



## COUNCIL SUMMONS

To Members of the Metropolitan Borough Council

Dear Councillor

You are requested to attend a Meeting of the Sefton Metropolitan Borough Council to

be held on **Thursday 20th January, 2022 at 6.30 pm at the Golden Miller Suite, Aintree Racecourse** to transact the business set out on the agenda overleaf.

Yours faithfully,

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

Chief Executive

Town Hall,  
Southport

Wednesday 12 January 2022

Please contact Paul Fraser, Senior Democratic Services Officer  
on 0151 934 2068 or e-mail [paul.fraser@sefton.gov.uk](mailto:paul.fraser@sefton.gov.uk)

**See overleaf for COVID Guidance and the requirements in relation to Public Attendance.**

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

## **COVID GUIDANCE IN RELATION TO PUBLIC ATTENDANCE**

In light of ongoing Covid-19 social distancing restrictions, there is limited capacity for members of the press and public to be present in the meeting room indicated on the front page of the agenda at any one time. We would ask parties remain in the meeting room solely for the duration of consideration of the Council report(s) to which their interests relate.

We therefore request that if you wish to attend the Council to please register in advance of the meeting via email to [paul.fraser@sefton.gov.uk](mailto:paul.fraser@sefton.gov.uk) by no later than **12:00 (noon) on the day of the meeting.**

Please include in your email –

- Your name;
- Your email address;
- Your Contact telephone number; and
- The details of the report in which you are interested.

In light of current social distancing requirements, access to the meeting room is limited.

**We have been advised by Public Health that Members, officers and the public should carry out a lateral flow test before attending the meeting, and only attend if that test is negative. Provided you are not classed as exempt, it is requested that you wear a mask that covers both your nose and mouth.**

# 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 by switching their camera and microphone off during the whole consideration of any item of business in which he/she has an interest, except where he/she is permitted to remain as a result of a grant of a dispensation.

Where a Member discloses a personal interest he/she must seek advice from the Monitoring Officer or staff member representing the Monitoring Officer to determine whether the Member should withdraw from the meeting 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 Previous Meeting

(Pages 5 - 20)

Minutes of the meeting held on 18 November 2021

## 4. Mayor's Communications

### Public Session

## 5. Matters Raised by the Public

(Pages 21 -  
22)

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

### (A) Stop the 5G Rollout in Sefton

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

## **Council Business Session**

### **6. Questions Raised by Members of the Council**

To receive and consider questions to Cabinet Members, Chairs of Committees or Spokespersons for any of the Joint Authorities upon any matter within their portfolio/area of responsibility, of which notice has been given by Members of the Council in accordance with Paragraph 49 to 51 of the Council and Committee Procedure Rules, set out in Chapter 4 of the Council Constitution.

### **7. High Needs Funding Allocations**

(Pages 23 -  
40)

Report of the Executive Director of Children's Social Care and Education.

### **8. Council Tax Reduction Scheme, Council Tax Base 2022/23**

(Pages 41 -  
58)

Report of the Executive Director of Corporate Resources and Customer Services

### **9. Sustainable Warmth Funding 2022-2023**

(Pages 59 -  
66)

Report of the Executive Director of Corporate Resources and Customer Services

### **10. Pay Policy 2022 - 2023**

(Pages 67 -  
122)

Report of the Chief Personnel Officer

### **11. Cabinet Member Portfolios**

(Pages 123 -  
130)

Report of the Executive Director of Corporate Resources and Customer Services

### **12. Programme of Meetings – 2022/23 Municipal Year**

(Pages 131 -  
154)

Report of the Chief Legal and Democratic Officer

### **13. Membership of Committees 2021/22**

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

## **COUNCIL**

### **MEETING HELD AT THE AINTREE RACECOURSE ON THURSDAY 18TH NOVEMBER, 2021**

**PRESENT:** The Mayor (Councillor Clare Louise Carragher) in the Chair  
The Deputy Mayor (Councillor Burns) and Vice Chair

Councillors Atkinson, Bennett, Blackburne, Brodie - Browne, Brough, Carlin, Carr, Corcoran, Cummins, D'Albuquerque, Dodd, Dowd, Doyle, Evans, Fairclough, Friel, Grace, Halsall, Hansen, Hardy, Howard, Irving, John Kelly, John Joseph Kelly, Sonya Kelly, Killen, Lappin, Lewis, Ian Maher, Chris Maher, McGinnity, Moncur, Morris, Murphy, Myers, O'Brien, Prendergast, Pugh, Riley, Robinson, Roche, Roscoe, Sathiy, Shaw, Spencer, Anne Thompson, Lynne Thompson, Veidman, Waterfield and Webster

#### **62. WELCOME**

The Mayor welcomed Members, Officers and Members of the Public to the Council Meeting at Aintree Racecourse and reported that many Councillors had expressed concerns after the last Full Council meeting about their own personal safety and so after taking some advice the Mayor reported that she had concluded that it was not safe for 66 Councillors and 9 Officers to meet in the Council Chamber. The Mayor reported that it was clear that Covid rates were not reducing in Sefton and at the time of the last Council meeting rates were around 300per 100k population whereas now they were over 400 and the 7 day case rate was around 850 people testing positive whereas now they were at 1,140. The Mayor added that with Schools returning after half term we had seen an increase and in addition to that and on a regular basis the Council were seeing circa 25 staff testing positive for Covid despite having two vaccinations. When Full Council met in September local hospitals were not experiencing the same pressures as they were today and were now at their highest admission rates since March 2021.

The Mayor reported that the Director of Public Health had stated that there were more colds, respiratory viruses and flu in circulation and that she had consulted with the Chief Executive of the Council and that they had both agreed that the safest action was to meet at Aintree racecourse with significantly more distancing available and less risks.

The Mayor referred to the criticism that had been received when the Council had previously met at Aintree and stated that the Government funding for Covid could be used; and the Mayor emphasised that on balance both herself and the Chief Executive believed the decision was

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the best one under the current circumstances in protecting Councillors, staff and supporting the NHS and our communities by limiting the risks of spreading Covid.

The Mayor reminded all those in attendance to observe Social Distance and requested that Members and Officers wore a face covering whilst moving around the meeting room.

Members were advised that they should indicate in the usual way if they wished to speak and a microphone would be brought to them.

Members were also advised that there were hand sanitizers at the entrance to the room and on each desk and that all Members and Officers should have already taken a lateral flow test and only attended if that test was negative.

## **63. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradshaw, Brennan, Byrom, Cluskey, Dutton, Jones, McKinley, Page, John Sayers, Yvonne Sayers, Thomas, Tweed and Sir Ron Watson.

## **64. DECLARATIONS OF INTEREST**

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

## **65. MINUTES OF PREVIOUS MEETING**

RESOLVED:

That the minutes of the Council meeting held on 16 September 2021 be approved as a correct record.

## **66. MAYOR'S COMMUNICATIONS**

### Mayor of Sefton's Charity Oktoberfest Night

The Mayor reported that her Charity Event "Oktoberfest" was a huge success and approximately £800 was raised. The Mayor thanked all those who had supported the event and thanked the Civic and Mayoral Officer who worked extremely hard in organising and promoting the Charity events.

### Mayor's Lottery

The Mayor reminded members of the opportunity to sign up for the Mayors Lottery and reported that it was £2 per month with half the proceeds of the lottery going toward her Charity Fund.

### Death of Sir David Amess MP

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The Mayor reported on the tragic death of Sir David Amess MP on 15 October 2021 who had been an MP since 1983 and was married with 5 children. The Mayor, on behalf of the Council sent prayers to his family, friends and constituents at this sad time.

## Former Councillor Barry Griffiths

The Mayor reported on the sad passing of former Councillor Barry Griffiths who had passed away on 1 November 2021 at the age of 87. He was a Conservative Member representing Ravenmeols Ward from 7 May 1998 to 6 May 2012. Former Councillor Barry Griffiths' appointments to Cabinet/Committees included the following:-

- 2008/09 – Chair of Licensing Committee
- 2009/10 – Cabinet Member – Communities
- 2010/11 – Member of Planning Committee
- 2011/12 – Conservative Spokesperson on Overview and Scrutiny Committee (Health and Social Care)

The Mayor, on behalf of the Council sent her prayers to all his family at this sad time.

Councillors Brough, Pugh, Fairclough, Maher and Killen paid tribute to former Councillor Barry Griffiths.

## Councillor Bradshaw

The Mayor reported on the sad passing of Councillor Bradshaw's Daughter and sent the Councils heartfelt sympathy and prayers to Councillor Bradshaw and all her family at such a sad time.

The Council observed a one-minute silence as a mark of respect in reflecting on the sad passings.

## Liverpool Women's Hospital

The Mayor referred to the horrific event that led to a car explosion on Sunday 14 November 2021, at the Liverpool Women's Hospital and commended the taxi driver's bravery and fast action in preventing further devastation in the Community. The Mayor, on behalf of the Council would send best wishes to him for a speedy recovery and to all those effected by the tragic terrorist attack.

## Remembrance Sunday

The Mayor extended her gratitude of appreciation to all Members of the Council, Officers, Royal British Legion, Ex Service Organisations and members of the public who attended the various Remembrance Sunday events held throughout the Borough, which were all extremely well attended.

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The Mayor referred to the hard work required in the organisation of such events and thanked the Civic and Mayoral Officer and all those Officers who worked hard behind the scenes in ensuring that all Services across the Borough ran smoothly.

## **67. MATTERS RAISED BY THE PUBLIC**

The Mayor reported that a public petition had been received containing the signatures of 503 people and that the summary of the petition stated:

“We the undersigned petition the Council to agree to offer and install a number of beach huts at a suitable location on Crosby beach, nearby to the public toilets and other leisure amenities.

### **Justification:**

These could be offered on a leasehold basis to members of the public for an annual rental sum which would cover their capital purchase price, then ongoing operational charges including maintenance, security and insurance, although ideally power and water could be provided (from connecting to mains sources in the leisure centre area).

One or more of the beach huts could be offered for philanthropic or charitable causes (for example, to local children’s hospices or hospitals so that parents or families of terminally ill children can enjoy some time with either the child and/or siblings in a safe local environment).

Clearly there is a cost to the Council, however case studies from other coastal areas have demonstrated the success in beach huts rental adequately covering if not exceeding outlay costs.

The huts would add interest and amenity to the Crosby coastal pathway which is vast and has capacity to accommodate them. The huts would need to be kept in good order by tenants but would need the support of the Council to deter vandalism, although other case studies again prove this is committed in the minority and not the majority.

It could be a requirement that they are painted in specific tones to maintain the aesthetics of the area or in a specific style (i.e. to match the famous Edwardian villas on Mersey View for which the area is renowned). This could attract tourism and good PR to the area, complementing the existing Antony Gormley statues but also following in the wake of other Liverpool City Region art events such as the Super Lambananas where each is designed by a local resident). In the future, more huts could be made available to individuals or on corporate rental. Local schools could also have access to a hut as part of educational initiatives, to collect and preserve specimens (various flora or shells, etc. or display of litter and how far it has travelled to the beach).

In the wake of the COVID-19 lockdowns this could be a brilliant opportunity to encourage residents to retain their interest for the outdoors, for exercising and for caring about their neighbourhood.”



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In accordance with the Councils Constitution, the Lead Petitioner was advised of her right to make representations to the Council, not lasting more than 5 minutes.

The Cabinet Member for Health and Wellbeing, Councillor Moncur responded to the petition and Members debated the petition.

Thereafter, it was moved by Councillor Moncur, seconded by Councillor Maher and

RESOLVED: That:

- (1) the lead petitioner be thanked for submitting and presenting the petition to the Council;
- (2) the Head of Operational In-House Services be requested to investigate and actively pursue the concept of Beach Huts at Crosby; and
- (3) the Head of Operational In-House Services be requested to provide progress reports to the Cabinet Member for Health and Wellbeing with a view to submitting a full report to a future meeting of the Council.

## **68. QUESTIONS RAISED BY MEMBERS OF THE COUNCIL**

The Council considered a schedule setting out the written questions submitted by:

- (1) Councillor Prendergast to the Cabinet Member for Locality Services (Councillor Fairclough)
- (2) Councillor Prendergast to the Cabinet Member for Locality Services (Councillor Fairclough)
- (3) Councillor Prendergast to the Cabinet Member for Locality Services (Councillor Fairclough)
- (4) Councillor Prendergast to the Cabinet Member for Locality Services (Councillor Fairclough)
- (5) Councillor Watson to the Leader of the Council (Councillor Maher)
- (6) Councillor Watson to the Leader of the Council (Councillor Maher)
- (7) Councillor Watson to the Leader of the Council (Councillor Maher)
- (8) Councillor Watson to the Leader of the Council (Councillor Maher)
- (9) Councillor Watson to the Leader of the Council (Councillor Maher)

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- (10) Councillor Watson to the Leader of the Council (Councillor Maher)
- (11) Councillor Watson to the Leader of the Council (Councillor Maher)
- (12) Councillor Evans to the Cabinet Member for Locality Services (Councillor Fairclough)

together with the responses given. Supplementary questions to questions 1, 3, 4 and 12 were responded to by the Cabinet Member for Locality Services.

## **69. MENTAL HEALTH ISSUES WORKING GROUP FINAL REPORT**

The Council considered the report of the Chief Legal and Democratic Officer in relation to Overview and Scrutiny Committee Adult Social Care and Health, Mental Health Working Group Final Report.

It was moved by Councillor Howard, seconded by Councillor Waterfield and

RESOLVED:

That the following recommendations be approved:

- (1) That the Executive Director of Adult Social Care and Health be requested to develop an action plan that incorporates the following recommendations and that the recommendations are taken forward into commissioning plans:
  - A. support the development of accurate data to evidence Key Performance Indicators, to include waiting times for services and customer satisfaction, to be presented to the Overview and Scrutiny Committee (Adult Social Care and Health) on a regular basis, in the form of a dashboard;
  - B. support the development of greater parity of esteem for mental health within the Council's Health and Wellbeing Strategy and other strategic documents;
  - C. consider methods of increasing feedback from service users, to include case studies and a "secret shopper" approach, in order to encourage an approach of continuous improvement for service user experience;
  - D. consider methods of increasing service user involvement, particularly in their own crisis planning, in anticipation of reforms to the Mental Health Act;

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- E. consider methods of encouraging service users to become “experts by experience”, particularly through the use of Mersey Care facilities such as the Life Rooms and Crisis Cafes;
  - F. support the development of Integrated Care Systems for a more holistic approach to issues that can impact on mental health, such as housing, addiction, complex lives issues, etc.;
  - G. support the inclusion of approaches adopted during the pandemic, such as the use of video technology, within the development of the Technology Enabled Care Services Strategy;
  - H. undertake a review of some of the services traditionally provided, in the light of alternative services provided and service user take-up of those services, during the pandemic;
  - I. submit a report on the work and outcome of the Sefton Mental Health Review Task and Finish Group, set up between the Council, CCG's, Mersey Care NHS Foundation Trust and the voluntary sector, to the to the Overview and Scrutiny Committee (Adult Social Care and Health), in due course;
  - J. review digital entry points for service users to access the Council's mental health services, in order to ensure that access is as straightforward as possible via the Council's website and that links to other organisations are readily available;
  - K. submit a report on the work undertaken in relation to transitions from children's services to adult services, to the Overview and Scrutiny Committee (Adult Social Care and Health), in due course to include care leavers and other vulnerable user groups;
  - L. review the Directory of Services available, in order to produce a map of services, to assist service users to navigate the system;
  - M. report progress regarding the formal assessment of diagnosis for Special Educational Needs and Disabilities/Autism Spectrum Disorder conditions in young people aged 18-25 and adults, within the six-monthly monitoring report, on the outcome of additional funding and training of staff provided by Mersey Care NHS Foundation Trust and the Clinical Commissioning Groups for the reduction of waiting times for diagnosis; and
2. that the Senior Democratic Services Officer be requested to liaise with relevant officers in order to ensure that the Overview and Scrutiny Committee (Adult Social Care and Health) receives a six-monthly monitoring report, setting out progress made against each of the recommendations outlined above;

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## **70. HOUSING SUPPORT SERVICES TO VULNERABLE PEOPLE WORKING GROUP FINAL REPORT**

The Council considered the report of the Chief Legal and Democratic Officer in relation to Overview and Scrutiny Committee Regeneration and Skills, Housing Support Services for Vulnerable People Working Group Final Report.

It was moved by Councillor Robinson, seconded by Councillor Anne Thompson and

**RESOLVED:** That the following recommendations be approved:

- (1) in order for elected Members to provide a local insight into the Postcode Check process, appropriate Ward Councillors views be sought as part of the Postcode Check consultation process;
- (2) to provide as much evidence base as possible as part of the Postcode Check process the Chief Legal and Democratic Officer be requested to write to all elected Members urging them to contact the Head of Communities as to which areas within their wards maybe suffering issues that should be taken into account, such as instances of crime, including hate crime, anti-social behaviour and any community tensions, when considering future asylum accommodation procurement;
- (3) in order that elected Members are aware of the strategic planning, location and distribution of Housing and Support Services for vulnerable households the Head of Communities be requested to provide 6-monthly updates to all Councillors;
- (4) when commissioning specific housing and support services for vulnerable groups, the Council should continue to adopt a strategic approach that is cognisant of other such services, the capacity of wider statutory, community and voluntary services and reflects issues at a local community level within each ward as to the location of the housing element;
- (5) any support services that are commissioned by the Council to support vulnerable households should be tailored to the target group with specialist provision and the ability to flex up and flex down as and when required. Local, Sefton based services, often run by the Community and Voluntary sector based in our communities should always be the preferred option wherever possible. The longer-term aim of self-reliance for the service user and longer-term sustainability of the project should always be the aim with a focus on reducing demand on demand-led services; and
- (6) where housing and support services that are not commissioned by

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the Council fail then officers should use the governance structures in place to escalate issues.

An example of this is where officers have used the Liverpool City Region Officers network and the Regional Strategic Migration Partnership so that issues can be escalated by elected members to the Lead Member for the Liverpool City Region group.

## **71. EFFECTIVENESS OF THE COUNCIL'S ENFORCEMENT ACTIVITY WORKING GROUP FINAL REPORT**

The Council considered the report of the Chief Legal and Democratic Officer in relation to Overview and Scrutiny Committee Regeneration and Skills, Effectiveness of the Council's Enforcement Activity Working Group Final Report.

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

RESOLVED: That the following recommendations be approved:

That:

- (1) a very significant increase in uniformed enforcement officers be established to tackle the problems of littering, fly-tipping and rear entry dumping;
- (2) a high-profile publicity campaign be introduced to highlight the increased enforcement activity to be undertaken;
- (3) as part of the evidence base to understand the options for an additional enforcement regime, an evaluation should take place to detail the invest to save opportunities that may exist that could reduce demand on Cleansing Services as enforcement activity is increased with the requirement for the proposal to be cost neutral on the Council's budget; and
- (4)
  - (a) Investigations take place to see whether sanctions could be imposed on private landlords, via the Selective Licensing Scheme, for the anti-social actions of their tenants in littering and dumping rubbish in rear entries; and
  - (b) All registered social landlords operating in Sefton be contacted and urged to consider taking action against those tenants who act irresponsibly and fly-tip or dump rubbish in rear entries

## **72. NORTH WEST REGIONAL COASTAL MONITORING PROGRAMME PRE- PROCUREMENT REPORT - TOPOGRAPHIC SERVICES**

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The Mayor reported that the North West Regional Coastal Monitoring Programme Pre- Procurement Report - Topographic Services did not require Council approval and accordingly had been withdrawn from the Agenda.

## **73. TREASURY MANAGEMENT MID-YEAR REPORT 2021/22**

The Council considered the report of the Executive Director of Corporate Resources and Customer Services in relation to the Treasury Management activities undertaken to 30 September 2021.

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

RESOLVED:

That the Treasury Management update to 30 September 2021, the effects of decisions taken in pursuit of the Treasury Management Strategy and the implications of changes resulting from regulatory, economic and market factors affecting the Council's treasury management activities, be noted.

## **74. FINANCIAL MANAGEMENT 2021/22 TO 2024/25 AND FRAMEWORK FOR CHANGE 2020 - MEDIUM TERM FINANCIAL PLAN 2022/23 TO 2024/25**

The Council considered the report of the Executive Director of Corporate Resources and Customer Services that detailed:

1. The latest position with regard to Government's Comprehensive Spending Review and the potential impact that this could have on the Council's funding for 2022/23 to 2024/25.
2. The update to the Medium-Term Financial Plan (MTFP) for 2022/23 to 2024/25 taking account of all currently available information.
3. The position in respect of the Council's High Needs Budget and the need to establish a remedial action plan in respect of the deficit within the High Needs Block, which would be shared with the external auditor in order to support financial sustainability.

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

RESOLVED:

That the updated Medium Term Financial Plan for 2022/23 to 2024/25 and any assumptions made, be approved.

## **75. MEMBERSHIP OF COMMITTEES 2021/22**

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

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

- Councillor Page to replace Councillor John Sayers as the Substitute Member for Councillor Murphy on the above Committee.
- Councillor Blackburne to replace Councillor Wilson as a Member on the above Committee and Councillor Roche to be appointed as the Substitute Member for Councillor Burns.

## Overview and Scrutiny Committee (Adult Social Care and Health)

- Councillor Sonya Kelly to replace Councillor Wilson as the Substitute Member for Councillor Cluskey.

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

- Councillor John Sayers to replace Councillor Page as the Substitute Member for Councillor Howard on the above Committee.

## Licensing and Regulatory Committee

- Councillor Roche to replace Councillor Blackburne as a Member on the above Committee

## Joint Consultative Committee for Teaching Staff

- Councillor Corcoran to replace Councillor Wilson as a Member on the above Committee.
- Councillor Grace to be appointed as the Substitute Member for Councillor Corcoran on the above Committee.

The Mayor reported that Councillor Pugh had resigned his seat and Membership on the Planning Committee and that no other member from the Liberal Democrat and Progressive Alliance Group wished to take his place. The Mayor further reported that at the next meeting of the Council scheduled to take place on 20th January 2022 she would seek nominations from other Groups to appoint to the vacant position on the Planning Committee.

RESOLVED:

The changes as detailed above, be approved.

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## **76. MOTION SUBMITTED BY COUNCILLOR MORRIS - THE LOCAL ELECTRICITY BILL**

### The Local Electricity Bill

It was moved by Councillor Morris, seconded by Councillor Brough and unanimously:

RESOLVED:

That this Council supports and

- acknowledges the efforts that this Council has made to reduce greenhouse gas emissions and promote renewable energy by declaring a 'Climate Change Emergency' in July 2019; and
- Further recognises:

that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,

that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for local companies, community groups and councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, if they wished, and

that revenues received by such local companies, community groups or councils that chose to become local renewable electricity providers could be used to help improve the local economy, local services and facilities and to reduce local greenhouse gas emissions.

That this Council:

- (i) recognises that the issues involved do in themselves raise a number of issues that can only be resolved through direct experience and as a consequence we recommend that a number of areas become initial pilot schemes to enable a full assessment to be made and any discernible problems to be resolved, using Council buildings as a trial for producing power by use of solar and/or wind;
- (ii) notes that the Parliamentary Environmental Audit Committee, as a result of its 2021 Technological Innovations and Climate Change inquiry, recommended that a Right to Local Supply for local energy suppliers be established to address this;
- (ii) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 264 MPs and which, if made law, would establish a Right to Local Supply which would promote local renewable electricity supply by making the setup and running



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costs of selling renewable electricity to local customers proportionate to the size of the supply company; and

- (iv) Further resolves to inform the local media of this decision; write to local MPs, asking them to support the Bill, and write to the organisers of the campaign for the Bill, Power for People, (at Camden Collective, 5-7 Buck Street, London NW1 8NJ or [info@powerforpeople.org.uk](mailto:info@powerforpeople.org.uk)) expressing its support; and
- (v) upon approval of (i) above, that the Council refers the Motion to the Cabinet to consider all costs associated with the Motion.

## **77. MOTION SUBMITTED BY COUNCILLOR ROSCOE - FIRE AND REHIRE**

It was moved by Councillor Roscoe, seconded by Councillor Halsall:

That this Council notes:

- 1 in 10 workers have experienced 'fire and rehire' - told to reapply for their jobs on worse pay, terms and conditions or face the sack, with BME workers facing this at twice the rate of white workers, since March 2020 (TUC research, January 2021). A quarter of all workers have experienced a worsening of their terms and conditions – including a cut in their pay – since the pandemic began.
- That while the Prime Minister has called the practice “unacceptable” he has continually refused to take action to outlaw the practice, raising concerns that he will not intervene in this race to the bottom as an escalating number of employers across all sectors, using our weak employment protections force their staff to accept worse terms and conditions, leaving many having to work longer hours and for lower pay, with what can be devastating consequences for workers and their families.
- Even before the pandemic, 1 in 9 workers - 3.8 million people - were already 'insecure', meaning they did not have access to basic rights at work and could be dismissed at will; including those on zero hour contracts and agency workers.

This council therefore resolves to:

- Recognise that local residents should be protected against such unscrupulous employers and agrees to ask the Leader of the Council to write to the Prime Minister demanding he outlaw fire and rehire and act now to keep his promise to local residents to protect their employment terms and conditions;
- Not use fire and rehire itself as an employer and to discourage its use by council contractors and to ensure that the council's

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procurement practices ensure that we are working with contractors that have good employment, equality and environmental records, for example, fostering good Trade Union relationships;

- Promote the increasing number of progressive local employers prioritising their employees' standard of living and their wellbeing, work with our anchor institutions and key partners to bring forward plans to ensure all have best practice employment and to work with recognised trade unions on this;
- Support the TUC campaign for a 'New Deal for Working People'.

An **amendment** was moved by Councillor Shaw, seconded by Councillor Lewis that the following paragraph be included as the 3<sup>rd</sup> bullet in the resolution:

"Recognise and note that the local government sector as a whole should follow best practice, noting that UNISON said this summer that Tower Hamlet Council's "use of 'fire and rehire' tactics more commonly associated with dodgy employment practices in the private sector is a stain on the council's reputation that it will struggle to shake off".

Following debate, on a show of hands, the Mayor declared the **amendment was lost** by 37 votes to 13 with 1 abstention.

Thereafter, on a show of hands, the Mayor declared the **Motion was carried** by 44 votes to 4 with 1 abstention and it was

RESOLVED: That This council notes:

- 1 in 10 workers have experienced 'fire and rehire' - told to reapply for their jobs on worse pay, terms and conditions or face the sack, with BME workers facing this at twice the rate of white workers, since March 2020 (TUC research, January 2021). A quarter of all workers have experienced a worsening of their terms and conditions – including a cut in their pay – since the pandemic began.
- That while the Prime Minister has called the practice "unacceptable" he has continually refused to take action to outlaw the practice, raising concerns that he will not intervene in this race to the bottom as an escalating number of employers across all sectors, using our weak employment protections force their staff to accept worse terms and conditions, leaving many having to work longer hours and for lower pay, with what can be devastating consequences for workers and their families.
- Even before the pandemic, 1 in 9 workers - 3.8 million people - were already 'insecure', meaning they did not have access to basic rights at work and could be dismissed at will; including those on zero hour contracts and agency workers.

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This Council therefore resolves to:

- Recognise that local residents should be protected against such unscrupulous employers and agrees to ask the Leader of the Council to write to the Prime Minister demanding he outlaw fire and rehire and act now to keep his promise to local residents to protect their employment terms and conditions;
- Not use fire and rehire itself as an employer and to discourage its use by council contractors and to ensure that the council's procurement practices ensure that we are working with contractors that have good employment, equality and environmental records, for example, fostering good Trade Union relationships;
- Promote the increasing number of progressive local employers prioritising their employees' standard of living and their wellbeing, work with our anchor institutions and key partners to bring forward plans to ensure all have best practice employment and to work with recognised trade unions on this;
- Support the TUC campaign for a 'New Deal for Working People'.

**78. MOTION SUBMITTED BY COUNCILLOR SIR RON WATSON -  
COURTESY IN PUBLIC LIFE**

The Mayor reported that she had received notice that due to the non-attendance of Councillor Sir Ron Watson, the proposer of the Motion, the Motion would be considered at the next meeting of the Council.

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## **We the undersigned petition the council to Protect people's health by halting the installation of 5G antennas throughout the borough of Sefton**

In a press release on 9 September 2021, the government announced that £4 million of public funds will be used to help mobile phone companies work together with local councils to use “curbside infrastructure”, such as lampposts and bus shelters, for 5G network equipment.

If Sefton Council takes part in this project, there will soon be 5G wireless antennas on lampposts throughout Sefton, beaming unprecedented levels of hazardous electromagnetic radiation (EMR) into our homes, workplaces and schools.

Shockingly, the industry has not produced a single study to show that 5G technology is safe. No risk assessment has been carried out on its effects on humans, wildlife or the environment. On the other hand, evidence from thousands of peer-reviewed studies already points to possible harms from existing sources of radiation, such as WiFi, 3G and 4G. Experts warn that the addition of 5G to the mix could have very serious and damaging consequences for human health.

EMR was classified as a possible human carcinogen in 2011 by the World Health Organisation International Agency for Research on Cancer. Since then, evidence of increased cancer risks has been strengthened by further human and animal studies.

Cancer rates have skyrocketed in recent years. The vast majority of people in Sefton, and indeed across the UK, will have an affected family member or friend...or will be a cancer sufferer or survivor themselves. Who knows to what extent existing radiation is driving the increase? Who knows how many more people could develop cancer as a result of 5G?

Other proven effects of EMR include damage to the reproductive system, learning and memory deficits, and neurological disorders.

Children are at greater risk of harm from EMR, because their brain tissues are more absorbent, their skulls are thinner, and they are physically smaller. Why then are 5G masts being erected near schools across the UK, including Sefton?

The 5G rollout is being challenged on the grounds of safety by scientists and lawyers across the world, including a legal team headed by Michael Mansfield QC here in the UK. In August 2021 in the USA, Robert F. Kennedy Jnr’s Children’s Health Defense and the Environmental Health Trust successfully sued the Federal Communications Commission for failing to ensure that its guidelines adequately protect against harmful effects of exposure to EMR.

Is a faster internet connection worth the potential serious harm that 5G could cause to people’s health? Have any of us ever been asked whether we think the risks are worth taking?

As residents of Sefton, we demand an immediate halt to the 5G rollout across Sefton, to allow for thorough and comprehensive health and safety investigations and risk assessments to be carried out.

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## References:

Government press release (09/09/2021): 'Street lamps and bus shelters to help boost 5G roll out in £4 million trial'

<https://www.gov.uk/government/news/street-lamps-and-bus-shelters-to-help-boost-5g-roll-out-in-4-million-trial>

World Health Organisation International Agency for Research on Cancer (2011): 'IARC classifies radiofrequency electromagnetic fields as possibly carcinogenic to humans', Press Release No 208

[https://www.iarc.who.int/wp-content/uploads/2018/07/pr208\\_E.pdf](https://www.iarc.who.int/wp-content/uploads/2018/07/pr208_E.pdf)

Lloyd Morgan, L et al (2014): 'Why children absorb more microwave radiation than adults: The consequences', Journal of Microscopy and Ultrastructure

<https://www.sciencedirect.com/science/article/pii/S2213879X14000583>

Legal case challenging the UK Government over its failure to take notice of the health risks and public concerns relating to 5G.

<https://actionagainst5g.org/>

Legal case against 5G in USA: Environmental Health Trust, et al, Petitioners, v Federal Communications Commission and United States of America, Respondents

[https://www.cadc.uscourts.gov/internet/opinions.nsf/FB976465BF00F8BD85258730004EFDF7/\\$file/20-1025-1910111.pdf](https://www.cadc.uscourts.gov/internet/opinions.nsf/FB976465BF00F8BD85258730004EFDF7/$file/20-1025-1910111.pdf)

## **Link to the petition:**

<https://modgov.sefton.gov.uk/mgEPetitionDisplay.aspx?ID=87&RPID=32263431&HPID=32263431>

# Agenda Item 7

<b>Report to:</b>	Cabinet Council	<b>Date of Meeting:</b>	2 December 2021 20 January 2022
<b>Subject:</b>	High Needs Funding Allocations		
<b>Report of:</b>	Executive Director of Children's Social Care and Education	<b>Wards Affected:</b>	(All Wards);
<b>Portfolio:</b>	Cabinet Member - Education		
<b>Is this a Key Decision?</b>	Yes	<b>Included in Forward Plan:</b>	Yes
<b>Exempt / Confidential Report:</b>	No		

## Summary:

The Sefton High Needs Block - Dedicated Schools Grant (DSG) funding closed with a financial deficit of £8.2m at the end of 2020/21 and it is currently estimated to overspend by more than £1.8m in the current financial year increasing the overall deficit to more than £10m at the end of 2021/22

The Government changed the financial rules regarding the treatment of any financial deficit on the HN (DSG) Block in 2020/21 making it no longer possible for the Council to offset any DSG deficit against Council Reserves and so reducing the financial risk to the Council's current Medium Term Financial Plan. However, the continual increase in demand for High Needs support and the anticipated increase to the deficit on the HN Block over the next few years is still of serious concern as there is no clarity from the Government over how future / accumulated DSG deficits will be resolved.

The current funding model within the council used to support High Needs placements has not been reviewed and placement costs have not been uplifted since 2013/14. The financial forecasts for the 5 in-house Special Schools indicate that they will all face significant financial hardship over the next three years unless the existing funding values are increased. This would lead to Special Schools having to make significant financial savings in spending commitments reducing the number of places they could provide for children with SEND which in turn would mean more reliance in expensive Out of Borough placements for children increasing the cost pressures facing the HN Block further.

Through the current High Needs review, a key feature was to develop a new funding model for HN placements that was transparent, right-sized Special School budgets and provided stability for in-house placements. This new funding model has been produced that addresses the key actions required within the review however the cost of implementing the new funding model would increase the projected HN Block deficit by up to £2m per annum.

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## Recommendation to Cabinet:

(1) That Cabinet be requested to note the report and refer to Council for approval.

## Recommendations to Council: That:

(1) Council note the current / projected High Needs Block DSG deficit position

(2) Council approve the uplift in funding to Special Schools and other SEND Resource Bases in Sefton and the impact that this will have on the forecast deficit on the HN Block in the medium term.

(3) Council approve that a report be provided to February Cabinet by the Director of Children's Social Care and Education on the future high needs funding allocation and the latest advice on funding methodology and the treatment of deficits held by Councils

(4) Council agree that subsequent quarterly reports be provided to cabinet and council as required on the latest position with regards to the high needs budget and the development of further provision within the Borough; and

(5) Council agree that following engagement with the relevant Government Departments that a financial plan be developed to mitigate against the risk exposure currently faced and that this be agreed with the Councils External Auditor.

## **Reasons for the Recommendation(s):**

Ensure the stability of existing / new in-house placements and support for SEND Children

Provide transparency over the level of funding allocated to SEND placements

Reduce requirements to use more expensive Out of Borough placements for SEND Children

Provide clarity on the financial position facing the council and the proposed approach that the council will take in order that members can make informed decisions and the financial sustainability of the council is maintained

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

Retain the status quo and continue to fund placement costs to Special Schools and other SEND Resource Units at existing levels. However, unless funding levels are increased, all Sefton Special Schools will be required to make significant budget savings which will impact on the number of SEN children they can support and mean an increase in Out of Borough placements and higher placement costs.

## **What will it cost and how will it be financed?**

**(A) Revenue Costs**



The forecast deficit on the DSG High Needs Block is identified in Section 5 paragraph 5.7 of the report. If Council agree to implement new High Needs funding model for Special Schools and SEN Resource units in 2022/23 this will increase the in-year deficit by approximately £2m p.a. This additional cost could potentially be phased in and managed by using some of the Special Schools projected surplus balances with agreement from the Schools Governing Bodies.

The Department for Education has provide clarification regarding the treatment of the ring-fenced status of the DSG", The regulations have been changed to ensure councils do not use general funds to pay off cumulative dedicated schools grant (DSG) overspends to prevent any impact in investment in other Council services. However, the DfE has not stated how the growing HN debt nationally is to be addressed and so this still presents a risk to Councils and will be closely monitored and reported through appropriate channels

## (B) Capital Costs

These are not known at this time however, any adaptations or increases in SEND provision will be funded from SEND capital Grant funding

### Implications of the Proposals:

<b>Resource Implications (Financial, IT, Staffing and Assets):</b> All implications are detailed in the report	
<b>Legal Implications:</b>	
<b>Equality Implications:</b> There are no equality implications	
<b>Climate Emergency Implications:</b>	
The recommendations within this report will	
Have a positive impact	N
Have a neutral impact	Y
Have a negative impact	N
The Author has undertaken the Climate Emergency training for report authors	Y

### Contribution to the Council's Core Purpose:

Protect the most vulnerable: allows a Sefton wide focus on educational support of children with SEND.
Facilitate confident and resilient communities: Proposals allow greater localised control and focus on the SEND requirements of the borough of Sefton in the review and delivery of SEND Specialist Education Placements and Support Services.
Commission, broker and provide core services: Proposals strength the role of Strategic

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SEN Commissioning at a Sefton borough level and encourages greater collaboration with in-house SEND Settings for better outcomes for children.
Place – leadership and influencer: proposals set out the road map for greater local control of SEN demand / provision by the Council.
Drivers of change and reform: Proposals allow for a Sefton wide focus on educational inequalities in provision for children with SEND
Facilitate sustainable economic prosperity. Proposals allow for a broader financial focus on the borough of Sefton for education SEN support
Greater income for social investment: Proposals allow for a broader financial focus on the borough of Sefton for education SEN support
Cleaner Greener; creation of more in-house SEN provision should reduce SEN children’s transport journeys.

## What consultations have taken place on the proposals and when?

### (A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD.6571/21) and the Chief Legal and Democratic Officer (LD.4773/21) have been consulted and any comments have been incorporated into the report.

### (B) External Consultations

Meetings with schools’ emails, video conference calls (various interested parties / Government Officers / Regional LA Officers), letters

## Implementation Date for the Decision

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

<b>Contact Officer:</b>	Tricia Davies
Telephone Number:	
Email Address:	Tricia.davies@sefton.gov.uk

## Appendices:

There are no appendices to this report

## Background Papers:

There are no background papers available for inspection.

## 1. Introduction/Background

- 1.1 In 2014 the Children and Families Act introduced a new approach to meeting the needs of children and young people with Special Educational Needs, including Education, Health and Care (EHC) Plans replacing Statements of Special Educational Need. The age range that these legal documents covered was extended from a maximum of 19 up to potentially 25 if a young person was still making progress in education.
- 1.2 The new system increased the prominence of parental preference when looking at school placements for children with EHC Plans with limited exceptions where a Local Authority can refuse to name the parental preference.
- 1.3 At the same time as this occurring, school budgets have not received the increases in budgets year on year that have been required to maintain the level of provision they were previously able to put in place, reducing their overall ability and confidence in meeting SEN. This has had a resulting impact on parental confidence in mainstream schools being able to meet their children's needs. Where mainstream schools have attempted to support children, they have increasingly done so using 1:1 Teaching Assistants supporting the child full time in their class. This is an expensive approach to meeting needs both for schools and the Local Authority, and national studies have indicated that the use of 1:1 Teaching Assistants does not always achieve the best outcomes for children in all situations.
- 1.4 This position has been reflected nationally and locally in a growth in requests for EHC Assessments to determine whether an EHC Plan is required for a child, and an increase in requests for specialist provision for children who have an EHC Plan. When Local Authorities attempt to use exceptions to name a placement other than parental preference parents have the right of appeal to the SEN Tribunal. Current figures for the SEN Tribunal indicate that 95% of Tribunal decisions are made in favour of the parental appeal.
- 1.5 With this background and context in mind, Sefton has seen a year on year increase in the number of pupils with EHC Plans, the numbers in specialist provision and the numbers being placed in expensive independent provision, either due to lack of capacity of places in Sefton maintained schools or due to parental preference. These increases in demand have had a significant impact on the High Needs Budgets for Sefton, reflecting the same picture nationally.
- 1.6 Sefton's High Needs Block overspent last year (2020/21) by £2.815m taking the Deficit Balance brought forward on High Needs to a level of £8.249m. This was due mainly to growing expenditure against SEN Support top up awards to mainstream schools across Pre and Post 16 and the cost of sending Children and Young People with SEND to expensive out of Borough Specialist School placements. These areas are, and continue to be, the focus of the High Needs review.

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- 1.7 To reduce costs restrictions were put in place on Top Up funding awards during 2020/21, and again in this current year, so that only the pupils in transition years were to be funded afresh, or reviewed, and existing funding payments for the other year groups were just to be rolled forwards at the same levels for a period of time, initially - to July 2021; and again from July now to December 2021 to allow time for any new mainstream Banded funding structure to evolve, and be rolled out. This direction precluded any new requests for additional Top Up funding, unless by reason of a pupil moving towards or having an assessment for an EHC Plan. This has kept costs down over the last 12 months and made the funding process less onerous for schools and the SEND team.
- 1.8 Through the Sefton Schools Forum, Officers also requested for Schools to offer some contribution from their funding Block towards High Needs budget pressures for the last three years (including 2021/22) to help suppress the level of overspending in each year.
- 1.9 Early Years similarly made contributions to High Needs from their funding Block up until 2020/21, when the management of the SEN Inclusion fund transferred to Early Years from High Needs in 2021/22 and is being funded from Early Years funding.
- 1.10 Over the last 3 years there has been a general underspending against the SEN Support Teams charged against High Needs. This has, annually, contributed up to £0.500m saving due to post vacancies. Essential changes to Complex and Sensory Needs and Inclusion services are underway this year as part of the Education Excellence restructure. Although these will be cost neutral it will inevitably reduce any saving available to contribute to HN cost pressures as new posts are filled.
- 1.11 The Year on Year funding for High Needs from 2020/21 to 2021/22 saw the second-year increase of the Governments 3-year funding programme of a net £3.936m. However, this increase included the former Teachers Pay and Pensions Grant for Special schools and Alternative Provision settings of £0.649m, which is ring-fenced to schools, leaving funding growth of just £3.287m for High Needs spending. In 2021/22 the Schools Forum agreed to a smaller supplementary contribution to High Needs, of £0.430m from the Schools Block (£0.824m in 2020/21) and with the retention of Early Years funding in 2021/22 of £0.200m to manage the SEN Inclusion Fund, the net year on year funding increase to High Needs was £3.342m.
- 1.12 There was no contribution from Early Years Block in 2021/22, due to the creation of a SEN Inclusion Fund within the Early Years Block which transferred SEND demand for Early Years settings over from High Needs Block to Early Years Block.
- 1.13 High Needs spending is reported to Schools Forum regularly, and the key pressure areas are highlighted to Forum Members, in particular, around Top up mainstream costs and Special Schools funding and of course Independent out of Borough special schools, where numbers and costs have increased significantly, largely due, in part, to a lack of in-house provision, and also increased parental demand through judicial process.

## 2 Forecast outturn position for High Needs 2021/22

- 2.1 Despite the additional Government funding to support HN pressures in 2021/22, it remains significantly below the level of forecast spending. The forecast for 2021/22 includes additional in-house places that have been created and agreed across Resourced Provision and Special Schools from this September to meet new demand, but this has saved on more costly Out of Borough placements across external provision
- 2.2 Sefton is forecasting an overspend of between £1.8m (current forecast) and £2.3m this year. This level of overspending may be less than 2020/21 (£2.8m) and is a move in the right direction, but funding is still not enough to keep up with demand- led spending especially as the current overspend only includes the partial costs of new placements from September.
- 2.3 The table below shows the current spend pressures against the High Needs Block by key service area for 2021/22 (August 2021).

<u>High Needs Expenditure areas</u>	<u>Forecast 2021/22 + Deficit/ (-) Underspend</u>
Primary Mainstream School Top Ups	0.190m
Primary Resourced Unit Top Ups	0.073m
Secondary Mainstream School Top Ups	0.303m
Residential Placements – Independent settings	0.322m
Special provision - Non-Maintained Special Day Schools Out of Borough	0.865m
Maintained Special School Places and Top Ups	0.392m
Post 16 (19-24) Top Up costs	0.239m
Outreach	-0.108m
High Needs SEN Support Teams	-0.580m
Mid-Year change to HN Funding for increases to IMPORT/EXPORT numbers	0.186m
Other net variations	-0.092m
<b>Total Forecast Overspending 2020/21</b>	<b>1.790m</b>

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<b>Brought forward HN DSG Deficit</b>	<b>8.249m</b>
<b>Forecast C/FWD HN Deficit to 2022/23</b>	<b>10.039m</b>

### **3 Indicative High Needs 2022/23**

- 3.1 2022/23 is the final year (year 3) of the Government's promised funding increase, and some indicative figures have been provided to Local Authorities in July 2021. These are subject to deductions made for Non-Maintained school funding by the Education Skills Funding Agency (ESFA), and after assuming a similar adjustment would be made as for 2021/22, the comparable year on year figures show an increase in funding of £3.280m. However, no contribution from Schools Block will be expected in 2022/23 and so this increase would be netted down by the loss of this funding stream by £0.430m to a net increase of £2.85m.
- 3.2 The total High Needs funding for Sefton in 2022/23 is expected to be around £38.506m after adjustments for a top slice of funding by the ESFA towards places at Independent schools and colleges and non-Maintained schools. This figure is inclusive of Teachers Pay and Employers pension costs from previous years relating to Maintained Special Schools and Alternative Provision settings, which were first embedded into the High Needs baseline in the current year 2020/21 at the same value of £0.649m. This funding is ring-fenced to Special schools and AP, leaving a balance of £37.857m to support all High Needs commitments in 2022/23.
- 3.3 Future funding increases for High Needs beyond 2022/23 are still not known. The Government is currently conducting a national High Needs review, which will look at spending and whether the funding mechanism needs to change to reflect current need, rather than contain historic factors. It was hoped that the outcome of the review would be released earlier this year but to date nothing has been published. The High Needs Block funding levels for 2022/23 will be confirmed in late December 2021 when the Department for Education release the Dedicated Schools Grant allocations to Local Authorities for 2022/23.

### **4 Change in Treatment of Dedicated Schools Grant (DSG) Deficits**

- 4.1 Following the consultation on "Clarifying the Specific Grant and Ringfenced Status of the Dedicated Schools Grant" in January 2020, the DfE made a significant change to the School Finance Regulations and DSG conditions of grant, relating to the way that DSG deficits are to be treated from 2020/21.
- 4.2 Prior to this change, if there was a DSG deficit at the end of the financial year, Schools Forums have had to approve the carrying forward of such a deficit to future years schools' budgets. If such approval was not forthcoming, the default position was that the deficit fell to the local

authority's general fund, unless specific authorisation from the Secretary of State for Education was granted.

- 4.3 DSG deficits have become much more significant over the last few years because of pressures on the high needs block. In the DfE's consultation they noted that "at the end of 2018/19, about half of all authorities experienced an overspend, amounting to £250m in all". 'Half of all authorities' amounts to around 75, implying an average deficit in these authorities of over £3m. "The national net position was an overspend of £40m and authorities were forecasting that there would be a net overspend of £230m at the end of 2019-20." Likewise in its recent submission to the Comprehensive Spending Review the Local Government Association stated that 'We are pleased that the DfE has recognised the challenges that councils are facing in delivering SEND support, with the allocation of an additional £780 million for high needs budgets in 2022/23, but it is vital that the Spending Review provides councils with long-term sufficiency of, and certainty over, funding to support children with SEND, including a commitment to write off councils' existing High Needs Block deficits which we estimate to be worth around £600 million'
- 4.4 Given the legislative position described in 4.2 above, not surprisingly, this led some local authority Chief Finance Officers to conclude that if their DSG account was in deficit, they would need to be able to cover the deficit from the authority's general reserves. It is understood that a similar view was held by organisations that audit local authority accounts. Given the size of some authorities' DSG deficits there was a risk that covering DSG deficits from general funds may have led authorities to make significant spending reductions in other services that they would not otherwise have made.
- 4.5 In the above context, the DfE changed the legislative position such that "a DSG deficit must be carried forward to be dealt with from future DSG income, unless the Secretary of State authorises the Local Authority not to do this". The DfE was clear that the new arrangements would begin to operate from budget setting for the financial year 2020/21 and so would therefore affect any deficits held at the end of 2019/20.
- 4.6 In effect, then, the DfE have reversed the longstanding position formerly in place. This reflects the unprecedented pressure on DSG, created by a combination of the DfE's legislation in recent years in relation to high needs, the DfE's ring-fencing of DSG blocks and demographic pressures impacting upon high needs.
- 4.7 If councils are unable to pay off their cumulative DSG deficits "within a reasonable time" they must agree a recovery plan which could have conditions attached including "management change" or requiring SEND budget sign-off from DfE.
- 4.8 The new approach is causing unease within several councils. LGC has learned the government's new approach has led to some representative organisations considering taking legal advice on the issue. The Society of County Treasurers said that, as the new arrangements do not clarify how

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cumulative DSG overspends will be paid off, it leaves councils waiting for an “unspecified development” such as extra funding to pay off the debt. In a statement, it added: “Section 151 officers across the country are going to have to make individual judgements about how they respond and it will then be interesting to see how external auditors interpret such practice as to most it may look like wishful thinking or, at best, a case of imprudent financial practice.”

- 4.9 Several external auditor companies have also expressed concern that councils with significant DSG overspends and relatively low usable reserves will be uncomfortable with the government's approach. “There is no statutory undertaking to underwrite this deficit. In that scenario, both 151 officers and auditors would be concerned about the council’s financial position overall. It would be more helpful if the department stated that, if the [DSG] goes to deficit, then the Government is going to underwrite it. The new approach of removing School Forums' ability to veto deficits being carried over to future years effectively makes the DfE "arbiters” of arrangements of how cumulative deficits are going to be paid off, with councils having no control over school spending
- 4.10 However continual increase in demand / pressure on SEND services nationally means that more and more Local Authorities are now reporting significant deficits against their DSG HN Block funding and so is a financial risk to the Government that needs to be addressed.
- 4.11 The DfE has set up the ‘Safety Valve Project’ which has been working in collaboration with several Local Authorities, who have been reporting significant deficits balances against their DSG funding. Councils who have signed up to the “safety Valve Project” have access to additional Government funding to support and to underwrite accumulated deficits against DSG funding and also help with the implementation of action plans to address HN Block spending deficits going forward.
- 4.12 Sefton formally wrote to the DfE to request being included in the ‘Safety Valve’ project for help with the current High Needs deficit. Officers met with representatives from the ESFA to seek support from the Government in underwriting the accumulated deficit within the High Needs Block. However, in the meeting the ESFA stated that Sefton could not be included in the ‘safety valve’ project as our deficit is not significant enough to be part of the project.
- 4.13 The ESFA stated that Sefton is only to be included in the ‘intervention programme’ (as are all LA’s with a deficit) under which the ESFA will provide support and challenge but offers no funding support. There is an expectation that the Council will work towards setting an in-year balanced HN budget for 2022/23 and produce an action plan to reduce the accumulated deficit

## **5 Future SEN Demand**

- 5.1 Officers within the SEND Team have been reviewing the current / future demand from children in Sefton requiring SEND support and whether there



are any gaps in provision and how the Local Authority can provide support in the most cost-effective way. A refreshed Graduated Approach guidance document has been produced and shared with schools to promote and support the level of SEN Support expected before a child should require an EHC Plan. The Local Authority has also engaged with one of the DfE's partner services, Whole School SEND, to roll out training to mainstream school leaderships teams – 'Every Leader a Leader of SEND' to again emphasise the importance of mainstream inclusion and the roles schools have to play in this.

- 5.2 As part of the High Needs Funding Review, the funding structure available to mainstream schools has also been reviewed, to ensure appropriate high needs funding is available to schools, whilst also balancing the budgetary aspects. A new banding system will allocate specific amounts for a child against the level of assessed need for them, ensuring certainty for schools and the Local Authority as to the amount of funding a child will receive. The new system will also time-limit the length of additional funding available to children without an EHC Plan, recognising that long term high levels of need would require an EHC Plan, and serving to focus the interventions put into place for a child over that period of time for the maximum impact.
- 5.3 Schools are also being encouraged to consider and request group funding applications, looking at provision suitable for cohorts of children, rather than each child individually. This will enable schools to plan more creatively and meet children's needs more appropriately in mainstream with less reliance on 1:1 teaching assistants (although this will remain an option for schools when they feel this is the appropriate method of providing for a child). This approach is also anticipated to produce savings for schools and the Local Authority.
- 5.4 However, despite this and other ongoing efforts, over the next five years it is anticipated that the number of children with EHC PLAN's requiring additional specialist support will increase by at least 194. Most of the additionality is required within the secondary sector where current provision is very limited compared to primary sector provision. However, increases in primary sector support are also required. A breakdown of net increase in numbers by need is as follows:

	2022/23	2023/24	2024/25	2025/26	2026/27
<b>Special Schools</b>					
Secondary ASD	20 (Year 7)	20 (Year 8)	20 (Year 9)	20 (Year 10)	20 (Year 11)
SEMH KS1 &2	24	12			
SEMH KS3 & 4 (including 20 places moved from IMPACT)	6 (Year 7) 20 from IMPACT	6 (Year 8)	6 (Year 9)	6 (Year 10)	6 (Year 11)
<b>Resourced Bases</b>					
Hudson ASD	8				

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Freshfield ASD	8				
Redgate SLD	8				
Secondary ASD	20				

- 5.5 There is currently not enough capacity in-house to accommodate the forecast increases in numbers and so it is imperative that the Local Authority creates the appropriate additional and cost-effective provision through the SEN capital programme. This must also include ensuring mainstream schools are equipped and encouraged to meet needs where possible, whilst maintaining high standards for all pupils.
- 5.6 There are currently 126 children accessing Independent ‘Out of Borough’ SEND Placements at a cost of more than £6m, however over the next five years 87 of the current cohort of children would naturally leave their current placements. The cost of these placements is more than £4.3m and so there is the potential for some savings from this situation if the Local Authority can place future demand in-house rather than in Out of Borough Placements. This would help mitigate some of the forecast increase demand costs over this time-period.
- 5.7 The Local Authority is investigating several options with a range of schools to increase capacity within Sefton. Projects being investigated include two special schools working with the Local Authority to open a bespoke sixth form provision which would enable young people to undertake skills training, internships and apprenticeships with local businesses; developing a provision within a secondary academy to support young people with ASD; working with secondary academies to identify additional Resource Base provision for the children coming through primary schools; adapting buildings in several schools to provide accommodation enabling pupils to remain in mainstream schools; moving the complimentary education service to more appropriate provision and expanding their remit; working with Social Care to develop a 38 week provision in borough.
- 5.8 The following table provides an overview of the accumulated financial deficit position of the High Needs Block since 2017/18 and future forecast deficit projection. The forecast deficit position assumes that funding increases from 2023/24 at the same rate as 2022/23 and also assumes any future increased demand for SEN places is provided either, through additional in-house Special School provision or the redesignation of some internal School Resource Units so they are able to accommodate more challenging children and reduce the pressure for Special School places

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	2017/18	2018/19	2019/20	2020/21	Aug 2021/22	F'Cast 2022/23	F'Cast 2023/24	F'Cast 2024/25
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>HN Expenditure</b>								
<i>Increase in spend compared to previous year / forecast demand</i>	<b>1,390</b>	<b>1,485</b>	<b>3,002</b>	<b>2,101</b>	<b>2,317</b>	<b>3,429</b>	<b>2,400</b>	<b>2,400</b>
<b>Total HN Expenditure</b>	<b>28,541</b>	<b>30,026</b>	<b>33,028</b>	<b>35,129</b>	<b>37,446</b>	<b>40,875</b>	<b>43,275</b>	<b>45,675</b>
<b>NET ESFA Funding - (9% uplift assumed from 2022/23)</b>	26,062	26,448	27,278	31,290	34,577	37,857	41,264	44,978
<b>Special/AP Teachers Pay &amp; Pensions funding</b>	0	0	0	0	649	649	649	649
<b>Schools Block Funding Contribution</b>	0	450	795	824	430	0	0	0
<b>Early Years Block Contribution</b>	0	200	200	200	0	0	0	0
<b>Other grants e. 6<sup>th</sup> Form Grant (integrated with HN funding from 2020/21)</b>	650	650	264	0	0	0	0	0
<b>Total HN Funding Allocation</b>	<b>26,712</b>	<b>27,748</b>	<b>28,537</b>	<b>32,314</b>	<b>35,656</b>	<b>38,506</b>	<b>41,913</b>	<b>45,627</b>
<b>In-Year (Surplus) / Deficit</b>	1,829	2,278	4,491	2,815	1,790	2,369	1,362	48
<b>Transfer of Early Years Balances</b>			-2,700					
<b>Balance Bfwd from Previous Year</b>	-464	1,365	3,643	5,434	8,249	10,039	12,408	13,770
<b>Accumulative (Surplus) / Deficit</b>	1,365	3,643	5,434	8,249	10,039	12,408	13,770	13,818

5.9 Based upon these projections there is the potential for a break-even situation to be achieved in the budget by 2024/25. This is dependent however, on the Local Authority being able to create the required specialist placements within the maintained sector in the timeframes required and providing the appropriate level of funding to those schools to enable them to deliver the levels of support required, with appropriately qualified staffing, facilities and therapeutic support. If the Local Authority is to be able to reduce independent placements it must have placements available that provide the appropriate support, and so either influence parental preference to choose maintained provision instead, or be of sufficient levels to withstand the challenge of tribunal appeals and be able to evidence an ability to meet a child's needs as equally as the independent provision. If this is achieved, whilst there will still be a low level of children requiring independent provision due to complexity of need, this should reduce the levels of independent placements significantly.

5.10 One of the key elements of this factor is not just the funding for places to be agreed but also the availability of sites to house the provision required. Current special school buildings where additional spaces will be required are already at maximum physical capacity, with limited options for build expansion. New/repurposed sites will be required to enable satellite provision to be created for these settings. This will require capital funding to enable this to take place. If this cannot be done or sites cannot be made available there is a significant risk to this work being successful and the budget reaching a break-even position. It is envisaged there may need to

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be an 'invest to save' approach required to enable build/refit projects to take place to create the budget savings in the longer term.

- 5.11 The accumulated DSG deficit is a major financial concern to the Council and as such, will be reported to the external auditor and annual reports will come back to cabinet and council tracking progress

## 6 High Needs Funding Formula Review

- 6.1 The funding mechanism for High Needs funding to Special Schools, Resource Units and AP settings was last reviewed back in 2012/13. Since that time, both Place and Top-up funding has remained relatively constant although settings have seen annual uplifts in pay and price increases. Demand for places has grown exponentially across the Borough, especially since 2018/19 when demand started to exceed supply of local places, leading to many children having to be placed in expensive out of Borough Independent or Non-maintained Special Schools.
- 6.2 External Special provision can be extremely expensive, and the costs can make a big impact on High Needs overspending, and once committed to, are difficult to reduce, as numbers move from year to year and new entrants are added. Average annual costs of a placement in an Independent special school are £46,000 pa compared to a Sefton Special School at £22,500 pa
- 6.3 Sefton's Special schools cater for a range of special needs and disabilities with all children having an Education Health and Care Plan and ideally would be the preferred path for placing Sefton Children requiring specialist education provision. As the number of EHC PLANS increases the plan should be to grow the internal Sefton Maintained SEND provision, whilst reducing the need for external placements, with the increased costs of one, being offset by the reducing costs of the other
- 6.4 Although many of our Special Schools are taking in extra pupils above their agreed number capacity is an issue at some in-house provision who are now finding it hard to be able to accept more pupils on request and so this is leading to independent special schools being selected as an alternative.
- 6.5 Growing in-house provision is dependent on several factors, not least the physical ability of local schools to accommodate extra places The expansion of in-house SEND provision is an issue that is being addressed through SEN Capital investment programme, however the amount of capital funding provided from the Government is not that great and only minor changes in school settings can be brokered through this programme.
- 6.6 The geography of the Borough and its Special Schools can also cause issues, not just for attendance, but for the extra costs of home to school transport, which is always under pressure as a Council budget and so any expansion programme of SEN provision has to be carefully managed.

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6.7 The current financial forecast for Sefton's Maintained Special Schools indicates that, although all 5 Special schools are currently in a surplus position, as at 31 March 2021, balances are likely to quickly deteriorate over the next 2 to 3 years with all schools being in a deficit budget position unless a revised funding mechanism is in place. The table below provides an anonymised financial forecast for all 5 schools (as at August 2021), however individual school forecasts may have changed due to changes in placements / student needs etc for the new academic year.

	<b>School A</b>	<b>School B</b>	<b>School C</b>	<b>School D</b>	<b>School E</b>
Balances B'fwd 2020/21	£321,398	£246,389	£713,554	£415,958	£937,389
Est. Balances 31/03/2022	£114,238	£101,206	£345,648	£151,485	£693,314
Est. Balances 31/03/2023	<b>-£204,999</b>	<b>-£1,289</b>	£154,440	<b>-£108,318</b>	£235,258
Est. Balances 31/03/2024	<b>-£659,919</b>	<b>-£194,626</b>	<b>-£132,323</b>	<b>-£513,039</b>	<b>-£477,806</b>

6.8 As part of the High Needs review programme, the current High Needs Formula Funding Model has been reviewed to make it fit for purpose going forward, provide transparency over the level of funding provided for each placement and provide financial stability for schools going forward.

6.9 Thus new funding model would address the projected deficit position facing all Sefton Special Schools and right size their school budgets and provide stability of placements for existing/future SEND placements.

6.10 The cost of implementing the proposed new High Needs Formula model will approximately add an additional £1.8m of cost pressure over a 2-year period. This would be over and above the existing estimated in-year deficit pressure highlighted above in paragraph 5.7. However, it would right-size the Sefton Special Schools budgets and ensure they did not fall into a deficit position. It should also ensure that the schools are able to meet the needs of the children in their placements successfully, with appropriate staffing levels and provision able to be provided for the children.

6.11 It was felt that no new funding model could be introduced while Special Schools currently held such high balances (£2.6m end of 2020/21), with one school alone holding just under £1m in balances. The additional financial cost of the new funding model could be phased in and managed by using some of the Special Schools projected surplus balances to offset part of the initial pressure on the HN budget in the first two years of implementation. This would help lessen the impact on increased High Needs spending, whilst also ensuring the financial stability of Special Schools budgets over the next three to four years. The table below provides an overview of the revised financial deficit position facing the HN Block if this was agreed:

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	2017/18	2018/19	2019/20	2020/21	Aug	F'Cast	F'Cast	F'Cast
	£'000	£'000	£'000	£'000	2021/22	2022/23	2023/24	2024/25
					£'000	£'000	£'000	£'000
Accumulative (Surplus) / Deficit	1,365	3,643	5,434	8,249	10,039	12,408	13,770	13,818
Additional cost of implementation of New HN Funding Model - 1st April 2022						1,686	1,916	1,916
Contribution from Special School balances to support implementation						-780	-280	0
Revised (Surplus) / Deficit						13,314	15,406	15,734

- 6.12 If this approach was approved by Council Members, then this would need to be discussed, and accepted, with schools once an agreed mechanism was put out to a consultation process.
- 6.13 This would also allow time for the planned development of new places to increase in-house SEND provision over the next couple of years to meet forecast demand, and thereby help to reduce reliance on expensive out of Borough placements.
- 6.14 If the Council continues to apply the current funding model rather than the revised funding model then 3 special schools will have exhausted all balances by 31/3/2023 and all schools will be forced to reduce current spending commitments to balance in-year budget deficits in future years.
- 6.15 Any reduction in staffing levels in Special Schools will inevitably affect the existing number of In-House placements in Sefton schools and again increase the reliance on more expensive placements in Out of Borough provision leading to higher overspending against High Needs Budgets.

## **7.0 Financial Context and Implications**

- 7.1 This report outlines the significant financial issues facing the council in relation to its High Needs Budget and DSG. From the report there is a consistent and substantial financial gap each year between the resources that are available for this provision and the demand and resulting costs that exists.
- 7.2 Within the report there is a recommendation to increase the funding to schools that will maintain current provision. This funding is more than that available to the council therefore it further increases the risk exposure that the council will face.
- 7.3 The report details that currently the Department for Education is clear that councils general fund resources should not be used to fund the DSG, however it is unclear as to how deficits that continue to grow in both Sefton and nationally should be funded. As a result of this, this deficit represents a significant issue for the future financial sustainability of the council.

- 7.4 The financial forecasts within the report outline a position that assumes further annual increases in budget like previous years and the provision of more places within Sefton that will reduce the cost of out of Borough placements. Similarly the report also outlines that it is hoped that these future resource allocations and indeed details of potential revised methodology for funding and changes to the High Needs regime including how deficits will be treated will be forthcoming via the comprehensive spending review and wider local government settlement in the last quarter of 2021.
- 7.5 In addressing this issue within the council , in the first instance it is proposed that the February Cabinet meeting will receive a report from the Executive Director of Children’s Social Care and Education on the future funding allocation and overall approach to High Needs that central government will take forward and what that will mean for the estimates and approach contained within this report. Likewise, if no changes are proposed, the council will need to understand what that will mean for this budget and risk going forward. Following that it is proposed that each quarter a report will be presented to Cabinet by the Executive Director for Children’s Social Care and Education that will provide updates on provision of the service, financial implications including assessment of progress against these latest estimates and also details of the propose investment plan to develop more provision within Sefton that will reduce risk and cost and is central to the financial assumptions in this paper.
- 7.6 Whilst this work will be positive in managing the councils exposure moving forward, in the event that central government does not provide advice on how deficits will be met that removes the risk to the Council, it is recommended that the Council will need to start to develop a financial plan for how any deficit will be met should this need to be funded. The Councils current general fund or earmarked reserves would not provide the ability to fund this size of deficit and for the financial sustainability of the council, it cannot increase as is currently the case in perpetuity. This long-term plan would be included in future budget planning and engagement with the External Auditor will be required to ensure that the approach is robust and provides the required assurance that the council has a plan in place.
- 7.7 As stated, whilst central government guidance is that the general fund should not be used to fund this deficit, the council cannot accommodate such financial exposure without having a long term remedial plan in place, whilst acknowledging that this will reduce the funding available for core general fund service delivery.

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<b>Report to:</b>	Cabinet  Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)  Council	<b>Date of Meeting:</b>	6 January 2022  11 January 2022  20 January 2022
<b>Subject:</b>	Council Tax Reduction Scheme, Council Tax Base 2022/23		
<b>Report of:</b>	Executive Director of Corporate Resources and Customer Services	<b>Wards Affected:</b>	(All Wards);
<b>Portfolio:</b>	Cabinet Member - Regulatory, Compliance and Corporate Services		
<b>Is this a Key Decision:</b>	Yes	<b>Included in Forward Plan:</b>	Yes
<b>Exempt / Confidential Report:</b>	No		

## **Summary:**

The purpose of this report is to provide details of the review of the local Council Tax Reduction Scheme for 2021/22 and to recommend that there is no change to the scheme for 2022/23 for working age claimants.

The report also provides an updated Council Tax Base for Sefton Council and each Parish area for 2022/23.

## **Recommendation(s):**

### **Cabinet:**

- (1) Notes the contents of the review of the Council Tax Reduction Scheme for the current financial year, 2021/22.
- (2) Recommend to Council that there are no changes to the existing Scheme for 2022/23 for working age claimants.
- (3) Recommend that Council approves the relevant Council Tax Base for Sefton Council and each Parish Area for 2022/23 as set out in Annex A.

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

(1) That the report be noted.

## **Council:**

(1) Notes the contents of the review of the Council Tax Reduction Scheme for the current financial year, 2021/22.

(2) Approve that there are no changes to the existing Scheme for working age claimants for 2022/23.

(3) Approve the relevant 2022/23 Council Tax Base for Sefton Council and each Parish Area as set out in Annex A.

## **Reasons for the Recommendation(s):**

### **Council Tax Reduction Scheme**

Each financial year, the Council must consider whether to revise or replace its local Council Tax Reduction Scheme. The Council must approve and adopt the 2022/23 Council Tax Reduction Scheme by 11 March 2022, as set out in the Council Tax Reduction Scheme (Amendment) (England) Regulations 2017.

The report provides an update on key aspects of the local Council Tax Reduction Scheme. After consideration of the factors outlined later in the report it is proposed that the local Council Tax Reduction Scheme for 2022/23 remains unchanged for working age claimants.

### **Council Tax Base**

In accordance with Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as amended, the Council is required to set a tax base for both Sefton Council and for each Parish Area for 2022/23 before 31st January 2022.

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

### **Council Tax Reduction Scheme**

The Council Tax Reduction Scheme was last revised in 2018/19 following a public consultation process. The changes introduced then continue to address the Council's priorities to minimise the impact on vulnerable residents, by striking a balance between dealing with Council priorities. Ongoing monitoring and evaluation assess the impact of those changes to ensure that they remain fit for purpose. No alternative options have been considered for 2022/23.

## **What will it cost and how will it be financed?**

### **(A) Revenue Costs**

## **Council Tax Reduction Scheme 2022/23**

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

## **Council Tax Base**

Changes to the council tax base will have an impact on the level of Council Tax income transferred from the Collection Fund to the Council's General Fund in 2022/23. It will also impact on the amounts due to the Police and Crime Commissioner, the Fire and Rescue Service, and the Combined Authority.

The following table shows the impact of the changes to the tax base between 2021/22 and 2022/23, based on the 2021/22 Council Tax Band D charge:

Council Tax Income	Sefton Council £ million	Police & Crime £ million	Fire & Rescue £ million	Combined Authority £ million
Budget 2021/22	141.829	18.775	6.783	1.572
Forecast 2022/23	144.312	19.104	6.902	1.599
Change	2.483	0.329	0.119	0.027

## **(B) Capital Costs**

No capital costs applicable.

## **Implications of the Proposals:**

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

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

### **Legal Implications:**

#### **Local Council Tax Reduction Scheme**

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

- a. Consider whether to revise its Council Tax Reduction Scheme or to replace it with another scheme
- b. Make any revision to its scheme, or any replacement scheme, no later than 11 March in the financial year preceding that for which the revision or replacement is to have effect.
- c. If any revision to a scheme, or any replacement scheme, has the effect of reducing or removing a reduction to which any class of person is entitled, the revision or replacement must include such transitional provision relating to that reduction or removal as the authority thinks fit.

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

**Equality Implications:**

The equality implications have been identified and mitigated.

**Climate Emergency Implications:**

The recommendations within this report will

Have a positive impact	N
Have a neutral impact	Y
Have a negative impact	N
The Author has undertaken the Climate Emergency training for report authors	Y

There is no Climate Emergency impact resultant from the recommendations of this report.

**Contribution to the Council's Core Purpose:**

Protect the most vulnerable:

The Council Reduction Scheme proposed for 2022/23 will help to maintain fairness and consistency. The Scheme provides support to those experiencing financial hardship as well as supporting those making the transition to Universal Credit.

Facilitate confident and resilient communities: Not applicable

Commission, broker and provide core services: Not applicable

Place – leadership and influencer: Not applicable

Drivers of change and reform: Not applicable

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

Greater income for social investment: Not applicable

Cleaner Greener: Not applicable

**What consultations have taken place on the proposals and when?**

## (A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD6637/21) and the Chief Legal and Democratic Officer (LD4838/) have been consulted and any comments have been incorporated into the report.

## (B) External Consultations

Details of the review of the local Council Tax Reduction Scheme and the Council Tax Base are provided to the precepting bodies, i.e. the Police and Crime Commissioner, Merseyside Fire and Rescue Service and the Liverpool City Region Combined Authority.

### Implementation Date for the Decision

Following the expiry of the “call-in” period for the Minutes of the Cabinet recommendation to Council and approval by Council on 20<sup>th</sup> January 2022.

<b>Contact Officer:</b>	Diane Turner, Customer Centric Services Manager, Corporate Resources
Telephone Number:	0151 934 3481
Email Address:	diane.turner22@sefton.gov.uk

### Appendices:

Annex A: Council Tax Base Report 2022/23

### **Background Papers:**

There are no background papers available for inspection.

## 1. Introduction/Background

### Local Council Tax Reduction Scheme

#### 1.1 Introduction/Background

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

1.3 The grant transferred to the Council, Police and Crime Commissioner and Fire Service in 2013/14, £24.2M; to fund the local scheme was £3M lower than had previously been provided to fund CTB in 2012/13. The Council therefore had to introduce changes to the national default Council Tax Support Scheme to

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ensure that the local scheme was cost neutral. As the Government had specified the level of support that had to be provided to pensioners, the saving requirement had to be met by reducing the level of support available to working age claimants and through changes to Council Tax empty property discounts.

- 1.4 The Council is required, by law, to review the Scheme each year irrespective of whether it is being amended.
- 1.5 The Council Tax Reduction Scheme for 2022/23 must be agreed by Council by 11<sup>th</sup> March 2022.

## 2. Review of the Council Tax Reduction Scheme for 2021/22

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

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

## 2.2 Claimant Caseload

The table below shows the caseload data at 30<sup>th</sup> September 2021 compared to caseload data at the end of each year since the Council Tax Reduction Scheme was introduced in 2013/14:

Year	Date	Pensioners	Working Age	Total	Change
2013/14	03.04.14	14,655	16,025	30,680	n/a
2014/15	01.04.15	13,925	15,349	29,274	-1,406
2015/16	31.03.16	13,206	14,886	28,092	-1,182
2016/17	31.03.17	12,541	14,524	27,065	-1,027
2017/18	31.03.18	11,970	14,005	25,975	-1,090
2018/19	31.03.19	11,404	14,160	25,564	-411
2019/20	31.03.20	10,871	14,326	25,197	-367
2020/21	31.03.21	10,491	15,519	26,010	+813
2021/22	30.09.21	10,395	15,170	25,565	-445

The working age caseload can be split further:

Year	Date	Employed	Other	Total	Change
2013/14	03.04.14	2,874	13,151	16,025	n/a

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2014/15	01.04.15	2,748	12,601	15,349	-676
2015/16	31.03.16	2,504	12,382	14,886	-463
2016/17	31.03.17	2,193	12,331	14,524	-362
2017/18	31.03.18	1,900	12,105	14,005	-519
2018/19	31.03.19	1,597	12,563	14,160	+155
2019/20	31.03.20	1,268	13,058	14,326	+166
2020/21	31.03.21	1,070	14,449	15,519	+1,193
2021/22	30.09.21	1,153	14,017	15,170	-349

2.3 Pensioner Claimants: Since the initial implementation of the scheme in 2013/14 the number of Pensioner Claimants has declined in every year. Claimant numbers reduced by -380 between 2019/20 and 2020/21. Pensioner claimant numbers have continued to fall in 2021/22.

2.4 Working Age Claimants: The number of working age claimants reduced each year between 2013/14 and 2017/18 before starting to increase in 2018/19. Claimant numbers increased significantly in 2020/21 because of the economic impact of Covid-19. Claimant numbers have reduced in the first 6 months of 2021/22; however, they are expected to rise again in the last 6 months of the year following the ending of the Coronavirus Job Retention Scheme on 30 September 2021.

## 2.5 Scheme Expenditure

The following table shows the Council Tax Reduction Scheme Expenditure reported in the Revenue Outturn Return compared to the mid-year estimate for 2021/22:

Year	Source	Pensioners £000	Working Age £000	Total £000	Change £000
2013/14	RO Return	13,305	9,907	23,212	n/a
2014/15	RO Return	12,152	10,364	22,516	-696
2015/16	RO Return	11,895	9,760	21,655	-861
2016/17	RO Return	11,540	10,559	22,099	+444
2017/18	RO Return	11,378	10,948	22,326	+227
2018/19	RO Return	11,695	11,069	22,764	+438
2019/20	RO Return	11,790	11,784	23,574	+810
2020/21	RO Return	11,898	13,414	25,312	+1,738
2021/22	Estimate	12,075	14,636	26,711	+1,399

### Note:

2021/22 Estimate: The costs recorded at 30 September 2021 have been split based on the Pensioner and Working Age weekly costs recorded on the monthly CTR304 reports. The working age estimate includes a forecast increase in discounts of £0.665m between 1 October 2021 and 31 March 2022.

## 2.6 Council Tax Base Return Data

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

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Year	Source	Pensioners £000	Working Age £000	Total £000	Change £000
2013	CTB Return	12,602	10,214	22,816	n/a
2014	CTB Return	12,491	10,260	22,751	-65
2015	CTB Return	11,991	10,033	22,024	-727
2016	CTB Return	12,503	9,918	22,421	+397
2017	CTB Return	12,579	9,816	22,395	-26
2018	CTB Return	12,634	9,742	22,376	-19
2019	CTB Return	11,995	11,780	23,775	+1,399
2020	CTB Return	12,021	13,503	25,524	+1,749
2021	CTB Return	12,250	13,937	26,187	+663

## 2.7 Impact on the most vulnerable claimants

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

- Provision of an Exceptional Hardship Fund (see Section 2.11)
- Allowing a Universal Credit notification, received from the Department for Work and Pensions (DWP), to be treated as a claim for local Council Tax Reduction, thus removing the need for those in receipt of Universal Credit to have to make a separate claim for support towards their Council Tax.
- Making provision in the local Council Tax Reduction Scheme for awards to be backdated for up to 6-months for working-age vulnerable claimants.
- Deciding that the Council's local Council Tax Reduction scheme for working-age families should not replicate the rules that are in place in the national Housing Benefit scheme and the Council Tax Reduction Pensioner scheme whereby the removal of the family premium and the "2-child" rule restrict the level of award.
- Offering 12-month (rather than 10-month) instalment payments to Council Tax payers.
- Adopting a sensitive approach to enforcement action to consider the potential vulnerability of Council Tax Reduction claimants. Before cases are referred to Enforcement Agents a vetting stage has been introduced and cases are dealt with under a separate debt recovery process to minimise potential increases in debt.
- Establishing a co-ordinated working relationship between the Council's contracted Enforcement Agents and Citizens Advice Sefton to support people in debt. Citizens Advice Sefton has direct lines of communication with the Enforcement Agents and can arrange for recovery action to be placed on hold whilst discussing and agreeing affordable payment arrangements.



- Participating in the Debt Respite Scheme (Breathing Space) which started on 04<sup>th</sup> May 2021. The scheme gives someone in problem debt the right to legal protections from creditor action, including most enforcement action, contact from creditors and freezing most interest and charges on debts. This enables a debt advice provider, who must be authorised by the Financial Conduct Authority, who wants to set up a breathing space for their client, time to arrange an appropriate debt solution. Standard breathing space, i.e. up to 60-days, is available to anyone with problem debt. A mental health crisis breathing space is available to a client who is receiving mental health crisis treatment. If an Approved Mental Health Professional (AMHP) certifies a client is in mental health crisis treatment, the client or someone else might apply for a mental health crisis breathing space on the client's behalf. The mental health crisis breathing space has some stronger protections than the standard breathing space. It lasts as long as the client's mental health crisis treatment, plus 30 days (no matter how long the crisis treatment lasts). Upon receipt of notifications, all areas dealing with debt recovery in the Council, including Council Tax, Business Rates, Sundry Debt, Housing Benefit Overpayments and Parking Services receive notifications to hold action on any recovery activity for at least 60 days. During the period 4<sup>th</sup> May – 15<sup>th</sup> November 2021, the Council has received notification of 80 customers in Breathing Space of which 53 have now expired. Over 95% of these applications were in respect of Council Tax debt only.
- Implementing processes for Council staff to refer claimants to the Money Advice and Pension Service, or Citizens Advice Sefton for help and support with debt/budgeting advice or making/maintaining their Universal Credit claim.
- Putting an escalation process in place for the debt advisor based at South Sefton foodbank to contact nominated Council Tax staff to request a hold on recovery action or discuss affordable payment arrangements.
- Participating in Sefton's Welfare Reform Anti-Poverty Partner's Group – staff from the Council's Council Tax and Benefit team, work with partner organisations and other Council services to support residents suffering financial vulnerability and to provide practical support such as signposting claimants for winter coats, school uniforms.

## 2.8 Council Tax Collection

The table below shows the amount of Council Tax billed and collected during 2020/21:

Recorded at 31 March 2021	Liability Raised £000	Received In Year £000	Collection Rate %

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CTRS Cases - Working Age	2,565	2,085	81.3
CTRS Cases - Pensioner Age	1,512	1,573	104.0
Other Council Tax Payers	162,001	154,075	95.1
Total (in-year collection)	166,078	157,733	95.0

The in-year collection rate reduced from 97.2 % in 2012/13 under the council tax benefit system to 96.2% in 2013/14 when council tax support was localised. Since then the overall collection rate remained within a relatively narrow range from 95.8% to 96.3%. The in-year collection rate has subsequently reduced from 95.8% in 2019/20 to 95.0% in 2020/21 because of the impact of Covid-19. This is the lowest collection rate recorded to date, but higher than the average for Metropolitan Districts which was 93.8% in 2020/21.

## Council Tax Collection 2021/22

As at 31<sup>st</sup> October 2021, the in-year Council Tax collection figure was 62.91%. compared to 62.94% in 2020/21.

The main reason for the lower collection rate has been the impact of Covid-19 on the economy. The Council has adopted a sensitive approach to Council Tax collection throughout the pandemic as detailed below. As restrictions have eased the Council is transitioning back to a regular programme of recovery and enforcement: -

- A greater awareness of vulnerability has meant that as soon as an issue is identified, in most cases, recovery action is placed on hold whilst the vulnerability aspect is assessed. It may result in the Council entering payment arrangements which take slightly longer to repay because of a genuine financial vulnerability being identified.
- There was no recovery action taken on accounts for 2020/21 until 30<sup>th</sup> June 2020 when the Council began a programme of issuing 'soft reminder' to encourage payment or to make contact to discuss any debt issues a taxpayer may be experiencing.
- The emphasis of the soft reminder letters was to encourage engagement with the Council to discuss options around payment arrangements and to advise about the support that is available, such as the Exceptional Hardship Fund, benefits advice, and signposting to debt advice agencies for help with managing finances.
- Formal recovery action, initially in the form of reminders, was commenced in January 2021. Regular discussions take place with the Magistrates Courts, in conjunction with colleagues across the Liverpool City Region, to deal with the backlog of cases in debt. First summonses were issued for a hearing in March 2021 with a normal recovery programme being established by August 2021. As a Liability Order must be obtained prior to taking deductions from benefits and earnings, and to refer cases to Enforcement Agents, there has been a reduction in revenue from these recovery options.

## 2.9 Attachment of Benefits

Since the introduction of the Council Tax Reduction Scheme in April 2013 the number of working age claimants falling into arrears continues to grow. One recovery option open

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to the Council in respect of benefit claimants is to apply for an Attachment of Benefit (AOB) via the courts. Under this option the Council can now require a payment of £3.75 per week to be made by the DWP directly from the claimant's benefits to meet Council Tax arrears. The rate for Universal Credit claimants is £20.89 per month.

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

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

- An AOB cannot be applied without first having taken the debtor to court to obtain a Liability Order. Due to the need to follow the correct legislative timeline for obtaining a Liability Order, payment by AOB cannot commence until part-way through the year. Typically for a bill issued in March the first payments would not be made by the DWP until August of the same year.
- Many debtors have arrears outstanding for multiple years Council Tax. An AOB can only be used to collect one debt at a time. In addition, current legislation does not allow the Council to take any other form of debt recovery (e.g. use of Enforcement Agents) whilst an AOB is in place. To mitigate this, letters have been issued to people on AOB asking them to contact the Council for advice, to make alternate payment arrangements or seek financial advice from Citizens Advice Sefton. However, this initiative met with only a few people contacting the Council to make payment arrangements.
- Collection of Council Tax debt by way of AOB is not the highest priority of debt administered by the DWP. The level of recovery will therefore be affected when a person has multiple debts, e.g. rent and energy debts are given higher priority. The impact of Covid-19 meant that there was a reduction in the number of referrals to the DWP for new deductions in 2020/21.
- Many new claimants for local Council Tax Reduction have already accrued debts before an AOB can be considered.
- At the commencement of the scheme in 2013 the maximum deduction of £3.70 was lower than the minimum weekly Council Tax charge for all property bands. The minimum contribution of 20% towards the Council Tax was greater than the amount that could be collected within the year by AOB. This created a problem of debt being carried forward to the following year. Therefore, whilst debt payments were being collected regularly the amount of debt at the end of each year kept growing.
- To try and break the cycle of debt, the Council Tax Reduction Scheme was amended with effect from 1st April 2016 to reduce the minimum contribution rate to 16%. This rate was calculated so that the then AOB payment rate of £3.70 per week was more than would be due from Council Tax for many of the claimants.
- A significant number of customers have arrears for more than one financial year. As only one AOB order may be deducted at a time there has been a significant increase in the number of pending cases. These cases are effectively stacked up

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until an earlier order is paid. No recovery action may be taken in the interim and the value of such cases is increasing year on year.

- The following table shows the amount of debt being recovered by AOB, and the amount of debt still waiting recovery by AOB as at 31<sup>st</sup> October 2021: -

	<b>01.04.19</b>	<b>01.04.20</b>	<b>31.10.20</b>	<b>01.04.21</b>	<b>31.10.21</b>
AOB in payment	£1,121,179	£1,160,881	£1,011,275	£976,248	£1,170,127
Number of cases	6,276	5,803	4,528	4,442	5,002
AOB Pending	£3,987,625	£4,382,203	£4,425,238	£4,278,022	£4,868,797
Number of cases	16,919	18,163	18,076	17,215	17,101

## 2.10 Review of Scheme Principles

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

<b>Principle</b>	<b>CTRS working for non-pensioner claimants?</b>
The Council will continue to support work incentives	<p><b>Yes</b> – The Council continues to operate a system which disregards certain amounts of money from customers earnings through employment and self-employment when calculating entitlement.</p> <p>This results in some additional support to those customers receiving Universal Credit who are in low paid work, following the removal of UC work allowances from April 2016</p>
The Council will continue to recognise the additional needs of our most vulnerable residents.	<p><b>Yes</b> – The Council continues to make additional allowances and give additional support to those receiving certain DWP sickness benefits, disability benefits and benefits for Carers when calculating entitlement.</p> <p>Additionally, the Council continues to disregard certain disability benefits as income when calculating entitlement</p> <p>Procedures were reviewed for the collection of non-payment of Council Tax to ensure non-disproportionate impact on the most vulnerable households. Also budgeting support and advice is made available to all claimants.</p> <p>The Council Tax Exceptional Hardship Fund is</p>

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

## 2.11 Council Tax Exceptional Hardship Fund (EHF)

Covid-19 Hardship Funding 2020/21: A grant of £3,036,603 was received in 2020/21 to deliver support to economically vulnerable people and households in Sefton. 91.4% of this grant was applied to provide additional council tax hardship discounts. The remaining £261,443 was carried forward in a reserve at the year-end. Any EHF expenditure in 2021/22 more than the core budget of £170,000 will be applied against the reserve.

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

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

## 2.12 Summary of local Council Tax Reduction Scheme Review 2021/22

The forecast cost of the scheme has increased by £1.399m (5.5%) in 2021/22 to £26.711m (at 30/09/21). This is due to a forecast increase in working age claimant numbers and an average council tax increase of 5.0%.

Whilst claimant numbers did increase significantly in 2020/21 because of the economic impact of Covid-19, there has been a reduction in the first 6 months of 2021/22; however, they are expected to rise again in the last 6 months of the year following the ending of the Coronavirus Job Retention Scheme on 30 September 2021.

Council Tax collection as at 31st October 2021 is at a similar level to the same point in 2020/21 and it remains challenging due to the impact on Covid-19 on the economy.

## **3. Council Tax Reduction Scheme - Consultation**

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

Letters will be issued to the precepting authorities – Merseyside Police and Crime Commissioner, Merseyside Fire and Rescue Service, and the Liverpool City Region Combined Authority notifying them that no change is being proposed.

## **4. Local Council Tax Reduction Scheme - Equality Impact Assessment**

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

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

A detailed equality assessment was undertaken and published as part of the design and implementation of CTRS for 2013/14. This assessment was comprehensively reviewed in the context of the proposed options for 2016/17 and found that there were no disproportionate impacts as the mitigating actions put in place for the 2013/14 scheme continued to be effective and still remain valid.

A further review of the equality impact assessment has recently been carried out, in particular in relation to the conclusion and recommendations identified at previous reviews. Mitigating actions put in place to support working families and vulnerable residents are regularly monitored and remain in force as follows: -

- The Council continues to provide a discretionary Exceptional Hardship Fund to assist financially vulnerable working age households and families as described in paragraph 2.11 above.
- Procedures and processes for collection of non-payment of Council Tax as set out at paragraph 2.7 above help to ensure that there is no disproportionate impact on the most vulnerable households.
- The Council continues to support the five principles set out for the Scheme as can be seen at the table at paragraph 2.10 above.
- Legislation remains in place to protect low-income pensioners from any reduction in support brought about by the introduction of the local Council Tax Reduction Scheme.

It is proposed that post-Covid, when it is anticipated that there will be less economic volatility, that an updated Equality Risk Assessment will be carried out for the Council Tax Reduction Scheme.

## **5. Conclusion**

As a result of the work undertaken, it is proposed that no changes are made to the Council's local Council Tax Reduction Scheme for 2022/23. Maintaining the Scheme will continue to address the Council's focus to minimise the impact on the most vulnerable households by striking a balance between collecting Council Tax whilst supporting those experiencing financial challenges.

In addition, there would be no additional revenue implications because of a decision to retain the current scheme, with the cost of the current Scheme discounts reflected in the council tax base.

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## ANNEX A

### SETTING THE COUNCIL TAX BASE FOR 2022/23

#### 1. Setting the Council Tax Base

- 1.1 The council tax base is the link between the Council's budget and the level of council tax. The tax base will be used to calculate the council tax in Sefton, once the Council's budget has been agreed. The Council is required to calculate its own tax base as well as the tax base for each parish council within its boundary and have them approved by the 31 January 2022.
- 1.2 The calculation of the council tax base takes into account many factors such as the rate of new building and the trends in people living on their own (Sole Occupier Discounts).
- 1.3 The tax base calculation assumes a collection rate of 97.0% in 2022/23, which is unchanged from the rate applied in 2021/22. This reflects the negative impact Covid-19 has had on council tax collection in the past two years.

#### 2. Council Tax Base for Sefton Council in 2022/23

- 2.1 The tax base for 2022/23 is **84,170.4** Band D equivalent dwellings for Sefton Metropolitan Borough Council. This is an increase of 1,448.3 (+1.75%) in comparison with the tax base for 2021/22. An analysis of the changes between the 2021/22 and the 2022/23 tax base is provided in the table below:

Tax Base for Sefton Council		Band D Equivalents		
		2021/22	2022/23	Change
H	<u>Chargeable Dwellings</u>			
	Dwellings on the Banding List	111,551.2	112,241.1	689.9
	Exempt Dwellings	-2,216.8	-2,313.0	-96.2
	Disabled Persons Reductions	-150.2	-148.7	1.5
		109,184.2	109,779.4	595.2
Q	<u>Discounts</u>			
	Sole Occupier & Status Discounts	-10,278.5	-10,378.2	-99.7
	Empty Property Discounts	-49.4	-27.6	21.8
	Total	-10,327.9	-10,405.8	-77.9
E	Empty Homes Premium	704.0	707.3	3.3
J	<u>Adjustments</u>			
	Additions to the Banding List	121.7	421.0	299.3
	Banding Reductions	-167.3	-145.9	21.4
	Exemptions, Discounts, & Premium	-634.4	-651.9	-17.5
		-680.0	-376.8	303.2
Z	Council Tax Support Scheme	-13,608.0	-12,938.7	669.3
B	Collection Rate Adjustment	-2,558.2	-2,603.0	-44.8
	MOD Properties	8.0	8.0	0.0
	<b>Council Tax Base</b>	<b>82,722.1</b>	<b>84,170.4</b>	<b>1,448.3</b>



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

Dwellings on the Banding List: The number of properties on Banding List has increased by 748 (0.6%) in the year.

Exempt Dwellings: The number of dwellings subject to a specific exemption (Class A to W) have increased by 102 (3.8%). The largest increases were in the number of Class F exemptions (dwellings left empty by deceased persons) and Class N exemptions (dwellings occupied only by students, the foreign spouses of students, or school and college leavers').

Sole Occupier & Status Discounts: The number of dwellings receiving a 25% discount due to single occupancy has increased by 511 (1.1%).

Additions to the Banding List: There are some significant housing developments currently taking place in the borough. Consequently, a higher level of new housing additions has been forecast for 2022/23.

Council Tax Support Scheme (CTRS): The number of working age claimants has reduced in the year following the end of Covid-19 restrictions.

## 3. Council Tax Base in Parish Areas for 2022/23

3.1 There are also new tax base figures for each parish area in 2022/23. The following table provides details of the new tax base for each parish compared to 2021/22:

Tax Base for Parish Areas	Band D Equivalents			%
	2021/22	2022/23	Change	Change
Parish of Aintree Village	2,017.8	2,029.6	11.8	0.6%
Parish of Formby	9,010.7	9,071.9	61.2	0.7%
Parish of Hightown	855.0	859.3	4.3	0.5%
Parish of Ince Blundell	166.0	165.9	-0.1	-0.1%
Parish of Little Altcar	327.2	336.6	9.4	2.9%
Parish of Lydiate	2,028.6	2,085.2	56.6	2.8%
Parish of Maghull	6,697.7	6,798.9	101.2	1.5%
Parish of Melling	1,029.5	1,092.0	62.5	6.1%
Parish of Sefton	247.5	278.2	30.7	12.4%
Parish of Thornton	767.4	777.0	9.6	1.3%

3.2 The tax base calculation for each of the parish areas is based on the same assumptions made in the calculation for Sefton Metropolitan Borough Council.

3.3 The higher percentage increases in Melling and Sefton are largely due to housing development in those areas. Ince Blundell is the only parish area to see a reduction which is due to an increase in net exemptions and discounts.

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<b>Report to:</b>	Cabinet Council	<b>Date of Meeting:</b>	6 January 2022 20 January 2022
<b>Subject:</b>	Sustainable Warmth Funding 2022-2023		
<b>Report of:</b>	Executive Director of Corporate Resources and Customer Services	<b>Wards Affected:</b>	(All Wards);
<b>Portfolio:</b>	Cabinet Member - Regulatory, Compliance and Corporate Services		
<b>Is this a Key Decision:</b>	Yes	<b>Included in Forward Plan:</b>	Yes
<b>Exempt / Confidential Report:</b>	No		

## Summary:

As part of a competitive bidding process co-ordinated through the Combined Authority, Sefton Council have been awarded £3,374,297 of grant funding to retrofit 307 poorly insulated homes for low income Sefton residents. The funding has come from the Department of Business Energy & Industrial Strategy (BEIS) as part of the government's post covid 19 response and supporting the UK Net Zero Carbon by 2050 target.

A request for approval to accept this funding is sought to ensure that Sefton can benefit from almost £3.4 million, 100% grant funding. Spending this funding is time critical to ensure residents receive the benefits and that no proportion of the funding is returned due to slippage in delivery. The programme is due to be delivered between January 2022 and 31 March 2023.

Due to the level of the grant funding, authority to accept the funding as well as secure permission to procure and award works is required from Council.

The funding is a continuation of the Green Homes Grant (GHG) Local Delivery Scheme (LAD) phase 2, but has been renamed as Sustainable Warmth.

## Recommendations to Cabinet:

That subject to Council approving a supplementary capital estimate of £2.89m fully funded by grant funding, that the Cabinet be requested to approve:

- (1) a supplementary revenue estimate of £0.5M fully funded by grant funding;
- (2) that delegated authority be granted to the Executive Director of Corporate

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Resources and Customer Services in consultation with the Cabinet Member Regulatory, Compliance and Corporate Services, to sign the grant funding agreement with the Combined Authority;

- (3) that delegated authority be granted to the Executive Director of Corporate Resources and Customer Services, to enter into a delivery partner agreement with One Vision Housing to deliver improvements to 50 properties as part of the sustainable warmth funding programme; and
- (4) that delegated authority be granted to the Executive Director of Corporate Resources and Customer Services in consultation with the Cabinet Member Regulatory, Compliance and Corporate Services, to appoint a contractor via a direct award from a public procurement regulations compliant framework(s) or Dynamic Purchasing System and enter into the contract once the procurement process is completed in order to undertake the required works.

## **Recommendation to Council:**

- (1) That Council be requested to approve a supplementary capital estimate of £2.89m fully funded by grant funding.

## **Reasons for the Recommendation(s):**

If this funding is not accepted, residents will not receive the investment required to improve their home, which is designed to reduce fuel poverty, reduce carbon emissions, support local jobs and improve the communities where these homes exist.

The £3,374,297 funding allocation is 100% grant and does not require any match funding from the council and there is no risk of clawback of the funding if fully utilised.

Delegated responsibility has been requested to help to streamline the governance of the project whilst maintaining full accountability. Any funding that is not utilised within the timeframe of the scheme (end date 31 March 2023) may be reallocated to other Local Authorities that are able to undertake the works in a timely manner.

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

Not to accept the funding – Rejected due to the loss of potential benefits to Sefton residents.

## **What will it cost and how will it be financed?**

### **(A) Revenue Costs**

100% of the revenue costs will be covered by the grant funding.

The existing Council Retrofit Team within the Energy & Environmental Management Section, will manage the delivery of Sustainable Warmth and the revenue allocation (up to 15% of total allocation) will be used to establish permanent posts.

### **(B) Capital Costs**

100% of the capital funding will be covered by the grant funding award.

All capital funding will be provided by BEIS with the Liverpool City Region Combined Authority (LCR CA) acting as the accountable body.

**Implications of the Proposals:**

<p><b>Resource Implications (Financial, IT, Staffing and Assets):</b> The existing Retrofit Team within EEM Sefton Council will manage the delivery of LAD2 and the revenue allocation will be used to establish permanent posts</p>								
<p><b>Legal Implications:</b> Sefton Council will enter into a Grant Funding Agreement with the LCR CA to deliver the scheme in accordance with the specification set by BEIS (as directed by Sefton Council Legal Team). Sefton Council will enter a works contract through a public procurement regulations compliant framework(s) or Dynamic Purchasing System (as directed by the Sefton Council Procurement and legal teams). Sefton Council will enter into a Delivery Partner Agreement with OVH to deliver improvements to 50 properties as part of the sustainable warmth programme.</p>								
<p><b>Equality Implications:</b> There are no equality implications.</p>								
<p><b>Climate Emergency Implications:</b></p> <p>The recommendations within this report will</p> <table border="1"> <tr> <td>Have a positive impact</td> <td>Y</td> </tr> <tr> <td>Have a neutral impact</td> <td>N</td> </tr> <tr> <td>Have a negative impact</td> <td>N</td> </tr> <tr> <td>The Author has undertaken the Climate Emergency training for report authors</td> <td>Y</td> </tr> </table> <p>Retrofit of 307 poorly insulated homes will provide a positive impact by reducing fuel required to keep those homes warm as well as providing a cooling mechanism during heatwaves.</p>	Have a positive impact	Y	Have a neutral impact	N	Have a negative impact	N	The Author has undertaken the Climate Emergency training for report authors	Y
Have a positive impact	Y							
Have a neutral impact	N							
Have a negative impact	N							
The Author has undertaken the Climate Emergency training for report authors	Y							

**Contribution to the Council’s Core Purpose:**

<p><b><u>Protect the most vulnerable:</u></b> The scheme is designed to target the most vulnerable members of our communities by improving energy efficiency and reducing fuel poverty.</p>
<p><b><u>Facilitate confident and resilient communities:</u></b> The retrofit of homes will provide additional protection from extreme heat and cold. The works will improve the aesthetics of the local areas.</p>
<p><b><u>Commission, broker and provide core services:</u></b> n/a</p>

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<b><u>Place – leadership and influencer:</u></b> n/a
<b><u>Drivers of change and reform:</u></b> n/a
<b><u>Facilitate sustainable economic prosperity:</u></b> The works are designed to support local jobs post Covid 19 pandemic.
<b><u>Greater income for social investment:</u></b> The scheme aims to work in conjunction with Invest Sefton to utilise local contractors where possible.
<b><u>Cleaner Greener:</u></b> The project to contribute to Council and Regional carbon reduction commitments and contribute to the Climate Emergency Strategy.

## What consultations have taken place on the proposals and when?

### (A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD.6647/21) and the Chief Legal and Democratic Officer (LD.4848/21.) have been consulted and any comments have been incorporated into the report.

### (B) External Consultations

**LIVERPOOL CITY REGION COMBINED AUTHORITY** Chief Executives Meeting  
2 August 2021. Sustainable warmth funding bid approved.

## Implementation Date for the Decision

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

<b>Contact Officer:</b>	Stephanie Jukes
Telephone Number:	Tel: 0151 934 4552
Email Address:	stephanie.jukes@sefton.gov.uk

## Appendices:

N/A

## Background Papers:

There are no background papers available for inspection.

## 1. Introduction/Background

- 1.1 The Department for Business Energy and Industrial Strategy (BEIS) have provided a series of funding opportunities to retrofit private homes aimed at improving the worst performing homes for the poorest in our community. The programme aims to stimulate an economic recovery post Covid 19 lockdown, as well as support the delivery of the UK net zero carbon target (2050), Sefton Council Climate Emergency and Liverpool city Region net zero targets.
- 1.2 The funding is currently at round 3. In the first round of this funding (LAD1b) Sefton secured funding to retrofit 30 properties. This programme is over 50% complete with a completion date of 31 March 2022.
- 1.3 Phase 2 (LAD2) of the scheme was a direct award to local authorities across England to ensure benefits were distributed across the country. Sefton secured funding to retrofit 215 properties, with this allocation based on property types and income levels. The LCR CA is the accountable body and will report progress back to BEIS for the Liverpool City Region. Works on phase 2 are underway with a completion date of 31 March 2022.
- 1.4 Phase 3 (LAD3 HUG1) has been called 'Sustainable warmth' and was a competitive bidding process co-ordinated through the Combined Authority. Sefton Council have committed to the retrofit of 307 poorly insulated homes for low income Sefton residents. This will be delivered January 2022 to 31 March 2023.
- 1.5 Confirmation of the 'Sustainable warmth' award was confirmed in December 2021.

## 2 PROGRAMME

- 2.1 Sefton's programme of work has consistently followed the guiding principles;

Worst First:

Facilitating the treatment of the worst performing homes based on EPC bandings. It is acknowledged that there will /may be a need for greater spend on those homes with a lower starting EPC Band.

Fabric First:

A fabric first approach (of insulation and heat loss prevention measures) is required. This ensures that heat loss prevention measures are installed before other energy efficiency measures to maximise comfort and bill savings for the consumer, and to maximise the dwelling's suitability for low carbon heating either now or in the future.

Lowest Regrets:

The approach to retrofit taken should minimise the potential of measures installed through early actions having to be replaced in the future on the journey to Net Zero for the housing stock. This would include low cost, high return interventions, to allow early action rather than adopting a 'wait and see' approach.

- 2.2 The programme of work has been based around a fabric first approach and

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focuses on providing external wall insulation (for single brick and concrete construction properties) and cavity wall/ loft insulation (for properties with unfilled cavity walls) in general terms.

- 2.3 From 1 November 2021 all properties will receive a retrofit assessment and follow PAS 2035 which will specify the measures needed to move the home to a net zero carbon position. The works can be staggered and will follow the guiding principles outlined above.
- 2.4 Funding is averaged to £10K per property (for properties with gas supply) and £15K per property (for off gas properties).
- 2.5 The primary focus of the Sustainable Warmth scheme is to upgrade privately owned housing occupied by low-income households. Some social housing is permitted up to a maximum of 10% an 'in fill' etc.

## **3 AREAS TARGETED**

- 3.1 The delivery of LAD1b and LAD2 targeted areas of Netherton, Bootle and Litherland where properties were a system built "no fines" concrete nature or "cross wall" construction. It is difficult to insulate these properties due to the substantial investment needed to install external wall insulation. Additional properties with single brick wall construction are also being targeted as they are also suitable for external wall insulation.
- 3.2 Properties in Southport PR9 and PR8 have been targeted primarily for the installation of cavity wall and loft insulation.
- 3.3 Officers will continue to promote the offer afforded by the 'Sustainable Warmth' funding to these areas as well as further afield. This will be done through the use of the Parity database which identifies those properties that have / likely to have no insulation. Letters will be sent to those properties and further eligibility assessments will then take place if residents wish to proceed. Contractors will provide information (Sefton approved leaflets) to neighbours of those having work undertaken, in similar properties and banners with details of the scheme/ council website will be displayed on scaffold. However, a mass promotion across Sefton is not possible as only 307 properties can be upgraded under this funding.
- 3.4 The eligibility criteria of the grant funding targets low-income households (a combined income of below £30K per annum) with poor energy efficiency ratings. It is aimed at privately owned or rented households, and separate funding exists for social housing providers. Households will not have to provide a financial contribution to the proposed works.

## **4 SOCIAL HOUSING**

- 4.1 Local Authorities may use the funding to improve social landlord housing stock. Whilst funding for measures for owner occupied properties is capped at £10K per home, privately rented and social housing can obtain a maximum subsidy of £5K per home with at least 33% of the total retrofit costs coming from landlord contributions.



4.2 At the start of the whole retrofit programme in 2019, several housing associations were approached regarding potential projects that could fall within this programme. One Vision Housing were able to confirm a programme of work. As such, Sefton have agreed with One Vision Housing to allocate £300,000 from the Sustainable Warmth funding award, for them to upgrade 50 of their properties in Sefton during 2022/23.

4.3 A delivery partner agreement will be developed and will be reviewed by the Sefton legal department.

## 5 ROUTE TO MARKET

5.1 Sefton Council will enter a works contract through a public procurement regulations compliant framework(s) (as directed by the Sefton Council procurement and legal teams).

## 5 RISKS AND MITIGATION

5.1 **TIMESCALES;** The programme is required to complete works by the 31 March `2023. Acting quickly and utilising an approved framework, will help to mitigate risk of slippage. A full programme management with regular reporting will help to track areas of concern at an early stage and rectify. Contracts will include staged payments, to ensure risk of clawback from any delays does not lie with Sefton Council. Officers will provide regular progress reports to Cabinet Member - Communities and Housing and Cabinet Member - Regulatory, Compliance and Corporate Services.

5.2 **QUALITY OF WORKS;** Works to residents' homes with Council association, must be of the highest quality. The works will require contractors to be Trustmark Accredited, employ retrofit coordinators to minimise the delivery assurance risk and ensure quality & compliance with PAS2035.

5.3 **SUPPLY CHAIN;** Limited capacity currently exists due to increased demand for retrofit works, however the situation is improving with increased resource becoming available. Sefton Council will work with framework providers to ensure awards are only made to companies with the capacity and capability to undertake these specialist works within the agreed timescale.

5.4 **INTERNAL CAPACITY;** Utilising existing retrofit staff, to develop a permanent team, with the necessary expertise from delivery of previous and current ERDF funded retrofit programmes, will provide the capacity and expertise required.

5.5 **CLAWBACK;** The ££3,374,297 funding allocation is 100% grant and does not require any match funding from the council. There is no risk of clawback if the funding is fully utilised.

## 6 FUTURE FUNDING

6.1 There are several additional funding opportunities such as, Social Housing Decarbonisation Fund (SHDF) and a Home Upgrade Fund (HUG) available in 2021/ 2022. Sefton Officers will work with the CA to develop bids for these funding

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streams whilst working to develop and strengthen the supply chain and training opportunities locally.

- 6.2 Sefton Officers will continue to look for opportunities to continue these works and maximise future funding opportunities. The LCR CA estimate that there is a need to retrofit 20,000 homes per annum in the city region to achieve the 2040 target of net zero carbon. The Sustainable warmth funding secured across the LCR amounts to almost £28M and will deliver upgrades to 2,355 properties. Therefore, the need for retrofit must continue and expand if the region is to meet the net zero carbon goal by 2040.

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<b>Report to:</b>	Pay and Grading Committee	<b>Date of Meeting:</b>	12 January 2022
	Council	<b>Date of Meeting:</b>	20 January 2022
<b>Subject:</b>	Pay Policy 2022 - 2023		
<b>Report of:</b>	Chief Personnel Officer	<b>Wards Affected:</b>	(All Wards);
<b>Portfolio:</b>	Regulatory, Compliance and Corporate Services		
<b>Is this a Key Decision:</b>	No	<b>Included in Forward Plan:</b>	No
<b>Exempt / Confidential Report:</b>	No		

## Summary:

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

## Recommendation(s):

### Pay and Grading Committee:

The proposed Pay Policy in report is recommended to the full Council for approval with the amendment detailed below.

### Council:

- (i) The proposed Pay Policy in this report be approved;
- (ii) That any changes to the Pay Policy as required because of legislation are delegated to the Pay and Grading Committee;
- (iii) If future proposals in respect of Exit Pay cap legislation or Special severance payments contain discretions then these are to be considered by the Pay & Grading Committee to provide a recommendation before matters go to Full Council

## Reasons for the Recommendation(s):

To comply with the Localism Act 2011

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

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

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**What will it cost and how will it be financed?**

**(A) Revenue Costs NA**

**(B) Capital Costs NA**

**Implications of the Proposals:**

<p><b>Resource Implications (Financial, IT, Staffing and Assets):</b> The Pay Policy has been amended and updated to reflect any changes that have occurred since the last report</p>									
<p><b>Legal Implications:</b> The Council has the following duties under the following sections of the Localism Act 2011:-</p> <p>Section 38- The Council must prepare a Pay Policy Statement for each financial year which sets out its policies relating to the remuneration of its chief officers and its lowest-paid employees and the relationship between the remuneration of its chief officers and its employees.</p> <p>Section 39-The Council’s Pay Policy Statement must be approved by resolution of the authority before it comes into force and prior to 31<sup>st</sup> March immediately preceding the financial year to which it relates.</p> <p>Section 40- With regard to its functions under sections 38 and 39 [above] the Council must have regard to any guidance issued or approved by the Secretary of State.</p>									
<p><b>Equality Implications:</b> There are no equality implications.</p>									
<p><b>Climate Emergency Implications:</b> No implications the Pay Policy for the Council is required by the Localism Act 2011</p> <p>The recommendations within this report will</p> <table border="1"> <tr> <td>Have a positive impact</td> <td>No</td> </tr> <tr> <td>Have a neutral impact</td> <td>No</td> </tr> <tr> <td>Have a negative impact</td> <td>No</td> </tr> <tr> <td>The Author has undertaken the Climate Emergency training for report authors</td> <td>No</td> </tr> </table>		Have a positive impact	No	Have a neutral impact	No	Have a negative impact	No	The Author has undertaken the Climate Emergency training for report authors	No
Have a positive impact	No								
Have a neutral impact	No								
Have a negative impact	No								
The Author has undertaken the Climate Emergency training for report authors	No								

**Contribution to the Council’s Core Purpose: NA**

Protect the most vulnerable: NA
Facilitate confident and resilient communities :NA

Commission, broker and provide core services :NA
Place – leadership and influencer: NA
Drivers of change and reform: NA
Facilitate sustainable economic prosperity: NA
Greater income for social investment: NA
Cleaner Greener NA

**What consultations have taken place on the proposals and when?**

**(A) Internal Consultations**

The Executive Director of Corporate Resources and Customer Services (FD.6647/21) and the Chief Legal and Democratic Officer (LD.4848/21) have been consulted and any comments have been incorporated into the report.

**(B) External Consultations N/A**

**Implementation Date for the Decision**

Immediately following the Committee / Council meeting.

<b>Contact Officer:</b>	Lynn Earlam
Telephone Number:	0151 934 3392
Email Address:	lynn.earlam@sefton.gov.uk

**Appendices:**

Annex A

**PAY POLICY FOR CENTRALLY EMPLOYED TEACHING STAFF**

**Background Papers:**

There are no background papers available for inspection.

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## 1. Introduction/Background

1. This report deals with a requirement in the Localism Act 2011 (the Act) which became statute in November 2011. The Act introduced a requirement for Local Authorities to agree and publish an Annual Pay Policy Statement effective from December 2011.
2. In February 2012 the DCLG issued statutory guidance “Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act 2011” and required Local Authorities in England to take account of the supplementary guidance when preparing their Pay Policy Statements.
3. To comply with this requirement the Council’s revised Pay Policy statement is attached.

**PAY POLICY 2022 / 2023**

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

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Annex A

**PAY POLICY FOR CENTRALLY EMPLOYED TEACHING STAFF**

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

**National Pay Agreements within Local Government**

1. JNC Chief Executive Terms and Conditions of Service.
2. JNC Chief Officer Terms and Conditions of Service.
3. Local Government Pension Scheme:
4. NJC Terms and Conditions of Service (Green Book): [Green book](#)
5. Soulbury Terms and Conditions of Service: (Education & Young People)

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6. Youth and Community Workers Terms and Conditions of Service (Pink Book): (Education & Young People)
7. Non-Standard Working Arrangements and Associated Payments: [Non-standard Working Arrangements](#)

## **A. OPENING STATEMENT**

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

## **B. SCOPE OF POLICY**

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

## **C. AVAILABILITY OF POLICY**

6. This policy is available on the Sefton's Council website

## **D. DECISION MAKING**

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



9. The authority to make decisions in accordance with the policy and its application, is in accordance with the delegations described in the Council's constitution, which can be found in the documents library on Sefton's website.
10. Since January 2013 the Council has an agreed a mechanism specifically for;
- a. The consideration of severance packages which amount to £100,000 or above. and
  - b. The consideration of new appointments (new posts) which have a remuneration package of £100,000 or above. It was agreed that :
    - o Relative to a) In relation to any severance packages in respect of the Chief Executive, Executive Directors and Heads of Service which amount to £100,000 or above, that Full Council are given an opportunity to vote to determine agreement, following a recommendation from the Pay and Grading Committee.
    - o All other employees' severance packages of £100,000 or above are to be determined by the Pay and Grading Committee and may come before Full Council as part of the Budget process. The reason for utilising the Pay and Grading Committee is to allow operational effectiveness in seeking the approval of such payments, leaving Full Council to deal with severance packages for the Senior Officer positions.
    - o In respect of the definition of a severance payment this is defined as:
      - (a) A redundancy payment
      - (b) Any capital cost to the pension fund
      - (c) Any other contractual payments which are due to the employee
      - (d) Any other payments which the Local Authority may seek to make

Relative to b) The Employment Procedure Committee will decide on the remuneration packages for Senior Officers in cases where the proposed remuneration is over £100,000. This will be debated at the point when the decision to fill the post is made. A recommendation will then be made to the Full Council who will have the opportunity to vote on the remuneration proposed. The remuneration must be agreed prior to an appointment offer being made.

11. It is proposed that the decision making processes for a) and b) above remain in force subject to the following:

In 2020 the Government proposed to implement the Restriction of Public Sector Exit Payment Regulations 2020 which was to impose a cap of £95,000 on exit payments. This Regulation was due to come into force on 4 November 2020. However, on 12 February 2021 HM Treasury published a Treasury Direction disapplying the cap with immediate effect due to "unintended consequences" of the proposed legislation. The regulations were formally revoked with effect from 19.3.2021. No further regulations have been tabled

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however the Government have stated that *“For the avoidance of doubt, it is still vital that exit payments deliver value for the taxpayer and employers should always consider whether exit payments are fair and proportionate. HM Treasury will bring forward proposals at pace to tackle unjustified exit payments.*

The Government are also due to bring out Guidance of Special Exit payments by local Authorities, but at the time of writing, this guidance is not available.

Consequently, as and when legislation is published which has any bearing on the agreed council mechanism for the consideration of severance packages the Pay Policy will be updated accordingly, and, as previously agreed at the Council meeting on 25<sup>th</sup> January 2018 it is recommended that the Pay and Grading Committee is delegated to deal with any necessary amendment to bring the Authority into compliance with any such statutory measures.

## **E. SENIOR OFFICERS PAY**

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

Senior Officer Pay data can be accessed through the Sefton Council website [Senior Salary information for period 1.4.20 - 31.3.21](#)

13. In addition, local authorities must provide a list of responsibilities (for example, the services and functions the postholder is responsible for and details of bonuses and 'benefits-in-kind', for all employees whose salary exceeds £50,000.
14. Senior officers (other than those paid under the Soulbury agreement) are paid in accordance with the HAY job evaluation method.
15. Chief Executive (as at 1.4.2021) is paid £158,637. The salary comprises of 5 incremental points within a salary band ranging from £151,083 to £166,197. It will be noted that this pay scale has not been updated since the last report as the pay

award increase which should be agreed each year from 1<sup>st</sup> April has not yet been finalised.

16. As at 1.4.2021 Executive Directors are paid spot salary payments of £119,952 and the Head of Health and Wellbeing / Director of Public health is paid on a personal grade of NHS Senior Band 9 plus Market supplement providing for a total salary of £90,000. Heads of Service are paid at either HAY 2 (£100,563, HAY 3 £87,597 or HAY 4 £77,157 as spot grades, plus a Market Supplement if appropriate. Senior Management are paid relative to Hay grades 5 & 6. Hay 5 ranging from £63,657 to £70,029 by 5 increments. Hay 6 ranges from £49,881 to £57,765 by 7 increments. All of the above are subject to the pending pan awards outlined in para 15 above.
17. The terms and conditions for the post of Chief Executive are in accordance with the Joint National Council (JNC) Scheme for Chief Executives. In the case of HAY Grades 1 - 5 the terms and conditions are as per the JNC Scheme for Chief Officers. In the case of HAY Grade 6 the terms and conditions are in accordance with the National Joint Council (NJC) Scheme for Local Government services employees (known as the "Green Book").
18. HAY grades are allocated to posts using the HAY job evaluation system. This system enables the factors of a job to be analysed and translated into a points score which, in turn, is related to the appropriate grade associated with the score.
19. Each year the HAY group are consulted as to what is an appropriate pay rise. The HAY Group advise based on predicted awards in the general market (Public and Private Sector), the amount of inflation, and the Retail Prices Index. This is then balanced against the National Joint Council Pay award and the ability of the Council to meet the pay bill. The pay rise to be applied is delegated to the Chief Executive and the Chief Personnel Officer.

## **F. EDUCATION PROFESSIONALS PAY [Soulbury Agreement]**

20. The Soulbury Committee provides national collective bargaining machinery for advisory staff in Local Authorities. Nationally, it covers staff including: education improvement professionals, education psychologists, and young people's/community service managers. In addition to any annual pay increase, the Soulbury Committee also determines the national salary framework.
21. The Soulbury agreement provides separate sets of pay spines for Education Improvement Professionals (EIPs), Educational Psychologists, including Principals, Seniors, Assistants and Trainees as well as Community Service Managers. It will be noted that this pay scale has not been updated since the last report. The pay award increase which should be agreed each year from 1<sup>st</sup> September 2021 has not yet been finalised. At the time of writing the Soulbury Committee have not confirmed the outcome of the pay negotiations. Consequently, the current payment as detailed below covers pay spines payable from 1<sup>st</sup> September 2020 (pay award pending).
22. With the exception of Educational Psychologists, the Soulbury salary scales consist of not more than **four** consecutive points. The salary is based on the

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duties and responsibilities of the post and the need to recruit and motivate staff. Minimum starting points are defined in the pay conditions and include an extended range to accommodate up to 3 structured professional assessments (SPA) points.

## Education Improvement Professionals (EIPs)

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

## Educational Psychologists

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

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

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

## Senior & Principal Educational Psychologists

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

The **standard** Salary scale consists of not more than 4 consecutive points\* based on the duties and responsibilities of the post and the requirement to recruit and retain staff. The **standard** SCP range is from SCP 1 to SCP 13. There is also the possibility to extend the salary range to accommodate up to 3 SPA points (scps 14 – 16). In addition, there **are 2 further discretionary** scale points (scp 17-18) for the Senior and Principal Educational Psychologists providing for an extended salary range of 6 incremental points.

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

## Trainee Educational Psychologists

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

## Assistant Educational Psychologists

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

## Young Peoples Community Service Managers

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

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

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

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

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

## **G. Youth and Community Workers**

24. The pay of Youth and Community Workers is determined from pay points prescribed by the Joint Negotiating Committee (JNC). It will be noted that this pay

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scale has not been updated since the last report. The pay award increase which should be agreed each year from 1<sup>st</sup> September 2021 has not yet been finalised. At the time of writing the National employers have made an offer of 1.75 per cent to the Trade Union Side on all pay points and allowances for Youth and Community Workers but have not confirmed the outcome of the pay negotiations.

Consequently, the current payment as detailed below covers pay spines payable from 1st September 2020 (pay award pending).

There are two ranges of pay points, one for Youth and Community Support Workers and one for Professional staff.

## **Youth and Community Support Workers**

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

## **Professional staff**

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

## **H. NATIONAL JOINT COUNCIL (NJC) EMPLOYEES**

25. The largest proportion of employees are paid in accordance with the NJC (Green Book) terms and conditions of employment and in conjunction with a locally determined grading structure that is derived from the spinal column points (SCPs) provided by the NJC for Local Government Services pay scales.
26. Grades are allocated to posts using the Local Government Single Status Job Evaluation Scheme which forms part of the NJC (Green Book) terms and conditions of employment.
27. The grading structure and the arrangements for applying the job evaluation scheme are agreed with the local trade unions.
28. The current pay spine for NJC employees has been effective from 1.4.2020. The lowest spinal column point (point 1) is £9.2479 per hour based on a 37 hour week which equates to £9.5049 for Sefton's Councils 36 hour per week standard working. The highest spinal column point for none HAY grade officers (Point 43) is £24.2809 which equates to £24.9555 for Sefton's Councils 36 hour per week standard working. The National Employers pay award payable from 1.4.21 has still

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not been finalised. Consequently, the current payment as detailed below covers pay spines payable from 1st April 2020 (pay award pending).

29. The full National NJC pay spine as at 1.4.2020 is detailed below.

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

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<b>28</b>	<b>£32,234</b>
<b>29</b>	<b>£32,910</b>
<b>30</b>	<b>£33,782</b>
<b>31</b>	<b>£34,728</b>
<b>32</b>	<b>£35,745</b>
<b>33</b>	<b>£36,922</b>
<b>34</b>	<b>£37,890</b>
<b>35</b>	<b>£38,890</b>
<b>36</b>	<b>£39,880</b>
<b>37</b>	<b>£40,876</b>
<b>38</b>	<b>£41,881</b>
<b>39</b>	<b>£42,821</b>
<b>40</b>	<b>£43,857</b>
<b>41</b>	<b>£44,863</b>
<b>42</b>	<b>£45,859</b>
<b>43</b>	<b>£46,845</b>
<b>43</b>	<b>£46,845</b>

## **I. MARKET SUPPLEMENTS POLICY**

30. The Council aims to recruit and retain the best possible employees with the skills, knowledge and experience needed to deliver excellent services and to meet its corporate objectives. There may be times when the grading of a post results in an inability to successfully recruit or retain to particular posts. In such cases it may be appropriate to pay a market supplement in addition to the salary to ensure that appointments can be secured. In these circumstances, the potential for the application of a Market Supplement Rate will need to be objectively justified. Such payments are lawful under the Equality Act 2010 where there is evidence to justify that market factors are the “material factor” for the post attracting a higher rate of pay than other posts with the same score. In order to establish equality of pay the Council needs factual evidence to prove that paying any Market Supplement Rate is “a proportionate means of achieving a legitimate aim”.
31. The Chief Personnel officer is authorised to consider any additional payments to assist with any recruitment and retention difficulties to ensure that the Authority has a balanced and cohesive workforce. Such payments will only be put into operation following appropriate legal advice. Any business cases made for Market Supplement payments will be subject to investigation and scrutiny. The implementation of any additional payments will require the formal approval via the Head of Corporate Resources in consultation with the Chief Executive and formal documentation of the payment principles to be applied. Additional payments will be subject to annual review, and, where necessary, supplementary reviews



following any pay award agreements or incremental advancement. In addition, the Joint Trade Union forum will be provided with details of any positions which have been approved for the Market Supplement Payments.

## **J. OTHER PAY**

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

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

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

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

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

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

## 37. **Tupe Pay obligations**

The Council can from time to time employ staff on Personal salaries stemming from staff transferring into the organisation via TUPE regulations. In these cases, as and when reviews are conducted the Council would look to transfer employees onto Sefton’s Grading structure and Sefton Terms and Conditions. At the present time there are no staff in receipt of Personal Salaries in this regard.

## 38. **New Appointments**

New appointments will normally be made at the minimum of the Spinal column point (scp) of the relevant pay scale. Where the candidate is already in receipt of remuneration above the minimum of the relevant pay scale, the appointment will be made at the nearest equivalent scp in the grade.

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## 39. Progression through the grade

An employee's progression through the incremental point on the grade is linked to length of service. Increments are awarded on 1<sup>st</sup> April each year or for new employees with less than 6 months service in the grade as at 1<sup>st</sup> April after 6 months completed service.

## K. PAY PROTECTION

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

## L. PAY RELATIONSHIPS

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

42. The highest level of (*full time equivalent – FTE*) employee remuneration in the Council is associated with the post of Chief Executive which is £158,637

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

44. The median level full time equivalent basic pay for central staff (excluding the Chief Executive ) is £24,491p.a.  
The median level of full time equivalent basic pay PLUS contractual allowances earned (e.g. overtime, shift pay etc) earned (excluding the chief executive) is £25,481 p.a

As at 1st November 2021 the (FTE) actual pay relationships are:

- Highest pay is 8.89 times greater than lowest pay.
- Median basic pay is 1.37 times greater than lowest pay.
- Median pay including contractual allowances is 1.43 times greater than lowest pay.
- Highest pay is 6.48 times greater than median basic pay and 6.23 times greater than median pay including contractual allowances.

45. In order to achieve this calculation the pay relationships have been based on the lowest level of employee remuneration (using actual pay figures of centrally employed staff payable as at November 2021 and the highest pay applicable as at November 2021.

## M. OTHER TERMS AND CONDITIONS

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

## **N. PUBLIC HEALTH STAFF**

50. The transfer of the Public Health function and its associated employees in 2013 was on a statutory basis as per the Health and Social Care Act 2012. The pay scales applicable at the point of transfer were as per Public Health NHS pay scales and will remain static until such time as the positions become vacant. New appointments to posts within the Public Health function are made on either NJC or JNC HAY grades as appropriate to the role.

## **O. NATIONAL MINIMUM WAGE / REAL LIVING WAGE**

51. The National Minimum Wage (NMW) is the minimum pay per hour most workers under the age of 23 are entitled to by law.

The Government's National Living Wage (NLW) is the minimum pay per hour most workers aged 23 and over are entitled to by law. The NLW previous age of eligibility was 25. The age criteria is to change further and by the year 2024 the NLW will apply to workers aged 21 and over

The rate will depend on a worker's age. The current rates as at 1.4.2021 are:

- £8.91 per hour for ages 23 and over
- £8.36 per hour for ages 21 to 22
- £6.56 per hour for ages 18 to 20
- £4.62 per hour for ages 16-17
- Apprentice rate £4.15 per hour

52. In addition to the above there is a *living wage* determined by the Real Living Wage Foundation. The new National REAL LIVING wage was announced on 15<sup>th</sup>

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November at a rate of £9.90 per hour (outside of London). This Real Living wage rate is based on the concept that a certain amount of money is needed to ensure that people are able to have a decent standard of living. The Real living wage is different from the National Minimum wage and the Governments National Living Wage. Adoption of the Minimum wage is a legal requirement however the adoption of the Real Living Wage is voluntary. To become a true Real Living Wage employer the rate would need to be applied not only to employees but also be extended to Third party contractors who are defined by the Living Wage Foundation as those who work regularly on Council premises, or premises necessary to the work being carried out, for 2 or more hours a day, in any day of the week, for 8 or more consecutive weeks of the year.

53. Real living wage rates are updated annually in November and should be implemented within 6 months (i.e. by 15.5.2022). The National Joint Council (NJC) rates are updated in April each year. With effect from 1.4.2020 the Council is paying £9.5049 as its lowest rate per hour. As detailed above, the pay award effective from 1.4.21 has not yet been agreed but the Employers final offer with effect from 1 April 2021 was an increase of 2.75 per cent on NJC pay point 1 (and an increase of 1.75 per cent on pay point 2 and above. The 2.75 % increase on the current £9.5049 would bring the lowest rate per hour to £9.7662 a further pay award would then be applicable with effect from 1.4.2022.

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

54. Subject to compliance with legislative/regulatory requirements:

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

55. All Local Government Pension Schemes (LGPS) Administrating Funds have the discretion to abate pension upon re-employment to local government. Merseyside Pension Fund discretion stipulates that anyone in receipt of a pension from

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

## **Q. GENDER PAY GAP REPORTING**

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

## **R. PAY POLICY FOR CENTRALLY EMPLOYED TEACHING STAFF**

59. Section 3 of the School Teachers' Pay and Conditions Document places a statutory duty on the Council to have a pay policy for centrally employed teaching staff, including appeals against pay determinations. This policy has been devised in addition to the usual Pay Policy for Teaching staff and is attached as Annex A to this report.

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## Statement of Intent

Section 3 of the School Teachers' Pay and Conditions Document places a statutory duty on the Council to have a pay policy for centrally employed teaching staff, including appeals against pay determinations.

The Council seeks to ensure that all centrally employed teachers are valued and receive proper recognition and remuneration for their work and their contribution to education across Sefton.

## SECTION 1. INTRODUCTION

1. This policy sets out the framework for making decisions on centrally employed teachers' pay. It has been developed to comply with current legislation and the requirements of the current School Teachers' Pay and Conditions Document ("**the Document**") and has been consulted on with staff and/or the recognised trade unions.
2. In adopting this pay policy, the aim is to:
  - a. maximise the quality of teaching and learning
  - b. support the recruitment and retention of a high-quality teacher workforce
  - c. enable the council to recognise and reward teachers appropriately for their contribution to education across Sefton
  - d. help to ensure that decisions on pay are managed in a fair, just and transparent way.
3. Pay decisions for Centrally Employed Teachers within Sefton are made by the Local Authority who have delegated certain responsibilities and decision-making powers to the Head of Education Excellence as set out in appendix 4. The Head of Education Excellence is responsible for the administration and review of the pay policy, subject to the approval of the relevant body, and has full authority to take pay decisions on behalf of the relevant body in accordance with this policy. The relevant Service Manager is responsible for advising the Head of Education Excellence on their decisions.

## SECTION 2. RESPONSIBILITIES/OBLIGATIONS



## 1. Local Authority

- i. The Local Authority will fulfil its obligations to:
  - a. **Teachers** who are centrally employed as set out in the current School Teachers' Pay and Conditions Document ("**the Document**") and the current Conditions of Service for School Teachers in England and Wales ("**the Burgundy Book**").
- ii. The governing body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking teacher's appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.
- iii. The Local Authority will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see Section 4, Page 8-9) and its budgetary requirements.
- iv. The Local Authority will monitor the outcomes of pay decisions, including the extent to which different groups of teachers who are centrally employed may progress at different rates, ensuring their continued compliance with equalities legislation.

## 2. Head of Education Excellence Obligations

- i. The Head of Education Excellence will:
  - a. develop clear arrangements for linking teacher appraisal to pay progression and consult with staff and union representatives on the appraisal and pay policies.
  - b. submit any updated appraisal and pay policies to the Local Authority for approval;
  - c. ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
  - d. ensure there is sufficient information upon which to make pay decisions.
  - e. ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

## 3. Teachers' Obligations

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- i. A teacher will:
  - a. engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base for an annual pay determination to be made;
  - b. keep records of their objectives and review them throughout the appraisal process;
  - c. share any evidence they consider relevant as agreed with their appraiser;
  - d. ensure they have an annual review of their performance.

## **4. Differentials**

Appropriate differentials will be created and maintained between posts within Sefton MBC, recognising accountability and job weight, and the Local Authorities need to recruit, retain and motivate enough employees of the required quality at all levels.

## **5. Discretionary Pay Awards**

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## **6. Safeguarding**

Where a pay determination leads or may lead to the start of a period of safeguarding, the Local Authority will comply with the relevant provisions of the Document and will give the required notification as soon as possible and no later than one month after the determination.

## **7. Procedures**

- i. Local Authority body will determine the annual pay budget on the recommendation of the Head of Education Excellence (see appendix 4), considering paragraph 19 of the Document. The Local Authority will aim to ensure that appropriate funding is allocated for pay progression for all eligible teachers in the spirit of this pay policy.

- ii. The terms of reference for the Head of Education Excellence in relations to responsibilities under this policy will be determined from time to time by the Local Authority. The current terms of reference are:
- a. to achieve the aims of the pay policy for centrally employed teachers in a fair and equal manner.
  - b. to apply the criteria set by the pay policy for centrally employed teachers in determining the pay of each member of staff at the annual review.
  - c. to observe all statutory and contractual obligations;
  - d. to minute clearly the reasons for all decisions and report the fact of these decisions to the Local Authority.
  - e. to recommend to the Local Authority the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion.
  - f. to keep abreast of relevant developments and to advise the Local Authority when the school's pay policy needs to be revised.
  - g. to work with the relevant Service Manager in ensuring that the Local Authority complies with the Appraisal Regulations 2012 (teachers).
  - h. The report of the Head of Education Excellence will either be received or referred back. Reference back may occur only if the Head of Education Excellence has exceeded its powers under the policy.

## **8. Appeals procedure**

The Local Authority has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the Document. This is set out at appendix 5 of this policy.

## **SECTION 3. PAY REVIEWS**

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1. The Local Authority will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year (31<sup>st</sup> December for headteachers), and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled in accordance with paragraph 3.4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.
2. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement (appendix 3) will be given after any review and where applicable will give information about the basis on which it was made.
3. Where a pay determination leads or may lead to the start of a period of safeguarding, the Local Authority will comply with Section 2 Paragraph 6 of this policy.
4. All pay decisions will be made on objective criteria so that there is no discriminatory effect on any teacher or group of teachers with a particular protected characteristic under the Equality Act 2010.
5. The Local Authority will also comply with the following equalities legislation:
  - a. Employment Relations Act 1999
  - b. Equality Act 2010
  - c. Employment Rights Act 1996
  - d. The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - e. The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
  - f. The Agency Workers Regulations 2010

6. The Local Authority will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

## **SECTION 4. BASIC PAY DETERMINATION ON APPOINTMENT**

1. The Local Authority will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.
2. In making such determinations, the Local Authority may take into account a range of factors, including:
  - the nature of the post
  - the level of qualifications, skills and experience required
  - market conditions
  - the wider business context

*This is not exhaustive and may not be applicable to all appointments.*
3. The Local Authority can take the decision to honour pay portability, however, it should not be assumed that a teacher will automatically be paid at the same rate as they were being paid in by a previous employer.
4. Pay Ranges can be found at appendix 1

## **SECTION 5: LEADERSHIP PAY**

### **1. Headteacher Pay - Pay on appointment**

- i. For appointments on or after 1 September 2021, the Local Authority will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the headteacher (Part 7) and in accordance with paragraphs 9.1 to 9.4 of the Document and paragraphs 8 to 28 of its guidance (section 3):
  - a. the Head of Education Excellence will review the head's range in accordance the Document part 2.

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i.the Head of Education Excellence will consider the need to award any temporary payments to a headteacher in line with paragraph 10.1 to 10.3 of the Document and will consider using their discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 10.4 of the Document. However, before agreeing to do so, it will seek the agreement of the Local Authority which in turn will seek external independent advice before providing such agreement.

## **2. Serving Headteachers Pay**

- i. The Local Authority will determine the salary of a serving headteacher as follows
  - a. the Head of Education Excellence will review the headteacher's pay in accordance with paragraph 11.1 to 11.2 of the Document
  - b. the Head of Education Excellence may determine the head's range within the group range for the school, as at 1 September 2021 or at any time if they consider it is necessary as determined in accordance with paragraph 4.1 to 4.3 of the Document and paragraph 8 of its guidance (section 3).
  - c. the Head of Education Excellence will consider the use of temporary payments, as per the provisions of paragraph 10.1 to 10.3 of the Document.
- ii. The Head of Education Excellence will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 10.4 of the Document. However, before agreeing to do so, it will seek the agreement of the Local Authority.

## **3. Deputy/Assistant Headteachers - Pay on appointment**

- i. The Local Authority will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- a. the Head of Education Excellence will determine a pay range in accordance with paragraph 9.1 and 9.4 of the Document, taking account of the role of the deputy/assistant headteacher set out at paragraphs 48 of the Document;
- b. the Head of Education Excellence will record its reasons for the determination of the deputy/assistant headteacher pay range, in accordance with paragraph 10 of the Document's guidance (section 3).
- c. the Head of Education Excellence will exercise its discretion under paragraphs 27 of the Document where there are recruitment issues.

#### **4. Serving deputy/assistant headteachers**

- i. The Head of Education Excellence:
  - a. will review pay in accordance with paragraphs 11 of the Document (pay progression for leadership group members) where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report;
  - b. will review and, if necessary, re-determine the deputy/assistant headteachers' pay range where there has been a significant change in the responsibilities of the serving deputy/assistant headteacher in accordance with paragraph 10 of the Documents guidance;
  - c. may determine the deputy headteacher pay range at any time in accordance with paragraph 3.1 of the Document pursuant with the discretionary provisions of that paragraph and to maintain differentials;

#### **5. Leading Practitioner Posts**

- i. The Head of Education Excellence will determine a pay range of £42,402 to £64,461 from minimum to maximum for each leading practitioner post in

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accordance with paragraph 16.3 of the Document; and paragraphs 33 to 37 of the Documents guidance at section 3.

- ii. The Local Authority will take account of paragraph 16.1 of the Document when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner and will include:
  - a. a leadership role in developing, implementing and evaluating policies and practices within Sefton that contribute to school improvement;
  - b. the improvement of teaching within Sefton which impact significantly on pupil progress;
  - c. improving the effectiveness of staff and colleagues, particularly in relation to specific areas as agreed.
- iii. With effect from 1 September 2021 the relevant Service Manager will agree appraisal objectives for the leading practitioner.
- iv. The Head of Education Excellence shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraphs 11 of the Document.
- v. The head of Education Excellence will take account of other evidence. The evidence should show the leading practitioner:
  - a. has made good progress towards their objectives;
  - b. is an exemplar of teaching skills, which should impact significantly on pupil progress within Sefton.
  - c. has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;



- d. is highly competent in all aspects of the Teachers' Standards;
- e. has shown strong leadership in developing, implementing and evaluating policies and practice in Sefton that contribute to school improvement.

## **6. Acting Allowances**

- i. Acting allowances are payable to teachers who are assigned and carry out the duties of headteacher, deputy headteacher or assistant headteacher in accordance with paragraphs 23 of the Document. The Head of Education Excellence will, within a four-week period of the commencement of acting duties, determine whether the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.
- ii. Any teacher, who carries out the duties of headteacher, deputy headteacher, or assistant headteacher, for a period of four weeks or more, will be paid no lower than the minimum of the respective pay range for as long as the acting allowance is paid.

## **SECTION 6: PAY PROGRESSION BASED ON PERFORMANCE**

1. In the Local Authority, all centrally employed teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal is set out in the Local Authorities Appraisal Policy for Teachers.
2. All decisions about pay progression for teachers will be made with reference to the teachers' appraisal reports and the pay recommendations that they contain. In the case of Early Career Teachers ('ECT's), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

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3. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. It is expected that in cases of a 'no progression' determination this is supported by the teacher's appraisal reports.
4. In the Local Authority, assessment of performance will be made through the appraisal process and will include assessment of performance against the Teachers' Standards (and/or other relevant standards) and appraisal objectives. Teachers will be eligible for standard pay progression if they are assessed as meeting the Teachers' Standards (and/or other relevant standards) and their appraisal objectives.
5. The evidence to be used for assessment will be made clear to all teachers at the start of the appraisal cycle and may include e.g. self-assessment, progress of a particular group of pupils, lesson observations, feedback on pupils' learning etc.
6. Decisions regarding pay progression will be made to be fair and transparent, assessments of performance will be properly rooted in evidence.
7. In the Local Authority, we will ensure fairness by annual monitoring of the application of the Appraisal Policy, the Pay Policy and of pay decisions and will ensure that appraisal objectives and assessments are consistent. Arrangements for quality assurance and moderation are set out in the Appraisal Policy. We will endeavour to minimise the impact on workload for individual teachers, line managers and headteachers throughout the process.
8. Teachers' appraisal reports will contain pay recommendations. Final decisions about whether to accept a pay recommendation will be made by the Local Authority, having regard to the appraisal report and taking into account advice from the Headteacher.
9. The Local Authority will consider its approach in the light of budget and will take steps to ensure that appropriate funding is allocated for pay progression at all levels.
10. All teachers can expect progression to the top of their pay range as a result of successful appraisal reviews.
11. Classroom teachers
  - a. A classroom teacher paid on Main Pay Range or Unqualified Teachers Pay Range who is assessed as meeting the Teachers' Standards (and/or other

relevant standards) and their appraisal objectives will receive standard progression to the next point on the appropriate pay range.

- b. For teachers on the Upper Pay Range who have been assessed as being highly competent in all elements of the relevant standards; that their achievements and contributions to Sefton are substantial and sustained; and have met their appraisal objectives, standard progression will be made based on two successful, consecutive appraisal reviews in this Local Authority.
- c. A teacher who is assessed as exceeding the requirements detailed in 11a/b above may receive enhanced progression as set out in table (a) below.
- d. A teacher whose performance does not meet the requirements detailed in 11a/b above, may be considered not to be eligible for pay progression. While it is possible for a 'no progression' determination to be made without recourse to the capability procedure, there is an expectation that concerns about a teacher's performance will have been made clear through the appraisal process and that said concerns have not been sufficiently addressed through support provided by the Local Authority.

## 12. Leadership Teachers

- a. Those on the leadership pay range play a critical role in the life of the school. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.
- b. To achieve progression teachers on the leadership pay range are required to demonstrate sustained high quality performance with particular regard to leadership, management and pupil progress at the school and will be

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subject to a review of performance against the Teachers' Standards (and/or other relevant standards) and their appraisal objectives before any performance points will be awarded.

- c. Annual pay progression within the range for these posts is not automatic. The relevant body will consider whether to award one or two pay progression points.

**Table (a)**

<b>Pay range</b>	<b>Standard progression</b>	<b>Enhanced progression</b>
Main	1 point	2 points
Upper	1 point after two successful consecutive reviews	
Leading practitioner	1 point	2 points
Leadership	1 point	2 points
Unqualified	1 point	2 points

## **SECTION 7: MOVEMENT TO THE UPPER PAY RANGE**

### **1. Applications and Evidence**

- i. Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.
- ii. One application may be made in an academic year. The closing date for applications is normally 31<sup>st</sup> October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.
- iii. The process for applications is:
  - a) The teacher must complete the Local Authority's application form (Appendix 2)

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- b) The application form and the supporting evidence must be submitted to the relevant Service Manager by the cut-off date of 31<sup>st</sup> October.
- c) The teacher will receive notification of the name of the assessor of his/her application within 5 working days;
- d) The assessor will assess the application, which will include a recommendation to the Head of Education Excellence;
- e) The application, evidence and recommendation will be passed to the relevant Service manager for moderation purposes, if they are not the assessor;
- f) The Head of Education Excellence will make the final decision, advised by the headteacher;
- g) The teacher will receive written notification of the outcome of their application by 8<sup>th</sup> November 2021. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'The Assessment' below).
- h) Oral feedback which will be provided by the assessor. Oral feedback will be given within 10 working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- i) Successful applicants will move to the minimum of the Upper Pay Range on 1<sup>st</sup> September of the academic year that their application is judged as successful, payments will be backdated to 1<sup>st</sup> September.

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- j) Unsuccessful applicants can appeal the decision. The appeals process is set out at appendix 4 of this pay policy.
- k) If a teacher is simultaneously employed by another school or employer, they may submit separate applications if they wish to apply to be paid on the upper pay range within the Local Authority and the other employers. The Local Authority will not be bound by any pay decision made by another school or employer.

## 2. The Assessment

- i. The teacher will be required to meet the criteria set out in paragraph 15 of the Document, namely that:
  - a) the teacher is highly competent in all elements of the relevant standards; and
  - b) the teacher's achievements and contribution to the school are substantial and sustained.
- ii. In the Local Authority, this means:
  - a) "highly competent": the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.
  - b) "substantial": the teacher's achievements and contribution to Sefton are significant, not just in raising standards of teaching and learning in their own working environment, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.
  - c) "sustained": the teacher must have had two consecutive successful appraisal reports with the Local Authority and have made good progress towards their objectives during this period (see exceptions in the introduction to this section). They will have been expected to

have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

- iii. Further information is contained within the school's appraisal policy.
- iv. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Local Authority's general appeals arrangements.

## **SECTION 8. DISCRETIONARY ALLOWANCES AND PAYMENTS**

### **1. Teaching and Learning Responsibility (TLR) payments**

- i. A teacher may be awarded a TLR in accordance with paragraph 20 of the Document.
- ii. Having decided to award a TLR, the Local Authority will determine whether to award a first TLR (TLR1) or a second TLR (TLR2) and its value, in accordance with this policy, provided that:
  - a) The annual value of a TLR 1 must be no less than £8,291 and no greater than £14,030;
  - b) The annual value of a TLR 2 must be no less than £2,873 and no greater than £7,017
- iii. A teacher may not hold a TLR 1 and a TLR 2 concurrently.
- iv. The Governing Body may award a fixed term third TLR (TLR3) to teacher for clearly time-limited school improvement projects, or one off externally driven responsibilities.
  - a) The annual value of a TLR3 must be no less than £571 and no greater than £2,833
- v. The duration of the fixed term will be established at the outset. A teacher in receipt of a TLR 1 or a TLR 2 can hold a concurrent TLR 3.

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- vi. The Governing Body should not award consecutive TLR3's for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic.

## **2. Special Educational Needs (SEN) allowances**

A SEN allowance of no less than £2,270 and no more than £4,479 per annum is payable to a teacher in accordance with paragraph 21 of the Document.

## **3. Other Payments**

Any other payments or allowances that the Local Authority may wish to make will be paid in accordance with the School Teachers Pay and Conditions Document.

## **SECTION 9. OTHER**

### **1. Part-time teachers**

Teachers employed on an ongoing basis but who work less than a full working week are deemed to be part-time. The Local Authority will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the Local Authorities timetabled teaching week for a full-time teacher in an equivalent post.

### **2. Short Notice/Supply Teacher**

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

### **3. Pay increases arising from changes to the document**

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

Main Pay Range, Upper Pay Range, Unqualified Teacher Pay Range and Leadership Pay Range are at Appendix 1

### **4. Job Descriptions**



The relevant Service Manager will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Local Authority. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the service. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

## **5. Monitoring the impact of the policy**

The Local Authority will monitor the outcomes and impact of this policy each year, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

An increment may be withheld following an adverse performance report on a member of staff who is subject to formal capability procedure. (The employee would have the right to appeal to the appropriate staffing committee of the Governing Body). Any increment withheld may be paid subsequently and backdated if the employee's performance becomes satisfactory.

Support Staff appointed 1 October - 31 March inclusive receive their first increment 6 months from the date they started and if applicable, a subsequent increment the 1st April each year until the maximum of the scale is reached

Support Staff appointed 1 April - 30 September inclusive receive their first increment on the 1 April the following year.

## **Appendix 1**

### **Pay Ranges from 1<sup>st</sup> September 2021 to 31 August 2022**

#### **1. Main Pay Range**

Reference point 1 (Minimum)	25,714
Reference point 2	27,600
Reference point 3	29,664
Reference point 4	31,778
Reference point 5	34,100
Reference point 6 (Maximum)	36,961

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## **2. Upper Pay Range**

Reference Point 1 (Minimum)	38,690
Reference Point 2	40,124
Reference Point 3 (Maximum)	41,604

## **3. Unqualified Pay Range**

Reference Point 1 (Minimum)	18,419
Reference point 2	20,532
Reference point 3	22,644
Reference point 4	24,507
Reference point 5	26,622
Reference Point 6 (Maximum)	28,735

## **4. Leadership Pay Range from 1 September 2021 to 31 August 2022 including discretionary reference points**

1	42,195
2	43,251
3	44,331
4	45,434
5	46,566
6	47,735
7	49,019
8	50,151
9	51,402
10	52,723
11	54,091
12	55,338
13	56,721
14	58,135
15	59,581
16	61,166
17	62,570
18*	63,508
18	64,143
19	65,735
20	67,364
21*	68,347
21	69,031
22	70,745
23	72,497
24*	73,559
24	74,295

25	76,141
26	78,025
27*	79,167
27	79,958
28	81,942
29	83,971
30	86,061
31*	87,313
31	88,187
32	90,379
33	92,624
34	94,914
35*	96,310
35	97,273
36	99,681
37	102,159
38	104,687
39*	106,176
39	107,239
40	109,914
41	112,660
42	115,483
43	117,197

\*These points and point 43 are the maximum salaries for the 8 headteacher pay groups.

**N.B The minimum and maximum of each group range are the only statutory points. The reference points within each range are locally agreed.**

### **5. Leadership Group Pay Ranges 2021 - 2022**

Group 1	47,735 – 63,508
Group 2	50,151 - 68,347
Group 3	54,091 - 73,559
Group 4	58,135 – 79,167
Group 5	64,143 – 87,313
Group 6	69,031 – 96,310
Group 7	74,295 – 106,176
Group 8	81,942 – 117,197

### **6. Teaching and Learning Responsibilities (TLR) Allowances**

	Minimum	Maximum
<b>TLR1</b>	8,291	14,030
<b>TLR2</b>	2,873	7,017
<b>TLR3</b>	571	2,833

### **7. Special Educational Needs (SEN) Allowances**

	Minimum	Maximum
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<b>SEN</b>	2,270	4,479
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## **Appendix 2**

### **UPPER PAY RANGE APPLICATION PROCESS**

#### **Notes for applicants**

The process for applying to be paid on the upper pay range is set out in this Pay Policy

#### **Eligibility**

To be assessed you will need to hold Qualified Teacher Status on the date of your request. Any qualified teacher may apply to be paid on the upper pay range. It is your responsibility to decide whether you wish to apply to be paid on the upper pay range.

#### **Timing of application**

An application can be made at any point during the current academic year for payment on the upper pay range to be made from the following September.

An application can be made up to 31<sup>st</sup> October for consideration based on performance in the previous two years and, if successful, payment on the upper pay range will be backdated to 1 September.

Note: Only one application may be made in any academic year.

#### **Process**

You must enclose copies of your Appraisal Reports and/or performance management planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request.

Sign and date the form and pass it to your Service Manager by 31<sup>st</sup> October. You should keep a copy for your records.

#### **Assessment**

An application will be successful where the relevant body is satisfied that:

- a) the teacher is highly competent in all elements of the Teachers' Standards (and/or other relevant standards);
- b) the teacher's Appraisal Reports and/or performance management reviews demonstrate that they have worked at the level of the Upper Pay Range Criteria for a sustained period during the two years preceding their application; and

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- c) the teacher's achievements and contribution to Sefton are substantial and sustained.

## **THE UPPER PAY RANGE CRITERIA CAN BE FOUND IN Appendix 2b.**

Assessment will be made by the Service Manager within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later, a recommendation will be made to the Head of Education Excellence and the outcome will be communicated to the teacher in writing.

If your application is unsuccessful you have a right of appeal. The appeal will be heard under the arrangements for pay appeals.

### Notes for Service Managers

Actions to be taken:

- ✓ Check that the teacher is eligible to be assessed.
- ✓ Based on the evidence contained in the appraisal reports and/or performance management records confirm that the teacher meets the Teachers' Standards.
- ✓ If the Teachers' Standards are not met, assessment against the Upper Pay Range Criteria should not proceed. The headteacher must write to the teacher setting out the reasons for the judgement.
- ✓ If the Teachers' Standards are met assess whether the teacher meets the Upper Pay Range Criteria set out in Appendix 2b of the Pay Policy, having regard to the evidence contained in the appraisal reports and/or planning and review statements.
- ✓ Make an overall judgement on whether the Upper Pay Range Criteria are met/not yet met.
- ✓ Complete the Service Manager's statement (see Part 2) and provide a copy to the teacher within 10 working days of the decision.
- ✓ Inform the Head of Education Excellence of the relevant body of the decision.
- ✓ If the application is successful and the Head of Education Excellence accepts the Service Manager's recommendation, notify payroll that the teacher should be paid on the upper pay range.
- ✓ If the application is unsuccessful, the teacher has a right of appeal. The appeal will be heard under the arrangements for pay appeals.



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## Appendix 2a

Part 1 – Upper pay range application form

*This form should always be handled in confidence*

<b>To be completed by the teacher</b>		
<b>Name:</b>		
Please give details of previous employers if you are submitting appraisal reports or performance management statements from another school or academy		
Name and address of employer / school / academy	Date(s) of employment	Name of headteacher / Service Manager
<b>Declaration by the teacher</b>		
I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two-year period prior to this request for assessment against the Teachers' Standards and the Upper Pay Range Criteria.		
<b>Teacher's signature:</b>		<b>Date:</b>

Part 2 – Upper pay range application - Headteacher's statement

<b>Name of teacher:</b>			
<b>Teachers' Standards</b>			
Met		Not met	



<p><i>To be successful, the teacher must first meet the Teachers’ Standards. Assessment against the Upper Pay Range Criteria may not proceed where the teacher does not meet the Teachers’ Standards. If the Teacher’s Standards are not met, you should provide a detailed explanation below why they have not been met.</i></p>			
<p><b>Upper Pay Range Criteria</b></p>			
Met		Not met	
<p><i>If, in your judgement, all the Upper Pay Range Criteria have not yet been met throughout the relevant period you should provide a detailed explanation in the box below why they have not been met.</i></p> <p><i>Please indicate any further areas of professional development for the teacher.</i></p>			
<p><b>Teachers’ Standards / Upper Pay Range Criteria not met - explanation</b></p>          <p>You have the right to appeal this decision. If you wish to appeal you must follow the procedure set out in the Pay Policy. Note: you must take action within 10 working days of the notification of this decision.</p>			
Service Manager’s signature:		Date:	

**Appendix 2b– Upper Pay Range Criteria**

1. Professional Attributes

1.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

2. Professional knowledge and understanding

2.1 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

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2.2 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

2.3 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

2.4 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

2.5 Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

### 3. Professional skills

3.1 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

3.2 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.

3.3 Promote collaboration and work effectively as a team member.

3.4 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

### **Appendix 3 Teacher's Pay Statement from 1 September 20[xx]**

Complete all relevant sections

Name:			
Job Title:			
Full time:		Part time	FTE:
<b>Basic Pay</b>	<b>Pay Range</b>	<b>Point</b>	<b>Annual value £</b>
Main Pay Range	M1 – M6		
Upper Pay Range	U1 – U3		
Leading Practitioner	LP[x] – LP[x]		

Unqualified teacher	UQ1 – UQ6		
Assistant Headteacher	L[x] – L[x]		
Deputy Headteacher	L[x] – L[x]		
Headteacher	L[x] – L[x]		
<b>Allowances</b>	<b>Minima-Maxima</b>	<b>End Date</b>	<b>Annual value £</b>
TLR 1	£8,291-£14,030		
TLR 2	£2,873-£7,017		
TLR 3	£571-£2,833		
SEN	£2,270-£4,479		
<b>Additional payments</b>	<b>Reason</b>	<b>End date</b>	<b>Annual value £</b>
Recruitment or Retention Payment			
[Other – insert details]			
<b>Safeguarding</b>	<b>Reason</b>	<b>End date</b>	<b>Annual value £</b>

			<b>Annual value £</b>
		<b>Total salary</b>	
Signed:		Date:	

**Appendix 4 – Terms of Reference for the Head of Education Excellence and responsibilities under this policy.**

The Head of Education Excellence shall have fully delegated responsibility to consider and decide all matters relating to staff pay in accordance with the relevant legislation and guidance, and in accordance with relevant policies.

The Head of Education Excellence may invite other persons to serve in an advisory capacity should they deem it necessary to support the discharge of their responsibility in respect of certain tasks.

The Head of Education Excellence shall communicate details of all processes relating to specific pay issues to all staff, in writing, in an appropriate manner, and communicate in writing all decisions relating to the pay of individual employees to those individuals privately and personally.

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The Head of Education Excellence shall:

Apply the Pay Policy for Centrally Employed teacher on behalf of the Local Authority and ensure compliance with statutory obligations in respect of pay and conditions of service related to pay.

- ✓ Review the pay of all staff annually.
- ✓ Ensure that job descriptions are provided for all staff.
- ✓ Ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the Headteacher) each year.
- ✓ Provide an Annual Pay Statement for all staff based upon their situation on September 1<sup>st</sup> and issued before October 31<sup>st</sup>.
- ✓ Provide an interim Pay Statement for any member of staff whose situation changes during the year.
- ✓ Where a pay determination leads or may lead to the start of a period of safeguarding, the required notification will be given as soon as possible and no longer than one month after the date of determination.
- ✓ Consider and make decisions relating to the levels of pay associated with specific posts, including both existing posts through the process of annual review and any new posts proposed by the Headteacher.
- ✓ Receive recommendations from the relevant Service Manager in respect of all other staff's performance pay reviews including Upper Pay Range Application.
- ✓ Hear and consider any representations from staff regarding pay related decisions prior to a formal appeal.

## **The Head of Education Excellence and the Annual Pay Review**

In conducting the Annual Pay Review the Head of Education Excellence shall:

- Publish the date of the Annual Pay Review meeting to all staff at least 10 working days before the meeting.
- Inform all staff of the process to be followed by any employee wishing to make representations to the Annual Pay Review in view of the ISR and the pay ranges for other members of the Leadership Team.

- Communicate in writing decisions in respect of any representations considered in the Annual Pay Review to the employee making the representation.
- Inform the Local Authority of any budgetary implications of the outcomes of the Annual Pay review.

## **Appeals**

Appeals will be heard by the Local Authority's Appeal Panel.

An employee may seek a review of any determination in relation to their pay or any other decision taken by the head of Education Excellence that affects their pay.

The following list includes the usual reasons for seeking a review of a pay determination:

- ✓ incorrect application of any provision of any relevant policy or regulation, including statutory policies, regulations and guidance and any policies of the Local Authority
- ✓ failure to take account of relevant evidence
- ✓ taking account of irrelevant or inaccurate evidence
- ✓ bias
- ✓ discrimination

This list neither exclusive nor exhaustive

## **The order of proceedings shall be as follows:**

- a. the employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made
- b. if not satisfied, the employee seeks to resolve the matter informally with the decision-maker within 10 working days of the decision. If this is impractical the employee may move onto step c. below
- c. the employee should set down in writing the grounds for questioning the pay decision and send it to the person who made the determination, within 10 working days of the notification of the decision being appealed against, or of the outcome of the discussion referred to in b. above
- d. the person who made the determination should provide a hearing within 10 working days of receipt of the written grounds for questioning the pay decision, to consider this submission, and to provide the employee with an opportunity to make representations in person. Following the hearing the

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employee should be informed in writing of the decision and the right to appeal

- e. an appeal against the original determination will normally be heard within 28 working days of the written appeal notification. The employee will be told of their right to be accompanied by a Trade Union representative or a work colleague
  
- f. the appeal shall follow the agreed appeals procedure outline at Appendix 5

## Appendix 5 - Model Appeals Procedure

The School Teachers' Pay and Conditions Document ("**the Document**") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the Reviewer (normally the line manager) and discussed with the teacher at the Review Meeting prior to being submitted to the Local Authority's Head of Education Excellence or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this stage of the pay determination process, if the teacher wishes to obtain a better understanding the rationale for the pay recommendation or bring any further evidence to the attention of the Reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the Review Statement. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted, or it may remain the same; the Review Statement will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

### 1. Appeal Hearing Procedure

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

### 2. Guidance

- When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.
- Teachers / Headteachers should put their appeal in writing to either the Headteacher or the Governing Body; their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

### Appeal Procedure Steps: Informal Stage

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As part of the pay determination process, the line manager (“the recommendation provider”) will make a recommendation to the “the decision maker” (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher’s pay, “the decision maker” will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to “the decision maker”.

If the teacher wishes to appeal the decision, they must do so in writing to “the decision maker”, normally within 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, “the decision maker” must then arrange to meet the teacher to discuss the appeal. “The recommendation provider” should also be invited to the meeting to clarify the basis for the original recommendation.

“The decision maker” will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher’s right of appeal to the Local Authority. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Local Authority at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

## **Appeal Procedure Steps: Formal Stage**

On receipt of the written appeal a meeting of will be convened for the appeal to be heard at the earliest opportunity and no later than 20 working days of the date on which the written appeal was received. Both “the recommendation provider” and “the decision maker” will be required to attend the meeting.

The Chair of the Appeal Panel will invite the employee to set out their case. Both “the recommendation maker” and “the decision maker” will also be asked to take the panel through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Panel will then consider all the evidence in private and reach a decision. The Appeal Panel will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Panel is final.

## **The Modified Procedure**

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the centrally employed teacher has left the employment of the Local Authority.



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Where a teacher has, whilst employed centrally at the Local Authority, lodged an appeal against a pay decision but has then subsequently left the employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing;
2. The teacher must have sent a copy of their appeal to the Local Authority's Chief Personnel Officer.
3. The Chief Personnel Officer will consult with Head of Education Excellence and the Relevant Service Manager and provide the teacher with an appropriate written response on behalf of the Local Authority.

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# Agenda Item 11

<b>Report to:</b>	Council	<b>Date of Meeting:</b>	20 January 2022
<b>Subject:</b>	Cabinet Member Portfolios		
<b>Report of:</b>	Executive Director, Corporate Resources and Customer Services	<b>Wards Affected:</b>	All
<b>Cabinet Portfolio:</b>	All		
<b>Is this a Key Decision:</b>	No	<b>Included in Forward Plan:</b>	No
<b>Exempt / Confidential Report:</b>	No		

## Summary:

A review of Cabinet Member responsibilities has been undertaken to ensure it reflects current practice within the Council and to ensure the Constitution is accurate.

## Recommendation:

(1) That the revised terms of reference for Cabinet Member portfolios detailed in the report be noted and the Constitution be amended accordingly.

## Reasons for the Recommendation(s):

Local Government Act 2000 places a duty on local authorities operating executive arrangements to have an up to date constitution.

## Alternative Options Considered and Rejected:

Not to keep the Cabinet Member portfolios under review would be poor practice and would mean the Constitution is not an accurate reflection of custom and practice within the Council.

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## What will it cost and how will it be financed?

### (A) Revenue Costs

None

### (B) Capital Costs

None

## Implications of the Proposals:

<b>Resource Implications (Financial, IT, Staffing and Assets):</b> None	
<b>Legal Implications:</b>  S.37 Local Government Act 2000 provides that a local authority with executive arrangements must produce and keep up to date a constitution.	
<b>Equality Implications:</b> There are no equality implications	
<b>Climate Emergency Implications:</b>  The recommendations within this report will	
Have a positive impact	N
Have a neutral impact	Y
Have a negative impact	N
The Author has undertaken the Climate Emergency training for report authors	N

## Contribution to the Council's Core Purpose:

Protect the most vulnerable:
Facilitate confident and resilient communities:
Commission, broker and provide core services:
Place – leadership and influencer:  An up to date and fit for purpose constitution provides the basis for good governance and lawful decision making in the Council and will provide confidence to members of the public and the Council operates within the law.
Drivers of change and reform:

Facilitate sustainable economic prosperity:
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 and the Chief Legal and Democratic Officer have been consulted and any comments have been incorporated into the report.

**(B) External Consultations**

None

**Implementation Date for the Decision**

Immediately following the Council meeting.

Contact Officer:	David McCullough
Telephone Number:	0151 934 2008
Email Address:	david.mccullough@sefton.gov.uk

**Appendices:**

There are no appendices to this report

**Background Papers:**

There are no background papers available for inspection.

**1. Introduction**

1.1 In accordance with the Localism Act 2011, which made a number of amendments to the Local Government Act 2000, Sefton Council operates executive arrangements with a Leader and nine Cabinet Members. The Leader of the Council determines the number of Cabinet Members and their areas of responsibility or portfolios.

The Council’s current Cabinet comprises of the following:

<u>Portfolio</u>	<u>Member</u>
Leader of the Council	Cllr. Maher

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Cabinet Member – Adult Social Care	Cllr. Cummins
Cabinet Member – Children’s Social Care	Cllr. Doyle
Cabinet Member – Communities and Housing	Cllr. Hardy
Cabinet Member – Education	Cllr. Roscoe
Cabinet Member – Health and Wellbeing	Cllr. Moncur
Cabinet Member – Locality Services	Cllr. Fairclough
Cabinet Member – Planning and Building Control	Cllr. Veidman
Cabinet Member – Regeneration and Skills	Cllr. Atkinson
Cabinet Member – Regulatory, Compliance and Corporate Services	Cllr. Lappin

1.2 Chapter 5 of the Council’s constitution details the individual Cabinet Members terms of reference or portfolio responsibilities. Those provisions have not been reviewed for some time. A review has been undertaken to ensure that the terms of reference are up to date and an accurate reflection of current practice and that they comply with any statutory provisions.

1.3 The revised terms of reference are as follows:

## **ADULT SOCIAL CARE**

### **CABINET MEMBER TERMS OF REFERENCE**

Matters which relate to the following areas:

- Day Opportunities
- Domiciliary Care
- Nursing and Residential care
- Respite care
- Carers
- Safeguarding
- Assessments
- Self-Directed Support
- Discharge to Assess
- Intermediate Care
- Extra Care
- Support Living
- Deprivation of Liberty Safeguards

- Life Course Commissioning
- Integrated Partnerships
- Court of Protection

## **CHILDREN'S SOCIAL CARE (AND LEAD MEMBER FOR CHILDREN'S SERVICES)**

### CABINET MEMBER TERMS OF REFERENCE

Matters which relate to the following areas:

- Targeted Family Support
- Children with Disabilities
- Early Help and Prevention
- Statutory LEA functions relating to Children's Services
- Safeguarding
- Looked after Children
- Fostering and Adoptions
- Family Support Pathway
- Supporting Families Programme
- Youth Offending

## **EDUCATION**

### CABINET MEMBER TERMS OF REFERENCE

Matters which relate to the following areas

- Education Excellence and Improvement
- SEND and Inclusion
- Early Years
- Statutory LEA Functions relating to Education
- Education Welfare
- Post 14 Education

# Agenda Item 11

## **COMMUNITIES AND HOUSING**

### CABINET MEMBER TERMS OF REFERENCE

Matters which relate to the following areas:

- Neighbourhood Co-ordination
- Voluntary Community and Faith Sector
- Welfare Rights
- Libraries
- Arts
- Safer Stronger
- Advocacy
- Housing

## **HEALTH AND WELLBEING**

### CABINET MEMBER TERMS OF REFERENCE

Matters which relate to the following areas:

- Public Health
- Public Health Commissioning
- Leisure
- Welfare Reform
- Integrated Wellness Service
- Parks and green spaces (including allotments, golf courses, trees and sports pitches, play areas ,skate parks and cemetery maintenance)
- Coast

## **LOCALITY SERVICES**

### CABINET MEMBER TERMS OF REFERENCE

Matters which relate to the following areas:

- Transportation & Highway Infrastructure
- Network Management & Highway Safety
- Waste Management (Refuse & Recycling)
- Street Cleansing



- School Crossing Patrols
- Security Services
- Building Cleaning
- Burials and Cremations
- Catering
- Corporate Fleet Provision
- Highways Maintenance
- Street Lighting & Urban Traffic Control
- Traffic Regulation Orders
- Gritting
- Waste Strategy
- Ground Maintenance
- Flood & Coastal Erosion Risk Management
- Specialist Transport

## **REGULATORY, COMPLIANCE AND CORPORATE SERVICES**

### CABINET MEMBER TERMS OF REFERENCE

Matters which relate to the following areas:

- Environmental Health
- Licensing
- Trading Standards
- Legal
- Coroners and Registrars
- Governance
- Elections
- Parking
- Finance
- ICT
- Personnel
- Asset Management
- Internal Audit
- Procurement
- Corporate Commissioning Strategy

# Agenda Item 11

- Performance and Business Intelligence
- Partnerships
- Framework for Change
- Communications
- Customer Services
- Revenues and Benefits
- Consultation and Engagement
- Health and Safety (in the Council's capacity as an employer)

## **REGENERATION AND SKILLS**

### CABINET MEMBER TERMS OF REFERENCE

Matters which relate to the following areas:

- Infrastructure
- Regeneration
- Environmental Stewardship
- Sefton at Work
- Invest Sefton
- Adult Skills
- Tourism

## **PLANNING AND BUILDING CONTROL**

### CABINET MEMBER TERMS OF REFERENCE

Matters which relate to the following areas:

- Planning
- Building Control

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# Agenda Item 12

<b>Report to:</b>	Cabinet Council	<b>Date of Meeting:</b>	2 December 2021 20 January 2022
<b>Subject:</b>	Programme of Meetings – 2022/23 Municipal Year		
<b>Report of:</b>	Chief Legal and Democratic Officer	<b>Wards Affected:</b>	All
<b>Cabinet Portfolio:</b>	Regulatory, Compliance and Corporate Services		
<b>Is this a Key Decision:</b>	No	<b>Included in Forward Plan:</b>	No
<b>Exempt / Confidential Report:</b>	No		

## Summary:

To seek approval of a Programme of Meetings for the 2022/23 Municipal Year.

## Recommendation:

### Cabinet

That the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2022/23 as set out in Annexes A and D of the report be approved.

### Council

- (1) the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; and Overview and Scrutiny Committees for 2022/23 as set out in Annexes B and C of the report be approved; and
- (2) the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2022/23 as set out in Annexes A and D of the report be noted.

## Reasons for the Recommendation:

To enable the business of the Council and its various Committees/bodies to be conducted during the 2022/23 Municipal Year.

## Alternative Options Considered and Rejected:

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

## What will it cost and how will it be financed?

# Agenda Item 12

(A) Revenue Costs – None

(B) Capital Costs – None

## Implications of the Proposals:

<b>Resource Implications (Financial, IT, Staffing and Assets):</b> None	
<b>Legal Implications:</b> None	
<b>Equality Implications:</b> There are no equality implications.	
<b>Climate Emergency Implications:</b>  The recommendations within this report will	
Have a positive impact	No
Have a neutral impact	Yes
Have a negative impact	No
The Author has undertaken the Climate Emergency training for report authors	Yes
There are no direct climate emergency implications arising from this report.	

## Contribution to the Council's Core Purpose:

Protect the most vulnerable: Not applicable
Facilitate confident and resilient communities: Not applicable
Commission, broker and provide core services: Not applicable
Place – leadership and influencer: The Programme of Meetings for 2022/23 will be published on the Council's website for the benefit of the residents of Sefton and the wider general public. This will raise awareness of the Council's political management system and allow the opportunity for the public to engage in the Council's democratic processes.
Drivers of change and reform: Not applicable
Facilitate sustainable economic prosperity: Not applicable
Greater income for social investment: Not applicable
Cleaner Greener: Not applicable

**What consultations have taken place on the proposals and when?**

## (A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD6608/21) has been consulted and notes there are no direct financial implications arising from this report.

The Chief Legal and Democratic Officer (LD4809/21) is the author of this report.

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

## (B) External Consultations

Merseyside Police and Crime Commissioner

### Implementation Date for the Decision

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

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

<b>Contact Officer:</b>	Paul Fraser
Telephone Number:	0151 934 2068
Email Address:	<a href="mailto:paul.fraser@sefton.gov.uk">paul.fraser@sefton.gov.uk</a>

### Appendices:

Annex A - Programme of Meetings for the Cabinet in 2022/23

Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2022/23

Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2022/23

Annex D - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2022/23

### Background Papers:

There are no background papers available for inspection.

## 1. Introduction/Background

# Agenda Item 12

- 1.1 The Council is required to establish a programme of meetings for the 2022/23 Municipal Year.
- 1.2 Annexes are attached to the report setting out the suggested programme.
- 1.3 Similar to the arrangements put in place last year once the programme of meetings have been approved, an “in-house” diary will be produced for Members of the Council.

## **2. Programme of Meetings 2022/23**

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

- Five Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 2 March 2023.
- Council will not meet on the same day as Cabinet.
- Members’ Briefing Sessions to be held at 5.00 p.m. prior to the five Ordinary Council Meetings.
- No meetings will be held:
  - In the period between Christmas and New Year (December 2022/January 2023)
  - In April 2023 except for the meetings of the Planning Committee, Cabinet and Council.
- As far as possible no meetings will be held during the school half term holiday weeks.
- The programme of meetings indicates that all meetings will alternate between Bootle and Southport Town Halls.
- Cabinet Meetings to be held on a Thursday at 10.00 a.m. The first meeting to be held on 26 May 2022.
- Planning Committee to meet every four weeks on a Wednesday.
- Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.
- Each of the 4 Overview and Scrutiny Committees to meet bi monthly, 5 times during the year commencing at 6.30 p.m. – the main Overview and Scrutiny work will be done by Working Groups established on an ad hoc basis.
- Special meeting of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) to be held on 7 February 2023 to scrutinise the Cabinet budget process.
- Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m.
- Licensing and Regulatory Committee to meet quarterly on a Monday commencing at 6.30 p.m.
- Meetings of the Licensing Sub-Committee to be convened as and when required.
- Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. in order to meet statutory requirements etc. A special meeting of the Committee will be

held on 20 July 2022 to audit the Statement of Accounts

- Pay and Grading Committee to be convened as and when required.
- Health and Wellbeing Board to meet 4 times per year.
- The dates for the Public Engagement and Consultation Panel, which are not public meetings are included in the Corporate Calendar.

### **3. Calendar of Meetings**

- 3.1 A copy of the Calendar of Meetings for 2022/23 and associated annexes are attached.

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**ANNEX A**  
**METROPOLITAN BOROUGH OF SEFTON**  
**PROGRAMME OF CABINET MEETINGS - 2022/2023**

Meeting	Day	Time	Venue	2022								2023					
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
CABINET	Thur.	10.00 a.m.	B	26		28				6		1		2	9		25
			S		23				1		3		5	→9		6	

→ Budget Meeting

Key to Venues:

Bootle Town Hall

Southport Town Hall

**ANNEX B**  
**METROPOLITAN BOROUGH OF SEFTON**  
**PROGRAMME OF COUNCIL, MEMBERS' BRIEFING SESSIONS AND REGULATORY COMMITTEE MEETINGS ETC. - 2022/2023**

Meeting	Day	Time	Venue	2022								2023						
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
COUNCIL	Thur.	6.30 p.m.	B	19←					15				19		2→		16↓ Tue	
			S	17↑			14				17						20	18°
MEMBERS' BRIEFING SESSIONS Prior to each Ordinary Council Meeting. <b>Confirmation that Briefing Sessions will be held will be notified to Members nearer the time</b>	Thur.	5.00 p.m.	B						15				19					
			S				14				17					20		
AUDIT AND GOVERNANCE COMMITTEE	Wed.	3.00 p.m.	B		22	20						14						
			S						7						15			
EALS (FOR PERSONNEL RES) - as and when required	Thur.	-																
PLANNING AND REGULATORY COMMITTEE	Mon.	6.30 p.m.	B		13								9					
			S						5							13		
LICENSING SUB-COMMITTEE - as and when required			B															
			S															
PLANNING COMMITTEE	Wed.	6.30 p.m.	B	↓25	29		24			19		14		8		12	↓24	
			S		1	27			21		16			18		15		
PLANNING VISITING PANEL	Mon	10.00 a.m.	B	30	27	25	22	19	17	14	12	16	6	13	11			
PAY AND GRADING COMMITTEE – as and when required																		

↑ Annual Meeting 2022/23 - commences at 6.00 p.m. (Tuesday) (Venue to be determined)  
 ← Adjourned Annual Meeting - Appointment of Committees etc. for 2022/23  
 → Budget Meeting  
 ↓Mandatory Planning Committee

↓ Annual Meeting 2023/2024 - commences at 6.00 p.m. (Tuesday) (Venue to be determined)  
 ° Adjourned Annual Meeting - Appointment of Committees etc. for 2023/2024

**ANNEX C**  
**METROPOLITAN BOROUGH OF SEFTON**  
**PROGRAMME OF MEETINGS FOR OVERVIEW AND SCRUTINY COMMITTEES - 2022/2023**  
**(Tuesday)**

Meeting	Venue	2022								2023				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
OVERVIEW AND SCRUTINY COMMITTEE (Adult Social Care) (6.30 p.m.) (Tue)	B		21				18					21		
	S					6				3				
OVERVIEW AND SCRUTINY COMMITTEE (Regulatory, Compliance and Corporate Services) (Tue) (p.m.)	B					13				10	*7			
	S		14					1			28			
OVERVIEW AND SCRUTINY COMMITTEE (Regeneration and Development) (Tue) (p.m.)	B		28					8				7		
	S					20				17				
OVERVIEW AND SCRUTINY COMMITTEE (Children's Services and Safeguarding) (6.30 p.m.) (Tue)	B			5				15				14		
	S					27				24				
OVERVIEW AND SCRUTINY MANAGEMENT BOARD (4.30 p.m.) (Tue)	B		21			13		8		10		14		
	S													

\* Special meeting to consider Budget proposals.

**ANNEX D**  
**METROPOLITAN BOROUGH OF SEFTON**  
**PROGRAMME OF MEETINGS FOR PARTNERSHIP MEETINGS- 2022/2023**

Meeting	Day	Time	Venue	2021								2022				
				May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
PUBLIC ENGAGEMENT AND CONSULTATION PANEL ^	Fri	10.00 a.m.	B	27		15		9		11		13		10		
			S													
SEFTON SAFER COMMUNITIES PARTNERSHIP	Thu	10.00 a.m.	B		9			8			8			16		
			S													
HEALTH AND WELLBEING BOARD	Wed.	2.00 p.m.	B		8			14			7			8		
			S													

etings video conferenced to Southport Town Hall

# Agenda Item 12

## SEFTON COUNCIL CALENDAR OF MEETINGS 2022/23

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

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JUNE 2022		
WED	1	6.30 PLANNING COMMITTEE (S)
THU	2	<b>SPRING BANK HOLIDAY</b>
FRI	3	<b>PLATINUM JUBILEE BANK HOLIDAY</b>
SAT	4	
SUN	5	
MON	6	
TUE	7	
WED	8	2.00 HEALTH AND WELLBEING BOARD (B)
THU	9	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	10	
SAT	11	
SUN	12	
MON	13	6.30 LICENSING AND REGULATORY (B)
TUE	14	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (S)
WED	15	
THU	16	
FRI	17	
SAT	18	
SUN	19	
MON	20	
TUE	21	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B)      6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (B)
WED	22	3.00 AUDIT AND GOVERNANCE (B)
THU	23	<b>10.00 CABINET (S)</b>
FRI	24	
SAT	25	
SUN	26	
MON	27	10.00 PLANNING VISITING PANEL (B)
TUE	28	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (B)
WED	29	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	30	
JUNE 2022		

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JULY 2022		
FRI	1	
SAT	2	
SUN	3	
MON	4	
TUE	5	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (B)
WED	6	
THU	7	
FRI	8	
SAT	9	
SUN	10	
MON	11	
TUE	12	
WED	13	
THU	14	5.00 MEMBERS' BRIEFING – TBC (S) <b>6.30 COUNCIL (S)</b>
FRI	15	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	16	
SUN	17	
MON	18	
TUE	19	
WED	20	3.00 AUDIT AND GOVERNANCE (B) (SPECIAL MEETING FOR APPROVAL OF 2021/22 STATEMENT OF ACCOUNTS)
THU	21	
FRI	22	
SAT	23	
SUN	24	
MON	25	10.00 PLANNING VISITING PANEL (B)
TUE	26	
WED	27	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	28	<b>10.00 CABINET (B)</b>
FRI	29	
SAT	30	
SUN	31	
JULY 2022		

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AUGUST 2022		
MON	1	
TUE	2	
WED	3	
THU	4	
FRI	5	
SAT	6	
SUN	7	
MON	8	
TUE	9	
WED	10	
THU	11	
FRI	12	
SAT	13	
SUN	14	
MON	15	
TUE	16	
WED	17	
THU	18	
FRI	19	
SAT	20	
SUN	21	
MON	22	10.00 PLANNING VISITING PANEL (B)
TUE	23	
WED	24	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	25	
FRI	26	
SAT	27	
SUN	28	
MON	29	<b>SUMMER BANK HOLIDAY</b>
TUE	30	
WED	31	
AUGUST 2022		



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

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OCTOBER 2022		
SAT	1	
SUN	2	
MON	3	
TUE	4	
WED	5	
THU	6	<b>10.00 CABINET (B)</b>
FRI	7	
SAT	8	
SUN	9	
MON	10	
TUE	11	
WED	12	
THU	13	
FRI	14	
SAT	15	
SUN	16	
MON	17	10.00 PLANNING VISITING PANEL (B)
TUE	18	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (B)
WED	19	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	20	
FRI	21	
SAT	22	
SUN	23	
MON	24	<b>SCHOOL HALF-TERM HOLIDAY WEEK</b>
TUE	25	
WED	26	
THU	27	
FRI	28	
SAT	29	
SUN	30	
MON	31	
OCTOBER 2022		

# Agenda Item 12

NOVEMBER 2022		
TUE	1	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (S)
WED	2	
THU	3	<b>10.00 CABINET (S)</b>
FRI	4	
SAT	5	
SUN	6	REMEMBRANCE SUNDAY
MON	7	
TUE	8	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (B)
WED	9	
THU	10	
FRI	11	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	12	
SUN	13	
MON	14	10.00 PLANNING VISITING PANEL (B)
TUE	15	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (B)
WED	16	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	17	5.00 MEMBERS' BRIEFING- TBC (S) <b>6.30 COUNCIL (S)</b>
FRI	18	
SAT	19	
SUN	20	
MON	21	
TUE	22	
WED	23	
THU	24	
FRI	25	
SAT	26	
SUN	27	
MON	28	
TUE	29	
WED	30	
NOVEMBER 2022		

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DECEMBER 2022		
THU	1	10.00 CABINET (B)
FRI	2	
SAT	3	
SUN	4	
MON	5	
TUE	6	
WED	7	2.00 HEALTH AND WELLBEING BOARD (B)
THU	8	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	9	
SAT	10	
SUN	11	
MON	12	10.00 PLANNING VISITING PANEL (B)
TUE	13	
WED	14	3.00 AUDIT AND GOVERNANCE (B) 5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	15	
FRI	16	
SAT	17	
SUN	18	
MON	19	
TUE	20	
WED	21	
THU	22	<b>SCHOOL CHRISTMAS BREAK</b>
FRI	23	COUNCIL OFFICES CLOSED
SAT	24	
SUN	25	<b>CHRISTMAS DAY</b>
MON	26	<b>BOXING DAY</b>
TUE	27	<b>BANK HOLIDAY</b>
WED	28	COUNCIL OFFICES CLOSED
THU	29	COUNCIL OFFICES CLOSED
FRI	30	COUNCIL OFFICES CLOSED
SAT	31	
DECEMBER 2022		

# Agenda Item 12

JANUARY 2023		
SUN	1	<b>NEW YEAR'S DAY</b>
MON	2	<b>BANK HOLIDAY</b>
TUE	3	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (S)
WED	4	
THU	5	<b>10.00 CABINET (S)</b>
FRI	6	
SAT	7	
SUN	8	
MON	9	6.30 LICENSING AND REGULATORY (B)
TUE	10	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) 6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (B)
WED	11	
THU	12	
FRI	13	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	14	
SUN	15	
MON	16	10.00 PLANNING VISITING PANEL (B)
TUE	17	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (S)
WED	18	5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)
THU	19	5.00 MEMBERS' BRIEFING – TBC (B) <b>6.30 COUNCIL (B)</b>
FRI	20	
SAT	21	
SUN	22	
MON	23	
TUE	24	6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (S)
WED	25	
THU	26	
FRI	27	
SAT	28	
SUN	29	
MON	30	
TUE	31	
JANUARY 2023		

# Agenda Item 12

FEBRUARY 2023		
WED	1	
THU	2	<b>10.00 CABINET (B)</b>
FRI	3	
SAT	4	
SUN	5	
MON	6	10.00 PLANNING VISITING PANEL (B)
TUE	7	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) BUDGET MEETING (B)
WED	8	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	9	<b>10.00 CABINET (BUDGET) (S)</b>
FRI	10	
SAT	11	
SUN	12	
MON	13	<b>SCHOOL HALF-TERM HOLIDAY WEEK</b>
TUE	14	
WED	15	
THU	16	
FRI	17	
SAT	18	
SUN	19	
MON	20	
TUE	21	6.30 OVERVIEW AND SCRUTINY (ADULT SOCIAL CARE) (B)
WED	22	
THU	23	
FRI	24	
SAT	25	
SUN	26	
MON	27	
TUE	28	6.30 OVERVIEW AND SCRUTINY (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) (S)
FEBRUARY 2023		

# Agenda Item 12

MARCH 2023		
WED	1	
THU	2	6.30 BUDGET COUNCIL (B)
FRI	3	
SAT	4	
SUN	5	
MON	6	
TUE	7	6.30 OVERVIEW AND SCRUTINY (REGENERATION AND SKILLS) (B)
WED	8	2.00 HEALTH AND WELLBEING BOARD (B)
THU	9	<b>10.00 CABINET (B)</b>
FRI	10	10.00 PUBLIC ENGAGEMENT AND CONSULTATION PANEL (B)
SAT	11	
SUN	12	
MON	13	10.00 PLANNING VISITING PANEL (B) <span style="float: right;">6.30 LICENSING AND REGULATORY (S)</span>
TUE	14	4.30 OVERVIEW AND SCRUTINY MANAGEMENT BOARD (B) <span style="float: right;">6.30 OVERVIEW AND SCRUTINY (CHILDREN'S SERVICES AND SAFEGUARDING) (B)</span>
WED	15	3.00 AUDIT AND GOVERNANCE (S) <span style="float: right;">5.00 PLANNING TRAINING SESSION (S) 6.30 PLANNING COMMITTEE (S)</span>
THU	16	10.00 SEFTON SAFER COMMUNITIES PARTNERSHIP (B)
FRI	17	
SAT	18	
SUN	19	
MON	20	
TUE	21	
WED	22	
THU	23	
FRI	24	
SAT	25	
SUN	26	
MON	27	
TUE	28	
WED	29	
THUR	30	
FRI	31	
MARCH 2023		

# Agenda Item 12

APRIL 2023		
SAT	1	
SUN	2	
MON	3	SCHOOL SPRING HOLIDAY
TUE	4	
WED	5	
THU	6	10.00 CABINET (S)
FRI	7	GOOD FRIDAY
SAT	8	
SUN	9	EASTER SUNDAY
MON	10	EASTER MONDAY
TUE	11	10.00 PLANNING VISITING PANEL (B)
WED	12	5.00 PLANNING TRAINING SESSION (B) 6.30 PLANNING COMMITTEE (B)
THU	13	
FRI	14	
SAT	15	
SUN	16	
MON	17	
TUE	18	
WED	19	
THU	20	5.00 MEMBERS' BRIEFING - TBC (S) 6.30 COUNCIL (S)
FRI	21	
SAT	22	
SUN	23	
MON	24	
TUE	25	
WED	26	
THU	27	
FRI	28	
SAT	29	
SUN	30	
APRIL 2023		



# Agenda Item 12

MAY 2023		
MON	1	<b>MAY BANK HOLIDAY</b>
TUE	2	
WED	3	
THU	4	<b>COUNCIL AND PARISH COUNCIL ELECTIONS</b>
FRI	5	
SAT	6	
SUN	7	
MON	8	
TUE	9	
WED	10	
THU	11	
FRI	12	
SAT	13	
SUN	14	
MON	15	
TUE	16	<b>6.00 ANNUAL COUNCIL (VENUE TO BE DETERMINED)</b>
WED	17	
THU	18	<b>6.30 ADJOURNED ANNUAL COUNCIL (B)</b>
FRI	19	
SAT	20	
SUN	21	
MON	22	
TUE	23	
WED	24	<b>6.30 MANDATORY PLANNING COMMITTEE TRAINING SESSION (B)</b>
THU	25	<b>10.00 CABINET (B)</b>
FRI	26	
SAT	27	
SUN	28	
MON	29	<b>SPRING BANK HOLIDAY</b> SCHOOL HALF-TERM HOLIDAY WEEK
TUE	30	
WED	31	
MAY 2023		

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