

Overview
& Scrutiny



MEETING: OVERVIEW AND SCRUTINY COMMITTEE (REGENERATION AND SKILLS)

DATE: Tuesday 19th January, 2021

TIME: 6.30 pm

VENUE: Remote Meeting

Member

Councillor
Councillor John Sayers (Chair)
Councillor Blackburne (Vice-Chair)
Councillor Brough
Councillor Dowd
Councillor Halsall
Councillor Killen
Councillor Lewis
Councillor Myers
Councillor Robinson
Councillor Sathiy

Substitute

Councillor
Councillor Doyle
Councillor Howard
Councillor Jones
Councillor O'Brien
Councillor Yvonne Sayers
Councillor Thomas
Councillor Evans
Councillor Anne Thompson
Councillor Waterfield
Councillor Shaw

COMMITTEE OFFICER: Paul Fraser
Senior Democratic Services Officer
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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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AGENDA

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 room, including from the public gallery, during the whole consideration of any item of business in which he/she has an interest, except where he/she is permitted to remain as a result of a grant of a dispensation.

Where a Member discloses a personal interest he/she must seek advice from the Monitoring Officer or staff member representing the Monitoring Officer to determine whether the Member should withdraw from the meeting room, including from the public gallery, 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 (Pages 5 - 14)

Minutes of the meeting held 3 November 2020

4. Sefton Vehicle Crossings Policy (Pages 15 - 32)

Report of the Head of Highways and Public Protection

5. Executive/Scrutiny Protocol (Pages 33 - 48)

Report of the Chief Legal and Democratic Officer

6. Work Programme 2020/21, Scrutiny Review Topics and Key Decision Forward Plan (Pages 49 - 72)

Report of the Chief Legal and Democratic Officer

7. Cabinet Member Reports (Pages 73 - 112)

Report of the Chief Legal and Democratic Officer

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OVERVIEW AND SCRUTINY COMMITTEE (REGENERATION AND SKILLS)

REMOTE MEETING HELD ON ON TUESDAY 3RD NOVEMBER, 2020

PRESENT: Councillor John Sayers (in the Chair)
Councillor Blackburne (Vice-Chair)
Councillors Dowd, Halsall, Killen, Lewis, Myers,
Robinson and Sathiy

ALSO PRESENT: Councillors Atkinson, Hardy and Moncur

11. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Brough.

12. DECLARATIONS OF INTEREST

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

13. MINUTES OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the meeting held on 15 September 2020 and the Special Meeting of the Committee held on 19 October 2020 be confirmed as a correct record.

14. CLIMATE EMERGENCY PROGRESS REPORT - PRESENTATION

Further to Minute No. 40 of 10 March 2020, the Committee received a presentation from Stephanie Jukes, the Section Manager Energy and Environmental Management, Corporate Resources; and Julia Thorpe, Project Officer – Climate and Environment, reporting on Climate Emergency progress by the Council. The presentation outlined the following:

- Purpose of the presentation
- Background – Climate Emergency
- Carbon footprint for Sefton
- Strategy and Implementation Plan
- Implementation Plan - Phase 1
- Covid-19 – how the lockdown has changed air pollution levels
- Green recovery
- How will progress be monitored?
- Communications Plan

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- Climate Assembly UK
- Impact of the Covid-19 pandemic and lockdown restrictions
- Summary and next steps
- Contact details

RESOLVED:

That Ms. Jukes and Ms. Thorpe be thanked for their informative presentation.

15. FLOOD AND COASTAL EROSION RISK MANAGEMENT ANNUAL REPORT TO OVERVIEW AND SCRUTINY

The Committee considered the report of the Head of Highways and Public Protection that presented the Flood and Coastal Erosion Risk Management Annual Report (the Annual Report). The report indicated that the Flood and Water Management Act 2010 required that arrangements be made to review and scrutinise the exercise by the Council, as a Lead Local Flood Risk Authority, of its flood risk management functions and coastal erosion risk management functions; and that the Annual Report satisfied such requirement.

The report provided information on the following matters:

- Delivery of duties under the Flood and Water Management Act, 2010 in relation to:
 - Duty to cooperate with other Risk Management Authorities (RMAs)
 - Duty to have an up to date Local Flood Risk Strategy
 - Undertake duties as a Riparian owner
 - Maintain a register of assets – features that have a significant effect on flooding in the area
 - Undertake statutory consultee role responding to major planning applications checking the Sustainable Urban Drainage System (SUDS) design
 - Duty to investigate significant local flooding incidents and publish the results
 - Duties under Civil Contingencies Act - Emergency Planning and response
 - Duties under Coast Protection Act 1949
- Flood and Coastal Erosion events
- Coastal Flooding and erosion
- Progress made in relation to:
 - supporting the delivery of the Council's aim of the creation of resilient communities
 - Asset inspections
 - Capital schemes

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- Annual Grant in Aid refresh submissions
- Regional Coastal Monitoring Programme
- Antony Gormley's Another Place
- Flood Risk Management Plans
- Financial matters associated with the funding to deliver coastal schemes
- Green Sefton Service plan
- Priorities for the next year which included:
 - Better use of digital technology to automate processes and improve recording and reporting
 - Support of the review and development of an operational flood response plan
 - Sefton Council's Climate Emergency Declaration

The report concluded by seeking comments for submission to the Cabinet Member - Locality Services.

Members of the Committee asked questions/commented on the following issues:

- Flooding issues, especially internal flooding, was a major concern for residents in parts of the borough. Concern was expressed that suitable schemes had been identified to combat such problems but because it was deemed by the Environment Agency that too few homes would be involved in such schemes, then funding would not be made available
- The increase of internal flooding incidents during the summer months due to heavy rainfall
- Changes to grant funding mechanisms to include multiple benefits such as people's health and wellbeing as part of the criteria process

RESOLVED: That

- (1) the report presenting the Flood and Coastal Erosion Risk Management Annual Report be noted; and
- (2) the Cabinet Member – Locality Services be requested to write to:
 - (a) the Secretary of State for Environment, Food and Rural Affairs seeking the provision of adequate funding for Sefton to combat the flooding issues identified in the report; and
 - (b) Sefton's Members of Parliament with a request that they support the funding request by lobbying the Secretary of State accordingly.

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16. GREEN SEFTON ANNUAL REPORT 2020

The Committee considered the report of the Head of Highways and Public Protection that provided an update on the progress of Green Sefton's establishment and development, its current operational delivery over the last year, and setting out the strategic work programme, in line with the Service Vision 2030, and Service Plan for the next year.

The full Annual Review was attached as appendix 1 and included other background information including the current Service Plan updates; Key Performance Indicator updates; and examples of the Green Sefton Newsletter.

Tables within the report provided a summary of progress against the Service Plan actions, and the headlines actions/ priorities as agreed in 2019 with a summary of progress in 2020 and outlined actions planned for 2021. The headlines detailed in the tables had been populated in a 'importance/ urgency' matrix in order to inform the work programme of officers in the coming year.

The report concluded by seeking comments for submission to the Cabinet Members for Health and Wellbeing and Locality Services.

The Committee also received a presentation from Mark Shaw, Service Manager, Green Sefton. Mr Shaw highlighted aspects of the work undertaken by the Green Sefton service relating to the following categories:

- Together a stronger community
- A borough for everyone
- Living, working and having fun
- A clean, green, beautiful borough
- Visit, explore and enjoy
- On the move
- Open for business
- Ready for the future

Members of the Committee asked questions/commented on the following issues:

- The impact of Covid-19 and lockdown on the Green Sefton service Natural Alternatives, the long-running inclusion programme for adults and young people with additional needs
- Funding opportunities available for apprenticeship schemes to increase team capacity within the Green Sefton service; and the potential for apprentices to take up full-time positions within the service
- The potential to increase team capacity by the use of the Kickstart government programme into 'green' jobs

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- How the Green Sefton service was aiming to be cost-neutral
- The potential to expand wild flower meadow schemes to include highways and other public spaces across the borough
- The unfortunate cessation of Green Sefton services due to the Covid-19 pandemic and its impact on local communities
- The great work undertaken by Green Sefton staff during the Covid-19 lockdown and their resilience in taking on new roles
- The ambitious Green Sefton programme for the future was welcomed

The Cabinet Member for Health and Wellbeing, Councillor Moncur, paid tribute to the excellent work undertaken by the Green Sefton services team and highlighted the value placed on the service especially during the Covid -19 pandemic.

RESOLVED: That

- (1) the report updating on the progress of Green Sefton's establishment and development be noted;
- (2) Mr. Shaw be thanked for his informative presentation; and
- (3) the Committee places on record its appreciation to the Green Sefton service team for all their efforts during the Covid-19 pandemic.

17. WINTER MAINTENANCE POLICY & OPERATIONAL PLAN

The Committee considered the report of the Head of Highways and Public Protection seeking consideration of the revised Winter Maintenance Policy and Operational Plan policy document for approval for 2020/21.

The report indicated that the Council provided a Highway Winter Service to the Borough in accordance with the Winter Service Policy and Operational Plan; that officers monitored the weather conditions 24 hours a day throughout the winter season and enacted the plan when weather conditions dictated; that the Railways and Transport Safety Act 2003 (section 111) had inserted an additional section 41(1A) to the Highways Act 1980 which placed a duty on the Highway Authorities in respect of winter conditions, and stated 'In particular, a Highway Authority is under duty to ensure, as far as reasonably practicable, that safe passage along a highway is not endangered by snow or ice'; and that in addition, the Traffic Management Act 2004 placed a Statutory Network Management Duty on all local traffic authorities in England requiring all authorities to do all that was reasonably practicable to manage the network effectively to keep traffic moving. In meeting this duty, authorities should establish contingency plans for dealing promptly and effectively with unplanned events, such as unforeseen weather conditions, as far as is reasonably practicable. The Council's Winter Service Policy and Operational Plan, which has been approved by the Council, is reviewed each summer to ensure that it remained 'fit for purpose'.

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The report advised that as part of the annual review and reassessment consultation was undertaken and that a consultation letter was sent to every Elected Member seeking their views. A copy of the letter was attached as Annex A to the report. No responses were received as a result of the consultation with Elected Members.

The report concluded by seeking comments for submission to the Cabinet Member - Locality Services.

RESOLVED:

That the revised Winter Maintenance Policy and Operational Plan policy document for 2020/21 be endorsed.

18. CENTRE FOR PUBLIC SCRUTINY - 10 QUESTIONS TO ASK IF YOU ARE SCRUTINISING CLIMATE CHANGE

Further to Minute No. 6 (3) of the Overview and Scrutiny Management Board held on 8 September 2020 the Committee considered the report of the Chief Legal and Democratic Officer that provided information contained in a document, produced by the Centre for Public Scrutiny (CfPS), entitled "10 questions to ask if you are scrutinising climate change". A copy of the CfPS document was attached as an appendix to the report.

The report indicated that the CfPS document was part of the "10 questions" series, which set out key issues on which local scrutineers (councillors sitting on scrutiny committees and the officers who support them) could pose questions to those with decision-making responsibility; and the 10 questions in respect of scrutinising climate change were set out in the report.

This report was considered by the Overview and Scrutiny Management Board held on 8 September 2020 and it was resolved that:

- (1) the document entitled "10 questions to ask if you are scrutinising climate change", as produced by the Centre for Public Scrutiny, be noted;
- (2) the Member Reference Group for Climate Change be requested to take account of the 10 questions posed in the Centre for Public Scrutiny document as part of their work on climate change; and
- (3) a copy of the Centre for Public Scrutiny document be circulated to all Overview and Scrutiny Committee members for information.

The purpose of the report was to comply with (3) above.

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RESOLVED:

That the Centre for Public Scrutiny document entitled “10 questions to ask if you are scrutinising climate change” be noted.

19. DRAFT EXECUTIVE/SCRUTINY PROTOCOL

Further to Minute No. 4 of the Overview and Scrutiny Management Board held on 8 September 2020 the Committee considered the report of the Chief Legal and Democratic Officer seeking consideration of a draft Executive/Scrutiny Protocol. This draft Protocol was attached as an appendix to the report.

The report indicated that Cabinet, at its meeting held on 30 July 2020, considered a report that sought consultation on both the guidance published by the CfPS and on Overview and Scrutiny Committee meetings in Sefton, in general, with a view to providing feedback to the Overview and Scrutiny Management Board, in due course; together with a proposal that the Management Board develop an Executive / Scrutiny protocol for Sefton.

Cabinet resolved that the Overview and Scrutiny Management Board be requested to develop an Executive / Scrutiny protocol for use in Sefton.

The report concluded that any comments made by this Committee would be considered by the Management Board and subsequently Cabinet at their meetings to be held on 10 November and 3 December 2020 respectively.

RESOLVED: That

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

20. DIGITAL INCLUSION WORKING GROUP – UPDATE ON RECOMMENDATIONS

Further to Minute No. 13 of 17 September 2019 the Committee considered the report of the Chief Legal and Democratic Officer setting out progress made against each of the recommendations formulated by the Digital Inclusion Working Group and approved by Cabinet.

A table attached to the report set out each recommendation and an accompanying update on the action taken to implement each recommendation.

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RESOLVED:

That the report setting out progress made against each of the recommendations formulated by the Digital Inclusion Working Group and approved by Cabinet be noted.

21. HOUSING LICENSING PERFORMANCE FRAMEWORK WORKING GROUP FINAL REPORT – UPDATE ON RECOMMENDATIONS

Further to Minute No. 5 of 2 July 2019 the Committee considered the report of the Chief Legal and Democratic Officer setting out progress made against each of the recommendations formulated by the Housing Licence Performance Framework Working Group and approved by Cabinet.

A table attached to the report set out each recommendation and an accompanying update on the action taken to implement each recommendation.

RESOLVED:

That the report setting out progress made against each of the recommendations formulated by the Housing Licence Performance Framework Working Group and approved by Cabinet be noted.

22. WORK PROGRAMME 2020/21, SCRUTINY REVIEW TOPICS AND KEY DECISION FORWARD PLAN

The Committee considered the report of the Chief Legal and Democratic Officer that sought a review of the Work Programme for 2020/21; the identification of potential topics for scrutiny reviews to be undertaken by a Working Group(s) appointed by the Committee; the identification of any items for pre-scrutiny by the Committee from the Key Decision Forward Plan; that updated on the Liverpool City Region Combined Authority Overview and Scrutiny Committee; and updated on the progress of items that have previously been considered by the Committee.

RESOLVED: That

- (1) the Work Programme for 2020/21, as set out in Appendix 1 to the report, be noted;
- (2) it be noted that the Committee, at its meeting held on 15 September 2020, agreed that no new Working Groups be established until the completion of one of the current Working Groups;
- (3) the update on the Liverpool City Region Combined Authority Overview and Scrutiny Committee be noted;
- (4) the Chief Legal and Democratic Officer be requested to submit the Liverpool City Region Combined Authority's Town Centres

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Commission to the next meeting of this Committee; and

- (5) the update on United Utility issues be noted.

23. CABINET MEMBER REPORTS

The Committee considered the report of the Chief Legal and Democratic Officer that included the most recent reports from the Cabinet Members for Communities and Housing; Locality Services; Planning and Building Control; and Regeneration and Skills.

RESOLVED: That

- (1) the update reports from the Cabinet Members for Communities and Housing; Locality Services; Planning and Building Control; and Regeneration and Skills be noted; and
- (2) Councillors Atkinson, Hardy and Moncur be thanked for their attendance at the meeting.

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Report to:	Overview and Scrutiny Committee (Regeneration and Skills)	Date of Meeting:	19 January 2021
Subject:	Sefton Vehicle Crossings Policy		
Report of:	Head of Highways and Public Protection	Wards Affected:	(All Wards);
Portfolio:	Locality Services		
Is this a Key Decision:	No	Included in Forward Plan:	No Please delete as appropriate and remove this text.
Exempt / Confidential Report:	No		

Summary:

To seek comments from Overview and Scrutiny Committee (Regeneration and Skills) for the update to the Vehicle Crossing policy to align it with the latest Highways Infrastructure Code of Practice, the Transport & Highways Infrastructure Asset Management Policy & Strategy 2019/21 and the recently updated Developers Pack.

Recommendation(s):

- (1) Comment on the proposed changes in minimum driveway dimensions
- (2) Comment on the proposed changes in minimum distance from junctions
- (3) Comment on the proposed clarity in defining reconstruction area
- (4) Comment on the proposed changes in presentation of the criteria
- (5) Comment on the proposed changes in recovering staff costs

Reasons for the Recommendation(s):

To enable the Council to operate in a consistent and transparent manner and fully recover costs incurred in providing this service.

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

To continue with the current policy which does not provide clarity on the extent of reconstruction required for vehicle crossings, does not conform with the requirements set

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out for new developments in relation to driveway minimum dimensions and incurs cost to the Council in the provision of quotes for vehicle crossings.

What will it cost and how will it be financed?

(A) Revenue Costs

The cost of works delivered under the scope of this policy will be funded by the customers. The cost of all associated works will be contained within customer income charges and relevant budgets.

(B) Capital Costs

NA

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): Delivered using existing staffing, resources and available income budgets.
Legal Implications: Under Section 41 of the Highways Act 1980 Sefton Council has a statutory duty to maintain the public highway.
Equality Implications: There are no equality implications. (Please delete as appropriate and remove this text)

Contribution to the Council's Core Purpose:

Protect the most vulnerable: The effective management of changes to the footway ensures safety for pedestrian users.
Facilitate confident and resilient communities: The effective management of changes to the footway will assist communities across the Borough.
Commission, broker and provide core services:
Place – leadership and influencer:
Drivers of change and reform:

Facilitate sustainable economic prosperity: The highway infrastructure is one of the Councils' largest assets. Residential customers rely on effective transport links to enable them to travel the borough freely. Keeping the vehicle crossing implementation process maintained, increases off street parking and therefore potentially reduces on street parking, helping to prevent congestion on the network.
Greater income for social investment:
Cleaner Greener

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD.6238/20) and the Chief Legal and Democratic Officer (LD.4439/20.) have been consulted and any comments have been incorporated into the report.

The Councils Insurance team have also been consulted and their recommendations included into the vehicle policy update document.

(B) External Consultations

Not applicable

Implementation Date for the Decision

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

Contact Officer:	Graham Lymbery
Telephone Number:	Tel: 0151 934 4175
Email Address:	graham.lymbery@sefton.gov.uk

Appendices:

The following appendices are attached to this report:

Draft Sefton Council Vehicle Crossings Policy

Background Papers:

There are no background papers available for inspection.

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1. Background

- 1.1 The Council as the Highway Authority has a statutory obligation to manage and maintain the public highway.
- 1.2 Vehicle crossings are provided to assist vehicle access across footways into driveways. They are provided at the request of householders, subject to payment of the costs of installation. The policy will identify issues which influence the acceptability of individual vehicle crossing applications and ensure adherence to the installation criteria detailed when considering the installation of vehicle crossings to private properties across the Borough.
- 1.3 The construction of a vehicle crossing by the Highway Authority does not give the occupier of the premises any particular rights, except to drive across the footway to gain access to his/her property with a private light goods or similar vehicle. The crossing itself forms part of the public highway. From the date that the Highway Authority accepts the completed crossing, they will assume responsibility for its maintenance at no cost to the occupier, apart from any damage caused by illegal use by heavy vehicles or suchlike.
- 1.4 It has been identified in recent years that there have been a number of defects identified within the footpath areas of the highway that have not been included for reconstruction as part of the provision of vehicles crossings. When quotes are prepared a judgement has to be made regarding the area to be reconstructed and where the footway appears to be in acceptable condition the full area is not included in the quote for reconstruction. These subsequent defects are the responsibility of the Council.
- 1.5 There is a £5 million backlog in damaged footways in the borough. This backlog is maintained as safe and fit for purpose through highway safety inspections and reactive repairs.
- 1.6 There have been reports of issues of vehicles parked on driveways overhanging the footway causing an obstruction to potentially vulnerable footpath users.
- 1.7 The Council currently provides a quote for a vehicle crossing on request. If the quote is accepted the Council charges a fee to cover staff time and requires payment of the costs for the crossing to be made in advance. If the quote is not accepted the Council does not recover the costs associated with the provision of the quote.

2. Proposed Changes to the Policy

- 2.1 To change from 4.1m Depth of Driveway requirement to 4.8m (4.8m x 2.4m). This aligns closely to the new car parking dimensions (5m x 2.5m) but is considered to be a reasonable compromise that recognises the nature of our existing housing but will avoid future issues of vehicles parked on driveways overhanging the footway.

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- 2.2 Any new vehicle crossings requested on or near junctions will be subject to a restriction to maintain a minimum distance between the junction and the vehicle crossing.
- 2.3 Quotes prepared for vehicle crossings will include for reconstruction from the kerb to the rear of the footway. This will reduce the future maintenance requirements to the Council and ensure that the applicant is paying for the full construction costs associated with their vehicle crossing.
- 2.4 The criteria for a vehicle crossing have been presented in a clearer way that can be replicated on the Council's website and application forms. This will allow residents to make an informed decision prior to applying. This would also include an indication of the typical cost of a vehicle crossing.
- 2.5 The fee associated with staff costs will be split into two elements. The first will be a non-refundable fee for the provision of a quote, the second will be an administration fee associate with the ordering, management and supervision of the construction of the vehicle crossing. These fees would be set on an annual basis.

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Vehicle Crossings Policy

AND INSTALLATION CRITERIA



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SEFTON METROPOLITAN BOROUGH COUNCIL
DEPARTMENT OF HIGHWAYS & PUBLIC PROTECTION
HIGHWAYS MANAGEMENT
VEHICLE CROSSINGS POLICY AND INSTALLATION CRITERIA

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Related Linked Documents:-

Sustainable Drainage (SuDS) and Flood Risk Information Note

Highway Development & Design, Sefton Developers Pack

1.0 POLICY OBJECTIVE

Vehicle crossings are provided to assist vehicle access across footways into driveways. They are provided at the request of householders, subject to Highway Authority approval and payment of the costs of installation. This Policy sets out the criteria that will be applied to determine the acceptability of individual vehicular crossing applications. It also sets out the process and standards for installation.

The construction of a vehicle crossing by the Highway Authority does not give the occupier of the premises any particular rights, except to drive across the footway to gain access to their property with a private light goods or similar vehicle. The crossing itself forms part of the public highway. From the date that the Highway Authority accepts the completed crossing, they will assume responsibility for its maintenance at no cost to the occupier, apart from any damage caused by illegal use by heavy vehicles, etc. In some cases, planning permission will also be required for a vehicle crossing and /or for the construction of a driveway or hard-surfacing of a front garden. There is a separate, additional consent process for planning applications.

This Policy is not applicable for commercial premises or medium to large developments.

2.0 BACKGROUND

The Council is the Highway Authority and as such responsible for the maintenance of the adopted highway. We recognise that residents might want to park their vehicles on their frontage but this requires the installation of a dropped crossing to facilitate this. When considering such requests we must ensure that they are safe, do not incur additional maintenance costs for the Council and balance the needs for off-road and on-road parking.

The approach to vehicle crossings has evolved over time, as such prior installations do not set a precedent for what will be allowed now.

3.0 HIGHWAYS MANAGEMENT

Highways Management will be responsible for the Vehicular Crossing Policy and its subsequent revisions based upon Cabinet Member approval and any changes in Government legislation. This policy includes the following:

- Approval criteria
- Application process
- Specification of crossing
- Construction of crossing

4.0 APPROVAL CRITERIA

4.1 DEPTH OF FRONTAGE TO PROPERTY

Many applications are received for properties, where the depth of garden frontage (i.e. from back of footway to building) is insufficient to permit a motor vehicle to be parked at right angles to the footway and wholly within the curtilage of the property. This photo shows an adequate parking arrangement.



Failure to have the requisite depth of frontage, and width for a motor vehicle (Minimum 2.4 metres) will result in the potential for vehicles to overhang the footway. This will create an obstruction to

the free passage of pedestrians and will offer a potential danger, particularly, to those pedestrians with impaired vision.

Regrettably, there are numerous locations across the Borough where an adequate depth of frontage does not exist but where crossings have previously been installed. These locations require vehicles to be parked at an acute angle or lengthways to the property, which is not ideal.

Such a situation promotes the need for excessive manoeuvring over and across the footway as the vehicle is 'shunted' into position. This excessive manoeuvring has safety implications and can potentially damage the adjacent footway / verge hence can no longer be supported as an acceptable option. In addition, to accommodate this parking arrangement, this requires an increased length of boundary wall to be removed and an associated increased length of kerb adjustment; which can then impact upon the availability of the on street parking facilities.

This is particularly relevant in some of the older more established residential streets where house frontages are relatively narrow, and adjacent crossings are 'side by side'. At these locations 'extended length' crossings provided to each property (if permitted) would virtually remove any on- street car parking capability.

The length of individual vehicles can vary, and below represents the range of the more popular models:-

- City Cars**
lengths vary from 2695mm to 3665mm and widths from 1475mm to 1665mm
- Small Cars**
lengths vary from 3821mm to 4084mm and widths from 1665mm to 1780mm
- Compact Cars**
lengths vary from 4109mm to 4370mm and widths from 1729mm to 1823mm
- Family Cars**
lengths vary from 4425mm to 4726mm and widths from 1703mm to 1871mm
- Executive Cars**
lengths vary from 4628mm to 5004mm and widths from 1810mm to 1910mm
- Luxury Cars**
lengths vary from 4631mm to 5264mm and widths from 1877mm to 1980mm
- Sports Cars**
lengths vary from 39915mm to 5027mm and widths from 1735mm to 1992mm
- Estate Cars**
lengths vary from 4236mm to 4966mm and widths from 1693mm to 1895mm
- MPVs**
lengths vary from 4068mm to 5130mm and widths from 1695mm to 1928mm
- Small Crossovers**
lengths vary from 3700mm to 4300mm and widths from 1660mm to 1822mm
- Compact SUVs**
lengths vary from 4255mm to 4732mm and widths from 1780mm to 1920mm
- Large SUVs and 4x4s**
lengths vary from 4662mm to 5130mm and widths from 1760mm to 2008mm
- Pick-ups**
lengths vary from 5205mm to 5362mm and widths from 1840mm to 1954mm

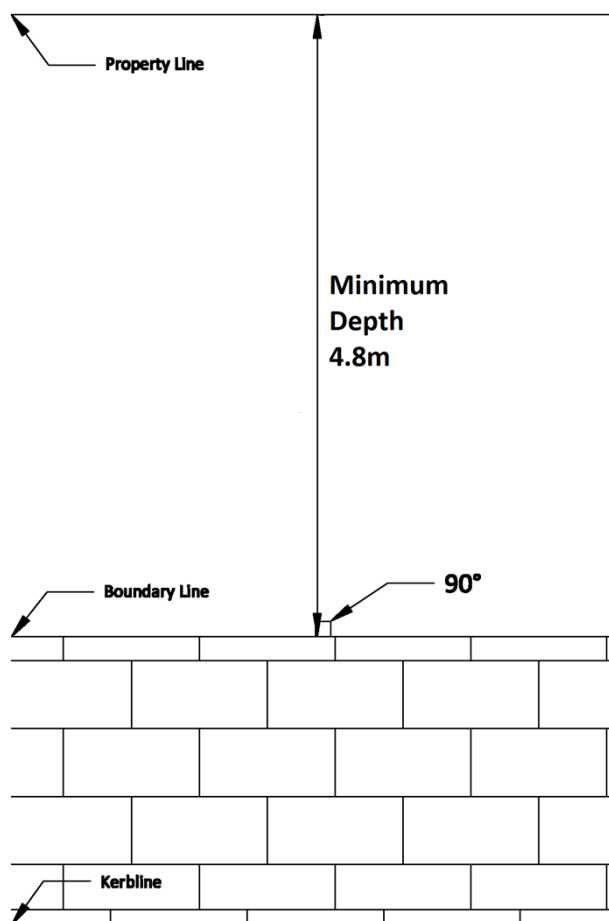


Diagram 1

Criteria 1

The minimum depth of private land required to allow for safe parking off the highway is set at **4.8 metres** measured at 90° to the boundary line. Please note this distance is to be clear and unobstructed, i.e. by a porch or bay window etc.

4.2 STANDARD WIDTH KERBED CROSSINGS

The traditional width of an opening within the boundary wall of a property to permit the passage of a vehicle is up to 2.4 metres. Consequently, the associated kerb alignment for the vehicular crossing will generally be 5 kerbs long or 4.5 metres total length (comprising one left hand dropper kerb, 0.9 metres long, three runner (low) kerbs, totalling 2.7 metres, and a further dropper kerb, right hand, 0.9 metres long) (see Diagram 2 below). The area enclosed in red will require full reconstruction to vehicular crossing standards to ensure suitability for long term maintenance.

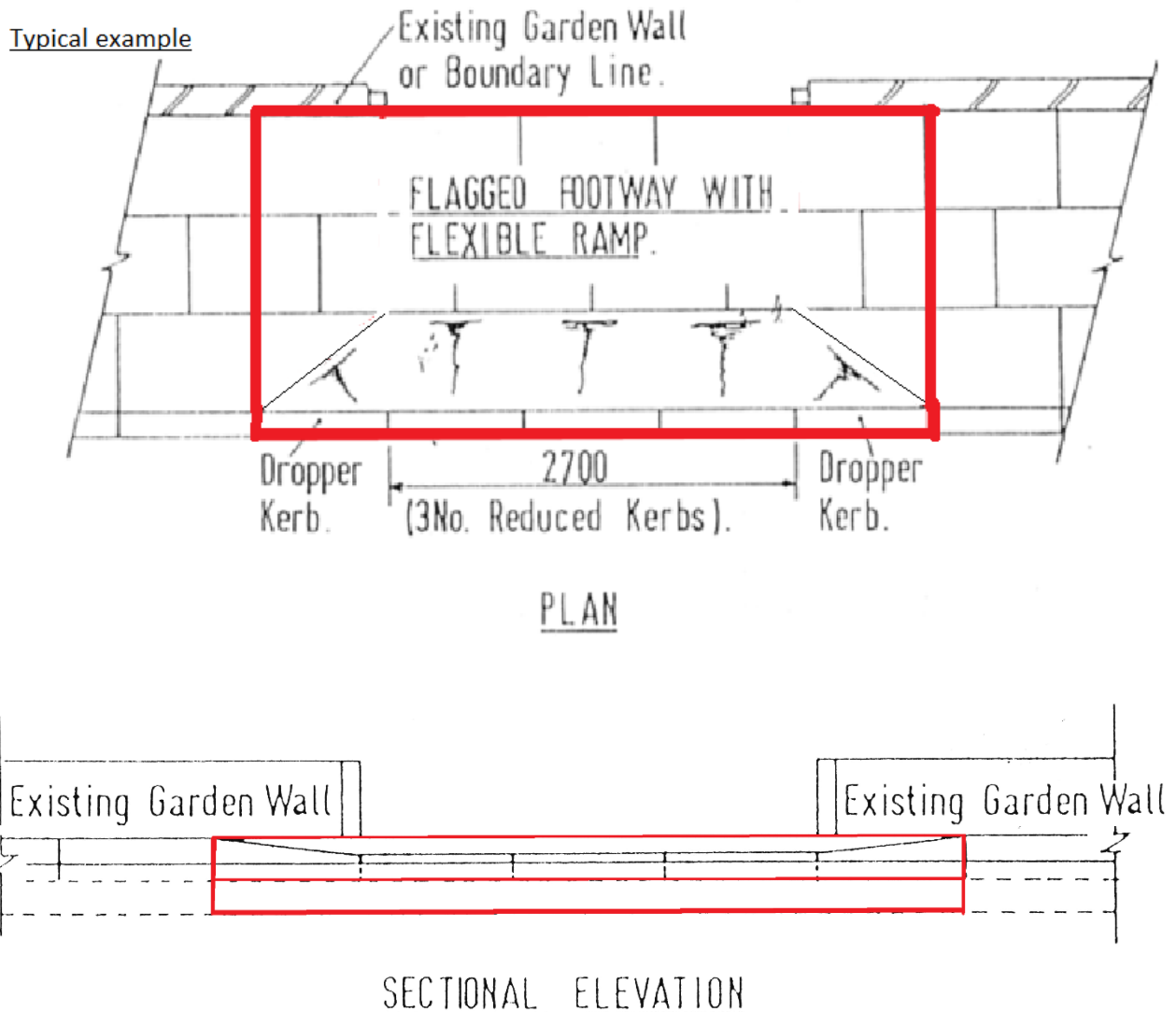


Diagram 2

On occasion, in existing residential streets, and because of the alignment of the existing kerbs in relation to the 'opening' it has proven necessary to provide an additional runner (or low) kerb to ensure that the runner (or low) kerbs coincide. In doing so, this has extended the overall crossing facility to 5.4 metres in length (6 kerbs long). Please note this is the maximum permitted crossing width.

Criteria 2

The standard width of a vehicle crossing will be 4.5m. Where the existing construction requires this may be extended to 5.4m

4.3 EXTENDING AN EXISTING STANDARD CROSSING

Where the access point to a property has been amended e.g. a new boundary wall has been constructed and a crossing of standard size already exists, it may be possible for an applicant to apply for a new crossing up to a maximum of 5.4 metres where safety is not compromised and the depth of 4.8m as per the latest Policy is complied with. Any existing crossings with a depth of less than 4.8m will not be granted approval for and extended crossing. Any application for an extension may require the reconstruction of the entire vehicle crossing to meet the demands of vehicle usage.

Criteria 2a

4.4 The standard width of a vehicle crossing will be 4.5m. Where there is an existing crossing and a change requires this to be extended this may be extended to 5.4m.

ISIBILITY ISSUES & PEDESTRIAN SAFETY

It is important that visibility for emerging vehicles is not restricted by the presence of boundary walls, fence lines, hedgerows etc. Requested locations will not be approved unless there is an uninterrupted visibility splay of 2.0 m x 2.0m, within which, there would be no obstruction to visibility over a height of 1.0m (see Diagram 1 below) otherwise the height of the adjacent feature would not permit the driver of the emerging vehicle to see or be seen by pedestrians walking along the adjacent footway.

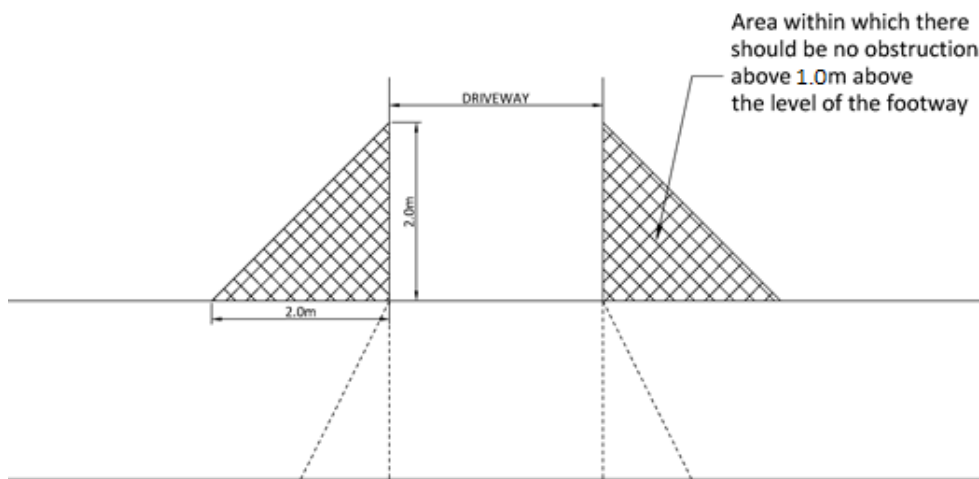


Diagram 1

Criteria 3

There must be an uninterrupted visibility splay of 2m by 2m for vehicles emerging from the drive.

More than two-thirds of urban road accidents occur at junctions. Forward visibility for turning vehicles is often limited and driver's attention has to cope with a variety of factors in addition to the turning manoeuvre e.g. other traffic and pedestrians. It is important therefore that the highway authority ensures, as far as reasonably possible that additional potential conflicts, such as parking or vehicular accesses are kept to a minimum at these locations.

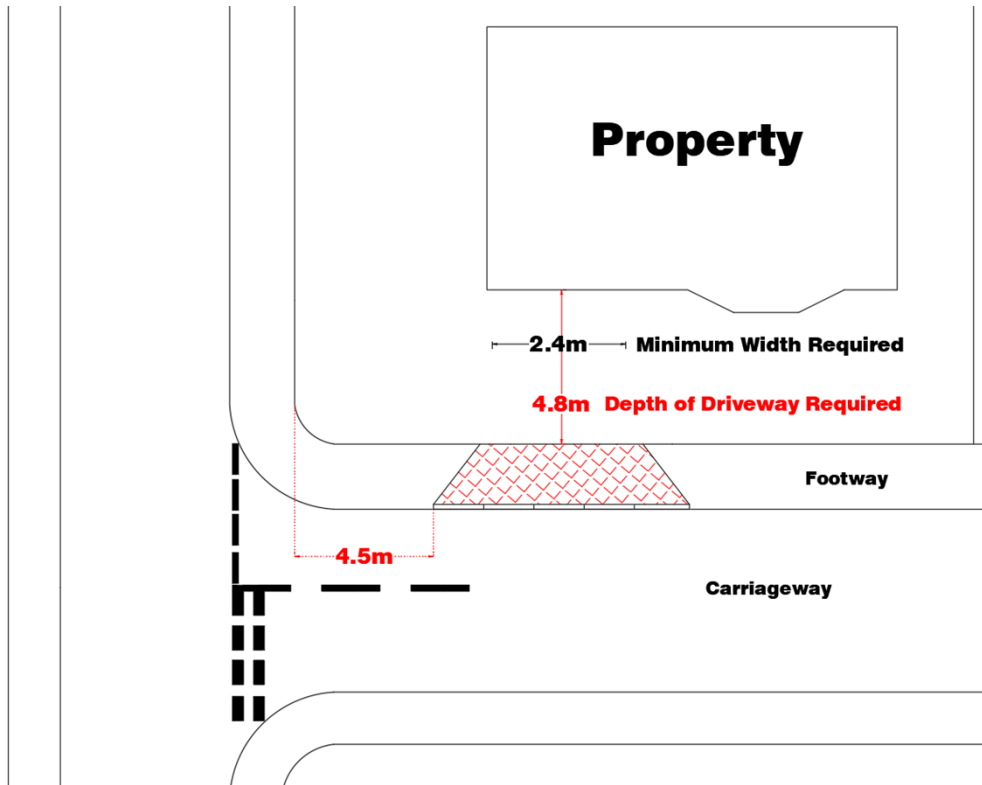
The impact of an access on pedestrians also has to be considered. The majority of pedestrians crossing the side road will do so close to the junction, probably across the corner radii, unless the footway along the main road is very wide.

It is clearly necessary to separate the vehicle access from any pedestrian crossing locations. This means that the vehicle access must be set back sufficiently to allow a pedestrian crossing and associated tactile

paving (where required) to be laid closer to the junction, with a short length of full height kerb before the dropper kerb starts for the vehicle crossing.

Where access is required near a junction either to the side or front of the property it should always access the minor road of the two and will preferably be located as far from the junction corner as possible, but in any event the dropper kerb of any vehicle crossing location **must not start less than 4.5m from an envisaged back of footway line elongated to the junction** for safety reasons.

Also, any dropper kerb of a vehicle crossing must be a minimum 0.9m from any Pram Ramp kerb.



Criteria 4
Where possible the vehicle crossing must be on the minor road.

Criteria 5
If the vehicle crossing is close to a junction it must be at least 4.5m away from the back of the footway of the adjacent road.

Diagram 3

4.5 PRACTICAL CONSIDERATIONS

There are a number of practical considerations relating to construction of a dropped crossing:

- obstructions like street furniture,
- trees and shrubs which may be obstructions or so close that the work could not be undertaken without damaging them,
- highways layout such as pedestrian crossings, traffic calming or parking restrictions (single or double yellow lines are unlikely to be an issue), and
- utility boxes that might require relocation or lowering.

The cost associated with moving some utility apparatus can be prohibitive. Where trees or shrubs are allowed to be removed they would be a requirement to replace them with a greater number

elsewhere. There will be some obstructions that cannot be moved for highway operational and safety reasons.

Criteria 6

If the vehicle crossing is obstructed or has a tree or shrub within 1 m of it may not be possible to approve the crossing. Any approval would be subject to it being possible to relocate or remove an obstruction and the applicant paying the associated costs. In the case of trees or shrubs this would include the cost of replacement elsewhere.

4.6 PERMISSIONS

There are a number of permissions that you may require such as:

- If you are not the owner of the property you will need their permission
- You need to comply with any covenants on your property
- If the vehicle crossing is over a watercourse you will need permission from the Lead Local flood Authority or Environment Agency
- If the vehicle crossing is onto a classified road you will need planning permission
- You may need planning permission if your property is in a conservation area or is listed

Criteria 7

The applicant must have the relevant permissions from third parties for this work to be undertaken.

4.7 MANAGING SURFACE WATER

The hardstanding parking area within the property must be built so that water does not drain from it across the footway. Suitable drainage must be provided within the boundaries of the property in order to prevent so far as is reasonably practicable, surface water from the premises flowing on to, or over, the footway of the highway. Offenders are guilty of an offence and liable to a fine not exceeding level 1 on the standard scale (Highways Act 1980 - Section 163)

The Council would encourage the use of permeable surfaces for the hardstanding parking area or any other hardstanding, e.g. using gravel, porous asphalt, permeable block paving or porous concrete; and should also drain water from any surface into a border rain garden or soakaway.

Constructing a hardstanding parking area or driveway on a property may also require planning permission, for example for flats. For houses, an applicant who wishes to construct a hardstanding parking area in their front garden greater than 5 square metres in area must either use a permeable form of construction, or obtain planning permission from the Council. This requirement was introduced to reduce the risk of highway flooding by ensuring more water to soak away into people's gardens.

Criteria 8

The applicant must ensure that surface water does not flow from their property onto the highway.

4.8 CONSTRUCTION OF THE DRIVEWAY

Where a driveway is constructed using gravel or a similar loose material as a hardstanding, the applicant should ensure that the material cannot be transferred from the property to the public highway. If any material is carried onto the highway it will be the responsibility of the occupier to remove it immediately by sweeping etc. If the Highway Authority is required to perform any cleansing, the cost of the cleansing may be charged to the occupier.

Criteria 9

If using an unbound material such as gravel the applicant must ensure that the material does not get carried onto the highway.

4.9 USE OF THE VEHICLE CROSSING

No part of a vehicle parked within a property may project on to or over the footway or carriageway. The vehicular crossing area may not be used as a parking area and no part of it is exempted for the purpose of footway parking. Offenders are guilty of an offence and liable to a fine not exceeding level 3 on the standard scale (Highways Act 1980 - Section 137). Applicant must sign a declaration of proper crossing use prior to authorisation.

A domestic vehicular crossing may only be used by a private light goods or similar vehicle. It may not be used by heavy goods vehicles or mechanical equipment. If a delivery, such as a skip, is made into the property, and in doing so the delivery damages the crossing, any repair costs will be the responsibility of those causing the damage.

Applicants wishing to fit gates across the vehicle entrance of their property must ensure that they in no circumstances open outwards across the footway or carriageway. Offenders are guilty of an offence and liable to a fine not exceeding level 1 on the standard scale (Highways Act 1980 - Section 153).

Criteria 10

The applicant must agree to use the vehicle crossing only for access to their driveway for domestic or private light goods vehicles and should not cause obstruction by parking on or overhanging the vehicle crossing or by having gates opening out onto the crossing.

4.10 PAYMENT FOR THE VEHICLE CROSSING

The footway is not designed to take vehicles so when a vehicle crossing is introduced the whole of the area of the vehicle crossing needs to be constructed to a suitable standard to take vehicles, it is not sufficient to just low the kerbs and adjacent footway. The cost for this varies depending on location but if the applicant accepts the quote and asks the Council to undertake the work they must pay the full sum in advance of the works. The quote will include for all of the works including a fee for the Council to arrange and supervise the works. To give an indication of costs a dropped crossing similar to the one shown in diagram 2 might be £1200-1500. If the crossing is across a wide verge the cost will increase along with the area of construction.

Criteria 11

If the applicant accepts the quote for the installation of a vehicle crossing they must agree to pay all costs in advance.

4.11 NON-STANDARD APPLICATIONS

If you wish to apply for a wider crossing or multiple crossings you may do so but should be aware that these are unlikely to be approved unless the local conditions mean that the loss of on-road parking is not an issue.

Where the occupiers of two adjoining properties share a driveway and wish to build a double width crossing to serve the two sites, one occupier should ideally act on behalf of both parties. Any such proposals will be considered on their merits and approval should not be assumed.

These will be considered by the Highways Manager and approved on a discretionary basis.

5.0 APPLICATION PROCESS

5.1 COMPLETING THE APPLICATION

The applicant should complete the checklist first to determine if they want to proceed to the application as a non-refundable fee is charged. If they want to proceed they should complete the application form and attach requested information and submit along with the non-refundable fee.

5.2 THE QUOTE

Upon receipt of the completed application form, requested information and application fee the Council will acknowledge receipt of your request and assess it. This will include a site visit and establishing the quote for the construction of the crossing and any associated works for relocation of apparatus. Where additional quotes are required from third parties this will take longer. The Council will then send you your quote which will include all costs for the works on the highway and a legal agreement to sign should you accept the quote.

5.3 ACCEPTING THE QUOTE

The quote is valid for a period of three months, if you decide to accept it you should sign the legal agreement and return it with the fee within this time period. The works will normally be completed within three months although this could be longer if third parties are involved for the relocation of apparatus.

6.0 SPECIFICATION

6.1 WHAT IS INCLUDED

The standard finish to vehicular crossings will match the existing construction in the area, this is typically either bitmac or paving flags. The cost estimate provided will be based on the full area being reconstruction as per the area highlighted in red in diagram 2 above. It will be reconstructed to accommodate domestic or private light goods vehicles.

If there are any items to be relocated the costs associated with these will be included, similarly any costs associated with removal and replacement of trees.

Where an access point to a property is moved to an alternative location and a vehicular crossing already exists, on application for a vehicular crossing in the new position the applicant must also pay costs for the redundant crossing to be reinstated by the Highway Authority. Similarly, where the owner or occupier of a property removes an existing off street parking facility due to change of use e.g. A garage conversion, and the minimum depths of frontage can no longer be maintained, the existing vehicle crossing must be reinstated at the occupiers expense.

The quote will include a fee for the administration and management of the works. The quote will be for an all inclusive price for the works on the highway and must be paid in advance.

7.0 CONSTRUCTION

7.1 HOW IT WILL BE CONSTRUCTED

Vehicular crossing installations are non-contestable works and as such the Highway Authority has an approved Contractor appointed via competitive tender to undertake this activity. Upon acceptance of the quote and receipt of payment the Council will instruct the Contractor to undertake the works that have been quoted for. The Council will administer and supervise the works.

The Contractor will be responsible for:

- Contract compliance
- Notification to applicant of crossing installation works
- Undertaking the works

8.0 LEGAL SITUATION

There are vehicle crossings which have been installed prior to this policy that do not comply with the requirements of this policy. They should not be deemed to form precedent

An owner of a property has **no** automatic right to have a vehicular crossing installed to their premises. A crossing may be provided at the discretion of the Highway Authority. As there is no right to have a vehicular crossing provided, there is, technically, no right of appeal should the Highway Authority refuse to authorise a crossing facility.

Applicants may be required to enter into a legal agreement to carry out works required on the highway as a result of planning permission being granted and should contact the Highways team to confirm the most appropriate method of application.

The Highway Authority reserves the right to alter the layout of the vehicle crossing at any time, due to required modifications to the public highway.

9.0 SAFETY

Any application for the construction of a domestic crossing may be refused or modified on the grounds of safety.

CHANGE LOG

Version	Changes made	Changed by	Date of Changes
1.0	Original Policy Distributed		09-Nov-2012
2.0	Updated Policy		December 2020

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Report to:	Overview and Scrutiny Committee (Adult Social Care and Health)	Date of Meeting:	5 January 2021
	Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)		12 January 2021
	Overview and Scrutiny Committee (Regeneration and Skills)		19 January 2021
	Overview and Scrutiny Committee (Children's Services and Safeguarding)		26 January 2021
Subject:	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:

To advise of the decision of Cabinet (Minute No. 69) of its meeting held on 3 December 2020 approving the Executive/Scrutiny Protocol for use in Sefton.

Recommendation:

That the decision of Cabinet in approving the Executive/Scrutiny Protocol for use in Sefton be noted and welcomed.

Reasons for the Recommendation(s):

To comply with previous decisions of the Cabinet, the Overview and Scrutiny Management Board and the four Overview and Scrutiny Committees seeking the production of an Executive/Scrutiny Protocol in Sefton.

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

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No alternative options have been considered because the production of an Executive/Scrutiny Protocol in Sefton was requested by Cabinet.

What will it cost and how will it be financed?

There are no direct financial implications arising from the production the protocol. Any financial implications that do arise will be reported to the Cabinet and Overview and Scrutiny Committees at the appropriate time.

(A) Revenue Costs

See above

(B) Capital Costs

See above

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 Overview 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 6213/20) and the Chief Legal and Democratic Officer (LD4405/20) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

None

Implementation Date for the Decision

Immediately following this meeting.

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

Appendices:

Executive/Scrutiny Protocol – Appendix A

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

1.1 Members will be aware that during the last cycle of meetings the four Overview and Scrutiny Committees and the Overview and Scrutiny Management Board recommended that that Cabinet approve an Executive / Scrutiny Protocol. The Protocol had been produced by the Overview and Scrutiny Management Board and is attached to this report as Appendix 1.

2. Cabinet Consideration

2.1 At its meeting held on 3 December 2020 Cabinet considered the Executive / Scrutiny Protocol and approved its use in Sefton.

2.2 At the Cabinet meeting, Councillor Lappin, Cabinet Member - Regulatory, Compliance and Corporate Services highlighted the importance of a similar approach in engaging with and holding Partners to account.

2.3 The Protocol has now been published on the Council's website and will be used as part of future Member Induction and Member Development Programmes.

3. Conclusion

3.1 This report is for information and to advise that Cabinet had approved the Executive / Scrutiny Protocol for use in Sefton.

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EXECUTIVE / SCRUTINY PROTOCOL



ONECOUNCIL Working Together

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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

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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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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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Agenda Item 6

Report to:	Overview and Scrutiny Committee (Regeneration and Skills)	Date of Meeting:	19 January 2021
Subject:	Work Programme 2020/21, Scrutiny Review Topics and Key Decision Forward Plan		
Report of:	Chief Legal and Democratic Officer	Wards Affected:	All
Cabinet Portfolio:	Communities and Housing; Health and Wellbeing (Green Sefton element) Locality Services; Planning and Building Control; and Regeneration and Skills		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To review the Work Programme for 2020/21; to identify potential topics for scrutiny reviews to be undertaken by a Working Group(s) appointed by the Committee; to identify any items for pre-scrutiny by the Committee from the Key Decision Forward Plan; to receive an update on the Liverpool City Region Combined Authority Overview and Scrutiny Committee; and to update Members on the progress of items that have previously been considered by the Committee

Recommendation: That:

- (1) the Work Programme for 2020/21, as set out in Appendix 1 to the report, be noted; and consideration be given to any additional items to be included and thereon be agreed;
- (2) it be noted that the Committee, at its meeting held on 15 September 2020, agreed that no new Working Groups be established until the completion of one of the current Working Groups;
- (3) the Committee considers items for pre-scrutiny from the Key Decision Forward Plan as set out in Appendix 3 to the report, which fall under the remit of the Committee and any agreed items be included in the work programme referred to in (1) above;
- (4) the reports in relation to Merseyside Recycling and Waste Authority – Service Delivery Plan 2019/20; Update on Operational Activities delivered via Locality Services; and Sefton Economic Strategy for Growth be deferred to the meeting to be held on 9 March 2020;

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- (5) the update on the Liverpool City Region Combined Authority Overview and Scrutiny Committee be noted;
- (6) the update on the Liverpool City Region Digital Inclusion Strategy be noted;
- (7) the update on the Liverpool City Region Town Centre Commission be noted; and
- (8) The update on the procurement of 120 litre blue wheeled bins for glass recycling be noted.

Reasons for the Recommendation(s):

To determine the Work Programme of items to be considered during the Municipal Year 2020/21 and identify scrutiny review topics which would demonstrate that the work of the Overview and Scrutiny 'adds value' to the Council. To comply with a decision of the Committee to update on the Liverpool City Region Combined Authority Overview and Scrutiny Committee.

The pre-scrutiny process assists Cabinet Members to make effective decisions by examining issues before making formal decisions.

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

No alternative options have been considered as the Overview and Scrutiny Committee needs to approve its Work Programme and identify scrutiny review topics.

What will it cost and how will it be financed?

There are no direct financial implications arising from this report. Any financial implications arising from the consideration of a key decision or relating to a recommendation arising from a Working Group review will be reported to Members at the appropriate time.

(A) Revenue Costs – see above

(B) Capital Costs – see above

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: None directly applicable to this report but the Committee would be made aware of such issues via the receipt of reports, as referenced in the Work Programme, relating to the review of Winter Service and

Operational Plan; the Merseyside Recycling and Waste Authority – Service Delivery Plan 2018/19; the Update on Operational Activities delivered via Locality Services; and Green Sefton 2019/20 Annual Report, Service Vision 2030, and Service Plan 2020/21.
Place – leadership and influencer: None directly applicable to this report.
Drivers of change and reform: None directly applicable to this report but reports would be submitted to the Committee detailing how the Council is leading on beneficial changes to be made with reference to United Utilities charging policies and new houses being sold as leasehold.
Facilitate sustainable economic prosperity: None directly applicable to this report but the Committee would be made aware of such issues via the receipt of a report in the Work Programme relating to the Sefton Economic Strategy for Growth
Greater income for social investment: None directly applicable to this report.
Cleaner Greener: None directly applicable to this report but the Committee would be made aware of such issues via the receipt of reports, as referenced in the Work Programme, relating to the review of Winter Service and Operational Plan; the Merseyside Recycling and Waste Authority – Service Delivery Plan 2019/2020; the Update on Operational Activities delivered via Locality Services; Green Sefton 2019/20 Annual Report, Service Vision 2030, and Service Plan 2020/21.

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Work Programme Report is not subject to FD/LD consultation. Any specific financial and legal implications associated with any subsequent reports arising from the report will be included in those reports as appropriate.

Head of Highways and Public Protection
 Head of Economic Growth and Housing
 Executive Director

(B) External Consultations

Liverpool City Region Combined Authority

Implementation Date for the Decision

Immediately following the Committee meeting.

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

Appendices:

The following appendices are attached to this report:

- Overview and Scrutiny Committee Work Programme for 2020/2021
- Criteria Checklist for Selecting Topics for Review
- Latest Key Decision Forward Plan items relating to this Overview and Scrutiny Committee

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Background Papers:

There are no background papers available for inspection.

Introduction/Background

1. WORK PROGRAMME 2020/21

- 1.1 The proposed Work Programme of items to be submitted to the Committee for consideration during the Municipal Year 2020/21 is set out in Appendix 1 to the report. The programme has been produced in liaison with the appropriate Heads of Service, whose roles fall under the remit of the Committee.
- 1.2 Members are requested to consider whether there are any other items that they wish the Committee to consider, that fall within the terms of reference of the Committee. The Work Programme will be submitted to each meeting of the Committee during 2020/21 and updated, as appropriate.
- 1.3 The Work Programme indicates that reports/presentations be submitted to this meeting of the Committee in relation to Merseyside Recycling and Waste Authority – Service Delivery Plan 2019/20; Update on Operational Activities delivered via Locality Services; and Sefton Economic Strategy for Growth.
- 1.4 With regard to the Sefton Economic Strategy for Growth report the Head of Economic Growth and Housing has requested that consideration of this be deferred to the March meeting of the Committee so that the report can be updated on Covid implications and potentially the impact of Brexit.
- 1.5 With regard to the Merseyside Recycling and Waste Authority – Service Delivery Plan 2019/20; and the update on operational activities delivered via Locality Services the Head of Highways and Public Protection has advised that information is still awaited from the Merseyside Recycling and Waste Authority; and that due to staff absence, it has not been possible to provide the Locality Services update report. However, Councillor Fairclough has provided an update of recent activity associated with his portfolio elsewhere on the agenda. It is recommended that these two matters be deferred to the March meeting of the Committee.

2. **SCRUTINY REVIEW TOPICS 2020/21**

- 2.1 It is usual practise for the Committee to appoint a Working Group(s) to undertake a scrutiny review of services during the Municipal Year.
- 2.2 The Committee has previously agreed to establish a Working Group to review the topic of the Effectiveness of the Council's Enforcement Activity. Councillors John Sayers (Lead Member) Dowd, Pullin and Roche are members of the Working Group. This review is on-going and it is anticipated that the Working Group's Final Report will be completed before the end of the Municipal Year. The Working Group's next meeting will be held on 28 January 2021.
- 2.3 The Committee, at its meeting held on 5 November 2019 agreed to establish a Working Group to review the topic of housing support services provided to

vulnerable people. Councillors Blackburne, Doyle, Murphy, Robinson (Lead member) and Anne Thompson are members of the Working Group; A scoping document has now been approved by the Working Group and its next meeting will be held on 22 January 2021.

- 2.4 For the information of Members, a criteria checklist for selecting and rejecting potential topics to review is attached at Appendix 2. This is used to assist the Committee in selecting topics and appointing Working Group(s) for the Municipal Year.
- 2.5 Members will recall that at its meeting held on 15 September 2020 the Committee agreed that no new Working Groups be established until the completion of one of the current Working Groups referred to in 2.2 and 2.3 above.

3. PRE-SCRUTINY OF ITEMS IN THE KEY DECISION FORWARD PLAN

- 3.1 Members may request to pre-scrutinise items from the Key Decision Forward Plan which fall under the remit (terms of reference) of this Committee. The Forward Plan which is updated each month, sets out the list of items to be submitted to the Cabinet for consideration during the next four-month period.
- 3.2 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.
- 3.3 The Overview and Scrutiny Management Board has requested that only those key decisions that fall under the remit of each Overview and Scrutiny Committee should be included on the agenda for consideration.
- 3.4 The latest Forward Plan is attached at Appendix 3 for this purpose. For ease of identification, items listed on the Forward Plan for the first time appear as shaded. The Forward Plan to be published on 23 December 2020 will be submitted to Members in due course.
- 3.5 Should Members require further information in relation to any item on the Key Decision Forward Plan, would they please contact the relevant Officer named against the item in the Plan, prior to the Meeting.
- 3.6 The Committee is invited to consider items for pre-scrutiny from the Key Decision Forward Plan as set out in Appendix 3 to the report, which fall under the remit of the Committee and any agreed items be included in the Work Programme referred to in (1) above.

4. LIVERPOOL CITY REGION COMBINED AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE

- 4.1 As Members will be aware, the Overview and Scrutiny Management Board and the four Overview and Scrutiny Committees considered a report on the guidance produced by the Ministry of Housing, Communities and Local Government relating to Overview and Scrutiny in Local and Combined Authorities following on from the Communities and Local Government Select Committee's inquiry into Overview

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and Scrutiny. This Committee considered the matter at its meeting held on 22 October 2019 (Minute No. 20).

4.2 The Overview and Scrutiny Management Board and the four Overview and Scrutiny Committees all agreed the recommendations contained in the report, one of which being that updates on Liverpool City Region Combined Authority Overview and Scrutiny Committee (LCRCAO&S) be included in the Work Programme report considered at each Overview and Scrutiny Committee meeting.

4.3 In accordance with the above decision, information on the LCRCAO&S is set out below.

4.4 **Role**

The Overview and Scrutiny Committee was established by the Combined Authority in May 2017 in accordance with the Combined Authorities Order 2017.

The role of the Overview and Scrutiny Committee is to:

- Scrutinise the decision and actions taken by the Combined Authority or the Metro Mayor;
- Provide a 'critical friend to policy and strategy development;
- Undertake scrutiny reviews into areas of strategic importance for the people of the Liverpool City Region; and
- Monitor the delivery of the Combined Authority's strategic plan.

4.5 **Membership**

The Committee is made up of 3 elected Members from each of the constituent Local Authorities of the LCR Combined Authority, along with one elected Member from both the Liverpool City Region Liberal Democrat Group and the Liverpool City Region Conservative Group.

Sefton's appointed Members are Councillors Dowd, Howard and Waterfield. Councillor Dowd is Sefton's Scrutiny Link.

Councillors Pugh and Sir Ron Watson are the respective representatives of the Liverpool City Region Liberal Democrat Group and the Liverpool City Region Conservative Group.

4.6 **Chair**

The Chair of the LCRCAO&S cannot be a Member of the majority group. Councillor Thomas Crone, a Green Party Councillor serving on Liverpool City Council has been appointed Chair for the 2020/21 Municipal Year.

4.7 **Quoracy Issues**

A high number of meetings of the LCRCAO&S have been inquorate.

The quorum for meetings of the LCRCAO&S is 14, two-thirds of the total number of members, 20. This high threshold is not set by the Combined Authority but is

set out in legislation.

The Combined Authority's Monitoring Officer will be looking to work with the Monitoring Officers from the other Combined Authorities to identify what problems they are experiencing with Scrutiny and how/if they had overcome them. Representations to Government would also be considered once all options locally to resolve the quorum issue had been exhausted. The CA Monitoring Officer would then be able to provide evidence to Government that the quorum level was obstructing the work of scrutiny within the CA.

4.8 Meetings

Information on all meetings and membership of the LCRCAO&S can be obtained using the following link

<https://moderngov.merseytravel.gov.uk/ieListMeetings.aspx?CId=365&Year=0>

4 November 2020

The last meeting of the LCRCAO&S was held on 4 November 2020 and considered the following items:

- Metro Mayor S. Rotheram's Update
- Youth Unemployment
- The Liverpool City Region Spatial Development Strategy - Phase 2 Engagement Proposals
- Finalising the Liverpool City Region's Air Quality Action Plan
- Overview and Scrutiny Committee Annual Report 2019-20
- Public Engagement at the Overview & Scrutiny Committee
- LCR LEP Task and Finish Review - Outcome of Consideration by the LCR LEP Board & The LCR Combined Authority
- Work Programme 2020/21
- Public Engagement at the Overview and Scrutiny Committee

Details of all the meetings can be obtained using the link referred to above.

4.9 14 January 2021

The next meeting of the LCRCAO&S will take place on 14 January 2021 and will consider the following items:

- Liverpool City Region Combined Authority Budget 2021/22
- Public Engagement at the Overview and Scrutiny Committee

4.10 The Committee is requested to note the update on the Liverpool City Region Combined Authority Overview and Scrutiny Committee.

5. UPDATE ON THE PROGRESS OF ITEMS THAT HAVE PREVIOUSLY BEEN CONSIDERED BY THE COMMITTEE

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5.1 Liverpool City Region Combined Authority Town Centre Commission

- 5.1.1 At its meeting held on 5 November 2019 the Committee was advised of work being undertaken by the Liverpool City Region Combined Authority to establish a Town Centres Commission.
- 5.1.2 The Committee requested that the Chief Legal and Democratic Officer obtain a copy of the Liverpool City Region Combined Authority Town Centres Commission when published and include it on the agenda for a meeting of this Committee.
- 5.1.3 A copy of the press release in respect of this matter was included in the agenda report pack for the last meeting of the Committee; and the Committee was advised that 17 town centres from across Liverpool City Region's 6 constituent authorities had been identified for focus and in Sefton both Bootle and Southport town centres had been selected.
- 5.1.4 Members will also be aware that the last report to Committee advised that contact had been made with the LCR CA and that at the time of preparation of the previous report the Town Centres Commission was not yet available; that it was anticipated that its publication would be in early November 2020; and that the document would be included on the agenda for the next meeting of this Committee.
- 5.1.5 The Head of Economic Growth and Housing has advised that the Institute for Public Policy Research (IPPR) has prepared a report on behalf of the Town Centre Commission for the Combined Authority and this had been a longstanding piece of work extended in 2020 to take account of Covid impacts on town centres and how these might be addressed within the recommendations. The IPPR Town Centre Commission Working Draft Report has only just been issued to local authorities and constituent authorities are now in the process of formulating comments on the report. The report will then be submitted to Chief Executives, Leaders and Mayors for consultation.
- 5.1.6 It is recommended that once the Town Centre Commission Report has been published then it be submitted to Committee.

5.2 Digital Inclusion

- 5.2.1 The Work Programme indicates that a report would be submitted to this meeting updating on progress of the Liverpool City Region Digital Inclusion Strategy.
- 5.2.2 Andrea Watts, Executive Director has advised that the LCR digital Infrastructure programme is in the process of procuring a joint venture partner – due to be announced on 15th January 2021.

The LCR Digital Strategy is currently out for consultation until 13th Jan 2021 and is available at the following link

<https://www.liverpoolcityregion-ca.gov.uk/engagement-campaign-launched-on-liverpool-city-region-digital-strategy/>

The Council's digital strategy is on the Forward Plan for Cabinet in February 2021

Both of the last 2 strategies include sections on digital inclusion.

5.3 Procurement of 120 litre Blue Wheeled Bins for Glass Recycling

- 5.3.1 Members will recall that the Committee, at its Special meeting held on 19 October 2020, considered a called-in item in relation to the procurement of 120 litre blue wheeled bins for glass recycling.
- 5.3.2 The Committee resolved (Minute No. 10) that it was not concerned and accepted the decision made by the Cabinet in relation to the procurement of 120 litre blue wheeled bins for glass recycling. The Committee also wished to be kept fully apprised of progress in this matter and requested that updates be provided to the Committee up to and including the implementation of the decision.
- 5.3.3 The Head of Highways and Public Protection has advised that there has been no substantive progress on this as yet as the main focus had been the preparations for the Xmas Shutdown and other operational matters.
- 5.3.4 Further updates will be provided to the Committee in due course.

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OVERVIEW AND SCRUTINY COMMITTEE (REGENERATION AND SKILLS) WORK PROGRAMME 2020/21

Date of Meeting	30 JUNE 2020	15 SEPTEMBER 2020	3 NOVEMBER 2020	19 JANUARY 2021	9 MARCH 2021
Cabinet Member Update Report Paul Fraser			X	X	X
Work Programme Update Paul Fraser		X	X	X	X
Service Operational Reports:					
Covid-19 Response – Presentation Dwayne Johnson		X			
Draft Executive/Scrutiny Protocol David McCullough			X		
Flood & Coastal Risk – Annual Report Peter Moore			X		
Review of Winter Service and Operational Plan Peter Moore			X		
Merseyside Recycling and Waste Authority – Service Delivery Plan 2019/20 Peter Moore				X	
United Utilities – Update on Increase in Charges Stephan Van Arendsen			X		X
Sefton Economic Strategy for Growth Stuart Barnes				X	
Update on the progression of the Liverpool City Region Digital Inclusion Strategy Stuart Barnes				X	
Update on Operational Activities				X	

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delivered via Locality Services Peter Moore					
Leasehold House Sales Stuart Barnes					x
Green Sefton 2019/20 Annual Report, Service Vision 2030, and Service Plan 2020/21 Peter Moore			x		
Procurement of 120 litre Blue Wheeled Bins for Glass Recycling – Update on progress Peter Moore				x	x
Scrutiny Review Progress Reports:					
Housing Licensing Performance Framework Working Group Update on Recommendations Paul Fraser			x		
Digital Inclusion Working Group Update on Recommendations Paul Fraser					
Effectiveness of the Council's Enforcement Activity - Approval of Working Group Final Report Paul Fraser					x
Post-16 SEND Provision Working Group Debbie Campbell			x		

APPENDIX 2

CRITERIA CHECKLIST FOR SELECTING TOPICS FOR REVIEW

Criteria for Selecting Items
▪ Issue identified by members as key issue for public (through member surgeries, other contact with constituents or volume of complaints)
▪ Poor performing service (evidence from performance indicators/benchmarking)
▪ Service ranked as important by the community (e.g. through market surveys/citizens panels)
▪ High level of user/general public dissatisfaction with service (e.g. through market surveys/citizens panels/complaints)
▪ Public interest issue covered in local media
▪ High level of budgetary commitment to the service/policy area (as percentage of total expenditure)
▪ Pattern of budgetary overspends
▪ Council corporate priority area
▪ Central government priority area
▪ Issues raised by External Audit Management Letter/External audit reports
▪ New government guidance or legislation
▪ Reports or new evidence provided by external organisations on key issue
▪ Others

CRITERIA FOR REJECTION

Potential Criteria for Rejecting Items
▪ Issue being examined by the Cabinet
▪ Issue being examined by an Officer Group : changes imminent
▪ Issue being examined by another internal body
▪ Issue will be addressed as part of a Service Review within the next year
▪ New legislation or guidance expected within the next year
▪ Other reasons specific to the particular issues.

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APPENDIX 2

SCRUTINY CHECKLIST DO'S AND DON'TS

DO
◆ Remember that Scrutiny <ul style="list-style-type: none">◆ Is about learning and being a "critical friend"; it should be a positive process◆ Is not opposition
◆ Remember that Scrutiny should result in improved value, enhanced performance or greater public satisfaction
◆ Take an overview and keep an eye on the wider picture
◆ Check performance against local standards and targets and national standards, and compare results with other authorities
◆ Benchmark performance against local and national performance indicators, using the results to ask more informed questions
◆ Use Working Groups to get underneath performance information
◆ Take account of local needs, priorities and policies
◆ Be persistent and inquisitive
◆ Ask effective questions - be constructive not judgmental
◆ Be open-minded and self aware - encourage openness and self criticism in services
◆ Listen to users and the public, seek the voices that are often not heard, seek the views of others - and balance all of these
◆ Praise good practice and best value - and seek to spread this throughout the authority
◆ Provide feedback to those who have been involved in the review and to stakeholders
◆ Anticipate difficulties in Members challenging colleagues from their own party
◆ Take time to review your own performance

◆ DON'T
◆ Witch-hunt or use performance review as punishment
◆ Be party political/partisan
◆ Blame valid risk taking or stifle initiative or creativity
◆ Treat scrutiny as an add-on
◆ Get bogged down in detail
◆ Be frightened of asking basic questions
◆ Undertake too many issues in insufficient depth
◆ Start without a clear brief and remit
◆ Underestimate the task
◆ Lose track of the main purpose of scrutiny
◆ Lack sensitivity to other stakeholders
◆ Succumb to organisational inertia
◆ Duck facing failure - learn from it and support change and development
◆ Be driven by data or be paralysed by analysis - keep strategic overview,

APPENDIX 2

and expect officers to provide high level information and analysis to help.

KEY QUESTIONS

Overview and Scrutiny Committees should keep in mind some of the fundamental questions:-

Are we doing what users/non users/local residents want?
Are users' needs central to the service?
Why are we doing this?
What are we trying to achieve?
How well are we doing?
How do we compare with others?
Are we delivering value for money?
How do we know?
What can we improve?

INVESTIGATIONS:-

To what extent are service users' expectations and needs being met?
To what extent is the service achieving what the policy intended?
To what extent is the service meeting any statutory obligations or national standards and targets?
Are there any unexpected results/side effects of the policy?
Is the performance improving, steady or deteriorating?
Is the service able to be honest and open about its current performance and the reasons behind it?
Are areas of achievement and weakness fairly and accurately identified?
How has performance been assessed? What is the evidence?
How does performance compare with that of others? Are there learning points from others' experiences?
Is the service capable of meeting planned targets/standards? What change to capability is needed.
Are local performance indicators relevant, helpful, meaningful to Members, staff and service users?

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SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2021 - 31 MAY 2021

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

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

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

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

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

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

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

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

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

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

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

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

NOTE:

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

Dwayne Johnson
Chief Executive

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FORWARD PLAN INDEX OF ITEMS

Item Heading	Officer Contact
Crosby Lakeside Adventure Centre - Business Case update	Stephen Watson stephen.watson@sefton.gov.uk
Private Sector Housing Assistance Policy Update 2020	Sally Billington sally.billington@sefton.gov.uk
Southport Theatre and Convention Centre	Mark Catherall mark.catherall@sefton.gov.uk Tel: 0151 934 2315
Finance Monitoring Report: The Strand Shopping Centre, Bootle	Kate Edgar kate.edgar@sefton.gov.uk
Southport Town Deal – Heads of Terms	Stephen Watson stephen.watson@sefton.gov.uk
Culture and Legacy (Borough of Culture 2020)	Stephen Watson stephen.watson@sefton.gov.uk

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Crosby Lakeside Adventure Centre - Business Case update Update to the Full Business Case for the CLAC project given the impacts of the COVID-19 pandemic			
Decision Maker	Cabinet			
Decision Expected	4 Feb 2021 Decision due date for Cabinet changed from 07/01/2021 to 04/02/2021. Reason: Due to ongoing business case scenario reviews			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Church			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Informal consultation with key members through meetings and formal consultation through Strategic Capital Investment Group. Formal consultation with senior officers through Growth Board and Elected Leadership Team; plus			

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	appropriate updates
Method(s) of Consultation	The project has been taken to Growth Board, Elected Leadership Team and Strategic Capital Investment Group meetings for consultation and informal consultation with key Members has also taken place.; plus appropriate updates
List of Background Documents to be Considered by Decision-maker	Crosby Lakeside Adventure Centre - Business Case update
Contact Officer(s) details	Stephen Watson stephen.watson@sefton.gov.uk

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Private Sector Housing Assistance Policy Update 2020 To present an updated Private Sector Housing Assistance Policy for approval by the Cabinet .			
Decision Maker	Cabinet			
Decision Expected	4 Feb 2021			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Executive Director of Adult Social Care – February 20; Chief Legal and Democratic Officer – Sept 19; Head of Economic Growth and Housing – Feb 20			
Method(s) of Consultation	Meetings and Emails			
List of Background Documents to be Considered by Decision-maker	Private Sector Housing Assistance Policy Update 2020			
Contact Officer(s) details	Sally Billington sally.billington@sefton.gov.uk			

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Details of Decision to be taken	Southport Theatre and Convention Centre Options paper for the Southport Theatre & Convention Centre			
Decision Maker	Cabinet			
Decision Expected	4 Feb 2021 Decision due date for Cabinet changed from 07/01/2021 to 04/02/2021. Reason: Reviews are ongoing on in the context of updated national COVID-19 guidelines			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Dukes			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Cabinet Member – Regeneration and Skills			
Method(s) of Consultation	Meetings and emails			
List of Background Documents to be Considered by Decision-maker	Southport Theatre & Convention Centre			
Contact Officer(s) details	Mark Catherall mark.catherall@sefton.gov.uk Tel: 0151 934 2315			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Finance Monitoring Report: The Strand Shopping Centre, Bootle Finance Monitoring Report of the Strand Shopping Centre, Bootle
Decision Maker	Cabinet
Decision Expected	4 Feb 2021 19 November 2020 Decision due date for Cabinet changed from 03/12/2020 to 04/02/2021. Reason: need for visibility

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	of further lockdown restrictions and their impact on Christmas trading			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Part exempt (Paragraph 3)			
Wards Affected	Linacre			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Executive Directors; Executive Director of Corporate Resources and Customer Services; Head of Commercial Development			
Method(s) of Consultation	Meetings; emails			
List of Background Documents to be Considered by Decision-maker	Finance Monitoring Report: The Strand Shopping Centre, Bootle			
Contact Officer(s) details	Kate Edgar kate.edgar@sefton.gov.uk			

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Southport Town Deal – Heads of Terms To agree the Heads of Terms associated with the Southport Town Deal and role of Accountable Body			
Decision Maker	Cabinet			
Decision Expected	1 Apr 2021			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Ainsdale; Birkdale; Cambridge; Dukes; Kew; Meols; Norwood			
Scrutiny Committee Area	Regeneration and Skills			
Persons/Organisations to be Consulted	Officers, members, residents, business owners, visitors, school and college students, university students			

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Method(s) of Consultation	Town wide consultation through Your Sefton Your Say in summer 2020. Additional consultation through email surveys, meetings, Board meetings
List of Background Documents to be Considered by Decision-maker	Southport Town Deal – Heads of Terms
Contact Officer(s) details	Stephen Watson stephen.watson@sefton.gov.uk

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Culture and Legacy (Borough of Culture 2020) Borough of Culture 2020 summary, outcomes and legacy			
Decision Maker	Cabinet			
Decision Expected	4 Feb 2021 Decision due date for Cabinet changed from 07/01/2021 to 04/02/2021. Reason: Information is still awaited from external stakeholders			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet Members, elected Members, communities, officers and other stakeholder groups and partner organisations			
Method(s) of Consultation	Meetings, briefings, emails			
List of Background Documents to be Considered by Decision-maker	Culture and Legacy (Borough of Culture 2020)			
Contact Officer(s) details	Stephen Watson stephen.watson@sefton.gov.uk			

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Report to:	Overview and Scrutiny Committee - (Regeneration and Skills)	Date of Meeting:	19 January 2021
Subject:	Cabinet Member Reports – November 2020 to January 2021		
Report of:	Chief Legal and Democratic Officer	Wards Affected:	All
Cabinet Portfolio:	Communities and Housing; Health and Wellbeing (Green Sefton element) Locality Services; Planning and Building Control; and Regeneration and Skills		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To submit the Cabinet Member - Communities and Housing; Locality Services; Health and Wellbeing (Green Sefton element); Planning and Building Control; and Regeneration and Skills reports relating to the remit of the Overview and Scrutiny Committee for the period November 2020 to January 2021.

Recommendation:

That the Cabinet Member - Communities and Housing; Locality Services; Health and Wellbeing (Green Sefton element); Planning and Building Control; and Regeneration and Skills reports relating to the remit of the Overview and Scrutiny Committee be noted.

Reasons for the Recommendation:

In order to keep Overview and Scrutiny Members informed, the Overview and Scrutiny Management Board has agreed for relevant Cabinet Member Reports to be submitted to appropriate Overview and Scrutiny Committees.

Alternative Options Considered and Rejected:

No alternative options have been considered because the Overview and Scrutiny Management Board has agreed for relevant Cabinet Member Reports to be submitted to appropriate Overview and Scrutiny Committees.

What will it cost and how will it be financed?

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Any financial implications associated with the Cabinet Member report that are referred to in this update are contained within the respective reports.

(A) Revenue Costs – see above

(B) Capital Costs – see above

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):
Legal Implications:
Equality Implications: There are no equality implications.

Contribution to the Council's Core Purpose:

Protect the most vulnerable: None directly applicable to this report. The Cabinet Member update provides information on activity within Councillor Atkinson's, Fairclough's, Hardy's, Moncur's (relating to Green Sefton) and Veidman's portfolios during a previous two/three-month period. Any reports relevant to their portfolio considered by the Cabinet, Cabinet Member or Committees during this period would contain information as to how such reports contributed to the Council's Core Purpose.
Facilitate confident and resilient communities: As above
Commission, broker and provide core services: As above
Place – leadership and influencer: As above
Drivers of change and reform: As above
Facilitate sustainable economic prosperity: As above
Greater income for social investment: As above
Cleaner Greener: As above

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Cabinet Member Update Report is not subject to FD/LD consultation. Any specific financial and legal implications associated with any subsequent reports arising from the attached Cabinet Member update report will be included in those reports as appropriate

(B) External Consultations

Not applicable

Implementation Date for the Decision

Immediately following the Committee meeting.

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

Appendices:

The following appendices are attached to this report:

Cabinet Member – Communities and Housing;
Cabinet Member – Health and Wellbeing;
Cabinet Member - Locality Services;
Cabinet Member – Planning and Building Control; and
Cabinet Member - Regeneration and Skills – To follow

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 In order to keep Overview and Scrutiny Members informed, the Overview and Scrutiny Management Board has agreed for relevant Cabinet Member Reports to be submitted to appropriate Overview and Scrutiny Committees.
- 1.2 Attached to this report, for information, are the most recent Cabinet Member reports for the Communities and Housing; Health and Wellbeing; Locality Services; and Planning and Building Control portfolios. The Cabinet Member report for the Regeneration and Skills portfolio will be submitted to Members in due course.
- 1.3 The Cabinet Member - Health and Wellbeing report for this Committee cycle is in the format of an Annual Report on a Page Newsletter.

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CABINET MEMBER UPDATE Agenda Item 7

Overview and Scrutiny Committee (Regeneration and Skills)

Councillor	Portfolio	Period of Report
Trish Hardy	Communities and Housing	January 2021

Area Co-ordination

A date has been set for the re-start of the Environmental Awareness Days in partnership with OVH, Merseyside Police, Merseyside Fire & Rescue, SMBC Cleansing and SMBC Environmental Enforcement. The days aim to educate residents around the dangers of fly tipping in their rear alleyways and look to gather evidence to take forward for prosecution if necessary. The first event will take place on Tuesday 19th January 2021 in Clemmey Drive and there will also be a community skip on site.

The installation of a Living Wall to the front of Bootle Strand is complete. The unveiling by colleagues from Linacre Ward took place on Friday 18th December 2020 and a plaque was installed.

I am pleased to report that a total of £5,525 has been awarded to the Mayors Toy Appeal from the 22 ward budgets. £3000 worth of toys were purchased from B&M by Neighbourhood Officers. I asked officers to ensure we kept some of the money in the Borough and £2,000 worth of books and gifts from local shops was also purchased. The remainder of the funds were contributed towards an Argos order in partnership with budgets held by our Troubled Families Team. All the independent businesses gave a discount or additional items as a donation towards the appeal. B&M also gave a 10% discount.

Christmas 2020.

To support our communities during this unprecedented year, I asked the Neighbourhoods team to supply additional seasonal decoration across the borough.

Below is a table showing the locations for the additional decorations:

LOCATION	VOLUME REQUIRED
Bootle Strand	18 units
Seaforth Rd	6 units
Sefton Rd	8 units
Kirkstone Rd North	6 units + 208l/m fascia lighting
Marion Square	6 units + 300l/m fascia lighting
St Johns Rd	12 units

And 26ft Cut trees were placed outside Bootle Strand and in Crosby Village.

Welfare Reform

Council provided 'much-needed' Christmas school holiday meal vouchers to eligible local families

Sefton Council will be providing meal vouchers over the Christmas holidays for families in Sefton who receive free school meals.

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The Council will be using part of its Winter Grant Scheme allocation to provide schools with vouchers that can be allocated to eligible families. As with the October half-term scheme, the vouchers will be valid to buy food in-store and online at local supermarkets.

It will not be possible to use the vouchers to buy alcohol, tobacco, lottery tickets, phone top ups or stamps. In October, the Council stepped in at short notice to provide local families with food vouchers and by the second day of the scheme was dealing with more than 2,500 applications. During the half-term week, the Council team was processing around 1,000 applications per day. **In total**, the Council funded meal vouchers for around 8,500 children during the half-term holiday.

Local businesses and voluntary organisations, which were already being hit by the Government's COVID restrictions also pitched in by providing packed lunches, food hampers and meals to local families.

Families across Sefton who do not currently receive free school meals but think they might be eligible can visit www.sefton.gov.uk/freeschoolmeals to find out whether they qualify and how to apply.

Additional funding allocated to South and North Foodbanks

Through the Clinically Extremely Vulnerable (CEV) grant from government, I asked that additional funding was allocated to our two main foodbanks to ensure that they are able to continue to support our most vulnerable residents.

Winter Grant Scheme

Through the Winter Grant Scheme funding, services will be providing additional vouchers and food hampers to families known to the council through early help and social care and to families and individuals known to the council's homeless services. The 3 Family Wellbeing Centres will remain open throughout Christmas holidays for any families in need and they will be able to support those families to access basic food and utility needs if required. Those centres are Marie Clarke Family wellbeing centre, Netherton Family wellbeing centre and Talbot Family wellbeing centre. Additional funding has also been allocated to our Emergency Limited Assistance Scheme (ELAS) who will operate more flexible criteria during the winter months to ensure that all residents in need of basic support receives it.

Food bank

1 April 2020 – 31 November 2020	South Sefton	Southport
Total Vouchers received	3811	1242
Adults Fed	4803	1673
Children Fed	3155	1239
Total Fed	7958	2912
Crisis Type	Low income – 2373 vouchers presented 5026 people fed	Low income – 652 vouchers presented 1601 people fed
Family Type	Single 2108 vouchers presented 55.31%	Single 617 vouchers presented 49.68%
Age group	25-64: 4185	25 – 64: 1409

Hate Crime

The Hate Crime MARAC (Multi Agency Risk Assessment Conference) has changed its title to Hate Crime JAG (Joint Action Group). The change reflects the title used for similar groups across the City Region and the country. The meetings continue to take place on Microsoft Teams and are well attended.

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Equalities

The Equalities officer has been working with colleagues in education and with Sefton CVS giving advice on the acceptable use of language in schools.

Domestic Abuse

We have received some additional funding from the Ministry of Justice via the Police & Crime Commissioners Office to complement the funding they provided earlier in the year as part of the Covid response. We have used this funding to provide an adolescent child on parent scheme through Domestic Abuse charity SWACA. The funding will increase capacity in the service to allow direct work to be undertaken with the harmer as well as support for the parents and siblings affected by the abuse.

Integrated Youth Service

Youth Offending Team (YOT)

Comparing 2017 figures for reoffending to 2018, there has been an increase of 5.6%, meaning that our reoffending rate is 50%. The YOT family average was 42.6%, Merseyside 46.2% and England with 39.2%, therefore our rate is higher.

During January to March 2018 the number of reoffences committed per reoffender in Sefton were an increase compared with 3.42 during Jan to March 2017. To increase our understanding to why the increase has occurred, YOT is in the process of developing an in-depth cohort profile which will inform case study analysis to highlight the areas the YOT need to focus on. A new operational group has been agreed (Operational Partnership Group) which will consider these matters.

The First Time Entrants (FTE) rate has decreased by 15 young people comparing figures from 2017-18 and 2018-19. However, there has been a significant increase in out of court disposals and also an increase in the seriousness of offences being dealt with using this method.

Out of court disposals enables YOT to take a more constructive, prevention focused approach particularly where the young person is understood to have experienced past trauma, rather than managing the young person through a statutory order, although statutory assessments are being considered for the more serious cases so as to enable a greater level of analysis to inform the support plan for the young person.

Sefton does not currently have any young people in custody.

Operational Partnership Group

The first Operational Partnership Group met on the 9th December. The group will be planning youth justice priorities for the year ahead and will develop strategies to strengthen partnerships, focusing on how to engage young people back in to education, employment and training.

New YOT Interventions

Sefton YOT will be delivering two new levels of interventions from January 2021. Firstly, Operation Inclusion is an Out of Court Disposal designed to prevent and address the escalation of street-based offending associated with drug and violent crime. This caters for more serious offences and offers a more intensive intervention without criminalising a young person. The target cohort for is 13 to 17 years olds at risk of receiving a Youth Conditional Caution or an initial Referral Order.

The programme is supported by the Crown Prosecution Service (CPS) and Merseyside Police, as it supports the partnership commitment to tackle Child Criminal Exploitation. The Youth Justice Board has also shown support regarding its aim of reducing first time entrants as it provides giving young people an opportunity to engage with YOTs in an intensive intervention as an alternative to a statutory order.

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Outcome 22 offers another layer of intervention and provides an opportunity for YOTs to put in place an individualised programme of diversionary and educational activity to prevent re offending. As opposed to Operation Inclusion this intervention will be used for low level offences where it is assessed that the incident can be dealt with via such interventions as Restorative Justice, Mediation, or Education and it is not in the public interest to take any further action.

Examples of when Outcome 22 is likely to be used may be for first time possession of cannabis offences if the young person agrees to engage with We Are With You (WAWY, previously Addaction) or for minor criminal damage which could be resolved through a restorative meeting with the victim or where the young person writes a letter of apology.

Work with Victims

Sefton YOT has continued to work with victims of offences caused by young people throughout 2020, although because of Covid restrictions it has not been possible to carry out the usual face to face work. All victims who provided permission were contacted and their views considered when decisions were being made about how young people should repair the harm caused by their offending.

Between January and November, 19 victims of young people sentenced to statutory Court Orders engaged with YOT's Victim Worker. Some victims simply want their voices heard at the time of sentencing where others want regular updates about the young person's progress throughout the entire order.

In the same period 27 victims of young people subject to Out of Court Disposals agreed to engage with YOT, ensuring that their voices were heard through the Victim Worker at the Out of Court Disposal decision making panel.

Victim involvement ensures that young people are given the opportunity to fully understand the impact their offence has had on of their victim. It also provides young people with the opportunity to offer some form of apology. So far, this year 11 victims have requested and received letters of apology from young people.

VRP Funded Clinical Psychologist Support and Training

Merseyside VRP have funded clinical supervision from a psychologist who supports staff regarding trauma informed assessment and therapeutic intervention, which has proven useful when staff are managing young people with complex issues. This offer has enabled staff to access specialist resources to use with young people who have experienced attachment disorder, gender dysphoria and other forms of trauma.

Youth Service

The youth bus is out in the community four evenings each week with staff supporting some of the commissioned groups in delivering youth work safely in social bubbles. Staff are also engaging with young people and communities outside of the bus whilst following all National Youth Agency guidelines and using appropriate PPE.

The Youth Service are continuing to deliver a range of projects despite the Covid related restrictions, including the Duke of Edinburgh Awards and the Open Eye project.

New Beginnings have supported young people who have experienced mental health issues during lockdown and have offered one to one support as well as group on line sessions.

Staff have continued to work in partnership in high priority areas such as Dukes Park and the site of Southport Skate Park which is presently closed for refurbishment. As skaters are now using areas within the town centre causing problems for residents and shoppers, an alternative venue is being sought with staff supporting both the young people and local residents.

Libraries

Free Online creative writing courses

In partnership with Wirral libraries and ReadNowWriteNow. Libraries are happy to be able to offer six creative writing courses for beginners to our local residents, thanks to funding by Arts Council England.

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All the courses will be led by author Charlie Lea who will guide new writers in how to write a short story of their own. The stories will then be included into a published anthology. Sessions will be delivered via Zoom and are designed to be fun, informal and informative. The courses are inspired by the BBC's project Novels that Shaped our World and examples from some of these books will be used during the workshops. The courses will last 8 weeks and started in October, with 30 places available for Sefton Residents.

Libraries publish Sefton at War booklet

During the first lockdown from March, library staff have been helping research a booklet to commemorate the end of World War II. Library activities had been planned for May and August but as these could not take place the funder Heritage Lottery approached the team to see how we could adapt the funded plans. They agreed a booklet and social media posts was the best way forward. Library staff volunteered to help with research which could be carried out from home and each person was assigned a specific research task. The results of these were then formed into social media posts in time for posting on the week of VE Day, and these were later adapted into a booklet format. The aim was to launch the booklet in time for Armistice Day and this was achieved in good time, even with the second Lockdown. Each school in Sefton was gifted 2 copies, with the rest being sold with the aim to generate income to fund a further publication in 2021 and to provide a donation to the Royal British Legion.

Libraries reopen again

Following the second lockdown, Libraries once again opened their doors to the public on the 4th December. At present, staffing levels and the need to reduce contact means that only a blended offer is currently possible. Libraries will off public browsing on some days and a restricted click and collect on other days. So far public response has been positive, with a general feeling of relief that libraries have reopened. So far library members have behaved in a responsible manner, and at present there have been no identified incidents of Covid infection originating from a library. The risk assessments have been updated and are constantly being monitored.

Future bids

As part of Libraries forward planning, 2 bids for external funding are being progressed. In 2021, it will be the 80th anniversary of the May blitz in Bootle and to commemorate that, libraries plan to run a series of activities, partnered with the Bootle Local History Group and Bedford Road Primary school.

Held in the council archive is an unpublished manuscript of Major Salt, Bootle's ARP Officer in World War II, which provides a unique insight into how Bootle prepared for the war. It is proposed to use this manuscript as the basis for public activities and ultimately publish it for the first time. A Heritage Lottery grant of £10,000 has been applied for.

A second bid is also being submitted to the Arts Council to hire a Digital Producer to upgrade and improve the Libraries digital presence and develop a number of activities to support improving the borough's digital inclusion.

The Atkinson

LCR Culture and Creativity Awards

The Atkinson has been shortlisted for two awards at the Liverpool City Region Culture & Creativity Awards - the People's Choice and Covid-Response (Organisation) categories. With almost 700 entries across 15 categories competition for these awards has been high. It is a testament to the calibre of the Atkinson's programmes to have distinguished itself in such a high-quality field.

The awards team at the Combined Authority will arrange for a short film to be recorded for the 6 People's Choice finalists. Voting will open to the public from 5th January 2021 and this will be a tremendous opportunity to showcase all the wonderful things that take place at the Atkinson. Further details on the voting process will be circulated in the new year.

That the Atkinson is one of three finalists shortlisted for the Covid-Response category for organisations reflects the dedication shown towards keeping the Centre as safe and welcoming a venue as it can be. In addition to building preparations for re-opening a model for socially distanced theatre has been developed, which is compliant with UK Theatre's *See it Safely* campaign.

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The team has learnt how to curate and deliver digital exhibitions and events within virtual spaces, and co-ordinated projects for young people to express their feelings during the lockdown experience. The response has been determined and practical, caring and creative.

The award winners will be announced at a digital event on Friday 19 February.

Exhibitions

Two inspiring new exhibitions open at The Atkinson in January.

16 Jan to 3 April: 'Wilhemina Barns- Graham - Inspirational Journeys' features paintings by one of the great British painters of the St Ives group that included artists like Ben Nicholson and Barbara Hepworth. Willie, as the artist was known, painted semi-abstract views inspired by the Grindewald Glacier in Switzerland. Late in life her creativity was re-ignited by the volcanic scenery of Lanzarote.

23 Jan to 27 March: 'Rui Matsunaga – Paintings and Prints' is an exhibition of startlingly original recent work by Japanese artist Rui Matsunaga. Rui's work addresses environmental issues and combines influences from myth, folklore, Japanese scroll painting and popular culture including manga and science fiction.

HOUSING

Rough Sleepers and Homeless services

In my last (November) report to this Committee, I described the activities we had undertaken to assist homeless people over the Covid period and the use of emergency temporary accommodation in particular. As more people have been assisted to move on we were able to close the emergency accommodation schemes by the end of October.

Since then one of the properties, at a former guest house in Southport, has had a planning application approved to become a homeless hostel. This means we can continue to make use of the 15 (extra) rooms it provides and work with the commissioned homeless agency to make improvements to the building.

Each year every Local Authority is obliged to advise the MHCLG as to the extent of Rough Sleeping in the borough by way of a formal **Rough Sleeper Count**. The count is based on a single, typical night between 1 October and 30 November and as we have done in previous years the Councils within the Liverpool City Region co-ordinated our Counts on the same night. As it is undertaken on one night it can only demonstrate a snapshot of the extent of Rough Sleeping, which can change on a daily basis in reality. The 'typical night' chosen for the estimate was the evening of the 10th November to the morning of the 11th November. The total number of rough sleepers in Sefton on the chosen typical night was **three (3)**. Disappointingly this is actually an increase of one compared to the 2019 figure (of 2), but that was the lowest figure recorded for over 7 years. This sustained low number has been largely achieved through the initiatives which Sefton has introduced over the last two years specifically for rough sleepers.

Through the recent Govt/MHCLG Next Steps Accommodation Programme (NSAP homeless funding), we were successful in obtaining £522,000 for different service interventions aimed at providing continued temporary accommodation and move on services.

This includes funding to allow us to block book 15 rooms at a hotel in Southport from end of October to end of March, which will be used as our **winter shelter provision**, replacing the night shelter sit up service we would normally have in place (but closed due to Covid restrictions). MHCLG also announced a £10 million Cold Weather Fund for all local authorities to bring forward COVID-secure accommodation this winter. The maximum available for Sefton to claim is £10,000. MHCLG have agreed that this funding can be used for the purchase of additional hotel spaces in order to complement the current 15 rooms we have block booked, should we need more capacity.

The LCR CA are leading on the **Housing First homeless initiative**. This is a Housing and Support service model for homeless people with multiple and complex needs, that existing services are unable to effectively support. Unlike a traditional homeless service approach, clients will be assisted to move directly into their own home and receive adequate support for as long as they require. The CA have an overall target of 360 individuals being housed and supported by the end of the pilot in August 2022, across the whole LCR region.

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From October 2020, the CA are implementing a full roll out of their service. They have recruited more support staff and are also localising their services. A team of 6 support workers and a senior has been placed in and dedicated to Sefton, providing support services for 20 to 30 clients, and working more closely with our own Housing Options Service and commissioned homeless service providers. A multi-disciplined panel has been formed and will be led by Sefton's Housing Options team, through which referral into the Housing First service will be managed.

Private Rented Sector

Our **3 private landlord licensing schemes** went live on the 1st of March 2018 focusing on the licensing of all private landlords in Bootle, but developing stronger 'Additional HMO' licensing schemes to cover more types of HMO properties for Southport and Waterloo.

Over the Covid period officers have not undertaken License compliance visits unless necessary to address serious concerns. Instead officers have focused on undertaking desktop street surveys to identify potential unlicensed properties in the selective licensing areas. In total 564 unlicensed properties have potentially been identified and have been sent final warning letters (allowing 21 days to make an application, if applicable). This work is identifying significant number of unlicensed premises each week and has led to an increase in new license applications of 508. There has also been a focus on processing license applications. Since lockdown began 696 new licenses have been issued and the backlog of license applications at the start of the Covid lockdown has also reduced by 690.

By mid-November 2020, the total license scheme figures stood at:

		<u>ALL</u>			<u>Selective Licensing</u>			<u>Additional HMO Licensing</u>
	<u>Estimated Numbers of licensable properties at the scheme outset</u>	<u>3000</u>	<u>Selective</u>	<u>2800</u>	<u>Additional</u>	<u>200</u>		
<u>Percentage & Number of Apps received</u>								
	<u>Total No</u>	<u>%</u>	<u>No</u>	<u>%</u>	<u>No</u>	<u>%</u>		
<u>Total to date (valid forms received)</u>	<u>3164</u>	<u>105</u>	<u>2740</u>	<u>98</u>	<u>254</u>	<u>127</u>		
<u>Total including partial/submitted apps</u>	<u>3274</u>	<u>109</u>	<u>2834</u>	<u>101</u>	<u>260</u>	<u>130</u>		

The actual numbers of license applications received exceeds the number of private rented sector properties we estimated at the start of the Licensing schemes by 5%.

The housing licensing team have also initiated an exercise to address significant increase of cases and the amount of household refuse, appliances and furniture being discarded in the street and the alleyways around Smollett Street, Waller Street, and Prior Street, Bootle. Letters were sent to residents and landlords to remind them of their obligations under their tenancy agreements and Licenses respectively. Positive feedback was received from some residents and landlords. In addition, some landlords and agents have reported that they have contacted their tenants to remind them of the consequences to their tenancy if such anti-social behaviour continued. The outcome has seen a decrease in the number of reported incidents.

The licensing team has also;

Removed 991 hazards under the Housing Health and Safety System from properties where licensing compliance visits had been undertaken before Covid restrictions. Of the 29 hazards that can be identified, Excess Cold, Fire safety, Falls between levels, Falls on stairs, Damp and Mould and Electrical hazards were the hazards most commonly identified. Since the schemes began, 157 properties have had serious Category 1 hazards removed.

Found 472 properties to have had no gas safety checks along with 74 having no smoke detection and 229 with no Energy Performance Certificates along with an additional 100 with an EPC rating of an F or G which does not comply with The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.

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Out of 421 properties found to be non-compliant on the first visit, 248 were then compliant on the second visit following the licensing team's intervention

Served 60 Final Civil Penalty Notices on landlords for "operating an unlicensed, licensable property" a number of these are awaiting appeal, which due to the Coronavirus restrictions has been delayed.

Revoked 1 Selective licence due to the proposed licence holder being determined as not being fit and proper to hold a licence

Continued to work with the ASB Team and Merseyside Police, a number of landlords have been contacted about the behaviour of their tenants and positive engagement and co-operation with the landlords led to a decrease in complaints about those properties.

Enforcement activities carried out by the Housing Standards Team has included:

- successfully won a housing enforcement case at the First Tier Tribunal, who have upheld the decision of our Housing Standards team to issue a Civil Penalty Notice on a landlord for "failure to supply an electrical safety certificate for a HMO"
- completed 1 successful prosecution (with a second being adjourned until December, both for Offences under Section 16 (2)(a) of Local Government (Miscellaneous Provisions) Act 1976
 - 4 properties have been prohibited from use due to serious defects,
 - 1 property had its prohibition lifted, following resale and full refurbishment
 - 5 landlords were served a Smoke & Co Alarm Regs Remedial Notice
 - A further 68 Notices were served including to provide Notice of Entry, Hazard Awareness, Statutory Nuisance, Requests for information/documentation
 - 2 Rent Repayment Orders were granted, 1 of which is awaiting an appeal to the Upper Tier Tribunal,
a date for the hearing has been set for early next year.

Empty property activities include;

- completed the enforced sale of two long term problematic vacant properties. New owners should refurbish these properties for future occupation.
- commenced enforced sales processes on five further long-term empty properties

The Government are undertaking a **Consultation on Improving the Energy Performance of Privately Rented Homes**. This consultation seeks views on the government's proposal to amend the *Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015*. The proposed amendments would significantly improve the energy performance of private rented sector homes in the 2020s. The PRS Regulations currently set a minimum energy performance standard of EPC Band E for domestic private rented property. The requirement that a property must be EPC Band E has applied since 1 April 2018 to properties let on new tenancies (including renewals), and since 1 April 2020 has applied to all privately rented properties (even where there has been no change in tenancy). Landlords of F and G rated homes are required to invest, or co-invest, in improving the energy performance of these properties to EPC Band E, unless it is not technically advisable, or financially feasible, to bring those properties up to an EPC E rating.

The Government propose raising the energy performance standard to Energy Performance Certificate (EPC) energy efficiency rating (EER) Band C; based on a phased trajectory for achieving the improvements for new tenancies from 2025 and all tenancies from 2028.

Through our Selective Licensing scheme we know that 68% of the privately rented properties in this area of Sefton are at a Band C or below. This is an extremely high percentage of properties that will require remedial works in order to comply with these new proposed PRS Regulations. While the new regulations could lead to significant improvements in the quality of this PRS housing stock, in turn they will likely require a significant amount of additional enforcement action by the Housing Standards Team from 2025, which would require additional resources.

I will be submitting a consultation response for Sefton.

Government is planning to publish its Response to this consultation in spring 2021 and is planning to lay regulations in the autumn of 2021 which would amend the current PRS Regulations.

Social Housing Allocations (Property Pool Plus)

Sefton participates in the Property Pool Plus scheme along with Liverpool, Wirral, Knowsley and Halton Councils, as well as the participating housing associations. The Local Authorities have collectively reviewed the current Policy and associated service arrangements.

An external consultant (Neil Morland & Co) has been appointed to undertake this exercise, and the consultant has worked with the LAs to produce a new Policy and Procedure. This will be subject to a 12-week consultation which commenced on the 11th of November. Further information can be found at; www.sefton.gov.uk/PPP-HaveYourSay

Liverpool City Region

I represent the Council on the Sub-Regional Housing and Spatial Planning Advisory Group, which feeds into the Liverpool City Region (LCR) Combined Authority Strategic Agenda. I have been re-appointed as the Vice Chair of this Advisory Group, for 2021-21. I hope to use this position to have greater influence across the LCR.

The role of the CA is having a growing significance, in particular when the Govt allocate resources to the CA for the whole of the LCR. The CA have been working with Homes England to secure resources to help bring forward development of brownfield sites across the sub-region. We are supporting this exercise.

The LCR CA's City Region Housing Statement recognises the need to increase housing supply to support economic growth. The Statement also committed partners to prepare a joint investment plan with Homes England to guide and shape investment in housing. Since the publication of the Housing Statement, work has been undertaken by the local authorities, in partnership with the Combined Authority and Homes England, on preparing a pipeline of housing development sites. This pipeline is allowing partners to take a truly City Region approach to identifying sub-regional housing markets, identify strategic sites, and to inform and support bids into funding and investment programmes.

A Brownfield Land Fund of £45m has been allocated directly to the Liverpool City region CA. The funding will start to be allocated this financial year and is expected to deliver 3,000 to 4,000 homes which start on site by 31st March 2025 at the latest. Sefton have put forward 2 stalled sites for consideration under this programme, and we expect funding to be confirmed soon for the first of these. Other sites will be referred to the CA should there be opportunity for securing funding under this programme.

The Strategic Housing, Infrastructure & Land Fund (SHILF) programme is anticipated to be managed by Homes England. The LCR LAs have collaborated with the CA to produce an indicative list of schemes from the pipeline schedule, which will be used to develop funding bids once the SHILF Funds are made available.

During the discussions with the CA on the projects and bids to be developed the issue of capacity and technical skills within the LAs has arisen, particularly with the impact of COVID-19. The CA are working with the LAs to ensure that appropriate support in both staff and consultancy expertise are available. The CA will soon employ 2 additional members of staff who will work with the LAs to help develop schemes.

COUNCIL HOUSING

I have been keen to look at the Council providing its own social/council housing in future. We are considering acquiring the affordable housing that Sandway Homes (our development company) will provide at their Buckley Hill site in Netherton. Sandway Homes have applied for planning permission for developing this site, and if this is approved they will be required to provide affordable housing under their planning obligations. Officers are currently preparing a report to present to Cabinet in January, in order that Members can formally consider taking these steps.

Further to the above, I am pleased that Cabinet approved the purchase of our first council homes from Sandways at Buckley Hill in St. Oswalds ward and agreed a plan to get us ready for owning and managing council homes again.

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Together a stronger community

A borough for everyone

Living, working and having fun

A clean, green, beautiful borough

Visit, explore and enjoy

On the move

Open for business

Ready for the future

Shared our Service Plan

Worked in partnership with others

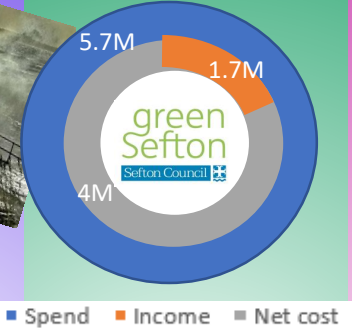
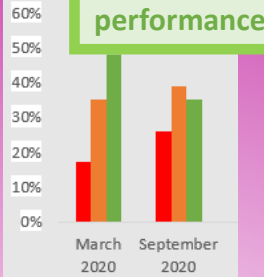
Adapted the way we work to keep everyone safe

Staycations managed by Visitor Action Plan

Responded to storm events

Continued towards cost neutrality

Tracked our performance



Contributed to the Climate Change Working Group

Insourced Cemeteries and Crematoriums

Secured funding for Bootle Driving Range

Apprenticeships and Ranger Bootcamps



What have we done in the last year?

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Improving the quality of all life in Sefton

A Sustainable Sefton 2030

What are we going to do in the next year?

Develop our Communications Plan and customer satisfaction surveys

Further develop our Ambassadorial approach

Ensure we are Covid-19 Secure

Nurture 'nature'

Adopt the Tree, Allotment, FCERM, Football Development and Nature Conservation Strategies

Increase our staff capacity

Develop Southport Golf vision and deliver Bootle Driving Range

Develop the Coastal Gateways and Visitor Action Plans

Complete the replacement of our fleet

Promoting changes to overall Landscape Management

Expand Natural Alternatives

Develop a Vision for our places in the future

Continue to Innovate: Business case approach

Contribute to a Green Recovery

Play an active role in the Climate Action Plan

Annual Report September 2020

Climate Change

Climate Change

Climate Change



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

The service manages circa 6,500ha of the landscape of the borough (32% of the borough, equivalent to 7,800 football pitches!) – its 22 miles of beautiful coast with protected sites, to a range of parks, greenspaces, outdoor sports and recreational sites, street trees etc. The service also insourced the grounds maintenance of the Cemeteries and Crematoria in 2020, which adds additional landscape features to manage.

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Our landscape defines Sefton, and is treasured by our communities and visitors – as the 2030 vision highlights.

This Leaflet provides an overview of Green Sefton’s progress for 2020 and highlights our priorities for the next 12 months.

A narrated version of the infographic overleaf can be found at <https://www.sefton.gov.uk/around-sefton/parks-and-greenspaces/>



green
Sefton

Sefton Council 

GreenSefton@sefton.gov.uk
www.sefton.gov.uk

CABINET MEMBER UPDATE REPORT		
Overview and Scrutiny Committee (Regeneration and Skills)		
Councillor	Portfolio	Period of Report
John Fairclough	Cabinet Member Locality Services	January 2021

Strategic Transport

Port Access

- Work on the doubling of the rail line into the Port has been delayed several times but the first phase of this has now been completed and the second phase is due to be completed by summer 2021. Subsequent improvements to signals at Earlestown West have also been delayed and are being incorporated into the works associated with transferring the control of signals from Warrington to Manchester.
- The Port of Liverpool Access scheme being proposed by Highways England has been significantly delayed. It is now expected that the formal consultation will not take place until late 2021, which will affect the potential date for Highways England to submit their application to the Planning Inspectorate.

LTP and Growth Plan

- Sefton is continuing to work with the LCR Combined Authority/Merseytravel and the other local authorities on the delivery of the transport capital programme. In response to the Council's climate emergency declaration and an increased focus on active travel measures, work has started on the development of an Low Carbon and Active Travel Strategy for the Borough.
- Work is substantially complete on the North Liverpool Key Corridor scheme. Some re-surfacing of a section of Regent Road close to the Port entrance is being completed this financial year.
- Work is continuing on the sustainable transport intervention proposals for Years 3-6 as part of the City Region programme. Sefton has three schemes in the programme, amounting to almost £3m of allocated funding. This consists of three phases of improvements on the A565, in Seaforth, Waterloo and Thornton, as well as a cycle route between Maghull and Kirkby and East-West cycle improvements in Southport. The scheme on Buckley Hill Lane (to relieve Edge Lane) was completed in spring 2020. The first phase of the Maghull to Kirkby cycle route was completed in conjunction with the M58J1 scheme and the second phase started on site before Christmas 2020. The Southport E/W Link scheme is due for completion before the end of the financial year. The proposals on Great Georges Road and at the 5 lamps railway bridge have been approved and will start on site early in the New Year.

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- The Outline Business Cases for the Southport Eastern Access and the Maritime Corridor projects were submitted to the Combined Authority (CA) in the autumn. The CA is providing some initial further funding this financial year to start the preparation of Full Business Cases for both schemes.
- Improvements to the junction of the A59 Northway with Damfield Lane, the next stage in a series of improvements along the A59 Northway, are planned to start early in 2021. Design work has started on the junction at Kenyons Lane, the next junction to be improved.
- In Southport, additional funding from the Government is being used to deliver the required re-construction of parts of Marine Drive and improvements to Scarisbrick Avenue in conjunction with the Townscape Heritage Initiative. Both are due to start this financial year.
- Funding provided by Central Government through the Combined Authority from Tranche 1 of the Emergency Active Travel Fund is being used to deliver new cycle routes in Bootle and Southport town centres. The route in Southport has generated considerable comment. The comments have been responded to and additional information provided on the Council's Active Travel website. The funding for Tranche 2 of the Active Travel Fund schemes has been confirmed and schemes are being developed. Public consultation is being planned for early in 2021.
- Proposals for a 'Liveable Neighbourhood' area in Southport are being developed in conjunction with the active travel charity Sustrans. Consultation is being held with Ward Members, local residents, businesses and schools.

Local Transport Schemes

- The Transportation Capital Programme for 2020/21 was agreed with Cabinet Member in June.

Sustainable Transport

- The European Sustainable Urban Development (SUD) funding for two major cycling schemes was approved in December 2018. The design of a new, inland pedestrian and cycle route at Crosby Coastal Park, which will avoid the issue of wind-blown sand on the promenade, has largely been completed. Consultation will be carried out and planning approval will be required with works programmed to be delivered in 2021. Work on the Coastal Road cycle route is being delivered in conjunction with the Southport East West Cycle Links scheme and this started in summer 2020 and will be completed by the end of the financial year.

Highway Development and Design

Planning Applications

- In October to December 2020, the team processed 253 planning applications despite ongoing challenges associated with availability of staff and the impact of the pandemic. This includes applications for sites identified in the Council's adopted Local Plan. This continues to involve close liaison with case officers from the planning department.

Section 38 Highways Act 1980 legal agreements

- Submissions for s38 agreements have continued requiring the subsequent processing of these at times, lengthy and complex applications, particularly following the approval of planning applications for Local Plan sites.
- The report is as follows: -
 - No of live s38 and current developments subject to a s38 application – 37 taking in to account new and adopted sites.
 - No of stalled or no activity (on the part of a developer) – 2 and developers continue to be followed up on these
 - Number of development sites adopted within the last 3 months - 2
 - No of submissions awaiting technical approval - 7
 - Number of new and recent submissions awaiting administrative set up - 2

Section 278 Highways Act 1980 legal agreements

- The numbers of this type of application remains high, generally due to the approval of planning applications for Local Plan sites. The team are currently managing 66 live s278 HA 1980 highway works schemes in various stages of development on behalf of the Council. The successful delivery of these schemes is dependent on close liaison with the Legal, Finance and Planning Departments.
- In terms of Minor Works agreements, 2 were completed between October and December, there are 6 current Minor Works schemes on going, with a further 6 awaiting payment from the developer before they can be delivered.

Public Rights of Way (PROW)

- England Coast Path/Coastal Access – Natural England has published the report identifying the route and the margin and have completed the public consultation period. The report and consultation responses will be submitted to the Secretary of State in early 2021 for consideration. Liaison with Natural England and Green Sefton is continuing and work is on-going to ensure Sefton is legally able to deliver the establishment works in house.
- Definitive Map Modification Orders for ten routes have been prepared following the consideration of a Schedule 14 Application from Formby Parish Council. The Orders will be made and published in early 2021, depending on England's lockdown status. IPROW and Central Government have advised that making Orders during national lockdown is not best practice.

Strategic Highways Development and Future Planning

- The team is continuing to work closely with the Planning Department to provide a strategic approach to development to ensure that the necessary new transport infrastructure is in place to support new developments coming forward in future years.
- The team is continuing to request construction traffic management plans for new developments so that we can manage the highway network efficiently and effectively with minimum disruption to users of the highway and with the

Agenda Item 7

important benefit of highway safety. Once plans have been agreed, the team is working closely with colleagues in network management and planning to ensure that the plans are being adhered to.

Highway Design

- During what has been a challenging time, especially with expenditure timescales for this financial year on a number of projects, this team has continued to provide the design and delivery of strategic transport investment schemes, including major highway schemes, STEP programme schemes and provide assistance in the planning and development of future strategic schemes led by the STPI team. In addition, the team continues to support the Development Control function undertaking transport assessments, technical approvals and the design and delivery of some Highways Act s278 and minor works schemes.
- The team also has responsibility for the revenue and capital bridge maintenance programme and has managed the maintenance scheme on Hightown station footbridge as well as a number of minor bridge maintenance schemes.
- The main current schemes currently being undertaken by the team include:
 - A59 Northway/Damfield Road junction improvements – design, procurement and supervision of the scheme to improve capacity and improve accessibility along the A59 through Maghull, at the Damfield Road junction with the installation of a new signal junction. The works are due to start in January with an anticipated completion of March 2021.
 - Great Georges Road walking and cycling improvements - design, procurement and supervision of the scheme, which also includes the waterproofing of Waterloo Bridge. The works are due to start in January with an anticipated completion of March 2021.
 - The Kirkby to Maghull cycle route scheme - design, procurement and supervision of the STEP programme scheme. The start date was delayed due to issues with obtaining access, but works commenced in December 2020 and will continue until March 2021.
 - The Crosby Coastal Park scheme cycle route scheme - design, procurement and supervision of the STEP programme scheme. Consultation and detailed design will commence in January, in conjunction with the Green Sefton Team with a provisional start on site in Summer 2021.
 - Design and delivery of the Emergency Active Travel routes in Bootle and Southport. Both schemes had initial infrastructure installed during the summer but the availability of additional materials from January will see further improvements installed over the coming months.
 - Dibb Lane bridleway improvement scheme - this was substantially complete prior to the Christmas shutdown with some minor follow up works required in the New Year. Initial reports over the festive period suggest it has been well used since opening.
- The team are also undertaking the post completion administration of the substantially complete East ~~West~~ Links cycle route scheme and the A59

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Northway / Dover Road junction improvements. There are still some works remaining on the Coastal Road which could not be completed prior to Christmas. As these are weather dependent, they will be probably not be completed until Spring 2021.

Highway Maintenance

Traffic Signals

- The LCR joint Traffic Signal Maintenance Contract continues to function well within Sefton and other authorities within the City Region.
- The LCR CA UTC Communications upgrade project remains ongoing and forecast completion is now March 2021 and not November 2020, with the delays being attributed to COVID19 & BT. However, the majority of Sefton sites are now live with new broadband connections.
- A new Traffic Signals Life Cycle Plan is still being developed.
- Traffic Signal Team are currently in the process of arranging for the current UTC systems to be transferred to a hosted solution, which will enable greater access and flexibility for staff whilst there working at home (Due to COVID19).

Street Lighting

- New faults continue to be received daily even through the Christmas close down period via the internet/email from the general public which are recorded and processed accordingly. Due to the Christmas break The Contractor is currently under pressure to meet some of their KPI targets so with this mind and although KPIs will be monitored Low Services damages will remain suspended for some KPI targets however, this will be under constant review which we feel is within the spirit of the contract.
- Street Lighting LED Conversion Business Case – This is proceeding through the approval process with a view to final approval and inclusion in the capital programme to be considered in March 2021.
- The 2020/21 Street Lighting Capital and Revenue programmes are currently ongoing and at this time can see no reason why they will not be delivered on time and within budget.
- The new Street Lighting Life Cycle Plan is well under development and hopefully will be completed very shortly.

Carriageway Resurfacing

- Completion of whole programme by the end of March 2020 anticipated.

KRN /DfT Additional funding.

- Additional works programmes have been agreed and we are in discussions with our Term Maintenance contractor to accommodate completion dates. Whilst, no works are on site, we anticipate completion of all works by the end of March 2021.

Highway Inspections

- We are currently experiencing a backlog in relation to inspection of defects reported by the public. In order to deliver these as efficiently as possible the

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non-urgent reports are being inspected at the same time as the scheduled (3 monthly) inspections.

Permit Scheme

- We are still dealing with a significant amount of both utility and highway works in the borough and expect this to continue for the remainder of this financial year, as a minimum. We continue to monitor these works, with the available resources that we have, to ensure that we undertake our statutory duties.
- The lockdown arrangements place additional burden on staff resources as works promoters will use this opportunity, whilst roads are less congested, to undertake additional works.
- There are still some minor issues with the transition to the new street manager permitting system, which we are discussing with our software supplier, as and when they arise. This is not preventing us from undertaking our tasks, but this can be time consuming, ensuring that the systems are working correctly.

Winter Service

- To date (06/01/21) we have gritted the c/ways on 22 occasions and the f/ways on 9 occasions, with further gritting and potential snow predicted for the forthcoming 5 day forecast period.
- Regular financial updates are now being produced to monitor expenditure.
- The new joint Liverpool City Region tender for forecasting and bureau services is due to be published this month, with the contract being awarded in April for a July commencement.

Bike to Work Scheme

In its previous format, the scheme operated using face to face interaction, so it was suspended in March when the staff involved began working from home. A revised process was then developed for staff and suppliers, operating on a remote, largely electronic basis. The revised scheme was launched in late July and has been operating successfully since then. To the end of December, 63 formal applications to enrol on the scheme have been processed, and those staff have been provided with a Unique Agreement Reference number. In addition to formal applications, there have been 74 general enquiries in relation to the scheme.

Cleansing Services

- Cleansing Services have completed the roll out of the new Sacks to Bin service across the South of the Borough. The project is bedding in well and has proven successful. This initiative will hopefully help towards a reduction in fly tipping, vermin and detritus on the highway and ensure a cleaner, safer environment for residents.
- Communal Bin Project. We will hopefully begin the project of installing the Communal Bins for areas in the South of the borough in the coming months. Progress will continue with purchasing of equipment and mapping out locations. Updates will be provided on a regular basis.
- Collections over the shutdown period were all complete. A small number of roads had to be pushed over to Saturday 2nd January due to sheer volumes but

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both North & South performed extremely well to complete the roads in record time, an excellent achievement.

- SMART Covid testing sites. Cleansing are providing support to all 3 testing stations across the borough. We are collecting clinical waste and arranging delivery to accredited site for incineration. Further discussions are currently being held with colleagues in Education as secondary schools will be conducting testing on site. We will arrange collections for all schools requiring assistance.
- Street Cleansing have now completed the recruitment process for the 9 Operatives to assist with the Street Cleansing Operation. These staff have now started and are helping with the weeding programme. We are still to employ Kickstart staff, hopefully this will be progressed in the very near future, however at this stage we are not sure if Lockdown may force a delay.
- Leaf Fall programme is complete across the across the borough. This year Cleansing collected an unprecedented 705.00 tonnes of leaf fall across the borough. The project was again successful having adopted previous methods of collection utilising skips and large vessels.
- Concerns regarding current Covid position continuing to affect the service. Staff shielding and self-isolation will affect staff across the borough.

Transport & Vehicle Maintenance

- Replacement programme vehicles for Cleansing and Green Sefton have started to be delivered and will continue to arrive over the coming months.
- Christmas shutdown operation was successfully completed. Staff in T&VM worked tirelessly to keep the fleet on the road for Cleansing and all Sefton Services working throughout the period.
- The new Fleet Management system has been purchased via Procurement. Work continues to enable the switch from Tranman to Pentagull over the coming months with a go live version predicted to be May.

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CABINET MEMBER UPDATE REPORT

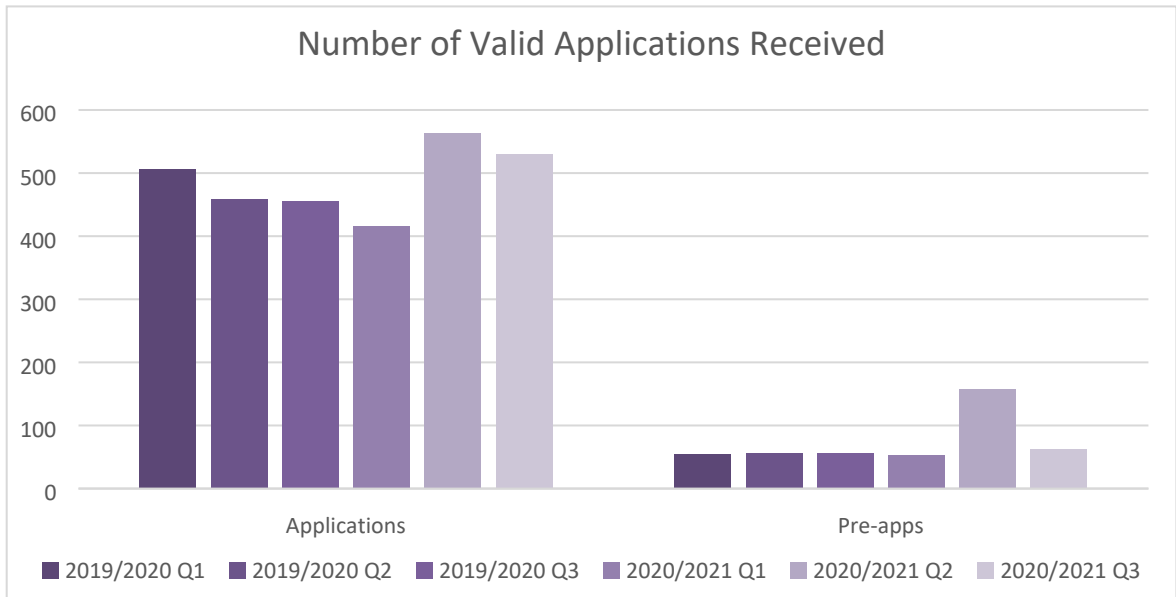
Overview and Scrutiny Committee (Regeneration and Skills) – 19 January 2021

COUNCILLOR	PORTFOLIO	DATE
Daren Veidman	Planning and Building Control	19 January 2021

Introduction

- 1.1 The Planning Service is set up to operate the Council's regulatory functions in relation to the development and use of land.
- 1.2 It comprises the following functions:
 - Development Management
 - Building Control
 - Local Plans
 - Heritage and Conservation

These are supported by the Technical Support team.
- 1.3 Since lockdown in March 2020, staff have adapted to running the Service from home. The Service responded to lockdown with a series of initiatives to stimulate economic activity. These included free meetings with developers and investors, and free pre-applications. Despite the severity of the challenges, the Service has continued to be provided with minimal disruption and has played its part in assisting economic recovery.
- 1.5 Our message has been very clear: "Sefton is open for business". In May and September 2020, newsletters were sent to agents who submit applications for planning permission and building regulations approval to keep them up to date with the changes. In October we offered a seminar to agents explaining changes to planning legislation.
- 1.6 The Chief Planning Officer was invited to lead national webinars that looked at Planning service delivery during COVID-19 and showcased the work at Sefton Council as excellent practice. This resulted in very positive publicity for the Council in the national planning press.
- 1.7 The graphs in section 2 below show that though there was a dip in applications for the period of lockdown itself (Quarter 1 April – June), activity has picked up since then and significantly exceeded levels from the equivalent periods last year.
- 1.8 Planning Services has also contributed to the Council response to Covid-19 by seconding two part-time members of the Technical Support team to the Invest Sefton for business grants scheme.



2.1 The above chart confirms that while there was a dip in application numbers during lockdown (Quarter 1: April - June) when compared to last year, this was followed by a significant increase in Quarter 2 (July – September) when compared to the same time last year. The numbers for Quarter 3 (October – December) still exceed those for the similar period last year.

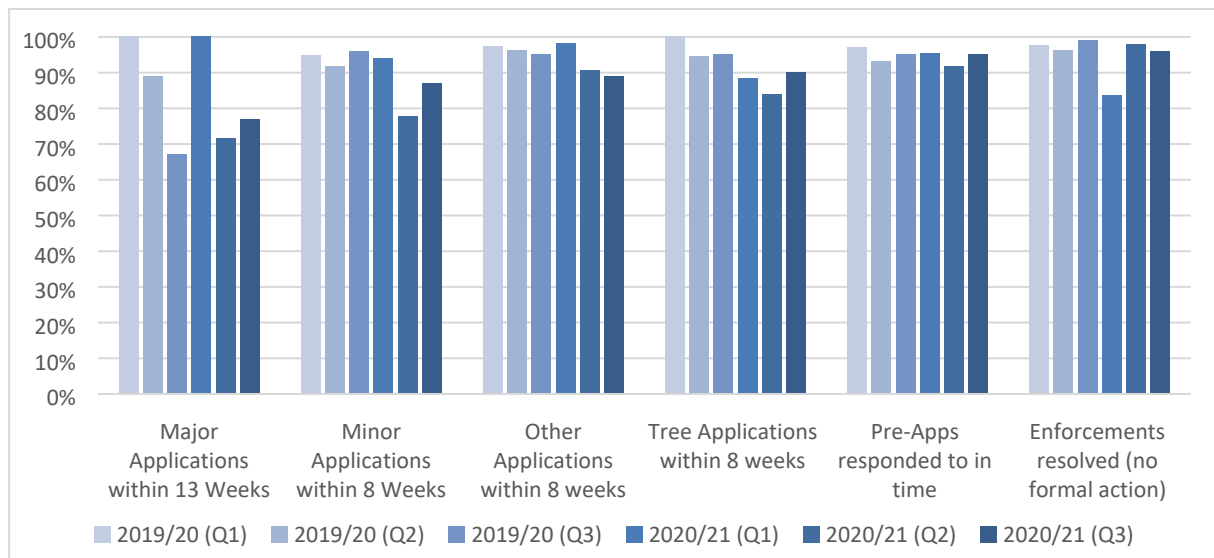
The major rise in pre-applications during Quarter 2 is a direct result of the fact this service was offered free for much of this quarter to stimulate new economic activity and charges for most pre-applications were reinstated in October and numbers have dropped back again.

2.2 The chart below shows the performance of the Service over the last 3 quarters, compared to the equivalent quarters for 2019-20. The rate of determining applications has slowed down to some extent in Quarter 2 this year, but has begun to pick up again in Quarter 3. The drop in Quarter 2 is likely to be the result of a combination of factors:

- a real slow down of applications initially following lockdown, followed by a ‘bounce back’ towards the end of Quarter 1 generating a high workload in a short space of time
- a member of staff was off on long term sick leave
- we are carrying a number of vacant posts.

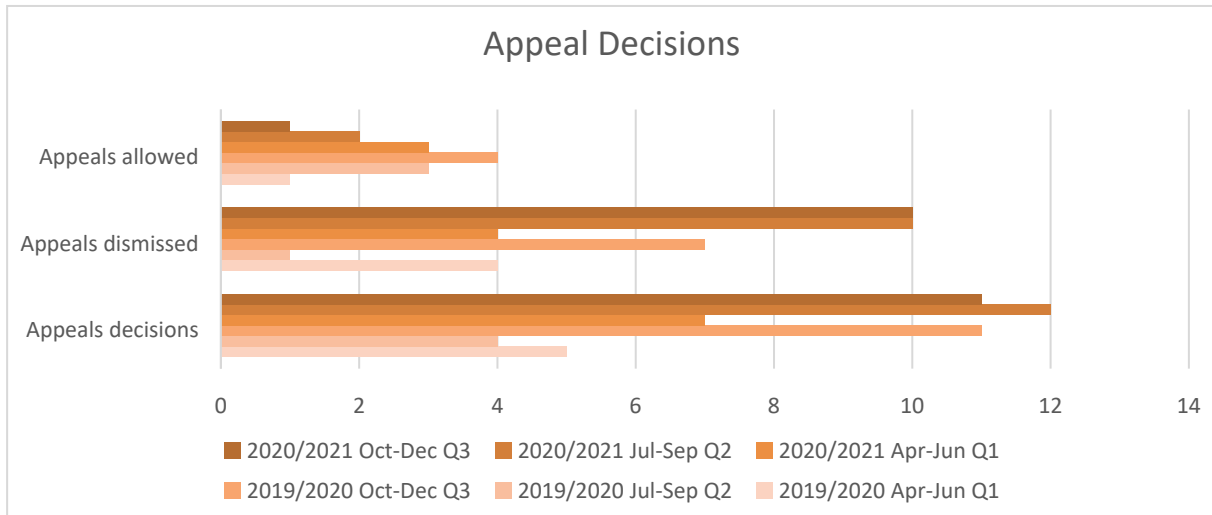
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Key performance against national targets for speed and quality of decision making: comparison between first 3 quarters of 2019-20 and first 3 quarters of 2020-21.



	Target	2019/2020			2020/2021			Difference		
		Apr-Jun	Jul-Sep	Oct-Dec	Apr-Jun	Jul-Sep	Oct-Dec	Apr-Jun	Jul-Sep	Oct-Dec
		Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3
Major Applications within 13 Weeks	63%	100%	89%	67%	100%	71%	77%	0%	-18%	+10%
Minor Applications within 8 Weeks	68%	95%	92%	96%	94%	78%	87%	-1%	-14%	-9%
Other Applications within 8 weeks	83%	97%	96%	95%	98%	91%	89%	+1%	-5%	-6%
Tree Applications within 8 weeks	83%	100%	95%	95%	88%	84%	90%	-12%	-11%	-5%
Appeals Dismissed	72%	80%	33%	64%	57%	90%	91%	-23%	+57%	+27%
Pre-Apps responded to in time	80%	97%	93%	95%	95%	92%	95%	-2%	-1%	0%
Enforcements resolved (no formal action)	75%	98%	96%	99%	84%	98%	96%	-12%	+2%	-3%

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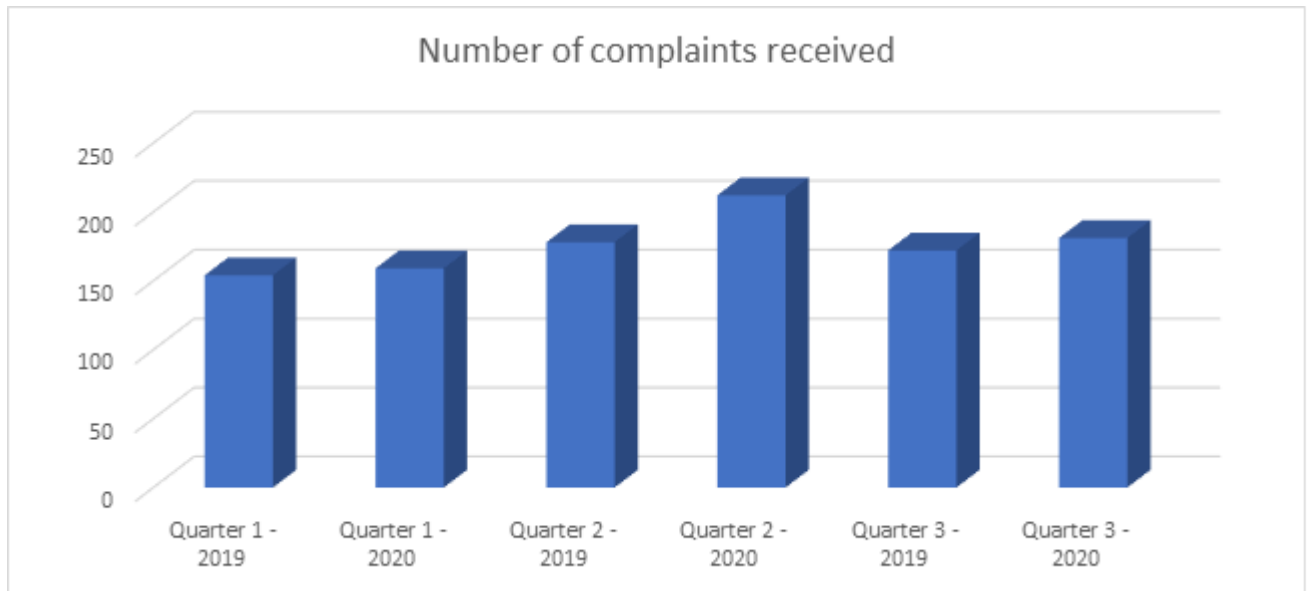
- 2.3 The pressure on this part of the Service continues with planning applications having been received for 27 of the 47 housing sites allocated in the Local Plan (approximately 5,000 homes).
- 2.4 Between April to June (quarter 1) we approved 180 units of residential accommodation, in July to September (quarter 2) we approved 45 units, and in October - December we approved 330 (taking account of the numbers in full or 'reserved matters' applications only, and not 'outline').
- 2.5 The capacity of the Service is stretched by the increased pressure relating to dealing with many complex and contentious applications. Whilst working from home has not presented any major issues it does however have some implications for performance. It is a significant team effort across the Service to assess and determine applications expediently and in line with Government targets.
- 2.6 Reference was made above to the loss of a member of staff due to sickness. This gap has been filled by recruiting to a fixed term post currently on the establishment.

Planning Committee

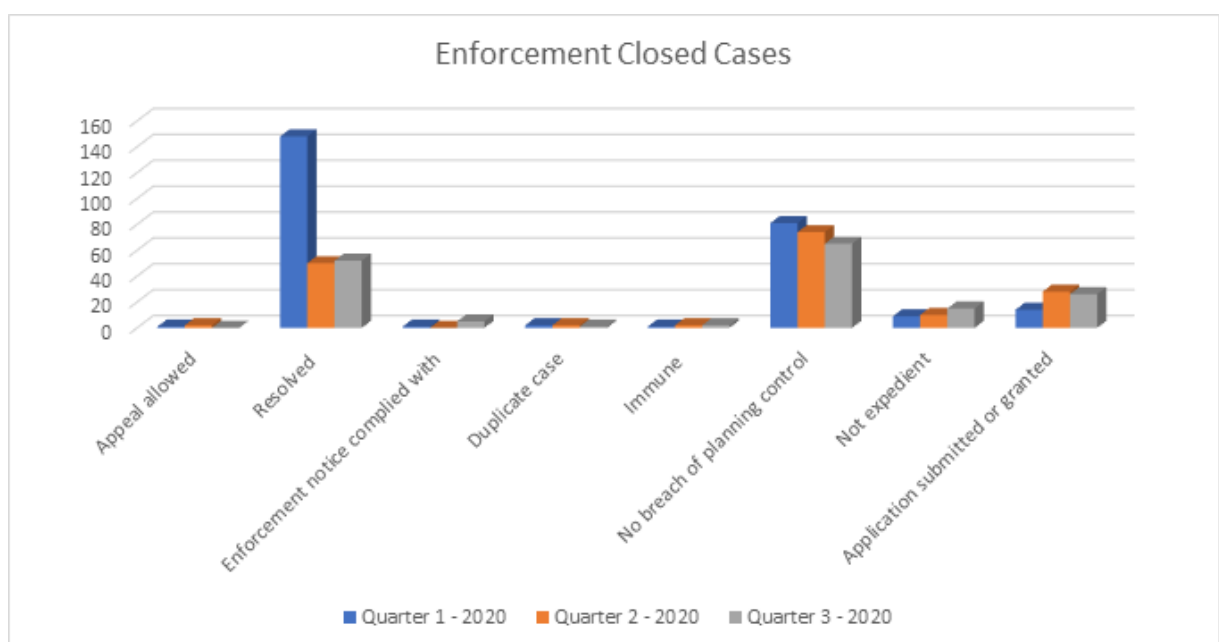
- 2.7 Planning Committee deal with major applications and those which are subject to a petition or have been 'called in'. The March Planning Committee meeting was cancelled and since then all Planning Committees have been virtual, using 'Teams Live Events' software. The first of these was 10th June with subsequent Committees at three weekly intervals to deal with the backlog of applications. This approach has proved to be effective not least because of the thorough preparation by teams both from Democratic Services and Planning Services and the flexibility and adaptability of the Committee itself.
- 2.8 Of the nine Planning Committee meetings held during this review period, 31 applications have been considered, around 2% of the total. Of these, 20 have been granted permission, and nine have been refused and two are pending.

Enforcement

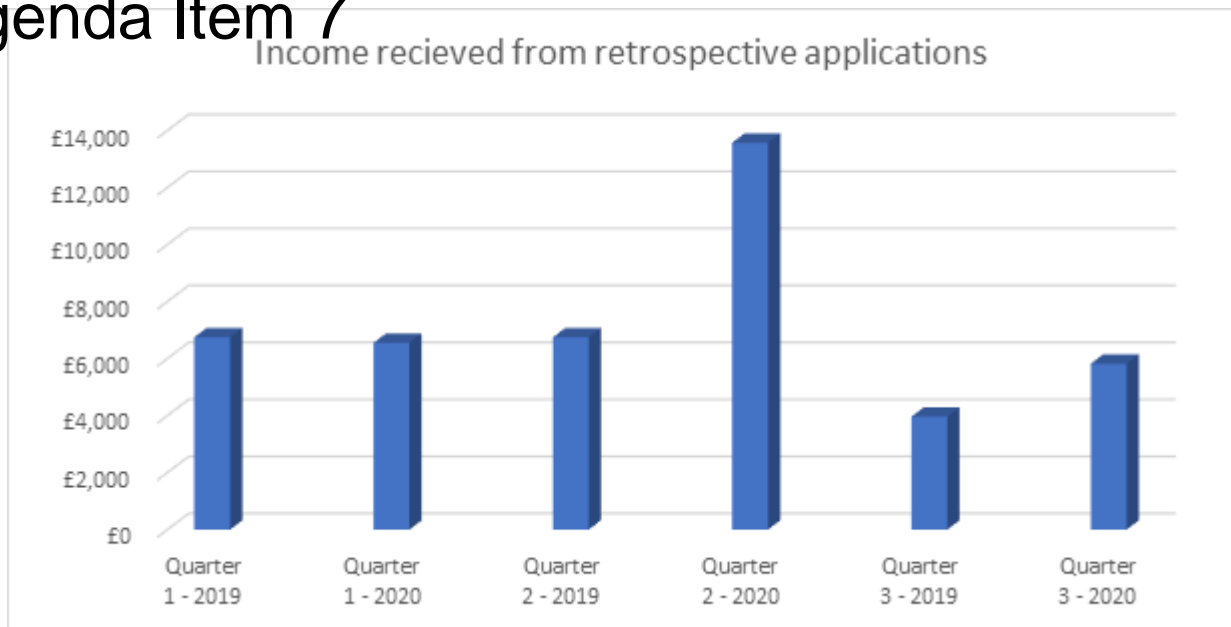
2.9 At the start of lockdown there was a significant dip in the number of enforcement complaints. However within a few weeks this began to rise again and the number of complaints significantly exceeded those in Quarter 2 last year. This could be explained by more people working from home and deciding to carry out development to their home, and more people noticing what is happening as they are also based at home. Complaints for Quarter 3 have levelled off again with only a small rise over the same period last year.



The charts below show how most of the complaints were able to be resolved without the need to take formal enforcement action and the amount of income generated through requesting retrospective applications. The enforcement team has generally been busier over the past year and this also shows up in an increase in income.



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2.10 Key areas of activity over the last quarter:

Unauthorised use of land at Formby Football Club as a waste recycling centre.
In order to expedite the removal of the company operating from the site and return the land to its previous condition, it was considered a temporary application for a period of 12 months would be the most appropriate way to ensure that the Council retained control over the use of the site and the timescale within which the use should cease, and avoid any lengthy appeals.

Residential development site under construction at Liverpool Road, Formby.
The development included the retention of a section of hedgerow which was removed without notification by a sub- contractor. The Local Authority Prosecutor found this to be an honest mistake and concluded it would not be in the public interest to prosecute the sub-contractor who accepted a caution. Despite not being at fault for the removal of the hedge, the developer has agreed to replace the hedge which should be completed in January 2021.

34 St Andrews Road, Crosby. Sizeable extensions to the sides, rear and roof had not been built in accordance with the approved plans. A retrospective planning application was refused and a breach of condition notice served which required the development to be built in accordance with the plans. A further application being submitted and the breach of condition notice was withdrawn. The second application was also refused. The applicant will either have to appeal that decision or alter the property to accord with the approved plans.

Other areas of activity

2.11 In 2019 we recruited to the Planning Officer (Trees) post with a view to generating income through working collaboratively with the Green Sefton team. This had not proved easy because of the demands on Green Sefton. However, we are continuing to explore opportunities to generate income.

2.12 We continue to look for opportunities to organise our staff and procedures to make sure that the maximum effort is directed towards those schemes which are the most sensitive, complex and contentious, and that we provide the best possible service within the current unforeseeable constraints. This will mean new ways of working and we will continue to adopt these where we feel they lead to an improved service.

3. Building Control

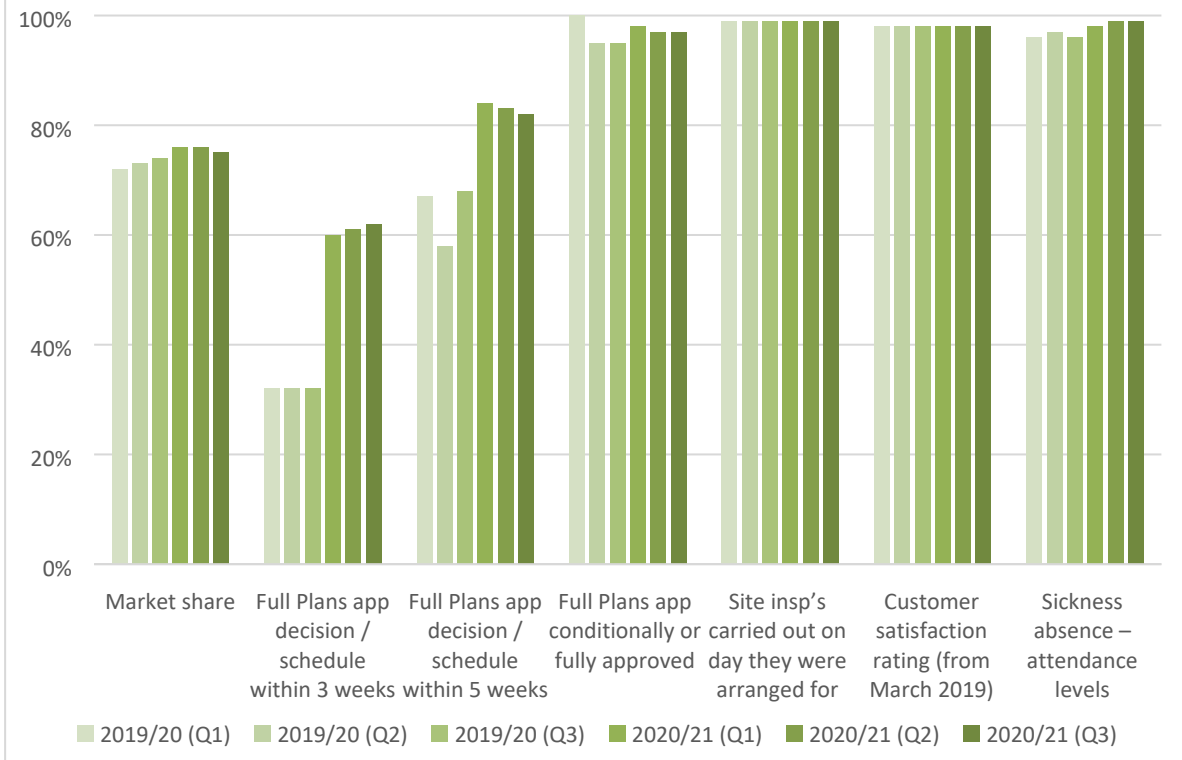
Performance targets

The Building Control Team's performance over the last three quarters is shown in the tables below:

	Target	2019/2020			2020/2021			Difference		
		Apr-Jun	Jul-Sep	Oct-Dec	Apr-Jun	Jul-Sep	Oct-Dec	Apr-Jun	Jul-Sep	Oct-Dec
		Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3
Market share	75%	72%	73%	74%	76%	76%	75%	4%	3%	1%
Full Plans app decision / schedule within 3 weeks	62%	32%	32%	32%	60%	61%	62%	28%	29%	30%
Full Plans app decision / schedule within 5 weeks	72%	67%	58%	68%	84%	83%	82%	17%	25%	14%
Full Plans app conditionally or fully approved	95%	100%	95%	95%	98%	97%	97%	-2%	2%	2%
Site insp's carried out on day they were arranged for	95%	99%	99%	99%	99%	99%	99%	0%	0%	0%
Customer satisfaction rating (from March 2019)	80%	98%	98%	98%	98%	98%	98%	0%	0%	0%
Sickness absence – attendance levels	96%	96%	97%	96%	98%	99%	99%	2%	2%	3%

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Building Control Performance



3.1 The Building Control Team continues to meet its key statutory targets in relation to plan-checking and the carrying out of site inspections. It is also meeting the majority of the locally set performance targets. Results for the first 3 quarters of 2020/21 show that the Team's market share is 76% - which is equal to or better than that of neighbouring authorities and is significantly above the average for English Councils, which stands at 67%. The Teams performance in respect of timely decision making on deposited applications has significantly improved following issues of long-term sickness and vacant posts being resolved.

Income and financial performance

3.2 Building Regulation income for 2019/20 delivered a small operating surplus - which will be used to off-set the cost of providing the statutory elements of the service such as dealing with dangerous structures, safety at sports grounds etc. The full financial effects of the current Covid-19 pandemic are uncertain but will be monitored closely.

Safety at sports grounds

3.3 As part of conditions of the Safety Certificates held by Southport FC, Marine FC and Aintree Racecourse, the Building Control Team undertakes annual inspections in order to check the grandstands are properly maintained. The inspection of the five grandstands at Aintree Racecourse were undertaken in January 2020 and inspections at Southport FC and Marine FC were undertaken later in the year. Building Control Officers undertook inspections of the temporary grandstands / hospitality structures being erected in the lead-up to the April 2020 Grand National meeting at Aintree Racecourse although, of course, this event was cancelled. The Building Control Team will be carrying out further inspections at Aintree Racecourse early in the new year – in hopeful preparation for the 2021 Grand National meeting.

Staffing

3.4 A vacancy for a Building Control Officer was advertised in February 2020 and the post was subsequently filled in April 2020. This has resulted in an improvement in the Team's performance relating to the speed at which it assesses deposited Building Regulation applications.

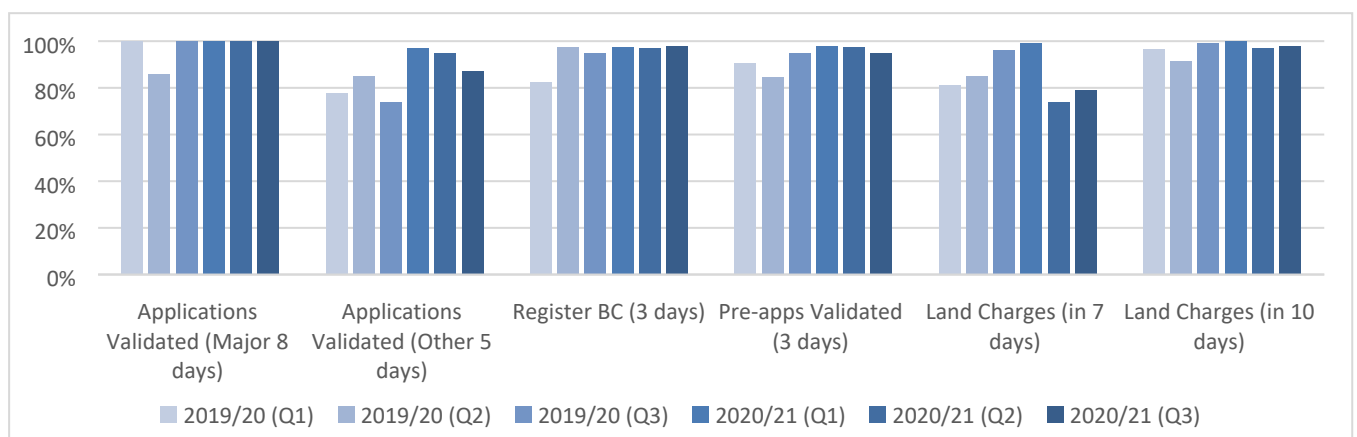
Appointment of consultants / contractors

3.5 Following the completion of a tendering process, in September 2020, a locally based company was appointed to act as the Council's emergency contractor for the purposes of securing of vacant buildings and making safe dangerous structures. The appointment has ensured that the Council can effectively continue to deal with reports of dangerous structures and take the necessary action to ensure continued protection of the public.

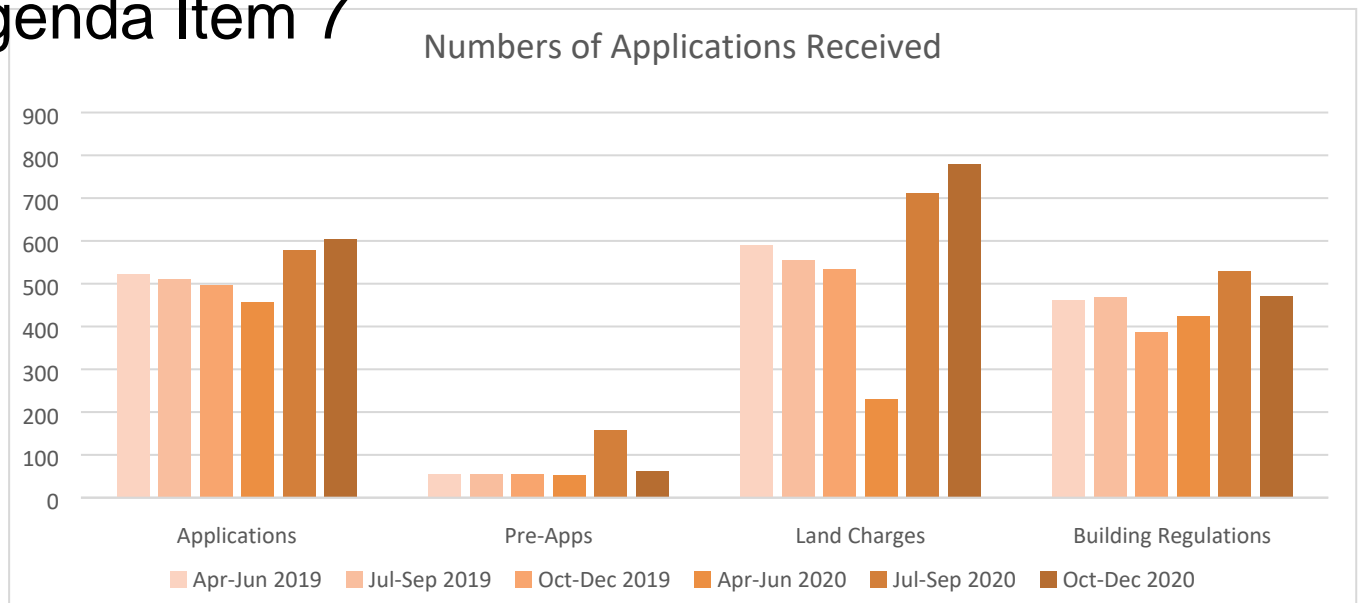
4. Technical Support

4.1 Performance against targets for the period of April to December 2020 (Quarters 1 and 2)

	Target	2019/2020			2020/2021			Difference				
		Apr-Jun	Jul-Sep	Oct-Dec	Apr-Jun	Jul-Sep	Oct-Dec	Apr-Jun	Jul-Sep	Oct-Dec		
		Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3		
Applications Validated (Major 8 days)	80%	100%	86%	100%	100%	100%	100%	100%	100%	+0%	+14%	0%
Applications Validated (Other 5 days)	80%	78%	85%	74%	97%	95%	87%	+19%	+10%	+13%		
Register BC (3 days)	96%	82%	98%	95%	97%	97%	98%	+15%	-1%	+3%		
Pre-apps Validated (3 days)	93%	90%	85%	95%	98%	97%	95%	+8%	+12%	0%		
Land Charges (in 7 days)	80%	81%	85%	96%	99%	74%	79%	+18%	-11%	-17%		
Land Charges (in 10 days)	100%	97%	92%	99%	100%	97%	98%	+3%	+5%	-1%		



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4.2 The number of applications received has risen in Q2 and Q3 this year to above the levels of 2019. There has been a sharp rise in the number of pre-application enquiries in Q2 this year. There has also been a dramatic rise in the number of local land charge search requests in Q2 and Q3 due to the measures the Government have put in place to stimulate the housing market.

4.3 The team continue to work well out of the office, a small number of staff attend the office on a rota basis to ensure the duties that can only be performed in the office are maintained.

4.4 Performance has improved particularly in the validation of planning applications and registration of pre-application enquiries which is now well above target.

4.5 The land charges function is an essential part in the conveyancing process and recovery of the economy. Our Land Charges Service is performing a little below target due to the increase in demand number of requests for local land charge searches. It is likely that the numbers have increased dramatically in Q2 and Q3 due to the temporary relaxation of Stamp Duty.

4.6 Service Development

Working from home

4.7 Before the pandemic, the Service had already become 'agile' but some staff only worked one or two days a week from home, and some not at all. The major change at lockdown was everyone working from home and having to operate remotely with no physical support.

4.8 Staff have adapted incredibly well to working from home. Teams keep in touch virtually and a weekly 'Team Talk' keeps everyone up to date with the latest news in the Service.

- 4.9 A follow up staff survey revealed a high percentage of staff were still satisfied working at home. It showed that staff saw many benefits of working at home, saving time on commuting, providing more flexibility and offering a better work-life balance. On the down side, staff missed the support of colleagues both work-wise and informally, some felt the boundaries between work and home life were becoming blurred.
- 4.10 Overall staff performance has not suffered significantly by working from home and some staff said they felt they were working more productively from home.
- 4.11 An action plan has been put in place to ensure communications between teams continues and that issues arising are identified at an early stage.

5. Local Planning

The Sefton Local Plan

- 5.1 Planning applications continue to be submitted on allocated sites. Of the 47 housing sites allocated in the Local Plan (policy MN2) planning applications have been received for 27, equating to approximately 4,800 homes (as at 31 December 2020). This equates to 66% of the homes allocated in the Local Plan. There have also been several pre-applications enquiries on a number of other housing and employment allocations, and we expect applications on a number of these to be submitted over the next 6-12 months.

Supplementary Planning Documents (SPDs) and other policy documents

- 5.2 The Planning Policy Team are currently working on a number of Supplementary Planning Documents to support the Local Plan. These include:
- Affordable Housing
 - Conversions to Flats and HMOs
 - New Housing
 - House Extensions
 - Design
 - Sustainable Travel
 - Shopfronts, Security and Signage
 - Boundary Treatments
- 5.3 Whilst these have been delayed a little due to staff being temporary used for other projects, it is anticipated these will be made available for public consultation in the Spring.

Housing Delivery

- 5.4 The government published the Housing Delivery Test figures for 2019 on 13 February 2020. The results for Sefton are:

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Year	Homes required	Homes Delivered
2016-17	501	644
2017-18	563	532
2018-19	645	564
Total	1,709	1,740

- 5.5 This means that Sefton have achieved over 100% (102%) of the homes required over the reported period (i.e. past three years). As a result, the Council are no longer required to produce a Housing Delivery Action Plan and only need to add a 5% buffer to its future supply of housing land (as opposed to 20%). This is due in part to a number of housing completions occurring on some of the large Local Plan allocations and a large reduction in the number of demolitions.
- 5.6 Nevertheless, Planning Services realises it cannot be complacent about housing delivery and, particularly with the current economic outlook, acknowledges that housing delivery may struggle in coming years. It has therefore set up a multi-disciplinary Housing Delivery Group, led by officers of the Local Planning team, that is looking at ways we can unlock development potential in Sefton. This includes exploring options for funding, coordinating infrastructure requirements, identifying and looking for solutions for barriers that may restrict development of some sites and addressing issues of land assembly.
- 5.7 It is expected that the next set of Housing Delivery figures will be published in February 2021.

Liverpool City Region work

- 5.8 The Combined Authority undertook early engagement with the public on the Spatial Development Strategy (SDS) for the Liverpool City Region concluding on 14 January 2020 to which the Council submitted comments. The next stage of consultation on the SDS was published in October 2020 and the Local Plans Team are co-ordinating comments to be submitted by February 2021.
- 5.9 The Statement of Common Ground on strategic, cross-boundary planning matters which was jointly prepared by the Combined Authority and the City Region authorities (including West Lancashire) has been approved and guides co-operation between Local Planning Authorities. This has recently been reviewed by the Planning Policy teams of each city region authority.

Other work

- 5.10 The Planning Policy team continues to provide policy advice on all relevant planning applications and pre-application inquiries, including large housing developments on the Local Plan allocations.

- 5.11 Due to a large increase in planning applications and requests for pre-application advice, the Planning Policy team are assisting colleagues in Development Management by taking on a case load of planning applications.

Whilst this helps the Council by ensuring that we can continue to deliver a timely and effective service, it also helps maintain and builds upon skills in the Planning Policy team who can see how effective policies can be implemented.

- 5.12 Following recent applications and appeal hearings for traveller accommodation sites, it has been decided that the Council's evidence base for gypsy and traveller accommodation needs to be updated. The Planning Policy team will be commissioning consultants to undertake this work over the next few months and will manage the process until its conclusion in summer 2021.
- 5.13 The Council is also undertaking a replacement Playing Pitch Strategy so that we have the evidence to deal with applications on existing playing pitches or can help secure contributions for improvements to existing pitches from large development proposals. The new strategy will also help support the Council's applications for funding for improvements to its playing pitches. This will be a complicated and multidisciplinary piece of work and will be managed and led by the Local Planning team.

6. Heritage and Conservation

Heritage at Risk

- 6.1 We are continuing to work towards the removal of the 6 Conservation Areas from the National Heritage at Risk Register. This includes a number of different work areas including raising their profile through Twitter and Facebook, regeneration funding bids, working with the local community, Conservation Area Appraisals and Management Plans, taking enforcement and other legal action in relation to a number of derelict sites and listed buildings in these areas, including the major Lord Street Verandah project.
- 6.2 Recent success includes the restoration and renovation of the Listed former Sunnymede School in Birkdale and the continued restoration of verandahs on Lord Street, Southport, along with the improvements undertaken at previous derelict and vacant sites.
- 6.3 Progress has been made on a number of Heritage at Risk sites including working with colleagues and partners on a number of Council owned Listed Buildings to secure their improvement such as urgent works at Victoria Baths and Hesketh Park Conservatory which recently obtained external funding for urgent works from Historic England.

Regeneration

- 6.4 The externally funded Southport Townscape Heritage project has continued to work with interested property owners to look at progressing capital building grants including a number of sites with potential grantees.

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Whilst the current circumstances are difficult and there has been a drop off in interest and financial commitment by some previously interested parties, we have made ourselves accessible and open for business and continue to progress a number of projects that are not far off a full application submission.

- 6.5 It has proved difficult to progress and host a number of complementary training and education initiatives, but options are being looked at for new ways of working and discussions continue with the National Lottery Heritage Fund on both this part of the project and the capital building grants. We have appointed a part time Heritage Skills Learning Co-ordinator who is now in post and she has begun investigation and progression in a number of key areas.
- 6.6 Discussions have taken place on a number of Heritage at Risk sites which are considered to be key strategic sites to find new uses or upgrade them to modern facilities so that they continue to be or find their optimum viable use and save them from further deterioration.
- 6.7 Design work has begun on the public realm improvements of Scarisbrick Avenue with an initial scheme budget of £920k being identified from the Highways Challenge Fund. This public realm project is integral to the Southport Townscape Heritage project and is within the main cluster of target properties in order to compliment the buildings themselves. The public realm will focus on high quality paving, new street lighting and wayfinding.

Advice to Development Management team

- 6.8 The pressure on this part of the Service has increased significantly with again another increase in consultation requests since the last quarter. For the Quarter 3 period October to December, **192** consultation responses were sent on planning applications and pre-applications relating to a number of Listed Buildings and developments within a number of our Conservation Areas and non-designated heritage assets. This is a significant rise on the figures for the previous two quarters, mainly in response to the rise in pre-applications as a result of the fee being waived. In addition to this we also continue to assist in various appeals, on site monitoring and enforcement cases.

7. Conclusion

- 7.1 The past nine months have been unprecedented for the Council. However, the Service has responded well to the challenge which has seen high levels of performance maintained despite increases in workload.
- 7.2 This is largely due to technology which had already been put in place prior to COVID-19, and the support structures the Service has in place to ensure that everybody feels able to perform their role to the best of their ability, which is borne out by two staff surveys over this period.

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- 7.3 The service has risen to the challenge posed by Covid with an innovative package of measures to promote and encourage economic activity by incentivising development, and the Council has been recognised nationally for this exceptional approach. We are seeing the results of this now with numbers of applications for planning permission and building approval restored to, and exceeding, pre-Covid levels.
- 7.4 Major legislative change is heralded in the Planning White Paper and we will outline the implications of this for the Planning Service in subsequent updates. In the meantime, the Service continues to respond to the very unsettled context in which we are currently operating and is prepared to adapt to further changes on the horizon.

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