leadership and influencer: Not applicable
Drivers of change and reform: Not applicable
Facilitate sustainable economic prosperity: Not applicable
Greater income for social investment: Not applicable
Cleaner Greener: Not applicable

What consultations have taken place on the proposals and when?

(A) Internal Consultations

Executive Director of Corporate Resources and Customer Services (FD 6258/21) and the Chief Legal and Democratic Officer (LD 4459/21) have been consulted and any comments have been incorporated into the report.

Councillor Pugh

(B) External Consultations Not applicable

Implementation Date for the Decision

Immediately following the Council meeting.

Contact Officer:	Paul Fraser
Telephone Number:	0151 934 2068
Email Address:	paul.fraser@sefton.gov.uk

Appendices:

There are no appendices to this report

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 Section 85 of the Local Government Act 1972 provides that if an Elected Member fails to attend any Council or Committee Meeting for a period of six months, he or she ceases to be an Elected Member, unless the absence was approved by the Council before the expiry of the six-month period.
- 1.2 Unfortunately Councillor Richard Hands has not been able to attend any meetings due to ill health and he will need further time to recuperate. He last attended a Council Meeting on 6 June 2018.
- 1.3 Members are requested to approve the absence of Councillor Richard Hands from all Council or Committee Meetings for the period from the date of this meeting until 6 May 2021.

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COUNCIL – 21 JANUARY 2020

REPORT OF THE LEADER OF THE COUNCIL

COUNCIL CONSTITUTION – RULE 46 (WAIVING CALL-IN) PROVISIONS

I wish to report that the Chair of the Overview and Scrutiny Committee (Adult Social Care and Health) gave her consent, under Rule 46 (Waiving Call-In). The report was in relation to Sefton Community Infection Prevention and Control Service it was not subject to call-in Due to the rapid increases in rates of COVID-19 infection both within Sefton, the Merseyside area and across the North West of England, changes to the scale and focus of the Community Infection Prevention and Control Service are now essential to reduce the impact of COVID-19 on vulnerable people in Sefton.

DECISION MADE BY THE CABINET MEMBER FOR HEALTH AND WELLBEING – 12 NOVEMBER 2020

The Community Infection Prevention and Control Service was procured in 2019 through an OJEU light touch open procedure. The contract started 1 September 2019 and has a three-year core contract ending on 31 August 2022 with two, one-year built in extension options (3+1+1). Following this procurement process the contract was awarded to Mersey Care NHS Foundation Trust.

The recent COVID-19 pandemic has led to an increased requirement for the Community Infection Prevention and Control Services in Sefton. The key elements of this are related to:

- Management and prevention of outbreaks in complex community settings, cases, clusters and outbreaks involving people in vulnerable groups; and
- Increasing skills and knowledge in community settings around prevention in order to reduce the number of community outbreaks in Sefton.

Due to the rapid increases in rates of COVID-19 infection both within Sefton, the Merseyside area and across the North West of England, changes to the scale and focus of the Community Infection Prevention and Control Service are now essential to reduce the impact of COVID-19 on vulnerable people in Sefton.

It be noted that the Leader of the Council, and the Chair of the Overview and Scrutiny Committee Adult Social Care and Health, Councillor Doyle has given their consent under Rule 46 of the Overview and Scrutiny Procedure Rules for the report's decisions to be treated as urgent and not subject to "call in" on the basis that they cannot be reasonably deferred due to the rapid increases in rates of Covid-19 infection both within Sefton, the Merseyside area and across the North West of England, changes to the scale and focus of the Community Infection Prevention and

Agenda Item 13

Control Service were now essential to reduce the impact of COVID-19 on vulnerable people in Sefton.

Decisions Made:

- (1) A variation to the contract be made that would extend the scale and scope of the Community Infection Prevention and Control Service. These changes would increase the cost of the Service from £128k per annum to £271k per annum, an increase of £143k per annum. It is anticipated that this increase in contract scale, scope and value would remain in place in future;
- (2) the variation to the contract and associated additional elements of the Service be implemented at the earliest opportunity; and
- (3) It be noted that the Leader of the Council and the Chair of the Overview and Scrutiny Committee Adult Social Care and Health, Councillor Doyle had given their consent under Rule 46 of the Overview and Scrutiny Procedure Rules for these decisions to be treated as urgent and not subject to "call in" on the basis that they cannot be reasonably deferred due to the rapid increases in rates of Covid-19 infection both within Sefton, the Merseyside area and across the North West of England, changes to the scale and focus of the Community Infection Prevention and Control Service are now essential to reduce the impact of COVID-19 on vulnerable people in Sefton.

Reason for the Decisions:

An increase in scale and scope of the Community Infection Prevention and Control Service is urgently required in order to support the management and prevention of COVID 19 outbreaks in complex, and/or vulnerable community settings.

In order to protect vulnerable people in Sefton strategic work with community settings is required to increase skills and knowledge around infection prevention and control measures which help prevent the transmission of infections, and improve the responses to cases and outbreaks, limiting the impact of infections such as COVID-19.

Due the high rates of COVID-19 transmission locally and the expected seasonal increases in respiratory and gastrointestinal infections and outbreaks, it is essential that increases in Community Infection Prevention and Control Service are expedited, so that the additional staff required to deliver the expanded Service offer can be recruited and deployed.

Any future commissioning of the Community Infection Prevention and Control Service will need to include the upscaled provision, enhanced capacity to respond to future pandemics and prevention elements to protect against outbreaks in community settings in Sefton.

The increase in contract value is above the threshold usually allowed for a contract variation, however following procurement and legal advice we feel the council has

grounds for the contract variation. We have considered various options pursuant to the Public Procurement Notice 01 (PPN 01) responding to COVID. Council officers are satisfied that a variation pursuant to Regulation 72 (1)(e) can be justified under the current circumstances.

Alternative Options Considered and Rejected:

The Council could seek to negotiate an end to the current contract to allow an open procurement procedure to take place.

This option has been rejected due to the length of time taken to complete the procurement process and mobilise the new Service. This delay could have a negative impact on the management of infectious diseases and outbreaks in community settings, which could result in worse outcomes for people living in Sefton.

Additionally, as we are currently in a position of escalating COVID-19 outbreaks and imminent winter pressures, it is essential that the Service focuses its efforts on recruiting additional staff needed and delivering support to vulnerable settings experiencing an outbreak. Therefore, any procurement activity, at this time, could negatively impact on the current service capacity.

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SEFTON LABOUR GROUP

NOTICE OF MOTION

TO BE PUT TO THE COUNCIL MEETING ON 21 JANUARY 2021

Moved by: Councillor John Sayers

Crohn's and Colitis UK

This Council notes that:

- The charity Crohn's and Colitis UK is encouraging venues providing accessible toilets to install new signage. This is to help stop stigma and discrimination towards people with Crohn's Disease and Ulcerative Colitis and other invisible conditions.
- There have been instances nationally where such individuals using an accessible toilet have been accused by staff members of being ineligible to use them.
- The charity signs have two standing figures and a wheelchair user with the words Accessible Toilet and the logo 'Not every disability is visible'.
- The Government has decided recently that large accessible toilets for severely disabled people - known as Changing Places - will be made compulsory for large new buildings, such as shopping centres, supermarkets, sports and arts venues.

Council resolves to:

- Ensure that accessible toilets on Council premises bear these signs.
- Ask town and district centre retailers and leisure outlets to do likewise with their accessible toilets.
- Seek advice from the charity Crohn's & Colitis UK on the information and training we should provide to council staff members. This is so they understand these conditions and to prevent potential embarrassment for those who suffer with them.
- Ensure that any Changing Places toilets in our buildings are properly signposted for visitors.

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SEFTON LABOUR GROUP

NOTICE OF MOTION

TO BE PUT TO THE COUNCIL MEETING ON 21 JANUARY 2021

Moved by: Councillor Janet Grace

Fireworks

Fireworks are used by people throughout the year to mark different events. While they can bring much enjoyment to some people, they can cause significant problems and fear for other people and animals. They can be a source of fear and distress for many animals (including pet animals, farm livestock and wildlife). Animals affected not only suffer psychological distress but can also cause themselves injuries - sometimes very serious ones - as they attempt to run away or hide from the noise.

This Council resolves:

- 1) to encourage all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people;
- 2) to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people - including the precautions that can be taken to mitigate risks;
- 3) to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays;
- 4) to encourage local suppliers of fireworks to stock 'quieter' fireworks for public display.

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COUNCIL MOTION

21 January 2021

PROPOSED BY: Councillor Sir Ron Watson

SECONDED BY: Councillor Tony Brough

TITLE: Facilities for a category of the disabled

This Council recognises that:

- both the Council and its residents are dealing with an extremely difficult financial situation as a result of Covid 19.
- there is a Disabled Facilities Grant available for a group of Seftons residents, who currently do not receive any level of specialist help and who don't access the grant because it is not widely recognised that it is in existence and Sefton does not appear to have a list of individuals who may benefit from elements of the help available.
- there are individuals who live in the Borough who have either lost limbs or who were born with such a disability.
- there is currently available on the market for what is described in many advertisements as a 'luxury' w.c facility where the actual toilet has the facility to project warm water and this is then followed by hot/warm air. The degree of self dignity that such a facility would provide for those who have lost their arms is self evident and could have a significant bearing on both their physical and mental health.
- whilst retail prices are quoted it might be possible to arrange a contract where the facility could be provided at a very significant discount.

This Council requests that:

the Cabinet Members responsible for the budget give consideration of this issue into their budget deliberations in a pro-active and sympathetic manner.

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