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Sefton Council 

MEETING: CABINET
DATE: Thursday 3rd December, 2020
TIME: 10.00 am
VENUE: Remote Meeting

DECISION MAKER: **CABINET**

Councillor Maher (Chair)
Councillor Atkinson
Councillor Cummins
Councillor Fairclough
Councillor Hardy
Councillor John Joseph Kelly
Councillor Lappin
Councillor Moncur
Councillor Veidman

COMMITTEE OFFICER: Ruth Harrison
Democratic Services Manager
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The Cabinet is responsible for making what are known as Key Decisions, which will be notified on the Forward Plan. Items marked with an * on the agenda involve Key Decisions

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

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

If you have any special needs that may require arrangements to facilitate your attendance at this meeting, please contact the Committee Officer named above, who will endeavour to assist.

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A G E N D A

Items marked with an * involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>
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 by 12 Noon the day before the meeting to determine whether the Member should withdraw from the meeting room, 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 the Previous Meeting Minutes of the meeting held on 5 November 2020	(Pages 5 - 10)
* 4	Our Lady of Walsingham Catholic Primary - Disposal of land to Highways England (Outcome of consultation) Report of the Executive Director of Children's Social Care and Education	Ford; Netherton and Orrell; St. Oswald (Pages 11 - 18)

5	Draft Executive/Scrutiny Protocol		(Pages 19 - 34)
	Report of the Chief Legal and Democratic Officer		
6	Programme of Meetings – 2021/22 Municipal Year	All Wards	(Pages 35 - 58)
	Report of the Chief Legal and Democratic Officer		
* 7	Annual Health and Safety Report	All Wards	(Pages 59 - 76)
	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 - December Update	All Wards	(Pages 77 - 98)
	Report of the Executive Director of Corporate Resources and Customer Services		

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON TUESDAY 17 NOVEMBER, 2020.

CABINET

REMOTE MEETING HELD ON THURSDAY 5TH NOVEMBER, 2020

PRESENT: Councillors Atkinson, Cummins, Hardy,
John Joseph Kelly, Lappin, Moncur and Veidman

ALSO PRESENT: Councillor Sir Ron Watson viewed the meeting
remotely

54. NOMINATION OF CHAIR

In the absence of the Chair, Councillor Maher and the Vice Chair, Councillor Fairclough the Democratic Services Manager requested nominations for Chair of the Meeting. It was moved by Councillor Lappin, seconded by Councillor Atkinson and agreed that Councillor Hardy Chair the meeting of the Cabinet.

Decision Made: Councillor Hardy, in the Chair

55. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chair, Councillor Maher and the Vice Chair Councillor Fairclough.

56. DECLARATIONS OF INTEREST

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

57. MINUTES OF THE PREVIOUS MEETING

Decision Made:

That the Minutes of the meeting held on 1 October 2020 be approved as a correct record.

58. PROCUREMENT OF TELEPHONY SOLUTION

The Cabinet considered the report of the Executive Director of Corporate Resources and Customer Services in relation to the current telephony solution and the proposed procurement route for a new cloud telephony service.

Decision Made:

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CABINET- THURSDAY 5TH NOVEMBER, 2020

- (1) that the Executive Director for Corporate Resources and Customers Services be authorised to conduct a procurement exercise for cloud telephony solution(s) with a view to entering into a contract for a maximum period of 2 years plus one year; and
- (2) that the Executive Director for Corporate Resources and Customers Services in consultation with the Cabinet Member for Regulatory, Compliance and Corporate Services be granted delegated authority to award the contract(s) resulting from the procurement and to award any extension thereof.

Reason for the Decisions:

To have an appropriate and best value contract(s) in place for telephony service provision.

Alternative Options Considered and Rejected:

To continue with existing telephony solution, however this requires significant investment, does not support the Councils move to cloud based telephony and does not support agile working (soft telephony).

59. TREASURY MANAGEMENT MID-YEAR REPORT 2020/21

The Cabinet 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. The report set out that it was the second of the ongoing quarterly monitoring reports provided to the Audit and Governance Committee and the mid-year report to the Cabinet and Council, in order that the treasury management policies and practices maybe scrutinised.

Decision Made:

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.

Reasons for the Decision:

To ensure that Members are fully appraised of the treasury activity undertaken to 30 September 2020 and to meet the reporting requirements set out in Sefton's Treasury Management Practices and those recommended by the CIPFA code.

Alternative Options Considered and Rejected:

None.

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60. 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

The Cabinet considered the report of the Executive Director for Corporate Resources and Customer Services that advised of:

- (1) the current estimated financial impact of COVID-19 on the 2020/21 Budget;
- (2) the current forecast revenue outturn position for the Council for 2020/21;
- (3) the current forecast on Council Tax and Business Rates collection for 2020/21; and
- (4) the monitoring position of the Council's capital programme to the end of September 2020 relating to:
 - the forecast expenditure to year end;
 - variations against the approved budgets and an explanation of those variations for consideration by Members;
 - updates to spending profiles and proposed amendments to capital budgets necessary to ensure the efficient delivery of capital projects are also presented for approval.

The Executive Director for Corporate Resources and Customer Services highlighted the significant pressure the Council continues to face in responding to Covid-19. He referred to the scheme that had been introduced by Central Government to cost share the income losses being incurred by the Council from sales, fees and charges. It was reported that the Council would make three claims relating to 2020/2021 and explained that the conditions criteria set out by Central Government for the scheme and further changes made to the criteria had meant that the Council would be required to fund the overall shortfall of £9.3m due to now not meeting those conditions within the amended criteria.

The Executive Director for Corporate Resources and Customer Services drew Members attention to the 2020/21 Medium Term Financial Plan and emphasised the difficulty of forecasting due to the lack of clarity regarding the Spending Review.

The Cabinet Member for Regulation, Compliance and Corporate Services, Councillor Lappin extended her appreciation to all the staff who were working incredibly hard in such difficult circumstances.

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CABINET- THURSDAY 5TH NOVEMBER, 2020

Decision Made:

That:

- (A) in respect of the Revenue Budget:
- (1) the current estimated impact of COVID-19 on the 2020/21 Budget together with the key issues that will influence the final position, be noted;
 - (2) the financial risks associated with the delivery of the 2020/21 revenue budget and the material variations that are to be expected to the current estimates contained in the report be recognised, and it be agreed that subsequent reports provide updates and where appropriate remedial action plans as appropriate;
 - (3) the Government grant funding that has been received to support individuals and businesses with the response to the pandemic, and which has been distributed in accordance with central government guidance, and the Liverpool City Region Hospitality and Leisure Support Grant which is providing additional help to local businesses, be noted;
 - (4) the current forecast revenue outturn position for 2020/21 be noted;
 - (5) it be acknowledged that the forecast outturn position will continue to be reviewed to ensure a balanced forecast outturn position and financial sustainability can be achieved; and
- (B) in respect of the Capital Budget:
- (1) the spending profiles across financial years for the approved Capital Programme (paragraph 7.1.1 of the report) be noted;
 - (2) the latest capital expenditure position as at 30 September 2020 of £9.551m (paragraph 7.2.1 of the report) with the latest full year forecast of £39.388m (paragraph 7.3.1 of the report) be noted;
 - (3) the explanations of variances to project budgets (paragraph 7.2.3 of the report) be noted;
 - (4) the capital programme outputs to the end of September (paragraph 7.4 of the report) be noted;

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- (5) the Council be recommended to approve the supplementary capital estimate of £1.2m for an Essential Maintenance Programme at Dunes Splashworld, to be funded from Council resources (paragraph 7.5 of the report); and
- (6) the Executive Director of Corporate Resources and Customer Services will manage capital resources to ensure the capital programme remains fully funded and that capital funding arrangements secure the maximum financial benefit to the Council (paragraph 7.6.3 of the report), be noted.

Reasons for Decision:

To ensure Cabinet are informed of the forecast outturn position for the 2020/21 Revenue Budget as at the end of September 2020, including delivery of a remedial action plan, and to provide an updated forecast of the outturn position regarding the collection of Council Tax and Business Rates.

To keep Members informed of the progress of the Capital Programme against the profiled budget for 2019/20 and agreed allocations for future years.

To progress any changes that are required in order to maintain a relevant and accurate budget profile necessary for effective monitoring of the Capital Programme.

To approve any updates to funding resources so that they can be applied to capital schemes in the delivery of the Council's overall capital strategy.

Alternative Options Considered and Rejected:

None.

61. EXCLUSION OF PRESS AND PUBLIC

Decision Made:

That, under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.

Agenda Item 3

CABINET- THURSDAY 5TH NOVEMBER, 2020

62. PHASE 1 ASSET DISPOSALS

The Cabinet considered the report of the Executive Director of Corporate Resources and Customer Services in relation to exempt information regarding Phase 1 Asset Disposals.

Decision Made:

That the exempt information be considered as part of the public report in relation to this matter, reference Minute No: 64 refers.

Reason for the Decision:

The exempt information is required to be considered with the information in the public report in order that an informed decision may be made.

Alternative Options Considered and Rejected:

None.

63. RE-ADMIT PRESS AND PUBLIC

Decision Made:

That the press and public be re-admitted to the meeting.

64. PHASE 1 ASSET DISPOSALS

Further to Minute No's. 97 and 99 of the Meeting of the Cabinet held on 9 January 2020 in relation to Asset Maximisation, the Cabinet considered the report of the Executive Director of Corporate Resources and Customer Services that detailed the first phase of potential Asset Disposals.

Decision Made: That:

- (1) The disposal of the assets detailed in the report, with a view to generating capital receipts to support the Growth and Investment Programme and the Council's Framework for Change Programme, be approved;
- (2) authority be granted to Officers to negotiate terms and conditions for each disposal in line with the usual delegations set out in the Council's Asset Disposal Policy; and
- (3) the Executive Director of Corporate Resources and Customer Services be requested to provide a progress report to the meeting of the Cabinet scheduled to take place on 1 April 2021.

Agenda Item 4

Report to:	Cabinet	Date of Meeting:	3 December 2020
Subject:	Our Lady of Walsingham Catholic Primary - Disposal of land to Highways England (Outcome of consultation)		
Report of:	Executive Director of Children's Social Care and Education	Wards Affected:	Ford; Netherton and Orrell; St. Oswald;
Portfolio:	Cabinet Member - Children, Schools and Safeguarding		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

The Council has received a request from Highways England to purchase a small area of land which forms part of the playing fields at Our Lady of Walsingham Catholic Primary School. The reason for the request is to enable the pedestrian bridge over the A5036 towards the junction of Dunningsbridge Road and Park Lane/Park Lane West, Netherton to be replaced and relocated.

Recommendation(s):

(1) that the contents of the report be noted

(2) that approval be given to officers to proceed with the application to the Secretary of State under Section 77 of the School Standards and Framework Act 1998 as approval is required before the Council can dispose of the playing field land

(3) that approval be given to officers to proceed with the disposal of the land following S77 approval providing that this is successful

Reasons for the Recommendation(s):

The recommendations are made in accordance with the Authority's constitution.

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

No other options have been considered. Highways England wish to proceed with relocating the pedestrian bridge as soon as possible. There is a possibility that they could apply for a compulsory purchase order to facilitate this.

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What will it cost and how will it be financed?

(A) Revenue Costs

The land forms part of Our Lady of Walsingham Catholic Primary School's playing field. The school is responsible for ground maintenance. Sale of the piece of land identified will not change the school responsibility for the remaining playing field areas. Proceeds from the sale of this land will be a Capital Receipt, which the Council can decide to apply through Capital spending at the school. There is no direct revenue consequence of this sale to the school should the land be sold.

(B) Capital Costs

The Council will receive a net land value and capital receipt. It is anticipated that any proceeds from the Capital Receipt may need to be re-invested in providing sports facilities for Our Lady of Walsingham school, as the land being sold is part of the school playing fields, which are owned by the Council. Specific DfE directives apply to the sale of school playing fields.

Implications of the Proposals:

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

There will be a capital receipt but as this is a relatively small area of land it is unlikely to be a significant amount. The Secretary of State will expect that the priority for re-investment of any proceeds should be sports facilities at the school and this will be a significant factor in exercising this discretion to dispose of the playing field land.

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: When the pedestrian bridge is replaced and relocated it will provide a safer way for members of the community, particularly children attending Our Lady of Walsingham Catholic Primary and their families, to cross the A5036.

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

The Executive Director of Corporate Resources and Customer Services (FD.6180/20) and the Chief Legal and Democratic Officer (LD.4372/20) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

A six-week consultation has been carried out with the school, parents/guardians of pupils at the school, other schools in the area and the local community. More details are given in Section 3 of this report.

Implementation Date for the Decision

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

Contact Officer:	Marie Stevenson
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Appendices:

The following appendices are attached to this report:

Appendix A – Land Reference Plan 1.

Background Papers:

Disposal or change of use of playing field and school land, Department for Education, May 2015.

<https://www.gov.uk/government/publications/protection-of-school-playing-fields-and-public-land-advice>

Agenda Item 4

1. Introduction/Background

- 1.1 Highways England have contacted Sefton Council with a request to purchase a small area of land which forms part of the playing fields at Our Lady of Walsingham Catholic Primary School. The playing field land is owned by Sefton Council. The reason for the request is to enable the pedestrian bridge over the A5036 to be replaced and relocated. This is currently located towards the junction of Dunningbridge Road and Park Lane/Park Lane West, Netherton.
- 1.2 Members will recall that in 2017 there was a proposal to provide an at grade crossing at the junction but due to public pressure following road safety concerns it was agreed by Sefton Councillors and Highways England that the bridge would be replaced. The area of land is now required for this to proceed.
- 1.3 The school has a total playing field area of 12,400 square metres and the area required is 528 square metres. This will leave the school with 11,872 square metres which, according to the Department for Education (DfE) guidance on playing fields, still leaves them with enough playing field land for their current and future needs.

2. Section 77 application to dispose of school playing field land

- 2.1 The Secretary of State uses the definition of playing field land as “land in the open air which is provided for the purposes of physical education or recreation”. This includes grass pitches and artificial surface pitches, hard surface games courts, informal and social areas (including grassed areas, paved areas, playgrounds, outdoor seating etc.) and habitat areas (meadowland, wildlife habitats, gardens, nature trails, outdoor science areas, allotment gardens and woodland habitat areas).
- 2.2 To dispose of playing field land the Council is required to make an application to the Secretary of State for Education under Section 77 of the School Standards and Framework Act 1998. Officers have been in contact with the Department for Education to check that S77 approval is required in this case and have received confirmation that it is necessary.
- 2.3 In any Section 77 application the Council must demonstrate that they have consulted with relevant stakeholders which requires a six-week consultation to be carried out with the school including the headteacher, parents and governors as well as other schools within a 0.5-mile radius for primary and special schools and a one-mile radius for secondary schools. The local MP and the local community must also be included. A report was submitted to Cabinet Member – Children, Schools and Safeguarding for permission to proceed with the consultation and this was approved on 28th August 2020.

3. Outcome of the Consultation

- 3.1 The consultation took place from 14th September 2020 and ended on 23rd October 2020 and the following were consulted by letter:
 - Headteacher of Our Lady of Walsingham Catholic Primary
 - Chair of Governors of Our Lady of Walsingham Primary

- Parents/Guardians of Pupils at Our Lady of Walsingham Primary
- A junior football club with permission to use the school playing field
- Archdiocese of Liverpool
- MP for Bootle
- Primary and special schools within a 0.5-mile radius (Netherton Moss Primary, St Oswald's CE Primary, Holy Spirit Catholic Primary, Rowan Park Special School).
- Secondary schools within a one-mile radius (Savio Salesian College, Litherland High School).

A notice was published in the Champion for two consecutive weeks on 7th and 14th October 2020 to inform the local community that the Council was considering disposal of school playing field land and inviting objections and representations. This also provided a link to a copy of the plan on the Council website which identifies the area to be disposed of together with some additional information.

- 3.2 No objections or representations were received from parents or the local community. Replies were received from the Headteacher and Chair of Governors of Our Lady of Walsingham Catholic Primary School, Archdiocese of Liverpool, MP for Bootle and five of the six other schools contacted.
- 3.3 There were no objections to the proposal providing that the land being removed from the school is made good elsewhere and that the trees are reinstated.

4. Valuation

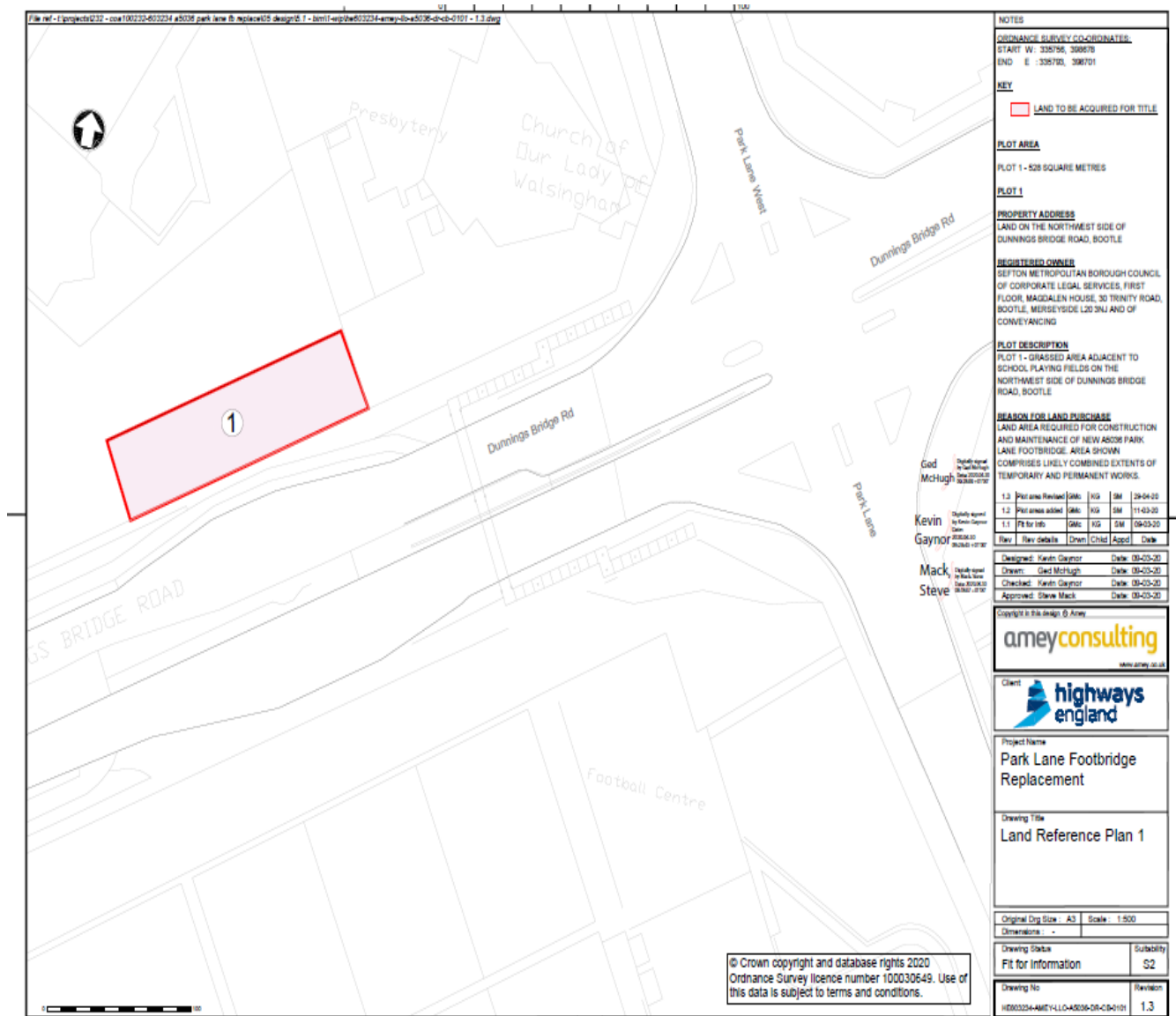
- 4.1 Highways England has been in contact with Sefton's Property and Facilities Manager. The valuation is currently being negotiated with the Valuation Office and is likely to be a modest amount. A copy of the land reference plan showing the requested area to be disposed of is attached at Appendix A.

5. Capital receipt

- 5.1 According to the Department for Education guidance on the disposal of playing field land, the Secretary of State has the discretion to direct what any sums are to be used for. The Secretary of State will expect that the priority for reinvestment of any proceeds of the sale should be sports facilities where these are needed by the school. A significant factor in exercising this discretion to dispose of playing field land will be whether disposal proceeds are ring-fenced for capital facilities for sport (which will take priority), recreation or education facilities.
- 5.2 As part of the Section 77 application officers will consult the Headteacher and governors of Our Lady of Walsingham Catholic Primary School to identify any needs for sport, recreation or education facilities at the school. If they have no requirement then this can be extended to other schools within the 0.5-mile and one-mile radius.

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Our Lady of Walsingham Catholic Primary School – Land Reference Plan 1



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Agenda Item 5

Report to:	Cabinet	Date of Meeting:	3 December 2020
Subject:	Draft Executive/Scrutiny Protocol		
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:

Further to Minute No. 27 (3) of the meeting held on 30 July 2020 to present the views of the four Overview and Scrutiny Committees and the Overview and Scrutiny Management Board on the production of an Executive/Scrutiny Protocol in Sefton.

Recommendation:

That the Executive/Scrutiny Protocol be approved.

Reasons for the Recommendation(s):

To comply with a previous decision of the Cabinet (Minute No. 27 (3) of the meeting held on 30 July 2020) seeking the production of an Executive/Scrutiny Protocol in Sefton.

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

No alternative options have been considered because a decision is required by the Cabinet.

What will it cost and how will it be financed?

There are no direct financial implications arising from the development of a protocol. Any financial implications that do arise will be reported to the Cabinet at the appropriate time.

(A) Revenue Costs

See above

(B) Capital Costs

See above

Agenda Item 5

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: None directly applicable to this report.
Facilitate confident and resilient communities: None directly applicable to this report.
Commission, broker and provide core services: The development of an Executive / Scrutiny protocol should improve relationships between Cabinet and Scrutiny Members and contribute towards more effective scrutiny in Sefton.
Place – leadership and influencer: As above
Drivers of change and reform: As above
Facilitate sustainable economic prosperity: None directly applicable to this report.
Greater income for social investment: None directly applicable to this report.
Cleaner Greener: None directly applicable to this report.

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD 6183/20) and the Chief Legal and Democratic Officer (LD4375/20) have been consulted and any comments have been incorporated into the report.

The four Overview and Scrutiny Committees and the Overview and Scrutiny Management Board have been consulted and their views are contained in this report.

(B) External Consultations

None

Implementation Date for the Decision

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

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Appendices:

Draft Executive/Scrutiny Protocol – Appendix A

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 The Cabinet, at its meeting held on 30 July 2020 considered a report of the Chief Legal and Democratic Officer on the Overview and Scrutiny Function – Information from the Centre for Public Scrutiny.
- 1.2 The report indicated that the Annual Survey of the Centre for Public Scrutiny found that the presence of an Executive/Scrutiny protocol made a difference to the quality of the scrutiny/executive relationship; and that it was also considered that the protocol could be utilised as a training tool, particularly for new Members.
- 1.3 The Cabinet, upon consideration of the report, resolved that the Overview and Scrutiny Management Board be requested to develop an Executive / Scrutiny protocol for use in Sefton.
- 1.4 At its meeting held on 8 September 2020 the Overview and Scrutiny Management Board approved a draft protocol and requested that the four Overview and Scrutiny Committees consider and comment upon the document.

2. Overview and Scrutiny Committee Consultation

- 2.1 The four Overview and Scrutiny Committees considered the draft protocol during the October/November cycle of meetings and the views of the Committees are set out below.

2.2 O&S (Adult Social Care and Health) - 13 October 2020

That the draft Executive/Scrutiny protocol, as attached to the report, be endorsed and submitted to Cabinet for approval, in due course.

O&S (Regulatory, Compliance & Corporate Services - 20 October 2020

That:

- (1) that draft Executive/Scrutiny Protocol be endorsed; and
- (2) the Overview and Scrutiny Management Board and Cabinet be advised accordingly.

O&S (Regeneration and Skills) - 3 November 2020

That:

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- (1) that draft Executive/Scrutiny Protocol be endorsed; and
- (2) the Overview and Scrutiny Management Board and Cabinet be advised accordingly.

O&S (Children's Services and Safeguarding) – 10 November 2020

That the draft Executive/Scrutiny protocol, as attached to the report, be endorsed and submitted to Cabinet for approval, in due course.

- 2.3 The Overview and Scrutiny Management Board considered the views of the Overview and Scrutiny Committees on 10 November 2020 and resolved that:

That the draft Executive/Scrutiny Protocol be submitted to Cabinet for approval

3. Conclusion

- 3.1 Bearing in mind the views of the Overview and Scrutiny Committees and the Overview and Scrutiny Management Board it is recommended that the draft Executive/Scrutiny protocol be approved for use in Sefton.



EXECUTIVE / SCRUTINY PROTOCOL



ONECOUNCIL Working Together

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APPENDIX A

PROTOCOL ON EXECUTIVE & OVERVIEW AND SCRUTINY RELATIONS IN SEFTON

Contents

1. Introduction
2. Aims of the Protocol
3. Functions of Overview and Scrutiny
4. The Conduct of Meetings
5. The Overview and Scrutiny Work Programme
6. Pre-Scrutiny
7. “Call-In” of Decisions
8. Working Group Reviews
9. Public Participation in the Overview and Scrutiny Process
10. Specific Duty of the Overview and Scrutiny Committee (Adult Social Care and Health) – Joint Health Scrutiny Arrangements

APPENDIX A

1. Introduction

- 1.2 This Protocol applies to all Members of Overview and Scrutiny (O&S) Committees, co-opted members who sit on O&S Committees, all Members of the Cabinet and senior officers.
- 1.3 The Protocol is not intended to replace *Chapter 6 – Overview and Scrutiny* of the Council's [Constitution](#), nor is intended to replace *Chapter 2 – Members – Code of Conduct*, rather it is intended to enhance and supplement the requirements of the Constitution and set out guidance for good practice.
- 1.4 Scrutiny should be a strategic function of the authority. It should be central to the organisation's corporate governance; a crucial cog in the decision-making machine.

2. Aims of the Protocol:

- 2.1 Clarify Relationships
- 2.2 The aim of the Protocol is to clarify relationships between O&S Members and Cabinet Members, to ensure an efficient O&S function, including holding the Cabinet to account on behalf of the electorate, and to encourage good communication between O&S and the Cabinet.
- 2.3 Positive Interaction
- 2.4 The Protocol refers to the respective powers, roles and responsibilities for both O&S Members and Cabinet Members. Guidance is set out on the way in which both O&S Members and Cabinet Members should interact, in order that Members maximise their roles and for the Authority to have an effective O&S function for the benefit of the Council as a whole. It also offers guidance to senior officers who support this process.
- 2.5 Promote a Culture of Mutual Respect
- 2.6 The Protocol aims to promote a culture of mutual respect, trust and courtesy in the relationships between O&S Members, Cabinet Members and senior officers, and to foster a climate of openness leading to constructive debate and communication, with a view to ensuring service improvements for the benefit of Sefton citizens.
- 2.7 Parity of Esteem
- 2.8 "Parity of esteem" means that the scrutiny function of the Council deserves the same respect, and has the same importance in the governance system, as

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APPENDIX A

executive decision-making activities. Requests from scrutiny to engage with, and recommended changes to, policies, plans and activities should be treated with the same respect and consideration as if they came from a Cabinet Member.

3. Functions of Overview and Scrutiny

3.1 The general role and specific functions of the O&S Committees can be found within Chapter 6 of the Council's Constitution. The key responsibilities of O&S are to:

- (a) Hold the Cabinet, Cabinet Members and senior officers to account for their decisions, on behalf of the electorate;
- (b) Review Council policy, the way policies are implemented and their impact on local citizens;
- (c) Scrutinise Executive decisions before they are made and before they are implemented; and
- (d) Contribute to the development of policy by investigating issues of local concern and making recommendations to the Cabinet, to the Council and to partner organisations.

4. The Conduct of Meetings

- 4.1 Cabinet Members are actively encouraged to attend meetings of O&S Committees relevant to their Portfolio, in order to present their Cabinet Member Update Reports and to respond to questions/comments from O&S Members.
- 4.2 Cabinet Members may be required to attend meetings of O&S Committees in particular circumstances, e.g. the consideration of "called-in" items.
- 4.3 The principle of the "critical friend" should always be adhered to between Scrutiny Members and Cabinet Members, senior officers and any external partners.
- 4.4 All Members should promote an atmosphere of openness at the O&S Committee meetings and should strive to ensure that questioning and debate takes place within a climate of mutual respect and trust.
- 4.5 O&S Committee Members should be prepared to ask searching questions and where necessary, provide constructive challenge to Cabinet Members on issues that fall under their Portfolio.

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- 4.6 Cabinet Members should be willing to respond to any question put. However, it should be noted that that Cabinet Members may not necessarily be in a position to answer every question immediately or in detail. In such circumstances the matter may be referred to a senior officer in attendance or a written answer may be sought.
- 4.7 Cabinet Members should value the contribution of O&S Committee Members who raise issues and respond in an appropriate and manner, in order to make a positive contribution to Scrutiny meetings.
- 4.8 Cabinet Members should, with the permission of the Chair, be permitted by the O&S Committee to speak upon any item on the agenda under discussion and may at any time offer to assist the Committee by the provision of factual information or advice in relation to the matters under discussion.
- 4.9 The Chair, supported by senior officers, shall provide leadership and guidance to the Committee on all scrutiny matters and shall promote the Committee's role in improving services and monitoring the effectiveness of Council policies, through effective scrutiny.
- 4.10 Party politics and the use of the Party Whip shall be avoided during O&S Committees.
- 4.11 Senior officers shall liaise and agree their attendance at meetings of O&S Committees during the Municipal Year.

5. The Overview and Scrutiny Work Programme

- 5.1 The Council's Strategic Leadership Board, comprised of the Chief Executive, Executive Directors and Heads of Service, shall be invited to identify any appropriate items for inclusion in the Work Programme of O&S Committees.
- 5.2 The Work Programme of items submitted to O&S Committees at the beginning of each Municipal Year shall be drafted in liaison with the appropriate Heads of Service, whose roles fall under the remit of the Committee.
- 5.3 A manageable number of items should be identified in order to demonstrate that the scrutiny function "adds value" to the Council.
- 5.4 The O&S Committees will be responsible for setting their own work programme.
- 5.5 O&S Members are reminded at each meeting that they are able to request other items for inclusion within the Work Programme, provided such items fall within the terms of reference of the Committee.

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- 5.6 A Member of an O&S Committee is entitled to give notice to the Chief Legal and Democratic Officer that they wish an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee.
- 5.7 The Cabinet and/or the Council may refer a matter to one or more O&S Committees.
- 5.8 The Chair of the O&S Committee may consider alternative methods of dealing with items in order to avoid over-loading Committee agendas. These may include informal presentations, visits to front-line services, site visits / informal discussions with external partners, etc.

6. Pre-Scrutiny

- 6.1 The Key Decision Forward Plan sets out the list of items to be submitted to the Cabinet for consideration during the following four-month period. The Forward Plan is updated and published each month. The Forward Plan appears on the Council's website and an email alert is sent to all Members of the Council when a new Forward Plan is published.
- 6.2 A summary of the latest Forward Plan, setting out the Key Decisions that fall under the remit of each O&S Committee, is submitted to each meeting of the O&S Committees and appears under the Work Programme item, a standing item on each O&S agenda.
- 6.3 O&S Members should peruse Decisions to be taken and may request to pre-scrutinise items from the Key Decision Forward Plan that fall under the remit (terms of reference) of the O&S Committee.
- 6.4 The pre-scrutiny process assists the Cabinet Members to make effective decisions by examining issues beforehand and making recommendations prior to a determination being made. Pre-scrutiny can be used to resolve potential disagreements.
- 6.5 Any items agreed for pre-scrutiny will be included within the O&S Committee's work programme.
- 6.6 Where O&S Committees request to pre-scrutinise a Key Decision, the relevant Cabinet Member should endeavour to attend the meeting concerned, in order to respond to questions, and consider the views put by O&S Members.
- 6.7 Relevant senior officers shall attend an O&S Committee meeting where a Key Decision is pre-scrutinised by O&S Members, in order to respond to questions, and consider the views put by those Members.

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- 6.8 Cabinet Members may wish to seek views from Scrutiny Members on a Key Decision, particularly on policy development and review, before it is taken. The relevant senior officer will be responsible for forwarding the details through to the Scrutiny Manager for inclusion on the agenda.
- 6.9 The O&S Committee may express views or make recommendations in relation to Decisions to be taken.
- 6.10 The Cabinet will consider any recommendations or views expressed by the O&S Committees and to take such action it sees fit.
- 6.11 Utilising the option for pre-scrutiny does not exclude the Decision from being subject to “call-in”. However, it will allow the Cabinet Member(s) the ability to consider different views and perspectives of a Decision, before it is taken and avoid potential conflict and a requirement for “call-in”.
- 6.12 Heads of Service shall be requested to identify any policy/strategy items for pre-scrutiny by the relevant O&S Committee.

7. “Call-In” of Decisions

- 7.1 Decisions taken by the Cabinet appear within the Minutes of Cabinet Meetings. The Minutes indicate the “call-in” period for the Decisions made.
- 7.2 Decisions taken by individual Cabinet Members are subject to “call-in”, are published on the Council’s website, and an email alert is sent to all Members of the Council.
- 7.3 “Call-in” can occur when three non-Executive Members have reasons/evidence to challenge the Decision, based on the guidance set out within Chapter 6 of the Council’s Constitution.
- 7.4 A decision shall only be the subject of one “call-in” by non-Executive Members.
- 7.5 Non-Executive Members shall refer to a specific Decision and in instigating the “call-in”, are required to provide as much information, detail, explanation, evidence and/or facts as possible, within the requisition. This will enable appropriate officers to determine whether the “call-in” is valid or not.
- 7.6 Non-Executive Members shall trigger the “call-in” electronically, using the Council’s Modgov system. This will alert the relevant officers and prevent the Decision from being actioned.

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- 7.7 During 2017/18, the O&S Management Board developed a [Call-In Procedure](#) to be used at O&S Committees when dealing with “called-in” items. This was agreed by the four O&S Committees and shall be adhered to at all meetings held to consider “call-in items”.
- 7.8 The following are required to attend the O&S Committee meeting to consider the “called-in” item, in order to address O&S Members on the item and respond to questions / comments raised by O&S Members:
- (a) the lead “call-in” Member;
 - (b) the Leader of the Council and/or relevant Cabinet Member; and
 - (c) relevant senior officer representative(s).
- 7.9 Only the lead call-in Member shall be permitted to:
- Address the O&S Committee, explaining the reason for “call-in”;
 - Respond to questions put by Committee Members; and
 - Sum up the case for “call-in”.
- 7.10 Subject to the agreement of the O&S Committee, a representative of the public may make representations in relation to the “called-in” item, in accordance with the Call-In Procedure previously agreed by O&S Committees.
- 7.11 The “call-in” procedure should not be abused. It should not be used as a substitute for early involvement in the decision-making process. Its use as a party-political tool should be avoided.

8. Working Group Reviews

- 8.1 Heads of Service will be requested to consider potential topics for review via the Strategic Leadership Board and these will be submitted to O&S Committees for consideration, along with any other suggestions from O&S Members. The Committee shall approve any topics to be reviewed.
- 8.2 The [Criteria Checklist for Selecting Topics for Review](#) shall be considered in approving topics to be reviewed.
- 8.3 At least 3 Members of the Committee shall be required to sit on a Working Group and one Member will be appointed as the Lead Member. Co-opted Members may sit on a Working Group.
- 8.4 Heads of Service have a valuable role to play in the review process in terms of suggesting appropriate topics for review, possibly contributing to the scope for the review, the provision of factual evidence, and identifying suitable witnesses.

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Officers involved in the review shall be open and honest in their discussions with Working Group Members.

- 8.5 The role of the Lead Officer for the review will be to assist in drafting the scope for the review, to provide professional advice and to ensure access to relevant information and personnel for Working Group Members.
- 8.6 Further to a report on Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities being agreed by O&S Committees during October/November 2019, Working Groups shall consider if it is appropriate to seek the views of the general public on the matter under their consideration and, if so, how this should be carried out.
- 8.7 Working Group meetings shall be conducted in the manner outlined within paragraph 4 above. Working Group Members shall adhere to the principle of the “critical friend” during the course of a review. Constructive challenge may be adopted during discussions with Council officers, external partners, key stakeholders, etc. However, a culture of mutual respect shall be maintained at all times.
- 8.8 A final report, including any recommendations from the Working Group, will be drafted by the relevant officer from Democratic Services to reflect the views and wishes of the Working Group concerned, subject to any legal and/or financial implications provided by Legal and Finance officers.
- 8.9 Recommendations may be produced that impact on the Council or external partners.
- 8.10 The final report will be presented to the parent O&S Committee, the Cabinet, and finally to full Council.
- 8.11 The Lead Member of the Working Group concerned will normally present the final report to the Cabinet and to the Council. Where this is not possible, an alternative Member of the Working Group will be asked to present.
- 8.12 The relevant senior officer shall ensure that an update on the implementation of recommendations is presented to the parent Committee approximately six months following approval of the final report by the Council. Actions taken since approval of the recommendations should be outlined within the update, together with progress on any implementation required. Where actions have not been carried out, reasons should be given, together with an anticipated timeline for implementation.

9. Public Participation in the Overview and Scrutiny Process

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- 9.1 O&S Members should represent the voice of the public.
- 9.2 As outlined in paragraph 3.1 above, key responsibilities of O&S are to:
 - (a) Hold the Cabinet, Cabinet Members and senior officers to account for their decisions, on behalf of the electorate; and
 - (b) Review Council policy, the way policies are implemented and their impact on local citizens;
- 9.3 The Constitution indicates that O&S Committees allow citizens to have a greater say in Council matters by holding public inquiries into matters of local concern.
- 9.4 Citizens may contribute to Council considerations by participating in question time at Council meetings, making representations to the Cabinet, a Cabinet Member or a Committee and may be asked to contribute to O&S Working Group reviews.
- 9.5 The Council's petitions scheme, detailed within the Constitution, allows citizens to address O&S Committees.
- 9.6 As outlined in paragraph 7.11 above, subject to the agreement of the O&S Committee, a representative of the public may make representations in relation to the "called-in" item, in accordance with the Call-In Procedure previously agreed by O&S Committees.
- 9.7 As outlined in paragraph 9.5 above, O&S Working Groups shall consider if it is appropriate to seek the views of the general public on the matter under their consideration and, if so, how this should be carried out.
- 9.8 Senior officers may advise O&S Committees of particular matters of public concern, with a view to the possible establishment of a Working Group review to address such matters.
- 10. Specific Duty of the Overview and Scrutiny Committee (Adult Social Care and Health) – Joint Health Scrutiny Arrangements**
- 10.1 Local authorities may review and scrutinise any matter relating to the planning, provision and operation of the health service in its area.
- 10.2 The NHS Act 2006 (as amended by the Health and Social Care Act 2012) places a statutory duty on commissioners and providers of NHS / health services to consult local authority health overview and scrutiny committees on any proposals for significant development or substantial variation/reconfiguration in health services.

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- 10.3 Section 30 of The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 provides that where more than one local authority is consulted on proposals for significant development or substantial variation in health services, a joint overview and scrutiny committee may be established to comment on the proposals for change.
- 10.4 The Council has delegated its duties relating to health services to the Overview and Scrutiny Committee (Adult Social Care and Health).
- 10.5 At its meeting on 3 June 2014, the Council approved the [Protocol for the Establishment of Joint Health Scrutiny Arrangements for Cheshire and Merseyside](#).
- 10.6 The Council and the Overview and Scrutiny Committee (Adult Social Care and Health) shall adhere to the Protocol in relation to substantial variations and joint health scrutiny arrangements.

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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

- (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) 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:

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

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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.
- 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

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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

4. Calendar of Meetings

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

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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		

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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		

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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	

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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		

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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 6

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		

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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		

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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		

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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		

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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		

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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 6

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		

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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			
DEALS (FOR PERSONNEL ISSUES) - as and when required	Thur.	-																
PLANNING 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 (Management Board) (4.30 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													

Meetings video conferenced to Southport Town Hall

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Report to:	Cabinet	Date of Meeting:	3 December 2020
Subject:	Annual Health and Safety Report		
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 report provides Cabinet with assurance on the progress made to implement the Council's Health and Safety policy during the 2019/20 financial year.

Recommendation(s):

Cabinet note the progress on implementing the Council's Corporate Health and Safety Policy for the 2019/20 financial year.

Reasons for the Recommendation(s):

The annual report provides assurance to the Cabinet, which has strategic responsibility for employee health and safety, that there is continued progress to implement and enhance an effective health and safety system across the Council.

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

None

What will it cost and how will it be financed?

(A) Revenue Costs

There are no revenue costs arising from this report outside the existing approved budget.

(B) Capital Costs

No Capital costs associated with this report.

Implications of the Proposals:

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Resource Implications (Financial, IT, Staffing and Assets):
There are no resource implications associated with the report.
Legal Implications:
There are no legal implications associated with the report.
Equality Implications:
There are no equality implications.

Contribution to the Council's Core Purpose:

The annual report provides assurance that continued progress on implementing an effective health and safety system assists the delivery of services by the Council by ensuring appropriate controls are in place to protect service users, the general public, employees and contractors.

Protect the most vulnerable: Positive
Facilitate confident and resilient communities: Positive
Commission, broker and provide core services: Positive
Place – leadership and influencer: Positive
Drivers of change and reform: Positive
Facilitate sustainable economic prosperity: Positive
Greater income for social investment: Positive
Cleaner Greener: Positive

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services is the author of the report (FD 6168/20).

The Chief Legal and Democratic Officer (LD 4360/20) has been consulted and any comments have been incorporated into the report.

(B) External Consultations

None

Implementation Date for the Decision

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

Contact Officer:	David Eden
Email Address:	david.eden@sefton.gov.uk

Appendices:

The following appendices are attached to this report:

- Annual Health and Safety report

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1. The Council in accordance with its responsibilities to manage health and safety, approved a Council-wide Corporate Health and Safety Policy in April 2019. The policy sets out the Council’s approach to health and safety, the responsibilities for key staff for managing the system and the arrangements within the Council for monitoring health and safety.
- 1.2 A key objective from the Policy is to clarify and strengthen governance arrangements for health and safety across the Council.
- 1.3 The Policy outlines that the Cabinet has strategic responsibility for employee related health and safety in the Council and that the Audit and Governance committee's responsibilities are to consider the Council's arrangements for health and safety, receive regular assurances and assessments on the effectiveness of these arrangements.
- 1.4 The Policy also states that the Corporate Health and Safety Team is responsible for providing an annual report on Health and Safety to Cabinet on behalf of the Head of Corporate Resources.
- 1.5 Currently the Audit and Governance Committee receives an update on health and safety performance on a quarterly basis which includes the following information:
 - Progress on health and safety actions due to be undertaken during the quarter.
 - Updates on health and safety performance including accidents and incidents.
 - Any emerging legal or health safety related issues.
 - Proposed activity in the next quarter.

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2. Annual Report

- 2.1 The Annual Report for Health and Safety is designed to provide assurance to Cabinet of the continued progress to implement health and safety effectively across the Council. The progress update will assist Cabinet meet its strategic responsibility for employee health and safety.
- 2.2 Providing an annual report to Cabinet on health and safety will assist in the achievement of the health and safety objective, including in the Corporate Health and Safety Policy, of improving governance.
- 2.3 The Annual Health and Safety Report is attached at Appendix 1 and includes updates on:
- The organisational arrangements for Health and Safety
 - Updates on consultation and communication
 - Liaison during the year with regulatory authorities
 - The management of council facilities
 - Details of the reported accidents and incidents during the financial year
 - The health and safety culture operating in Sefton
 - Legal updates
 - The role of Health and Safety Co-ordinators
 - Training undertaken during the financial year
 - Priorities for 2020/2021
- 2.4 The key highlights from the report include:
- 2.5 The Council continues to focus on improving the provision of health and safety by reviewing existing arrangements and improving governance. An example of this approach is the approach taken during the year of providing a be-spoke Risk Assessment Training to 268 managers across the organisation.
- 2.6 The Health and Safety Team are fully qualified safety professionals who deliver a full range of services to all Council departments and schools for the prevention of injury and ill health. These services can be divided into three main areas: -
- Proactive monitoring
 - Policy and communication
 - Operational e.g. reactive response
- 2.7 Significant work continues to be done to provide managers with the information, guidance and support they need to manage risks.
- 2.8 Consultation arrangements are working well, with the Corporate Health and Safety Committee playing a key role together with health and safety groups in directorates/services.
- 2.9 There has been a focus on improving the governance with a revised Health and Safety Policy being approved by Cabinet, a revised Departmental Committee consultation structure which reflects the Organisation's structure and revised term of reference for the Corporate Health and Safety Committee and Departmental

Committees. The Audit and Governance Committee's Terms of Reference within the Constitution has been amended to reflect the monitoring role it undertakes.

- 2.10 There has been contact with the Health and Safety Executive (HSE) in an enforcement capacity following the reporting of an incident at one of the Council owned premises. The Health and Safety Team are working closely with the local management team to ensure the lessons learnt from the incident are implemented to enhance the local health and safety system.
- 2.11 Accidents are reported and recorded on-line with the Health and Safety Team administering the incident system and managers reporting serious accidents to the Health and Safety Executive in accordance with statutory requirements.

3. Progress since April 2020 on health and safety

- 3.1 Following the start of the financial year the Health and Safety Team has been focused on responding to the health and safety risks arising from the Covid-19 pandemic. The team was able to seamlessly work remotely from home due to the implementation of local business continuity plans and suitable technology.
- 3.2 The Health and Safety Team has provided support to Schools during June and the wider re-opening of schools across the Borough in September 2020 including assisting in the drafting of generic risk assessments which can be tailored by the schools and providing guidance over the phone and by exception site visits.
- 3.3 The Health and Safety Team have helped building management teams across the Council by developing a generic building risk assessment which have been used as the basis of site-specific risk assessments. The Health and Safety Team have supported the building teams by reviewing the completed risk assessments as well as providing on-going advice and guidance.
- 3.4 In addition the Health and Safety Team have developed a suite of generic operational risk assessments for operational management teams to assist them in developing their own specific risk assessments. The Team have provided support and guidance to managers on the risk assessment as well as generic guidance including the requirements on reporting Covid-19 incidents.

4. Recommendation

- 4.1 Members are asked to note the contents of the report.

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Annual Health and Safety Report 1 April 2019 – 31 March 2020

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4	Consultation and Communication	3
5	Liaison with Regulatory Bodies.....	4
6	Accidents and Incidents	4
7	Training.....	7
8	Risk Assessment.....	8
9	Sefton Schools	8
10	Objectives, KPIs and Priorities 2020/21	9

1 Introduction

- 1.1 For legal and moral purposes, Sefton Council is required to actively manage and monitor health and safety. The primary legal constraints arise out of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. This report provides an overview of the Council's health and safety performance from 1 April 2019 to 31 March 2020. Attention is drawn to key issues that have arisen during this period and highlights ongoing priorities to be addressed.
- 1.2 The priorities for the forthcoming year 2019/2020 include:
- embedding risk assessment across Council departments
 - clarifying and strengthening governance arrangements for services and schools
 - improving health and safety risk management by targeting effective training.
- 1.3 Throughout the report the term 'Health and Safety' is used and should be read within the context of occupational health and safety issues for which Sefton Council (the Council) has responsibility under both statute and common law.
- 1.4 The Council's Health and Safety Policy was revised during the 2018/2019 financial year and was presented to the Corporate Health and Safety Committee and Strategic Leadership Board (SLB) for consultation before being approved by Cabinet in April 2019.

2 Executive Summary

- 2.1 The Council continues to focus on improving the health and safety management system and support by reviewing existing arrangements and improving governance.
- 2.2 The Health and Safety team consists of two health and safety professionals supporting 7379 staff (including 4045 school staff), plus agency staff, contractors and volunteers. During the 19/20 financial year one key member of staff retired and a temporary resource was employed to provide support whilst a re-structure was completed. A recruitment exercise to employ a Health and Safety Co-ordinator was completed following the end of the financial year.
- 2.3 The team deliver a range of services across all Council departments including schools. These services can be divided into three main areas: Policy and communication, operational reactive response, and active monitoring.
- 2.4 Information, guidance and support regarding the risk of the transmission of COVID-19 and impacts on staff has been significant, as services ceased or were re-designed, buildings closed and as schools prepared to remain open for keyworker and at-risk children.
- 2.5 Consultation arrangements are working well, with the Corporate Health and Safety Committee playing a key role in conjunction with the Departmental Health and Safety Committees.
- 2.6 The health and safety position within Sefton Council demonstrated encouraging progress. The Council's accident reporting culture is improving and showing signs of increased proportionate investigation and implementation of suitable controls. The on-line incident reporting system continues to be well utilised.
- 2.7 The schools service level agreement has been reviewed and the inspection process revitalised. Several inspections were undertaken, and reports issued until 20 March 20, when onsite service delivery ceased due to the restrictions of the COVID-19 pandemic.

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- 2.8 Health and safety objectives and key performance indicators are continually reviewed. It is acknowledged that outputs will be affected by the COVID-19 pandemic. This will be managed by the continual review and reshaping of the service delivery to assist the Council to meet its obligations and to provide managers and staff with the relevant support.
- 2.9 Progress has been made on providing risk assessment training to all managers who have responsibility for completing risk assessments and on the school's inspection programme.
- 2.10 The growth of the health and safety team will increase the advice, guidance, monitoring and support available for managers and staff across the Council, improving the appropriateness and effectiveness of the health and safety management system.

3 Organising for Health and Safety

- 3.1 The Council has a Health and Safety Team within Corporate Resources who provide health and safety advice to Members, officers, school governors, headteachers, partner organisations and contractors.
- 3.2 Following the retirement of one of the two Health and Safety Advisers, a temporary Health and Safety Adviser was recruited in July 2019 to provide support on developing a revised risk assessment approach for a six-month period whilst a re-structure of the team was undertaken. The temporary Health and Safety Adviser left Sefton in January 2020.
- 3.3 A new post of Health and Safety Coordinator was created in the re-structure with line management responsibilities for the Health and Safety Adviser. A recruitment exercise was completed following the end of the financial year with a candidate being appointed in May 2020.
- 3.4 The Health and Safety Team liaise with other services and teams within the Council regarding Occupational Health, Insurance, Emergency Planning, Human Resources and Public Health. The Team has potential additional assistance from Health and Safety Coordinators within departments. The additional assistance has enabled the Health and Safety Team to assess how risk assessments are embedded throughout the Council.

4 Consultation and Communication

- 4.1 Employers have a duty to consult with their employees and representatives on health and safety matters. The process for consultation with Trade Unions and staff in Sefton is direct and through the Health and Safety Committee structure, as outlined in the Corporate Health and Safety Policy.
- 4.2 Guidance was issued in May 2019 on the consultation structure within Sefton, with an overarching Corporate Health and Safety Committee which should meet quarterly and is chaired by the Executive Director of Corporate Resources and Customer Services. Sub-Committees meeting at least bi-annually. The table below shows the Health and Safety Committee and its sub-committee meetings held during the 2019/2020 financial year.

Corporate Health and Safety Committee	Sub-committees:				
	Corporate Resources / Strategic Support / Public Health	Adults / Children Social Care	Locality Services / Highway / Public Protection	Economic Growth / Housing	Communities
10.5.19	25.06.19	10.04.19	16.04.19	09.01.20	Meeting held last Friday of every month
26.9.19		02.10.19			

- 4.3 The Economic Growth and Housing Departmental Committee had its first meeting in January 2020. Further dates have been agreed.
- 4.4 A standard core agenda in May 2019 for the various health and safety sub-committees was devised and issued to Heads of Service. The standard core agenda ensures that there is a consistent health and safety approach across the Council to address common issues and drive up performance on health and safety issues.
- 4.5 Planned committee meetings were cancelled or rescheduled for later in 2020 for February and March 2020 due to the increase in transmission of Coronavirus (COVID-19), which led to increased working from home, suspension of many work activities and a nationwide lockdown.

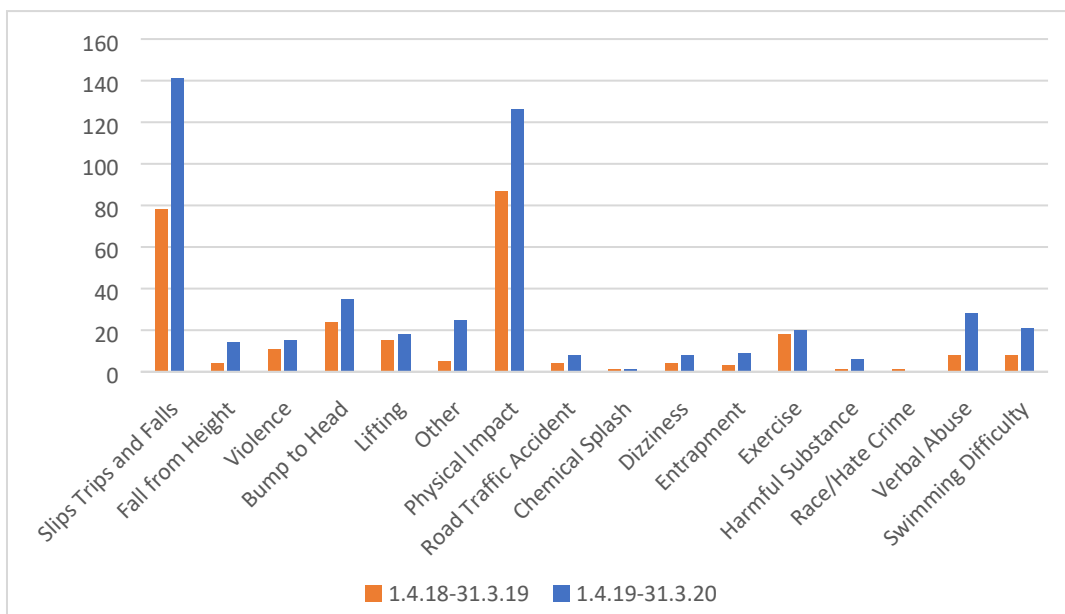
5 Liaison with Regulatory Bodies

- 5.1 The Council has liaised with the Health and Safety Executive (HSE) during the financial year on the routine reporting of ten RIDDOR related incidents. The following incident which was reported in the 2018/2019 Annual Health and Safety report has led to further action being taken by the HSE.
- 5.2 In October 2018 two members of staff were inspecting the flat roof of a council property where they were planning a programme of repair work. One staff member fell from the flat roof and were taken to hospital by ambulance where they were treated for a fracture injury. The accident was investigated by the HSE who have informed staff involved of the intention to prosecute. Criminal court proceedings commenced in September 2020.

6 Accidents and Incidents

- 6.1 The Health and Safety Team continue to manage the Council's on-line incident reporting system which is used by all service areas.
- 6.2 The aim of reporting is to ensure suitable proportionate investigation leading to the implementation of effective controls and monitoring to prevent re-occurrence. High levels of reporting could demonstrate a positive reporting culture or a high risk.
- 6.3 A downward trend in accident reporting was noted especially during March 2020. This is partly due to an increase in staff working from home during the COVID-19 pandemic lockdown.
- 6.4 The graph below shows the **accidents and incidents reported between 1st April 2019 – 31st March 2020**. It also shows the accidents and incidents from the previous financial year (**1st April 2018 – 31st March 2019**).

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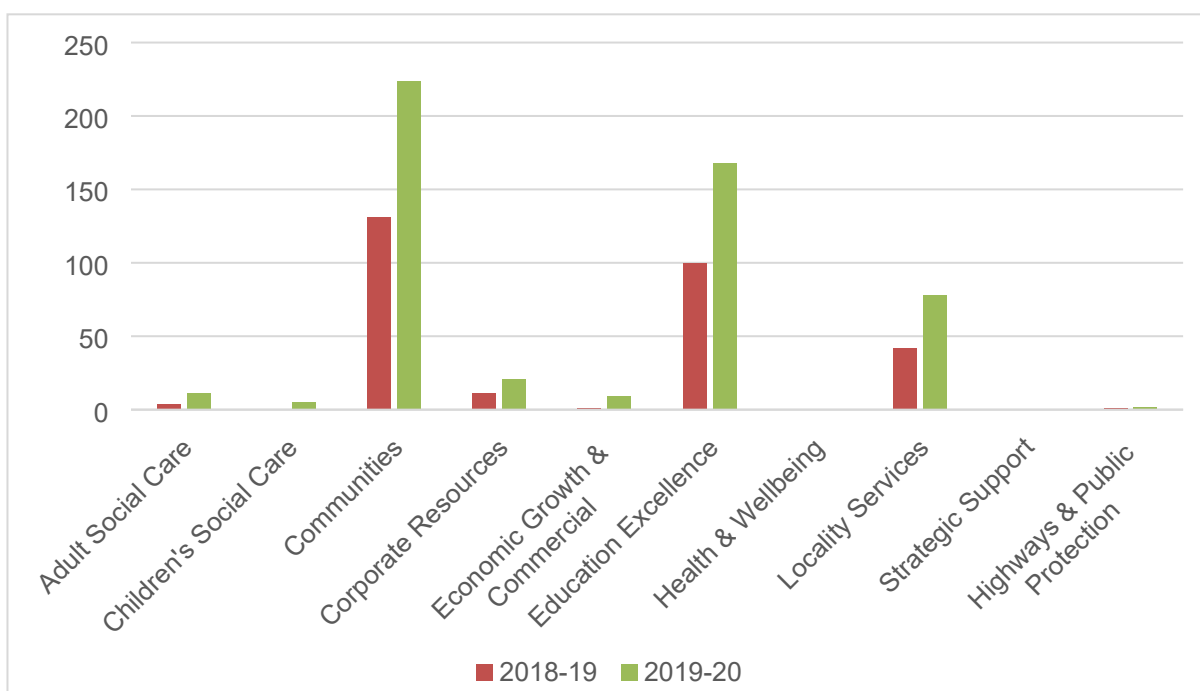


6.5 The two most common accident causes during this period have been due to slips, trips, falls and physical impact. This was unchanged from the previous year and reflects the nature of risk associated with schools and pupil activities.

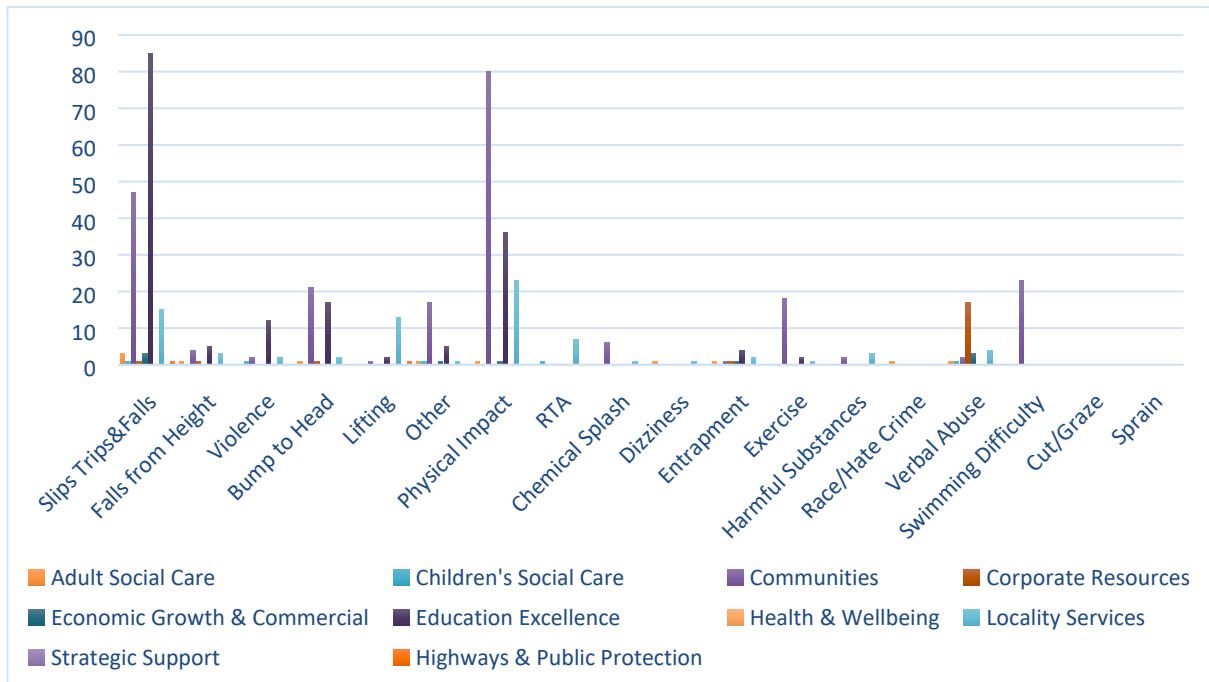
6.6. Many accidents are recorded as “other” where reporting managers have not specified the injury. An increase in health and safety support it is anticipated will facilitate clearer reporting and recording.

6.7 Staff and pupils who test positive for COVID-19 are being included on the reporting system, from the 2020/21 financial year facilitating the review of risk assessments, control measures as government guidance changes and reporting under RIDDOR where required.

6.8 The chart below shows the **accidents and incidents by service areas** for the period from **1st April 2019 to 31st March 2020**.



6.9 The chart below shows the **accidents and incidents causes for each of the service areas** for the period from **1st April 2019 to 31st March 2020**.



6.10 Adults and Children's Social Care see the fewest number of incident reports submitted. Due to the size of the service areas, the activities they undertake and ongoing communications with the service staff have implied incidents of for example verbal abuse have not been reported on the system. The under reporting could be as the result of a poor reporting culture. The Health and Safety team are exploring opportunities to improve the culture during 2020/21 and as a consequence the numbers of incidents that are reported.

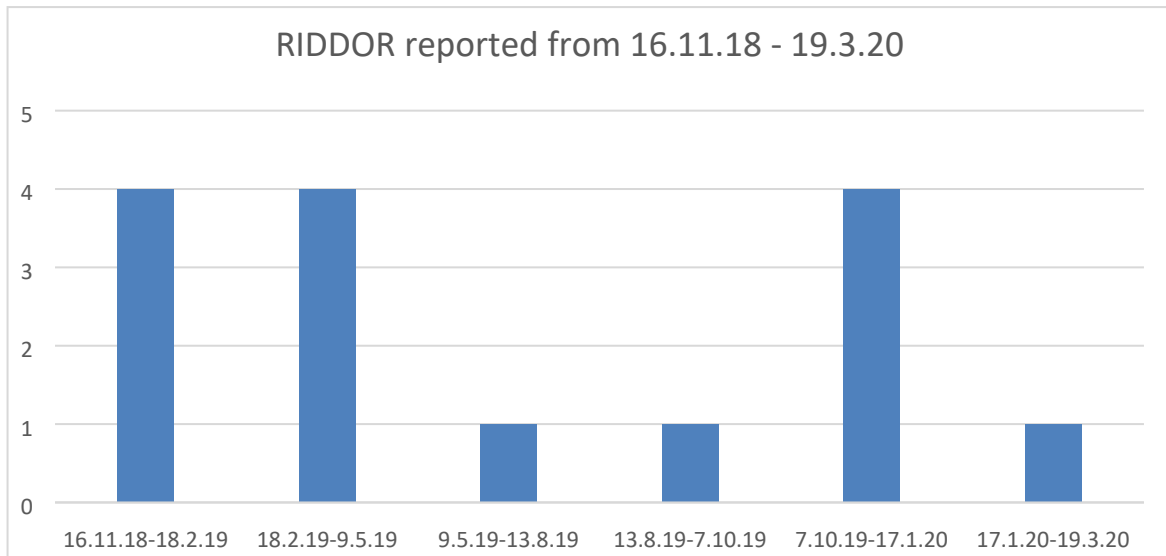
6.11 Education Excellence and Communities service areas record the highest number of accident and incident reports. This could be due to the number of staff and interactions with children and the public. Data shows that the slips, trips, falls and physical impact accidents commonly arise from pupils during playtime sessions rather than Council employees.

6.12 During March 2020, data is suggesting a downward trend in accident reporting, as staff moved to homeworking due to the Council's response to Covid-19.

6.13 The health and safety advisers continue to raise awareness of the benefits of reporting via the Departmental Health and Safety Committees. Further analysis will be undertaken during the next financial year, with support from the Health and Safety Coordinator.

6.14 The chart below details the number of **accidents and incidents reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** for the period from **November 2018 to 31st March 2020**. This highlights the current positive downward trend in RIDDOR accidents, incidents and ill health being raised with the enforcement authorities. An increase may occur in 2020 due to the requirement to report certain cases of workplace transmission of coronavirus.

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- 6.15 The Health and Safety Team continue to monitor the RIDDOR accidents reported by Managers to ensure they are correctly reported to the Health and Safety Executive (HSE) and investigated with appropriate interventions implemented to prevent re-occurrence where possible.
- 6.16 A new addition to the reporting requirement under RIDDOR is to report certain instances of COVID-19 which are reported initially through the normal incident reporting procedures. The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.
- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
 - a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
 - a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.

7 Training

- 7.1 The Corporate Learning Centre continue to offer a programme of classroom based and e-learning health and safety training. A new e-learning induction course is under development.
- 7.2 The Health and Safety Team delivered risk assessment training to 268 managers during October and November 2019. Participants were identified as managers who are required to complete, amend, or review risk assessments as part of their role as detailed in the Council's Corporate Health and Safety Policy. Additional courses were provided in January 2020 for managers who were unavailable during October and November. Further dates are to be arranged for later in the year.
- 7.3 The Council's liability insurance claims handler, Gallagher Bassett, delivered a free Institution of Occupational Safety and Health (IOSH) Managing Safely Course for Council Health and Safety Co-ordinators during September 2019.
- 7.4 Council staff attended a Risk Management for Highways Professionals course on 2 October 2019, following the introduction of the Highways Infrastructure Code of Practice in October

2018.

- 7.5 A member of the Health and Safety Team undertook a Radiation Protection Officer course to enable them to act as the Council Co-ordinator between the Radiation Protection Supervisor at the Consortium of Local Education Authorities for the Provision of School Science (CLEAPSS) and schools who buy into the scheme. This aims to ensure the safe storage and use of radioactive sources which are held and used in schools as part of the practical science to meet the requirements of the National Curriculum. This will involve the Health and Safety Adviser contacting the schools who purchase a Service Level Agreement and have Radioactive sources, to ensure they are being stored correctly or disposed of in an appropriate manner.
- 7.6 The Health and Safety Adviser attended training on the EVOLVE on-line system which was facilitated by the developers, Edufocus. The system is used by schools via a Council service level agreement for planning, approving and managing educational visits and extra-curricular activities.
- 7.7 The one-day Educational Visits Coordinator course which was planned for the 29th April 2020 and due to take place at the Corporate Learning Centre will be organised again as soon as possible. This course has had to be cancelled as a result of the closure of schools and the ongoing COVID-19 pandemic. The course covers aspects of the law related to educational visits, risk assessments of visits and the administrative requirements associated with off-site educational activities. The course is aimed at new and existing EVCs in schools and will enable them to plan and manage their school's educational visits and off-site activities in line with National Guidance, this in turn will help them fulfil their health and safety responsibilities.
- 7.8 During the 2019/20 there was a focus on improving the implementation of risk assessments across the Council's activities. As a result, a refresh of the existing risk assessment guidance was undertaken, and 286 managers were trained on a Sefton specific risk assessment course during the Autumn of 2019/20.

8 Risk Assessment

- 8.1 A refresh of the Council's risk assessment guidance and templates was relaunched in September 2019 across the Council. To support the relaunch 286 managers were trained during the Autumn of 2019 on a Sefton specific risk assessment course similar to the IOSH Managing Safety Course. An outcome of the course was that managers would undertake a risk assessment for their area of responsibility.
- 8.2 Risk assessment development and reviews have been carried out by managers who have completed the recent IOSH Managing Safely training. Currently, 205 out of 268 Managers have been working with the Health and Safety Advisers to ensure suitable and sufficient risk assessments are in place for their activities. The Assurance Team have been instrumental in coordinating and providing the administration for this complex exercise.
- 8.3 Considerable support is being provided to Council service departments and schools remaining open during the height of the pandemic and are planning the re-opening of their buildings and services. The Health and Safety Team have provided advice and guidance to facilitate the creation and ongoing review by managers and Head Teachers of their building and operational risk assessments to ensure they are COVID-Secure workplaces.

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9 Sefton Schools

- 9.1 A total of 74 Schools signed up to a Health and Safety Service Level Agreement (SLA) for 2019 -2020. During this financial year, the SLA and the inspection regime, which forms part of the service, was reviewed. A revised methodology was introduced to provide a risk-based inspection regime that aims to provide assurance to the School's governing bodies as well as the Council that the Schools had an effective health and safety system in place.
- 9.2 At the 31st March 2020, a total of 25 schools had been inspected. The awarded grades are identified in the table below. The inspection programme ceased due the pandemic, however support has been ongoing for schools who are remaining open for children of key workers and at-risk children.

School Inspection Results (April 2019 - March 2020)		
Scoring Band		% of results issued
Excellent	90-100%	9
Good	80-90%	11
Satisfactory	70-80%	2
Fair	60-70%	3
Unsatisfactory	50-40%	Nil
Poor	40-30%	Nil
Very poor	30-0%	Nil

- 9.3 The team are currently considering how to re-start the inspection regime with a remote paper-based inspection and assurance process.

10 Objectives, KPIs and Priorities 2020/21

- 10.1 There are three Health and Safety objectives included in the Corporate Health and Safety Policy which was approved by Cabinet in April 2019:
- Embedding risk assessments across the Council's functions and service areas
 - Clarify and strengthen the governance arrangement for health and safety
 - Improve competence of all staff to improve risk management by targeting effective health and safety training.
- 10.2 Key Performance Indicators (KPIs) have been developed to reflect the key current risks within the health and safety framework, the current operating environment in the Council and the delivery of key objectives.
- 10.3 There has been steady progress during the year on achieving the health and safety objectives including activity around the embedding of risk assessments across the organization and improving governance arrangements.
- 10.4 The Council Health and Safety priorities for 2020/21 are:
- Complete the delivery of risk assessment training for the outstanding line managers with responsibility for undertaking risk assessments.

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- The team will consider how to re-start school and council inspections, audits and health and safety support as they move to increased remote working.
- A continued focus on improving the accuracy of incident reporting across the Council.
- Training plans to be developed for the Heads of Services and Directors. In addition, it is proposed to make further progress on developing a training needs assessment which will lead to a Council wide health and safety training plan.
- A review of the Health and Safety Standards and Policies will be undertaken to ensure the documents are up to date.

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Report to:	Cabinet	Date of Meeting:	3 December 2020
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 - December Update		
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:

To inform **Cabinet** of:

1. The current estimated financial impact of COVID-19 on the 2020/21 Budget;
2. The current forecast revenue outturn position for the Council for 2020/21;
3. The current forecast on Council Tax and Business Rates collection for 2020/21;
4. The monitoring position of the Council's capital programme to the end of October 2020:
 - The forecast expenditure to year end;
 - Variations against the approved budgets and an explanation of those variations for consideration by Members;
 - Updates to spending profiles and proposed amendments to capital budgets necessary to ensure the efficient delivery of capital projects are also presented for approval.

Recommendation(s):

Cabinet is recommended to:

Revenue Budget

- 1) Note the current estimated impact of COVID-19 on the 2020/21 Budget together with the key issues that will influence the final position.
- 2) Recognise the financial risks associated with the delivery of the 2020/21 revenue budget and the material variations that are to be expected to the current estimates contained in this report, and agree that subsequent reports provide updates and where appropriate remedial actions plans as appropriate;
- 3) Note the Government grant funding that has been received to support individuals and businesses with the response to the pandemic, and which has been

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- distributed in accordance with central government guidance;
- 4) Note the current forecast revenue outturn position for 2020/21;
 - 5) Acknowledge that the forecast outturn position will continue to be reviewed to ensure a balanced forecast outturn position and financial sustainability can be achieved;

Capital Programme

- 6) Note the spending profiles across financial years for the approved capital programme (paragraph 7.1.1);
- 7) Note the latest capital expenditure position as at 31 October 2020 of £10.600m (paragraph 7.2.1) with the latest full year forecast of £33.233m (paragraph 7.3.1);
- 8) Note explanations of variances to project budgets (paragraph 7.2.3);
- 9) Recommend to Council to approve the supplementary capital estimate of £0.352m for Ainsdale Coastal Gateway (paragraph 7.4);
- 10) Approve the capital virement of £0.149m to the Bootle Strategic Acquisitions project from Council Wide Essential Maintenance (paragraph 7.5); and,
- 11) Note that capital resources will be managed by the Executive Director Corporate Resources and Customer Services to ensure the capital programme remains fully funded and that capital funding arrangements secure the maximum financial benefit to the Council (paragraph 7.6.3).

Reasons for the Recommendation(s):

To ensure Cabinet are informed of the forecast outturn position for the 2020/21 Revenue Budget as at the end of October 2020, including delivery of a remedial action plan, and to provide an updated forecast of the outturn position with regard to the collection of Council Tax and Business Rates.

To keep members informed of the progress of the Capital Programme against the profiled budget for 2019/20 and agreed allocations for future years.

To progress any changes that are required in order to maintain a relevant and accurate budget profile necessary for effective monitoring of the Capital Programme.

To approve any updates to funding resources so that they can be applied to 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

The report indicates that for 2020/21 there is currently a forecast deficit of £0.598m. Mitigating measures have been identified in order to arrive at this deficit. Should this deficit remain at the end of the financial year this will be a call on the Council's General Balances, therefore further remedial action will be required if the forecast returns to a deficit.

(B) Capital Costs

The Council's capital budget in 2020/21 is £33.122m. As at the end of October 2020 expenditure of £10.600m has been incurred and a full year outturn of £33.233m is currently forecast.

Implications of the Proposals:

The following implications of this proposal have been considered and where there are specific implications, these are set out as follows:

Resource Implications (Financial, IT, Staffing and Assets):
There is currently a budget deficit of £0.598m forecast for 2020/21. However, it should be noted that significant pressure and risk remains in four key business areas, namely Children's Social Care, Children with Disabilities, Education Excellence and Locality Services. These budgets may experience further demand pressure during the remainder of the year in which case corresponding savings will need to be identified. If this cannot take place there will be a call on the Council's General Balances.
Legal Implications:
None
Equality Implications:
There are no equality implications.

Contribution to the Council's Core Purpose:

Effective Financial Management and the development and delivery of sustainable annual budgets support each theme of the Councils Core Purpose.

Protect the most vulnerable:
See comment above
Facilitate confident and resilient communities:
See comment above
Commission, broker and provide core services:
See comment above
Place – leadership and influencer:
See comment above
Drivers of change and reform:
See comment above
Facilitate sustainable economic prosperity:
See comment above
Greater income for social investment:
See comment above

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Cleaner Greener: See comment above
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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 (FD 6188/20)

The Chief Legal and Democratic Officer has been consulted and has no comments on the report (LD 4380/20).

(B) External Consultations

N/A

Implementation Date for the Decision

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

Contact Officer:	Paul Reilly
Telephone Number:	Tel: 0151 934 4106
Email Address:	paul.reilly@sefton.gov.uk

Appendices:

The following appendix is attached to this report:

APPENDIX A – Capital Programme 2020/21 to 2022/23

Background Papers:

There are no background papers available for inspection.

1. Introduction

- 1.1 In February 2020, Council approved the budget for 2020/21. This report provides an update on the forecast revenue outturn position for 2020/21, including the significant impact of COVID-19 on the Council's 2020/21 budget.
- 1.2 The report also outlines the current position regarding key income streams for the Authority, namely Council Tax and Business Rates. Variations against expected receipts in these two areas will also affect the Council's financial position in future years.
- 1.3 The capital section of the report informs Members of the latest estimate of capital expenditure for 2020/21 and forecast expenditure for 2021/22 and 2022/23. The capital budget to date is presented in section 7.1. Sections 7.2 and 7.3 review progress of the capital programme. Finally, Section 7.6 confirms that there are adequate levels of resources available to finance the capital programme.

2. Impact of COVID 19 on 2020/21 Budget

- 2.1 At the Cabinet meeting on 30 July 2020, Members received a comprehensive report that outlined the full range of financial issues that were being faced by the Council (and all other councils within the country) arising from the pandemic.
- 2.2 At the Cabinet meeting on 5 November 2020, Members were provided with an update that based on the monthly return to central government (MHCLG) the Council would have a net shortfall of £21.3m in 2020/21 when these issues had been taken into account and the use of the £23.7m emergency fund from central government had been applied. These figures reflected actual expenditure and receipts as at the end of October and estimates until the end of the year. It was acknowledged that these figures could be the subject of material change depending on the impact of local and national restriction measures, social behaviour and the conditions within the local economy that drive employment and business activity.
- 2.3 Subsequently, additional national restrictions were introduced on 5th November for a period of four weeks. Funding had already been provided to support enhanced test and trace capability and enforcement activity, as well as provide additional support to businesses, when the LCR moved into Tier 3 restrictions. In addition, discussions are continuing with the government over additional funding for LCR authorities to support cost pressures and income losses.
- 2.4 Details of new government grant funding that has been received, that will be used to support the response to the pandemic, and which will be distributed in accordance with central government guidance, are outlined in section 3.

Latest Submission to MHCLG - October 2020

- 2.5 As Members will be aware each month the Council has been required to outline its cost pressures in its return to MHCLG. The latest submission relating to the end of October was provided by 7 November 2020. At the time of the previous report being published work was ongoing on the return. The provisional figures were subsequently revised; the provisional and final figures are detailed below:

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	October 2020 - Provisional £'m	October 2020 - Final £'m
Forecast cost of responding the pandemic	14.2	16.0
Loss of income from fees and charges	14.9	14.9
Reduced Council Tax receipts	5.3	4.3
Reduced Business Rates receipts	7.0	7.0
Sub Total	41.4	42.2
Government Funding Received	(20.1)	(23.7)
Current Shortfall	21.3	18.5

- 2.6 The forecast cost of responding to the pandemic is expected to increase due to the continued restrictions in place. The current forecast for reduced Council Tax receipts has improved based on the current levels of collection and numbers of Council Tax Reduction Scheme claimants.
- 2.7 The MHCLG have indicated that it is expected that there will be no return required at the end of November.

Central Government Advice and Guidance

- 2.8 As outlined in the last Cabinet report on 5 November, the government has introduced a scheme to cost share the income losses being incurred by the Council from sales, fees and charges.

The Council will make three claims relating to 2020/2021. The first claim was submitted in September 2020 and covered losses incurred between April and July. It is estimated that £9.1m of the overall losses shown in 2.5 fall under the remit and the conditions set out by central government for the scheme. Under the cost sharing arrangement, the Council is estimated to receive £5.6m. Therefore, the Council will need to fund £3.5m of these losses.

Those losses for which the Council is not entitled to any support is estimated to be £5.8m. Therefore, total losses of £9.3m will need to be funded by the Council during the current year.

Potential Impact for Sefton

2020/21

- 2.9 As stated, there are two primary issues that need to be addressed in the current year for the Council:-
- The Council has a statutory responsibility to balance its budget, therefore needs to meet the net loss of fees and charges of £9.3m after government support (this assumes that the approved budget for the year is balanced); and
 - The Council needs to have sufficient cash within its bank account to meet its ongoing costs throughout the year, i.e. cashflow.
- 2.10 The proposed approach to balancing this year's budget was set out in the previous Cabinet report and this remains the Council's preferred approach but will be dependent on the potential cost of responding further to the pandemic and the receipt of any further government support. As previously stated, it is estimated that

the Council's share of this loss of income from fees and charges will be £9.3m and will be met from emergency funding.

- 2.11 In respect of cashflow, the current analysis suggests that the Council will not need to borrow funds before the end of 2020/21 in order to support its expenditure plans. However, if any borrowing is required later in the year the approved Treasury Management Strategy and prudential indicators for 2020/21 can accommodate this.
- 2.12 As Members have discussed in recent months this position will inevitably be the subject of change between now and the end of the financial year and both the approved budget and the impact of the pandemic will require forensic monitoring and cost and income control as the risk to the financial sustainability of the Council has been significantly escalated.

Cost of responding to the pandemic

- 2.13 It can be seen from the table presented earlier in this report that the current forecast is that the Council has potential commitments totalling £16.0m from its emergency fund budget (this includes the contingency sum previously agreed by members). This is an increase of £1.8m from the forecast of the previous month due to the estimated costs arising from additional restrictions being put in place.
- 2.14 When the cost of responding to the pandemic to date and the loss of income that needs to be funded are taken into account then the preferred approach to meeting the cost of the pandemic can be delivered. However, there would be little room for any further expenditure or income losses to be funded. It is clear that the current wave of the pandemic and the restrictions that are being applied will require the Council to support residents as it did in the first wave and will see further pressure being placed upon income streams. Therefore, due to the increase in cases of COVID-19 and national and local restrictions, it is anticipated that the fourth tranche of emergency funding will be fully utilised in directly supporting the Council's response to the pandemic and the further loss of income that is anticipated between now and the end of the year.

2021/22

- 2.15 Quite naturally there is a large focus across the country in how local authorities will balance their 2020/21 budget and the Council's approach to this has been set out and agreed in previous meetings. As progress is made through the financial year there is now increased attention on the 2021/22 budget. A report to Cabinet in October 2020 presented an updated Medium-Term Financial Plan for 2021/2022 – 2023/2024 which included an assessment of the ongoing financial implications of the pandemic. Work nationally continues to progress in terms of engagement and lobbying of government in order that councils receive an indication of the funding they will receive next year and importantly, additional support is provided to compensate for loss of income from council tax and business rates, loss of income for fees and charges which will fall into next year and the additional pressure that is being, and will continue to be, experienced on key demand led services, e.g. Adults and Children's Social Care. It is clear that the pandemic is going to continue into the next financial year, therefore the financial impact will also continue. As such the key risk is what will central government's approach to supporting councils be that will allow them to set and then deliver sustainable budgets.

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- 2.16 Work is ongoing within the Council to evaluate the potential impact of these pressures, with the loss of income from council tax and business rates the most significant risk to the 2021/2022 budget position depending on what support is made available by the Government. The table at paragraph 2.5 shows the loss of income from these sources in the current year and this information will be required to inform the setting of a base position for 2021/22. As such it will be critical that additional central government support is provided to offset these reductions. Previous central government advice was that as wave one of the pandemic came to an end there would be a natural return to council tax and business rate collection levels to those pre pandemic, however this is clearly not the case. As such officers and now starting to develop estimates for 2021/22 and any loss that is not supported by central government will need to be added to the financial estimates that were published in the recent MTFP.
- 2.17 The Government is expected to announce the one-year Spending Review for 2021/2022 on 25 November 2020. This will provide details of the overall funding available for local government and will allow officers the opportunity to provide Members with an indication of the funding that might be available for Sefton and what additional support will be provided to address the ongoing impact of COVID into next year and the years beyond. A verbal update will be provided at the meeting on the outcome of the Spending Review and the potential impact on the Council.

Members will be aware that actual funding allocations for the Council will not be known until the Local Government Finance Settlement is announced. It is hoped that this will be in the second week of December, however this is yet to be confirmed.

3. Central Government Grant Programmes in Response to COVID-19

- 3.1 As part of its role in responding to the pandemic, Central Government has requested that all councils administer a number of grant programmes that have been designed to support residents and businesses. These are:-
- Contain Outbreak Management Fund;
 - Local Restrictions Support Grant Scheme – National Restrictions;
 - Local Restrictions Support Grant Scheme – Open Businesses;
 - Additional Funding for the Clinically Extremely Vulnerable; and,
 - COVID Winter Grant Scheme.
- 3.2 For each of these programmes, government advice and guidance has been prescriptive with little or no flexibility offered to local government on how to apply them. A summary of each of the programmes, key details and their value is included below.

Contain Outbreak Management Fund

- 3.3 The Government announced a package of support for the Liverpool City Region (LCR) as a result of the latest Covid-19 Tier 3 restrictions being implemented. This funding was to cover enhanced test and trace, enforcement and shielding support. The LCR was due to receive £21.197m of which Sefton's share was £3.917m.

Local Restrictions Support Grant Scheme – National Restrictions

- 3.4 The Chancellor of the Exchequer has announced that businesses legally required to close on 5 November 2020 as a result of the implementation of national restrictions, will be eligible for support for each two-week period the measures are in place. The Council will be funded for the cost of these grants.
- 3.5 Assistance will be given in the form of a grant payment for each complete two-week period a business is instructed to remain closed. Grants will be tied to Business Rates liability and the rateable value (RV) of the business property.
- 3.6 Grants will be payable on a complete two-week cycle in accordance with RV of the business property:
- £667 for properties with a RV up to and including £15,000
 - £1,000 for properties with a RV of between £15,001 and £51,000
 - £1,500 for properties with a RV greater than £51,000

Local Restrictions Support Grant Scheme – Open Businesses

- 3.7 The Chancellor of the Exchequer has also announced that businesses that remained open but were severely impacted on or after the 14 October 2020 as a result of the latest Covid-19 Tier 3 restrictions in the Liverpool City Region, will be eligible for support for each two-week period the measures are in place. The Council will be funded for the cost of these grants.
- 3.8 Assistance will be given in the form of a grant payment for each complete two-week period a business was severely impacted. Grants will be tied to Business Rates liability and the rateable value (RV) of the business property. Grants will be payable on a two-week cycle at 70% of the values shown in paragraph 3.6.

Additional Funding for the Clinically Extremely Vulnerable

- 3.9 The Government has announced that over £32 million is to be given to Local Authorities to enable them to provide support to Clinically Extremely Vulnerable people who need it. This will include helping people to access food and meeting other support needs to enable them to stay at home as much as possible for the 28-day period that the restrictions are in force. The Council has received £0.328m of this funding.

COVID Winter Grant Scheme

- 3.10 The Government has announced that £170 million is to be given to local authorities to fund a COVID Winter Grant Scheme, to support those most in need across England with the cost of food, energy and water bills and other associated costs. The Winter Grant Scheme will enable local authorities to provide support to families with children, other vulnerable households and individuals from early December 2020 and covers the period until the end of March 2021. The Council has received £0.980m of this funding.

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4. Summary of the Forecast Outturn Position as at the end of October 2020

- 4.1 Members are provided with updates of the Council's forecast financial position each month during the financial year from June onwards.
- 4.2 Given the unprecedented financial challenges faced by the Council in relation to COVID-19, it is vital that the Council is able to achieve a balanced forecast outturn position for its normal activities, ignoring the impact of COVID-19 pressures. Therefore, the Council undertook initial budget monitoring during April and May to get an earlier indication on the likely pressures to be incurred.
- 4.3 As in previous years, significant pressures have been identified in several service areas at this early stage of the year, particularly Children's Social Care, Communities (Children with Disabilities) Education Excellence (Home to School Transport) and Locality Services. Initial indications of the budget pressures are shown below:

<u>Service</u>	<u>Budget Pressure</u>
	£m
Children's Social Care – Placements & Packages	4.100
Communities – Children with Disabilities / PSR2	1.050
Education Excellence – Home to School Transport	0.200
Locality Services – Security Force	0.350
	5.700

- 4.4 Given the uncertainty around COVID-19 it is vital that the Council ensures the 2020/21 budget does not overspend. Therefore, following the April monitoring position being determined, it was identified that a remedial plan needed to be developed. This has initially focussed on vacancy management with external recruitment being prioritised in Children's Services, Family and Well Being Centres/Early Help and SEND, stopping all non-essential expenditure within the Council, with the exceptions of Children's Social Care (due to the budget issues in that service) and Public Health (due to the current pandemic) and as per the Budget Report of February 2020, bringing through savings from the Framework for Change programme - these will be developed and shared with Members as per the Council's established governance processes. A budget shortfall of £5.7m equates to needing to identify savings to the value of 3.5% of the Council's remaining budget and as this pressure is permanent long-term savings to this value are required moving into next year.
- 4.5 As a result of this work undertaken, the latest forecast of service expenditure indicates an overspend of **£0.598m**, an increase of £0.051m from the September position. However, this represents the forecast with 5 months of the financial year remaining which encompasses the winter period which can have a material impact on the budget in a number of areas hence the outturn forecast and those savings that are being developed will vary in value over the next six months. It is however critical that in the event that budget pressure increases, corresponding savings are identified within the Council's existing budget. The table below highlights the variations:

	Budget	Forecast Outturn	Variance	Variance to September Position
	£m	£m	£m	£m
Services				
Strategic Management	3.136	2.965	-0.171	-0.005
Adult Social Care	94.752	94.752	0.000	0.000
Children's Social Care	34.977	39.774	4.797	0.140
Communities	18.359	19.443	1.084	-0.037
Corporate Resources	7.605	7.374	-0.231	0.021
Economic Growth & Housing	5.659	5.779	0.120	0.004
Education Excellence	9.759	10.087	0.328	0.048
Health & Wellbeing	18.498	18.392	-0.106	-0.023
Highways & Public Protection	10.553	10.584	0.031	0.065
Locality Services	12.273	12.672	0.399	0.053
Total Service Net Expenditure	215.571	221.822	6.251	0.266
Budget Pressure Fund	1.000	0.000	-1.000	0.000
In year savings	5.411	0.000	-5.411	0.000
Council Wide Budgets	14.399	18.177	0.958	-0.215
Levies	34.701	34.701	0.000	0.000
General Government Grants	(46.376)	(46.576)	-0.200	0.000
Total Net Expenditure	224.706	225.253		
Forecast Year-End Deficit			0.598	0.051

4.6 The key areas relating to the outturn position are as follows:

- Adult Social Care (forecast nil variance)** – The current forecast assumes that the Adult Social Care budget will break-even during 2020/2021. However, there are a number of significant assumptions and uncertainties relating to COVID-19 that could impact on this position before the year-end. It is currently assumed that £1.7m of expenditure relating to hospital discharges due to COVID-19 will be funded by the CCGs from the allocations of funding they have received for this purpose from the Government, the CCGs have now been invoiced for this funding; there are also ongoing discussions with the CCGs relating to other ongoing costs that need to be funded. Similarly, detailed work is underway to evaluate and then estimate the financial impact of the pandemic on the services residential and day care services budgets. An outline position was reached on this in September however as a result of the recent surge in cases, this will now need to be fundamentally reviewed. This will impact not only this year's budget but also that for 2021/22.

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- **Children's Social Care (£4.797m net overspend)** – Based on the current numbers of Looked After Children, and assuming a further increase in line with the increase seen in 2019/20, the Placement and Packages budget is forecast to overspend by £4.149m in 2020/21.

In addition, there is a forecast overspend on staffing costs of £0.648m. This relates to the cost of additional social workers that have been required to deal with increased caseloads, and agency staff. Levels of staffing and this budget are kept under constant review and relate directly to the level of service that is required.

The pressure in this area of the Council will continue to be evaluated during the remainder of the year and the current and potential final financial position will inevitably be further impacted by the current COVID restrictions. As a result, work will be undertaken to determine to what extent central government support via the emergency fund will contribute to this pressure.

As has been regularly reported over the last two years, the cost of Placements and Packages is the largest risk to the Council's budget position. The Council is currently working on developing a range of options to address the inherent demand and costs of Looked After Children whilst supporting the most vulnerable residents, but this budget remains under pressure and purely from a financial point of view this is likely to continue during this year and into the next financial year.

- **Communities – (£1.084m overspend)** – The cost of placements and packages for Children with Disabilities is forecast to overspend by £0.920m (excluding the estimated additional costs relating to COVID-19). This budget has been under increasing pressure in recent years but overspends have previously been offset by underspends elsewhere on the service.

In addition, there is a residual savings target from PSR2 of £0.584m for which specific savings have yet to be identified. In 2019/20 these were achieved by vacancy savings and a number of one-off measures which are only partially contributing to achieving the target in 2020/21.

- **Education Excellence (£0.328m overspend)** - Home to School transport external provision has a projected overspend of £0.681m due to an increase in the number of children being transported plus an increase in the number of children in receipt of personal travel budgets. These demand pressures have meant the budget has overspent for a number of years, despite increases being made to the budget, including £0.200m in 2020/21.
- **Locality Services (£0.399m overspend)** – Some of the service pressures experienced in 2019/20 have continued into 2020/21.
 - Security Service (£0.710m overspend) – The forecast deficit is a reflection of an under recovery of income to support the cost base. The forecast overspend is based on a prudent view of the income due. The Service is to undertake a full review as part of the saving proposals below.
 - Cleansing (£0.368m underspend) – The underspend is mainly due to the reduced costs of vehicles as the purchase of the new fleet will occur later than originally anticipated, resulting in lower prudential borrowing costs.

Measures to close the residual gap in 2020/2021

4.7 The forecast budget deficit as at October 2020 is **£0.598m**. This reflects the risks that are inherent in the Council's financial position, particularly around demand for Children's Social Care and other demand led services. With a budget deficit being forecast and further pressure likely based on experience in previous years and the need to manage the impact of COVID on the Council's financial sustainability, financial principles utilised over the last decade will once again be maintained:

- All Heads of service as a minimum should contain expenditure within the budget forecast that had been made at the end of June - if there is to be any budget pressure above this, remedial measures will be required to meet the pressure or further savings being required across all services.
- To that end expenditure should only be incurred on essential activities during the year and a targeted approach to vacancy management as set out.
- Heads of Service and senior managers to place an increased emphasis on budget monitoring throughout the year to ensure all financial forecasts are robust and can be substantiated.
- The remedial action plan and mitigations proposed by Services be tracked for the remainder of the financial year to ensure they are being achieved.

4.8 As has been discussed previously, the financial landscape for local government this year is uncertain – it is hoped based on some briefings that central government will support the sustainability of the sector in future years and this is critical especially in respect of the Collection Fund however this budget position will not be helped by that process so as a minimum this in year budget must be balanced as this also directly impacts the Council's reserves and cash flow position which are two of the biggest risk areas arising from the current pandemic. As the year progresses monthly reports will be provided to members on all financial issues and proposals for how financial sustainability can be maintained and the decisions that are required to enable this. It should also be noted that the pressures identified this year will be permanent, i.e. will exist next year. These will need to be funded from that point therefore an assessment will be needed as to whether the measures included in the remedial plan can be extended into next year. The implications for 2021/2022 and beyond were considered in the report on the Medium-Term Financial Plan for 2021/2022 – 2023/2024 presented to Cabinet in October 2020.

5. Council Tax Income – Update

5.1 Council Tax income is shared between the billing authority (Sefton Council) and the three major precepting authorities (the Fire and Rescue Authority, the Police and Crime Commissioner and the Combined Authority – Mayoral Precept) pro-rata to their demand on the Collection Fund. The Council's Budget included a Council Tax Requirement of £139.830m for 2020/21 (including Parish Precepts), which represents 84.1% of the net Council Tax income of £166.267m.

5.2 The forecast outturn for the Council at the end of October 2020 is a deficit of +£1.241m. This variation is primarily due to: -

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- The deficit on the fund at the end of 2019/20 being higher than estimated (+£0.047m);
- Gross Council Tax Charges in 2020/21 being higher than estimated (-£0.199m);
- Exemptions and Discounts (including a forecasting adjustment) being higher than estimated (+£1.393m). This is mainly as a result of a significant increase in the number of claimants for the Council Tax Reduction Scheme (CTRS).

5.3 It should be noted that the deficit is expected to increase due to an increasing number of CTRS claimants and the impact of a reduction in the amount of Council Tax being collected (currently estimated at £2.8m).

5.4 Due to Collection Fund regulations, the Council Tax deficit will not be transferred to the General Fund in 2020/21 but will be carried forward to be recovered in future years.

5.5 A forecast deficit of £2.348m was declared on the 23 January 2020 of which Sefton's share is £1.975m (84.1%). This is the amount that will be recovered from the Collection Fund in 2020/21. Any additional surplus or deficit will be distributed in 2021/22 and future years.

6. **Business Rates Income – Update**

6.1 Since 1 April 2017, Business Rates income has been shared between the Council (99%) and the Fire and Rescue Authority (1%). The Council's Budget included retained Business Rates income of £66.169m for 2020/21, which represents 99% of the net Business Rates income of £66.838m. Business Rates income has historically been very volatile making it difficult to forecast accurately.

6.2 The forecast outturn for the Council at the end of October 2020 is a deficit of £37.847m on Business Rates income. This is due to:

- The surplus on the fund at the end of 2020/21 being higher than estimated (-£1.119m);
- Reduction in the gross charge on rateable properties (£0.624m);
- A number of additional reliefs were announced after January 2020 to support businesses during the COVID-19 pandemic. These include expanded retail discount, pub relief, newspaper relief, and private nursery relief. The loss of income as a result of these reliefs will be covered by Section 31 grant payments. Due to the timing of these announcements the impact of these reliefs could not be incorporated into the budget figures reported in the NNDR1 return (+£38.342m).

6.3 When taking into account the additional Section 31 grants due on the additional reliefs, a net surplus of £0.785m is forecast. However, it should be noted that this doesn't take account of the impact of the number of appeals being registered by businesses in response to the pandemic or the reduction in the amount of Business Rates being collected. A significant forecast deficit is therefore anticipated with the current estimate being a £7.0m deficit.

6.4 Due to Collection Fund regulations, a Business Rates deficit will not be transferred to the General Fund in 2020/21 but will be carried forward to be recovered in future years.

6.5 A forecast surplus of £0.622m was declared in January 2020. Sefton's share of this is £0.616m. This is the amount that will be distributed from the Collection Fund in 2020/21 and any additional surplus or deficit will be distributed in future years.

7. **Capital Programme 2020/21 – 2022/23**

7.1 **Capital Budget**

7.1.1 The Capital Budget and profile of expenditure for the three years 2020/21 to 2022/23 is as follows:

2020/21	£33.112m
2021/22	£31.651m
2022/23	£1.452m

7.1.2 Officers have conducted a full mid-year review of the Capital Programme and, mainly as a result of COVID19, the budget for 2020/2021 has reduced from £39.2m to £33.1m. The following updates have been made since the last report to Cabinet:

- **Adult Social Care:**

- £0.242m has been rephased to 2021/22 pending delivery of new vehicles for the replacement Community Equipment Stores fleet.
- £0.090m has been rephased from 2021/22 to 2020/21 to fund additional project work on ICT development and transformation.

- **Corporate Resources:**

- Victoria Baths Essential Works – £0.147m of works scheduled for 2021/22.

- **Growth and Strategic Investment:**

- An additional £0.900m has been added to the budget for Southport Market Redevelopment following an award of grant funding from the Southport Town Deal and approval by Council on 17th September 2020 for a supplementary capital estimate. This is in addition to the £0.500m already approved from the Town Centre Commission bringing the total project to £1.400m phased over 2020/21 and 2021/22 financial years.
- £1.900m for Crosby Lakeside Development has been phased into 2021/22 following an evaluation of the impact of Covid-19 on proposals and the signing of the grant funding agreement with the Combined Authority.

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- Education Excellence:
 - £0.236m has been rephased to 2021/22 for schemes that are now programmed for delivery next year: Forefield Juniors, Linaker Primary, Waterloo Primary and Woodlands Primary.
 - £0.050m has been rephased to 2020/21 for initial fees on a SEND project at Rowan High 6th Form.
- Vehicle Replacement Programme:
 - £4.059m has now been rephased to 2021/22 following an update on the delivery timescales for new vehicles. A significant number of new cleansing vehicles will be delivered in May 2021 and this will fall within in the next financial year.

7.2 Budget Monitoring Position to October 2020

7.2.1 The current position of expenditure against the budget profile to the end of October 2020 is shown in the table below. It should be noted that budgets are profiled dependent upon the timing of when works are to be carried out and the anticipated spend over the financial year. For example, Education Excellence will typically carry out most of its capital works during key school's holiday periods such as the summer recess (quarter two), whilst Highways and Public Protection will complete most of its programmed works during quarters two and four. The budget to date in the table below reflects the profiles of each individual scheme.

Service Area	Budget to Oct-20	Actual Expenditure to Oct-20	Variance to Oct-20
	£m	£m	£m
Adult Social Care	0.747	0.837	0.090
Communities	0.089	0.077	-0.012
Corporate Resources	0.099	0.097	-0.002
Economic Growth & Housing	0.802	0.690	-0.112
Education Excellence	2.528	2.517	-0.011
Highways & Public Protection	5.592	5.703	0.111
Locality Services	0.704	0.678	-0.026
Total Programme	10.561	10.600	0.039

7.2.2 Due to the impact of the COVID-19 crisis, delivery of schemes during the first five months (April to September) has been relatively low and the budget has been profiled accordingly, similarly the opportunity to conduct large elements of the schools' programme during summer 2020 will also have been lost. It is anticipated that spending will increase towards the end of quarter two as contractors return on site to complete scheduled works. The budgets will therefore reflect increases in activity later in the year. It may also be necessary to reprofile allocations to future years where schemes have been delayed and cannot be completed in the current year. These schemes will be kept under review and any adjustments to the budgets will be reported to Cabinet on subsequent monitoring reports.

7.3 Capital Programme Forecast Outturn 2020/21

7.3.1 The current forecast of expenditure against the budget profile to the end of 2020/21 and the profile of budgets for future years is shown in the table below:

Service Area	Full Year Budget 2020/21	Forecast Out-turn	Variance to Budget	Full Year Budget for Ongoing Schemes 2021/22	Full Year Budget for Ongoing Schemes 2022/23
	£m	£m	£m	£m	£m
Adult Social Care	2.721	2.901	0.180	7.885	-
Communities	0.258	0.258	-	0.265	-
Corporate Resources	1.463	1.463	-	4.077	-
Economic Growth & Housing	5.252	5.252	-	3.756	-
Education Excellence	3.411	3.352	-0.059	5.584	0.427
Highways & Public Protection	15.348	15.348	-	1.884	-
Locality Services	4.660	4.660	-	8.199	1.025
Total Programme	33.112	33.233	0.121	31.651	1.452

A full list of the capital programme by capital scheme is at **appendix A**.

7.3.2 Analysis of significant spend variations over budget profile in 2020/21:

Adult Social Care

Scheme	Variation	Reason	Action Plan
Disabled Facilities Grants	£207,113	Forecast over-achievement against initial estimates for provision of grants in 2020/21.	External funding, available through the Better Care Fund, can be utilised to meet the extra demand.

Education Excellence

Scheme	Variation	Reason	Action Plan
Linaker Primary – Additional 1 Form Entry Classroom	-£59,631	Project is now complete and a saving on the scheme has been identified.	Surplus resources will be used to fund essential works on the Schools General Planned Maintenance budget.

7.3.3 Schemes will be kept under review, but it is anticipated that due to the limited amount of resource available to complete delivery, plus the impact of COVID-19, some schemes may have to be rescheduled into 2021/22 financial year. An update will be provided on subsequent monitoring reports.

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7.4 Ainsdale Coastal Gateway

7.4.1 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.

7.4.2 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.

7.4.3 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.

7.4.4 Cabinet is therefore recommended to recommend to Council 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.

7.5 Bootle Strategic Acquisitions – Phase Two

7.5.1 The 2020/21 capital programme includes a budget of £0.749m for the acquisition of land and property adjacent to the Strand Shopping Centre in Bootle. This is a key regeneration and economic development project for the Council and the acquisitions are fully funded by a grant from the Liverpool City Region Combined Authority (CA).

7.5.2 Further funding of £0.650m (as per the October Cabinet Budget Report) has now been secured from the CA for the second phase of the project to carry out demolition and temporary site treatment work to enable wider repurposing of the site. To support this work and the ongoing acquisitions, of the two-year Essential Maintenance Programme approved in January 2020, £0.149m will now need to be deployed on this Strand project as per the original CA grant conditions. Approval is therefore sought for a capital virement of £0.149m from the Essential Maintenance budget to the Bootle Strategic Acquisitions budget for phase two in 2021/22.

7.6 Programme Funding

7.6.1 The table below shows how the capital programme will be funding in 2020/21:

Source	£m
Grants	23.630
Contributions (incl. Section 106)	0.671
Capital Receipts	1.577
Prudential Borrowing	7.234
Total Programme Funding	33.112

- 7.6.2 The programme is reviewed on an ongoing basis to confirm the capital resources required to finance capital expenditure are in place, the future years programme is fully funded, and the level of prudential borrowing remains affordable.
- 7.6.3 The Executive Director Corporate Resources and Customer Services will continue to manage the financing of the programme to ensure the final capital funding arrangements secure the maximum financial benefit to the Council.

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APPENDIX A – Capital Programme 2020/21 to 2022/23

Capital Project	Budget		
	2020/21 £	2021/22 £	2022/23 £
Adult Social Care			
Care Homes - Fire Alarms & Emergency Lighting	102,000	-	-
Core DFG Programme	666,000	1,158,000	-
Wider Social Care Programme	1,952,773	6,726,937	-
Communities			
Crosby Lakeside Watersports	2,217	-	-
Libraries - Centres of Excellence	83,623	265,088	-
Bootle Library	38,749	-	-
S106 - Derby – South Park Hut Extension	50,614	-	-
S106 - St Oswalds – Marion Gardens Play Equipment	3,022	-	-
S106 - Netherton & Orrell – Abbeyfield Park Play Area	11,942	-	-
S106 - Cambridge – Hesketh Park Improvement Works	15,016	-	-
S106 - Netherton & Orrell – Zebra Crossing, Park Ln West	19,540	-	-
S106 - Linacre - Strand Living Wall	33,000	-	-
Corporate Resources			
Corporate Maintenance	17,799	2,631,283	-
STCC Essential Maintenance	100,000	1,298,634	-
Victoria Baths Essential Works	393,873	147,374	-
St John Stone Site - Infrastructure Works	623,210	-	-
Magdalen House Alterations	44,004	-	-
ICT Transformation	30,038	-	-
Southport Town Hall Community Base	7,872	-	-
Family Wellbeing Centres	245,738	-	-
Economic Growth & Housing			
Housing Investment (HMRI)	18,078	36,180	-
Southport Pier Project	179,920	-	-
Strategic Acquisitions - Land at Bootle	1,398,500	-	-
Town Centre Fund	-	250,000	-
Southport Market Redevelopment	900,000	500,000	-
Cambridge Road Centre Development	1,253,717	70,000	-
Crosby Lakeside (CLAC) Development	1,200,000	1,900,000	-
Strategic Acquisitions - Sandbrook Way	301,859	1,000,000	-
Education Excellence			
Healthy Pupils Fund	26,241	-	-
Schools Programme	2,292,439	4,847,690	401,625
Planned Maintenance	400,831	-	-
Special Educational Needs & Disabilities	691,238	736,499	25,000
Highways and Public Protection			
Accessibility	107,320	180,000	-
Completing Schemes/Retentions	20,000	-	-
Healthy Lifestyles	2,912,200	148,000	-
Road Safety	140,000	-	-

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	2020/21 £	2021/22 £	2022/23 £
A565 Route Management and Parking	1,090,000	970,000	-
Strategic Planning	303,000	45,000	-
Traffic Management and Parking	1,064,550	40,000	-
Emergency Active Travel Fund	610,457	-	-
Port Access	179,000	-	-
Highway Maintenance	4,425,433	400,000	-
Bridges & Structures	232,670	1,000	-
Drainage	50,000	-	-
Street Lighting Maintenance	300,000	-	-
UTC Maintenance	193,660	-	-
Winter Service Facility	2,632,000	-	-
Major Transport Schemes	1,087,500	100,000	-
Locality Services			
Burials & Cremation Insourcing - Vehicles & Equipment	135,210	-	-
Formby Strategic Flood Risk Management Programme	-	43,851	-
Merseyside Groundwater Study	10,000	21,508	-
Four Acres Multi Agency Flood Options	-	1,570	-
CERMS	458,213	220,000	-
Natural Flood Risk Management	10,000	-	-
The Pool & Nile Watercourses	38,179	-	-
Crosby Flood & Coastal Scheme	56,439	48,561	785,839
Seaforth & Litherland Strategic Flood Risk	-	30,000	-
Hall Road & Alt Training Bank – Rock Armour	6,000	44,000	-
Ainsdale & Birkdale Land Drainage Scheme	4,000	25,340	-
Surface Water Management Plan	134,478	-	-
Surface Water Modelling & Mapping	20,020	-	-
Small Watercourse Works	15,000	-	-
Water Level Monitoring Pilot	18,000	-	-
Parks Schemes	119,112	163,455	-
Tree Planting Programme	85,750	38,600	126,783
Golf Driving Range Developments	256,080	280,280	-
Green Sefton – Plant & Machinery	300,000	-	-
Vehicle Replacement Programme	1,344,000	7,281,905	113,000
Wheeled Bins	1,650,000	-	-
TOTAL PROGRAMME	33,112,124	31,650,755	1,452,247

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