

Overview
& Scrutiny



MEETING: OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY,
COMPLIANCE AND CORPORATE SERVICES)

DATE: Tuesday 14th June, 2022

TIME: 6.30 pm

VENUE: Birkdale Room, Town Hall, Southport

Member

Councillor
Councillor Bradshaw (Chair)
Councillor Byrom (Vice-Chair)
Councillor Bennett
Councillor Brennan
Councillor Carlin
Councillor D'Albuquerque
Councillor Grace
Councillor Killen
Councillor Robinson
Councillor Shaw

Substitute

Councillor
Councillor McGinnity
Councillor Murphy
Councillor Irving
Councillor Myers
Councillor Page
Councillor Jones
Councillor Roche
Councillor Friel
Councillor Thomas
Councillor Evans

COMMITTEE OFFICER: Paul Fraser
Senior Democratic Services Officer
Telephone: 0151 934 2068
Fax:
E-mail: paul.fraser@sefton.gov.uk

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

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.

A G E N D A

1. Apologies for Absence

2. Declarations of Interest

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

Where a Member discloses a Disclosable Pecuniary Interest, he/she must withdraw from the meeting room, including from the public gallery, during the whole consideration of any item of business in which he/she has an interest, except where he/she is permitted to remain as a result of a grant of a dispensation.

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

3. Minutes of the Previous Meeting

(Pages 5 - 10)

Minutes of the meeting held on 1 March 2022

4. Overview and Security Update Cloud March 22

Presentation by the Executive Director of Corporate Resources and Customer Services

5. Work Programme 2022/23, Scrutiny Review Topics and Key Decision Forward Plan

(Pages 11 - 54)

Report of the Chief Legal and Democratic Officer

6. Cabinet Member Report - March 2022 to June 2022

(Pages 55 - 76)

Report of the Chief Legal and Democratic Officer



OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY, COMPLIANCE AND CORPORATE SERVICES)

MEETING HELD AT THE TOWN HALL, BOOTLE
ON TUESDAY 1ST MARCH, 2022

PRESENT: Councillor Bradshaw (in the Chair)
Councillor Byrom (Vice-Chair)
Councillors Bennett, Grace, Howard, Killen and
Lewis

35. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Brennan and his Substitute Councillor Myers; Councillor Morris; and Councillor Lappin, Cabinet Member – Regulatory, Compliance and Corporate Services.

36. DECLARATIONS OF INTEREST

No declarations of interest were received.

37. MINUTES OF THE PREVIOUS MEETING

RESOLVED: That

- (1) the Minutes of the meeting held on 8 February 2022 be approved as a correct record; and
- (2) the Minutes of the remote, informal meeting held on 11 January 2022 be approved as a correct record.

38. SOCIAL VALUE FROM DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENT

Further to Minute no. 5 (2) of 15 June 2021 the Committee considered the report of the Head of Regeneration and Housing that advised that social value was a term that related to wider social, environment and economic benefits from decisions; that planning decisions on development proposals could be a key way to secure social value benefits for local people; that the Sefton Local Plan already secured a wide range of social value benefits in Sefton; that however, there was the scope to look at what areas of social value were currently not being maximised and address this through a Social Value Social Supplementary Planning Document (SPD); and sought comments on the suggested scope of the Social Value from Development SPD.

The report indicated that social value had become an important principle of how to integrate the needs of communities into the decision-making processes of public and private sector organisations; that often financial considerations could be paramount in decision-making and this could be to

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the detriment of local people; but by embedding the principle of social value within the decision making proves this could help build capacity with local communities, make them more resilient and accepting of change.

The report also provided details on what a SPD was; and that a Social Value SPD could cover issues such as new housing, affordable housing, accessible and adaptable' homes, areas of public open space on new developments, contributions to public transport, contributions towards new primary school places, mitigation measures to protect Sefton's coast, flood mitigation measures, ecological benefits, high quality landscaping, high quality design, improved access routes, protection of heritage assets, climate change measures, provision and protection of employment land, protection of town centres and measures to improve health and recreation.

The report concluded that it was expected that a draft Social Value SPD would be prepared and approved for public engagement for May 2022; and that this would be subject to a 6-week engagement to July 2022 and that adoption would be sought in September 2022.

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

- Aspects of social value, such as high-quality employment paying a living wage, the value of planters, flower beds, etc., and accessibility for older people.
- Quality of life for tenants in social housing.
- Difficulties in quantifying the opportunities of new employment.

RESOLVED: That

- (1) the report setting out the proposed scope of the Social Value from Development Supplementary Planning Document be noted; and
- (2) The issues/comments raised by Members of the Committee be noted.

39. LEVELS OF DISCIPLINARY, GRIEVANCE AND SICKNESS ABSENCE

The Committee considered the report of the Executive Director of Corporate Resources and Customer Services that provided information on the levels of discipline, grievance, dignity at work and sickness absence within the Council (excluding schools).

The report indicated that the management of the workforce was an important activity to ensure that outcomes for Sefton's communities were achieved and to ensure that the workforce was appropriately managed and motivated.

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Annex 1 to the report provided a breakdown of disciplinary, grievance and dignity at work formal cases from October 2020 to September 2021; and it was noted that the Council enjoyed a comparatively good level of cases as a result of the good overall industrial relations environment, the partnership approach that was undertaken and the work undertaken within departments; and that a lot of effort was taken to avoid formal procedures where possible.

The report also provided information on the number of employees suspended from the authority and advised that suspension took place in order to facilitate an investigation into matters which could result in dismissal for gross misconduct.

The report advised that during the current year the Council had changed its HR/Payroll system; that the information contained in the report covered the first 2 quarters to provide 6 months' worth of the most recent data based on the new system; that going forward reports would resume to providing data for a full 12 months; and that the Council's (excluding schools) percentage sickness absence was 5.15% (1.72% short term and 3.43% long term).

Annex 2 to the report provided statistical information by service area.

The report concluded by advising that the Council had a Sickness Absence Policy which operated in a partnership with trade unions; that long term absence was being dealt with in accordance with overall business need and short-term absence was operated in accordance with recognised and agreed trigger points; that all policies, where applicable, were subject to modification in accordance with the Equality Act 2010; and that trade unions and management recognised the need for correct management of sickness absence to provide appropriate support to lessen the demands on employees who remained at work.

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

- How the target for sickness absence was reached.
- Could the trends from 2019 be included within the data the next time the issue was considered by the Committee?
- The impact of morale on staff sickness in the public sector.

RESOLVED: That

- (1) the discipline, grievance, dignity at work and sickness levels and the latest information in respect of ongoing work be noted;
- (2) the initiatives currently being implemented to monitor and encourage the reduction of levels of both short and long-term absence be noted; and

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- (3) the Executive Director of Corporate Resources and Customer Services be requested to include trends from 2019 within the data the next time the issue is considered by the Committee.

40. WORK PROGRAMME 2021/22, SCRUTINY REVIEW TOPICS AND KEY DECISION FORWARD PLAN

The Committee considered the report of the Chief Legal and Democratic Officer seeking the views of the Committee on the Work Programme for 2021/22; the identification of potential topics for scrutiny reviews to be undertaken by a Working Group(s) appointed by the Committee; the identification of any items for pre-scrutiny by the Committee from the Key Decision Forward Plan; and providing an update on the Liverpool City Region Combined Authority Overview and Scrutiny Committee.

The report included two scoping documents relating to Corporate Communications and Covid-19; and Cyber Security which could potentially be topics for Working Groups of the Committee to review.

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

- The value of both topics being considered as potential working group topics for review.

RESOLVED: That

- (1) the Work Programme for 2021/22, as set out in Appendix 1 to the report, be approved;
- (2) the Senior Democratic Services Officer be requested to contact all Members of the Committee to seek views on a preference for the topic for a working group review, and to consult with the Chair of the Committee on completion;
- (3) the contents of the Key Decision Forward Plan for the period 1 March – 30 June 2022, be noted; and
- (4) the update on the Liverpool City Region Combined Authority Overview and Scrutiny Committee be noted.

41. CABINET MEMBER REPORT - DECEMBER 2021 TO FEBRUARY 2022

The Committee considered the report of the Chief Legal and Democratic Officer that included the most recent report from the Cabinet Member – Regulatory, Compliance and Corporate Services.

RESOLVED:

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That the update report from the Cabinet Member – Regulatory,
Compliance and Corporate Services be noted.

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Report to:	Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)	Date of Meeting:	14 June, 2022
Subject:	Work Programme 2022/23, Scrutiny Review Topics and Key Decision Forward Plan		
Report of:	Chief Legal and Democratic Officer	Wards Affected:	All
Cabinet Portfolio:	Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To seek the views of the Committee on the draft Work Programme for 2022/23, identify potential topics for scrutiny reviews to be undertaken by a Working Group(s) appointed by the Committee and identify any items for pre-scrutiny by the Committee from the Key Decision Forward Plan.

Recommendation:

That:

- (1) the Work Programme for 2022/23, as set out in Appendix 1 to the report, be considered, along with any additional items to be included and thereon be agreed;
- (2) consideration be given to the selection of a topic for a Working Group review; and appoint at least 3 Members of the Committee to serve on such Working Group;
- (3) Consideration be given to items for pre-scrutiny from the Key Decision Forward Plan as set out in Appendix 3 to the report, which fall under the remit of the Committee and any agreed items be included in the Work Programme referred to in (1) above; and
- (4) the update on the Liverpool City Region Combined Authority Overview and Scrutiny Committee be noted.

Reasons for the Recommendation(s):

To determine the Work Programme of items to be considered during the Municipal Year 2022/23 and identify scrutiny review topics which would demonstrate that the work of the Overview and Scrutiny 'adds value' to the Council.

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

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

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

What will it cost and how will it be financed?

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

(A) Revenue Costs – see above

(B) Capital Costs – see above

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): None	
Legal Implications: None	
Equality Implications: There are no equality implications.	
Climate Emergency Implications:	
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. Any climate emergency implications arising from the consideration of reports referred to in the Work Programme will be contained in such reports when they are presented to Members at the appropriate time.	

Contribution to the Council's Core Purpose:

Protect the most vulnerable: None directly applicable to this report but reference in the Work Programme to the approval of, and monitoring of recommendations contained in Digital inclusion Working Group Final Report will help with the aim of ensuring that people have the capability to use the internet to do things that benefit them on a day to day basis - whether they be individuals, businesses or other entities e.g. the voluntary sector; and aim to reduce digital exclusion and the digital divide that can exist within society for a variety of reasons.
Facilitate confident and resilient communities: None directly applicable to this report.

See reference to the Digital Inclusion Working Group referred to above.
Commission, broker and provide core services: None directly applicable to this report but the Working Group established by the Committee to review the Council's Ethical Business Practices will look into ethical procurement. See also reference to the Digital Inclusion Working Group referred to above.
Place – leadership and influencer: None directly applicable to this report.
Drivers of change and reform: None directly applicable to this report. See reference to the Digital Inclusion Working Group referred to above.
Facilitate sustainable economic prosperity: None directly applicable to this report. See reference to the Digital Inclusion Working Group referred to above.
Greater income for social investment: None directly applicable to this report.
Cleaner Greener: None directly applicable to this report but reference in the Work Programme to the submission of the report on Air Quality Monitoring will raise awareness of associated issues with Members.

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Chief Legal and Democratic Officer (LD6808/22) and the Executive Director of Corporate Resources and Customer Services (FD5008/22) have been consulted and have no comments to make. Any specific financial and legal implications associated with any subsequent reports arising from the report will be included in those reports as appropriate

(B) External Consultations

Not applicable

Implementation Date for the Decision

Immediately following the Committee meeting.

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

Appendices:

The following appendices are attached to this report:

- Overview and Scrutiny Committee Work Programme for 2022/23
- Criteria Checklist for Selecting Topics for Review
- Latest Key Decision Forward Plan items relating to this Overview and Scrutiny Committee
- Corporate Communications and Covid-19 Scoping Document
- Cyber Security Scoping Document

Background Papers:

There are no background papers available for inspection.

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Introduction/Background

1. WORK PROGRAMME 2022/23

- 1.1 The proposed Work Programme of items to be submitted to the Committee for consideration during the Municipal Year 2022/23 is set out in Appendix 1 to the report. The programme has been produced in liaison with the appropriate Heads of Service, whose roles fall under the remit of the Committee.
- 1.2 The Work Programme has been produced based on items included in last year's Programme.
- 1.3 Members are requested to consider whether there are any other items that they wish the Committee to consider, that fall within the terms of reference of the Committee. The Work Programme will be submitted to each meeting of the Committee during 2022/23 and updated, as appropriate.

2. SCRUTINY REVIEW TOPICS 2022/23

- 2.1 It is usual practise for the Committee to appoint a Working Group(s) to undertake a scrutiny review of services during the Municipal Year.
- 2.2 At its last meeting held on 1 March 2022 the Committee considered two scoping documents providing information on potential topics for review relating to:
 - Corporate Communications and Covid-19; and
 - Cyber Security

The scoping documents for the potential topics are attached to this report.

- 2.3 The Committee requested the Senior Democratic Services Officer to contact all Members of the Committee to seek views their views on a preference for the topic for a working group review. This has now been completed and the majority of Members preferred the topic of Corporate Communications and Covid-19.
- 2.4 The Committee's views are therefore sought on the establishment of a Working Group to review the topic of Corporate Communications and Covid-19.
- 2.5 For the information of Members a criteria checklist for selecting and rejecting potential topics to review is attached at Appendix 2, to assist the Committee in selecting topics and appointing Working Group(s) for the Municipal Year.

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

- 3.1 Members may request to pre-scrutinise items from the Key Decision Forward Plan which fall under the remit (terms of reference) of this Committee. The Forward Plan, which is updated each month, sets out the list of items to be submitted to the Cabinet for consideration during the next four-month period.
- 3.2 The pre-scrutiny process assists Cabinet Members to make effective decisions by examining issues beforehand and making recommendations prior to a

determination being made.

- 3.3 The Overview and Scrutiny Management Board has requested that only those key decisions that fall under the remit of each Overview and Scrutiny Committee should be included on the agenda for consideration.
- 3.4 The latest Forward Plan is attached at Appendix 3 for this purpose. For ease of identification, items listed on the Forward Plan for the first time appear as shaded.
- 3.5 Should Members require further information in relation to any item on the Key Decision Forward Plan, would they please contact the relevant Officer named against the item in the Plan, prior to the Meeting.

4. LIVERPOOL CITY REGION COMBINED AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE

- 4.1 As Members will be aware, the Overview and Scrutiny Management Board and the four Overview and Scrutiny Committees considered a report on the guidance produced by the Ministry of Housing, Communities and Local Government relating to Overview and Scrutiny in Local and Combined Authorities following on from the Communities and Local Government Select Committee's inquiry into Overview and Scrutiny. This Committee considered the matter at its meeting held on 22 October 2019 (Minute No. 20).
- 4.2 The Overview and Scrutiny Management Board and the four Overview and Scrutiny Committees all agreed the recommendations contained in the report, one of which being that updates on Liverpool City Region Combined Authority Overview and Scrutiny Committee (LCRCAO&S) be included in the Work Programme report considered at each Overview and Scrutiny Committee meeting.
- 4.3 In accordance with the above decision, information on the LCRCAO&S is set out below.
- 4.4 **Role**

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

The role of the Overview and Scrutiny Committee is to:

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

4.5 Membership

The Committee is made up of 3 elected Members from each of the constituent

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Local Authorities of the LCR Combined Authority, along with one elected Member from both the Liverpool City Region Liberal Democrat Group and the Liverpool City Region Conservative Group.

Sefton's appointed Members are Councillors Howard, Hansen and Waterfield (Scrutiny Link).

Representatives of the Liberal Democrat Group and Conservative group on the Committee will be reported to Members at the next meeting.

4.6 Chair

The Chair of the LCRCAO&S cannot be a Member of the majority group. The Chair will be appointed at the first meeting of the Committee on 13 July 2022.

4.7 Quoracy Issues

The quorum for meetings of the LCRCAO&S is 14, two-thirds of the total number of members, 20. This high threshold is not set by the Combined Authority but is set out in legislation. This has on occasion caused meetings to be inquorate.

4.8 Meetings

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

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

Latest Meeting - 12 April 2022

The latest meeting of the LCRCAO&S was held on 12 April 2022.

Matters considered at the meeting related to:

- Metro Mayor S Rotheram's Update
- Apprenticeship Task and Finish Group - Final Report
- Overview and Scrutiny Committee Self-Assessment

4.9 The next meeting of the LCRCAO&S will be held on 13 July 2022. Matters discussed at this meeting will be reported to Members at the next meeting of the Committee.

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

APPENDIX 1

OVERVIEW AND SCRUTINY COMMITTEE (REGULATORY, COMPLIANCE AND CORPORATE SERVICES) WORK PROGRAMME 2022/23

	14 JUNE 22	13 SEPTEMBER 22	1 NOVEMBER 22	10 JANUARY 23	7 FEBRUARY 23 (BUDGET MEETING)	28 FEBRUARY 23
Cabinet Member Update Report - Paul Fraser	x	x	x	x		x
Work Programme - Update Paul Fraser	x	x	x	x		x
Service Operational Reports:						
New Ways of Working Dominic Ellis		x				
Review of the Council Tax Reduction Scheme - Stephan Van Arendsen/Diane Turner				x		
Disposal of Surplus Council Owned Land/Asset - Management Strategy Stephan Van Arendsen/Dom Ellis			x			
Members' Welfare Reform Reference Group – Update Margaret Jones	x	x	x	x		x
Scrutiny Review Progress Reports:						
Air Quality Monitoring - Peter Moore/Greg Martin				x		
Disciplinary and Grievance Procedures and Sickness Absence		x				x

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Monitoring – Paul Cunningham/Marie Lambert						
Digital Inclusion Working Group – Update on Recommendations - Paul Fraser			x			
Ethical Business Practices Working Group - Update on Recommendations - Paul Fraser				x		x
“Tool-Kit” for Armed Forces Covenant - Shaun Pimblett				x		
Annual ICT Update Report (Performance of Agilisys) Helen Spreadbury						x
Financial Scrutiny:						
Budget Report 2023/24 to 2026/27 - Stephan Van Arendsen					x	
Financial Performance Monitoring - Stephan Van Arendsen		x	x	x	x	
Prudential Code for Capital Finance in Local Authorities – Prudential Indicators - Stephan Van Arendsen					x	
Treasury Management Policy and Strategy - Stephan Van Arendsen					x	
Capital Strategy 2023/24					x	

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and Future Years - Stephan Van Arendsen						
Asset Management Strategy and Asset Disposal Policy – Update Position Stephan Van Arendsen					x	
Robustness of the 2023/24 Budget Estimates and the Adequacy of Reserves – local Government Act 2003 – Section 25 - Stephan Van Arendsen					x	
Presentations						
Corporate Communications Update - Elena Lloyd				x		
Cloud Migration Update – Helen Spreadbury	x					
Update on Progress of LCR Digital Inclusion Strategy - Andrea Watts			x			

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APPENDIX 2

CRITERIA CHECKLIST FOR SELECTING TOPICS FOR REVIEW

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

CRITERIA FOR REJECTION

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

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SCRUTINY CHECKLIST DO'S AND DON'TS

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

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

APPENDIX 2

KEY QUESTIONS

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

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

INVESTIGATIONS:-

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

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APPENDIX 3

**SEFTON METROPOLITAN BOROUGH COUNCIL
FORWARD PLAN****FOR THE FOUR MONTH PERIOD 1 JULY 2022 - 31 OCTOBER 2022**

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

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

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

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

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

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

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

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

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

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

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

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

NOTE:

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

Dwayne Johnson
Chief Executive

APPENDIX 3

FORWARD PLAN INDEX OF ITEMS

Item Heading	Officer Contact
Procurement for the Provision of Enforcement Agent Services	Diane Turner diane.turner22@sefton.gov.uk
Financial Management 2022/23 to 2024/25 and Framework for Change 2020 - Revenue and Capital Budget Update 2022/23 – July Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Financial and Corporate Performance 2021/2022	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Treasury Management Outturn 2021/22	Graham Hussey graham.hussey@sefton.gov.uk Tel: 0151 934 4100
Outcome of the Outline Business Case (OBC) for a Sefton Clean Air Zone (CAZ)	Greg Martin greg.martin@sefton.gov.uk
Financial Management 2022/23 to 2024/25 and Framework for Change 2020 - Revenue and Capital Budget Update 2022/23 – September Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Land at Holgate Thornton	Andy Bond andy.bond@sefton.gov.uk Tel: 0151 934 3247
Pendle Drive Litherland	Andy Bond andy.bond@sefton.gov.uk Tel: 0151 934 3247
Financial Management 2022/23 to 2024/25 and Framework for Change 2020 - Revenue and Capital Budget Update 2022/23 – October Update	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106
Sale of Ainsdale ATC and the Meadows Ainsdale	Andy Bond andy.bond@sefton.gov.uk Tel: 0151 934 3247

Agenda Item 5

APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Procurement for the Provision of Enforcement Agent Services The report seeks approval from Cabinet to undertake a mini competition to secure enforcement agent services with effect from 1st April 2023.			
Decision Maker	Cabinet			
Decision Expected	28 Jul 2022			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet Member – Regulatory, Compliance and Corporate Services			
Method(s) of Consultation	Briefing			
List of Background Documents to be Considered by Decision-maker	Procurement for the Provision of Enforcement Agent Services			
Contact Officer(s) details	Diane Turner diane.turner22@sefton.gov.uk			

APPENDIX 3

**SEFTON METROPOLITAN BOROUGH COUNCIL
FORWARD PLAN**

Details of Decision to be taken	Financial Management 2022/23 to 2024/25 and Framework for Change 2020 - Revenue and Capital Budget Update 2022/23 – July Update Financial updates and Policy decisions relating to the Council's Framework for Change 2020, including the monthly Revenue and Capital budget monitoring reports			
Decision Maker	Cabinet			
Decision Expected	28 Jul 2022			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Financial Management 2022/23 to 2024/25 and Framework for Change 2020 - Revenue and Capital Budget Update 2022/23 – July Update			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

Agenda Item 5

APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Financial and Corporate Performance 2021/2022 Update on the final revenue and capital outturn position in relation to the 2021/22 financial year; including any key variations and where appropriate any impact on future years' financial performance. In addition, the report provides details of the Council's Corporate Performance for 2021/22.			
Decision Maker	Cabinet			
Decision Expected	28 Jul 2022			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Financial and Corporate Performance 2021/2022			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Treasury Management Outturn 2021/22 This outturn report provides Members with a review of the Treasury Management activities undertaken to 31st March 2022, and will allow monitoring against the Treasury Management Policy & Strategy and Prudential Indicators approved by Cabinet and Council in March 2021.			
Decision Maker	Cabinet Council			
Decision Expected	28 Jul 2022 15 Sep 2022			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Not applicable			
Method(s) of Consultation	None			
List of Background Documents to be Considered by Decision-maker	Treasury Management Outturn 2021/22			
Contact Officer(s) details	Graham Hussey graham.hussey@sefton.gov.uk Tel: 0151 934 4100			

Agenda Item 5

APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Outcome of the Outline Business Case (OBC) for a Sefton Clean Air Zone (CAZ) Following approval to develop an Outline Business Case for a Sefton based CAZ the purpose of the report is to advise Cabinet of the completion of the OBC, the outcomes of the detailed study, to provide recommendations and agree on the next steps.			
Decision Maker	Cabinet			
Decision Expected	28 Jul 2022 Decision due date for Cabinet changed from 23/06/2022 to 28/07/2022. Reason: To enable detailed consideration of the Outline Business Case outputs prior to completion of the Cabinet report			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Peel Ports; National Highways; Liverpool City Council; Air Quality Member Ref Group; O&S Committee; Cabinet Members			
Method(s) of Consultation	Meetings; Briefings; Update Papers/Presentations			
List of Background Documents to be Considered by Decision-maker	Outcome of the Outline Business Case (OBC) for a Sefton Clean Air Zone (CAZ)			
Contact Officer(s) details	Greg Martin greg.martin@sefton.gov.uk			

APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Financial Management 2022/23 to 2024/25 and Framework for Change 2020 - Revenue and Capital Budget Update 2022/23 – September Update Financial updates and Policy decisions relating to the Council’s Framework for Change 2020, including the monthly Revenue and Capital budget monitoring reports			
Decision Maker	Cabinet			
Decision Expected	1 Sep 2022			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Financial Management 2022/23 to 2024/25 and Framework for Change 2020 - Revenue and Capital Budget Update 2022/23 – September Update			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

Agenda Item 5

APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Land at Holgate Thornton To seek approval to the terms and conditions provisionally agreed for the sale of the Council's freehold interest in the land for housing development			
Decision Maker	Cabinet			
Decision Expected	1 Sep 2022 Decision due date for Cabinet changed from 26/05/2022 to 01/09/2022. Reason: The off-site costs for the site allowed for in the Option Agreement have not yet been provided by the purchaser Company.			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Fully exempt			
Wards Affected	Park			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Councillors			
Method(s) of Consultation	Previous reports submitted for Asset Disposal and subsequent updates.			
List of Background Documents to be Considered by Decision-maker	Land at Holgate Thornton			
Contact Officer(s) details	Andy Bond andy.bond@sefton.gov.uk Tel: 0151 934 3247			

APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Pendle Drive Litherland To seek approval to the principal terms provisionally agreed subject to the receipt of planning permission for the sale of the Council's freehold interest in land and buildings at Pendle Drive in Litherland			
Decision Maker	Cabinet			
Decision Expected	1 Sep 2022 Decision due date for Cabinet changed from 23/06/2022 to 01/09/2022. Reason: Negotiations are continuing on the final Heads of Terms for the sale of the site			
Key Decision Criteria	Financial	Yes	Community Impact	No
Exempt Report	Part exempt			
Wards Affected	St. Oswald			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Officers			
Method(s) of Consultation	Meetings and e-mails			
List of Background Documents to be Considered by Decision-maker	Pendle Drive Litherland			
Contact Officer(s) details	Andy Bond andy.bond@sefton.gov.uk Tel: 0151 934 3247			

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APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Financial Management 2022/23 to 2024/25 and Framework for Change 2020 - Revenue and Capital Budget Update 2022/23 – October Update Financial updates and Policy decisions relating to the Council's Framework for Change 2020, including the monthly Revenue and Capital budget monitoring reports			
Decision Maker	Cabinet			
Decision Expected	6 Oct 2022			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	All Wards			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet, Chief Executive, Strategic Leadership Board, Trade Unions, Staff and relevant organisations as appropriate			
Method(s) of Consultation	Individual budget saving options / amendments to the budget will be subject to consultation – internal and external to the Council (as appropriate).			
List of Background Documents to be Considered by Decision-maker	Financial Management 2022/23 to 2024/25 and Framework for Change 2020 - Revenue and Capital Budget Update 2022/23 – October Update			
Contact Officer(s) details	Paul Reilly paul.reilly@sefton.gov.uk Tel: 0151 934 4106			

APPENDIX 3

SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be taken	Sale of Ainsdale ATC and the Meadows Ainsdale Seek Cabinet approval to the terms and conditions for the disposal of the premises			
Decision Maker	Cabinet			
Decision Expected	6 Oct 2022			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Exempt Report	Open			
Wards Affected	Ainsdale			
Scrutiny Committee Area	Regulatory, Compliance and Corporate Services			
Persons/Organisations to be Consulted	Councillors as part of the above			
Method(s) of Consultation	Updates on disposal previously reported to Cabinet			
List of Background Documents to be Considered by Decision-maker	Sale of Ainsdale ATC and the Meadows Ainsdale			
Contact Officer(s) details	Andy Bond andy.bond@sefton.gov.uk Tel: 0151 934 3247			

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SEFTON COUNCIL



OVERVIEW AND SCRUTINY

**(Corporate Communications and Covid-19
Working Group)**

Agenda Item 5

APPENDIX 4

MEMBERSHIP

Members nominated by the O&S Committee

TERMS OF REFERENCE AND OBJECTIVES

The Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) has agreed to establish a Working Group to assess the changes instigated by Corporate Communications in communicating with residents during the Covid-19 pandemic; the impact the changes have had; and how such changes shape the future of the Council communicating with its communities.

In the context of Council activity, the purpose of Corporate Communications is to inform (or even signpost and warn) our internal and external audiences (staff, stakeholders, partners and communities). Many behaviour-change campaigns have also been delivered by the Corporate Communications Team.

It will be necessary for the Working Group to explore:

- The range of communications activity the Council is responsible for;
- The purposes and objectives of the communications activity;
- Who the intended audience is;
- The nature of any potential and actual impact (positive or negative), from the communications activity
- The effectiveness of communications activity, such as changes in behaviour
- How we influence behaviour change in the community through standard channels

It will be necessary for the Working Group to consider:

- How and what the Council has communicated with stakeholders (staff, residents and partners) during the pandemic
- How the Council communicated with hard-to-reach communities and what lessons can be learnt for maintaining and improving these channels in the future
- Accessibility of communications activity and channels
- How we communicate with young people, given that this audience does not want to follow the council on social media, so what alternative communications channels should be used to get messages to this group.

It will be necessary for the Working Group to review:

- Current Sefton Corporate Communications Activity
- Areas of good practise within the Council
- Good practise within other local authorities or similar organisations
- Areas for improvement within the Council's policies and practise
- Recommendations for improving the Council's policies and practise

APPENDIX 4

HOW WILL THE REVIEW CONTRIBUTE TO CLIMATE CHANGE EMERGENCY MOTION

(Note: the Overview and Scrutiny Management Board, at its meeting on 10 September 2019, agreed that Working Group Scoping documents should include a section providing details of how each review would contribute to the terms of the [Climate Change Emergency motion](#))

Not applicable

METHODS OF ENQUIRY

Dependent upon the refined scope of the review, to include:

- Analysis of current Sefton practice
Available statistics on current Sefton practice such as social media reach and website traffic
- Desktop research into practise elsewhere
- Witness interviews with officers, stakeholders, experts and other organisations
- Surveys – did an intended audience see a Council message and did they do or change as a result
- Possible site visits / conference calls with other teams such as the contact centre, experts and other organisations

TIMESCALES

To commence in June 2022

To be completed in June 2023

OFFICER SUPPORT

Lead Officer: Elena Lloyd (Corporate Communications Manager)

Democratic Services Officer: Paul Fraser

OTHERS WHO WILL BE INVOLVED

The review is likely to involve the following witnesses and sources of information and advice

- Council Officers such as Martin Driver, (Communications Team Lead), Jayne Vincent (Engagement Lead), One member of the Accessible Information Group (TBC), One Young Advisor (TBC)
- Members
- Experts and representatives from other Councils or similar organisations

APPENDIX 4

ARRANGEMENTS FOR REPORTING TO CABINET/COUNCIL

Timetable of committees, link into the planning chart, type of report/minute

PLANNING CHART

The Planning Chart is an example of the way reviews could/should be planned.

It is recommended that realistic time frames in which to carry out tasks should be considered including possible delays for public holidays and Council business. Effective planning suggests that more planning time be built into the chart.

Activity	MONTH												
	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Scoping													
Considerments													
Visits													
Site Visits													
Initial Findings													
Draft Report													
O&S Cttee Considers													
Submit to Cabinet (if appropriate)													

APPENDIX 4

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Agenda Item 5

APPENDIX 4

Ten Step Process Flow Chart

Committee agrees Working Group membership and appoints Chair/Lead Member

Working Group complete scoping document determining terms of reference & timetable.

Working Group submit scoping paperwork to the Overview and Scrutiny Committee for approval.

Background research undertaken and evidence collected.

Working Group meet to determine questions they wish to ask witnesses.

Working Group make any necessary visits & additional evidence obtained.

Witness hearings take place & responses written up by support officer.

Working Group review headings for the final report.

Working Group and support officer draft final recommendations and approve final report.

Overview and Scrutiny Committee receives final report and recommendations and how they should be taken forward.

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SEFTON COUNCIL



OVERVIEW AND SCRUTINY (Cyber Security Working Group)

Agenda Item 5

APPENDIX 5

MEMBERSHIP

Members nominated by the O&S Committee

TERMS OF REFERENCE AND OBJECTIVES

The Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) has agreed to establish a Working Group to assess Sefton's approach to the management of Cyber security threats to the Council. A recent audit report evidenced that the authority already has in place robust ICT procedures and processes to significantly reduce the risk, including the implementation of technical controls to stop Cyber Attacks as well as an ongoing programme of system updates and patching in line with best practice recommendations. However, research suggests that human error is involved in more than 90% of security breaches. The working group will therefore focus particularly on organisational behaviour, culture and approaches to Cyber Risk across departments, outside of direct control of the ICT Client Team.

Technology is only one of the tools available for securing the councils network, and in determining effectiveness of Sefton's Cyber protection the Working Group may need to consider how well other tools are or could be applied, including: Education (promoting and encouraging compliance through an understanding of the benefits and consequences of compliance/non-compliance, e.g. sharing Cyber updates at Team meetings ; and response to campaigns (change your password, complete essential system updates).

In the context of Council activity the purpose of the ICT team is to implement best practice standards in order to secure the Councils network security. These requirements and standards impact on everyone and all ICT Users are required to respond to changes in the requirements and complete the necessary tasks to protect the council information assets examples include

- Changing network passwords in line with best practice standards as notified, this should be a 15 character password as minimum
- Applying software updates to machines as required
- For team managers to share briefings and updates in related to Cyber as provided to the Senior Management Team
- Reporting any potential Cyber Attack
- Ensuring Business continuity plans take account of the total loss of ICT

APPENDIX 5

It will be necessary for the Working Group to:

- Understand the Cyber Risk faced by all public sector organisations and the potential impact, both financial and otherwise, that this could have for Sefton Council
- To understand the current approach to Cyber Security in the Council both from the internal ICT team, all Council Services and members
- To evaluate the options that exist for further improving Cyber Security in the Council
- To recommend any improvements to behaviour, approach and culture in respect of Cyber Security

HOW WILL THE REVIEW CONTRIBUTE TO CLIMATE CHANGE EMERGENCY MOTION

(Note: the Overview and Scrutiny Management Board, at its meeting on 10 September 2019, agreed that Working Group Scoping documents should include a section providing details of how each review would contribute to the terms of the [Climate Change Emergency motion](#))

Not applicable

METHODS OF ENQUIRY

- **Review of Cyber Security in the Public Sector and Sefton Practice including**
 - Analysis of current Sefton practice
 - Desktop research in to practice and incidents elsewhere
 - Witness interviews with officers, members, stakeholders, experts and other organisations
 - Possible conference calls with experts and other organisations

TIMESCALES

TBC

OFFICER SUPPORT

Lead Officer: Helen Spreadbury (Senior Manager ICT and Digital)

Agenda Item 5

APPENDIX 5

OTHERS WHO WILL BE INVOLVED

The review is likely to involve the following witnesses and sources of information and advice

- ICT Security team Agilisys /ICT Client Officers
- Council Officers
- Members
- Experts and representatives from other Councils or similar organisations

ARRANGEMENTS FOR REPORTING TO CABINET/COUNCIL

Timetable of committees, link into the planning chart, type of report/minute

APPENDIX 5

PLANNING CHART

The Planning Chart is an example of the way reviews could/should be planned.

It is recommended that realistic time frames in which to carry out tasks should be considered including possible delays for public holidays and Council business. Effective planning suggests that more planning time be built into the chart.

Start date TBC

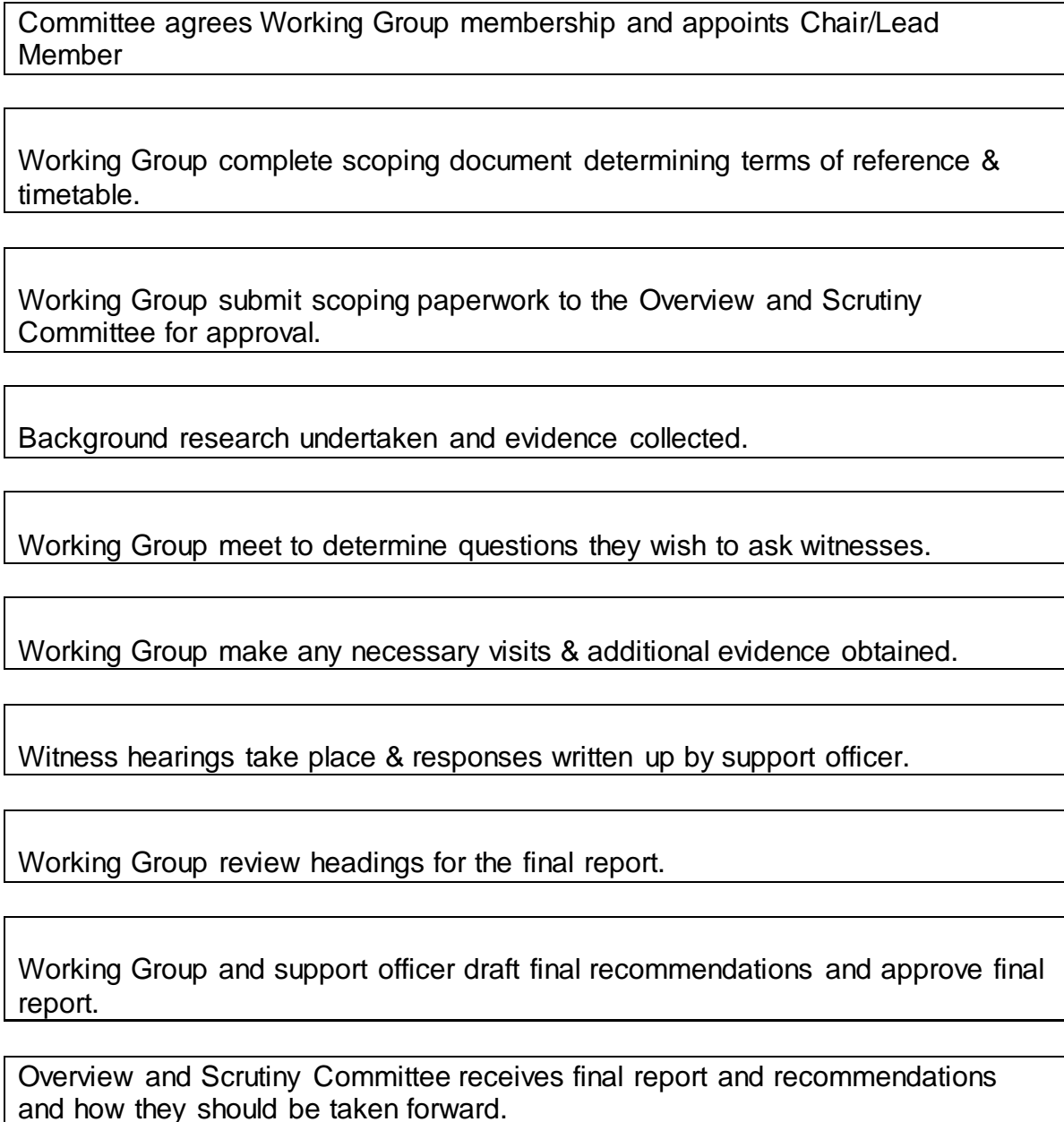
Activity	MONTH							
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Scoping								
Consider Documents								
Witness Interviews								
References								
Initial Findings								
Draft Report								
O&S Ctee Considers								
Submit to								

Agenda Item 5

APPENDIX 5

Cabinet (if appropriate)								
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Ten Step Process Flow Chart



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Agenda Item 6

Report to:	Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services)	Date of Meeting:	14 June 2022
Subject:	Cabinet Member Report – March 2022 to June 2022		
Report of:	Chief Legal and Democratic Officer	Wards Affected:	All
Cabinet Portfolio:	Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To submit the Cabinet Member - Regulatory, Compliance and Corporate Services report for the period March 2022 to June 2022 relating to the remit of the Overview and Scrutiny Committee.

Recommendation:

That the Cabinet Member - Regulatory, Compliance and Corporate Services report relating to the remit of the Overview and Scrutiny Committee be noted.

Reasons for the Recommendation:

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

Alternative Options Considered and Rejected:

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

What will it cost and how will it be financed?

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

(A) Revenue Costs – see above

Agenda Item 6

(B) **Capital Costs** – see above

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):	
Legal Implications:	
Equality Implications: There are no equality implications.	
Climate Emergency Implications:	
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. Any climate emergency implications arising from matters referred to in the Cabinet Member report will be contained in reports when they are presented to Members at the appropriate time.	

Contribution to the Council's Core Purpose:

Protect the most vulnerable: None directly applicable to this report. The Cabinet Member update provides information on activity within Councillor Lappin's portfolio during a previous two/three-month period. Any reports relevant to her portfolio considered by the Cabinet, Cabinet Member or Committees during this period would contain information as to how such reports contributed to the Council's Core Purpose.
Facilitate confident and resilient communities: As above
Commission, broker and provide core services: As above
Place – leadership and influencer: As above
Drivers of change and reform: As above
Facilitate sustainable economic prosperity: As above

Greater income for social investment: As above
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Cleaner Greener: As above

What consultations have taken place on the proposals and when?

(A) Internal Consultations

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

(B) External Consultations

Not applicable

Implementation Date for the Decision

Immediately following the Committee meeting.

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

Appendices:

Cabinet Member - (Regulatory, Compliance and Corporate Services) update report – to follow

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 In order to keep Overview and Scrutiny Members informed, the Overview and Scrutiny Management Board has agreed for relevant Cabinet Member Reports to be submitted to appropriate Overview and Scrutiny Committees.
- 1.2 The most recent Cabinet Member report for the Regulatory, Compliance and Corporate Services is attached to the report.

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CABINET MEMBER REPORT		
Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) - 14 June 2022		
Councillor	Portfolio	Period of Report
Paulette Lappin	Regulatory, Compliance and Corporate Services	June 2022

The service, as with the rest of the Council, has been focussed on supporting members, staff, residents and business in responding to and dealing with the pandemic.

Finance

Within the finance service, there has been significant activity on a number of key issues:

The suite of budget reports was presented to presented to Budget Council on 3rd March. The service has been building the 2022/2023 revenue and capital budgets to reflect the approved budgets. From July reports will presented to Cabinet on monitoring the Council’s revenue and capital budgets for 2022/2023, including any ongoing impact of COVID19, outlining new funding streams being made available to the Council, as well as any other financial matters.

The service has been assessing the impact of a number of emerging budgetary pressures in 2022/2023, including energy price increases and the cost of Children’s Social Care. A report will be taken to Cabinet in June (and Council in July) outlining the pressures and proposals for meeting these pressures.

The Medium-Term Financial Plan is also being updated to reflect these issues.

The draft Statement of Accounts for 2020/2021 was published at the end of July with the final Statement of Accounts being presented to Audit and Governance Committee on 15th December. Although nearly all work has been finalised, the audit is still to be completed. This is mainly due to an emerging technical valuation issue that needs to be resolved at a national level – CIPFA are currently consulting on a practical solution that will enable audits to be completed. Should any further amendments be required since the December 2021 Committee, the Chair has been granted delegated authority to approve the final Statement of Accounts following these changes.

The work to close the accounts for 2021/2022 is nearly complete, with the revenue and capital outturn position to be reported to Cabinet in July. The draft Statement of Accounts is expected to be published by the end of July.

Customer Centric Services

All areas of the service are dealing with high volumes of work as is typical and expected at the start of the financial year following the issue of approximately 135,000 annual bills for Council Tax, Business Rates and benefit entitlement annual notification letters. However, the priority this year has been the extensive work required to make payments for the Energy Rebate Scheme, announced by the Government in February 2022.

Council Tax Energy Rebate

The Council is required to administer two aspects of the Government’s Energy Rebate Scheme to support households with the rising costs of energy bills, i.e., the Council Tax Energy Rebate and a discretionary Energy Rebate fund.

Agenda Item 6

The Council Tax Energy Rebate requires the Council to make a one-off payment of £150.00 to approximately 110,000 households in the borough in Council Tax bands A-D. So far, approximately 65,000 payments have been made to households that pay Council Tax by Direct Debit where bank details are held. For those households where bank details are not held, or where there has been a mismatch between the name on the Council Tax account and bank details held, a letter has been issued requesting that bank details are confirmed securely online.

As of 27th May 2022, approximately 21,000 households have responded to the letter and the team is now undertaking validation checks, as required by the Government, before payment is issued, which is anticipated to be in week commencing 6th June 2022.

Reminder letters will also be issued to those households that have not responded to the first request. Where there is no response by 30th June 2022, the payment will be credited to the household's Council Tax account.

The Customer Services team is providing support to customers who are digitally excluded via the Contact Centre and the One Stop Shop service in Bootle and The Atkinson, Southport. A comprehensive set of frequently asked questions and answers is available on the Council's website, is reviewed, and updated regularly. Press releases and social media have also been used to keep residents as up to date as possible.

The Government has also provided discretionary funding to the Council of £708,150. The team is finalising proposals for the Council's discretionary scheme and is preparing a report for approval by the Council's Cabinet at its June meeting. It is anticipated that scheme will be live from 1 July 2022 subject to approval.

Customer Services

The Contact Centre is handling a high volume of telephone calls, e-mail enquiries and social media contact. Priority service continues to be provided for customers calling with Social Care and ELAS enquiries.

Typically, April is a busy month as residents receive their annual Council Tax bills and benefit entitlement notifications. This year, as calls for annual bills reduced, enquiries relating to Council Tax Energy Rebate payments increased. Calls peaked at the end of April as the first batch of payments for direct debit payers started to be paid. Customer Service advisors handling calls reported that the frequently asked questions available on the Council's website provided answers to almost all enquiries.

In the One Stop Shops, progress with Taxi Licensing slowed as drivers failed to attend appointments and struggled to familiarise themselves with the recently introduced HMRC requirement to complete a Conditionality Tax Code Check in advance of their renewal appointment. Over 70% of all drivers failed to provide the required evidence at their appointment, resulting in follow-up appointments being required and the overall workload for Taxi Licensing increasing. Staff from Taxi Licensing and Customer Services are meeting with trade representatives to seek their support to try to bring some resolution to the matter.

The Council's Communications team is reviewing the renewal letter and the website has been updated detailing the requirements of the tax check-code and a link to the HMRC website.

Council Tax workloads

The Council Tax team is experiencing increased workloads and there are delays in responding to customer enquiries.

During the pandemic, traditional activities and workloads were replaced by the need to prioritise work to provide support to residents and businesses requiring financial help and assistance. Consequently, a backlog of work has accrued, and the position is compounded with the need for the Council to administer the £150 Council Tax Energy Rebate on behalf of the Government. Extra staff have been brought in and overtime working is in place to reduce work volumes and customer waiting times.

Customer Service Excellence (CSE) Accreditation

Customer Centric Services and Transactional HR and Payroll have again achieved the CSE accreditation, as has been the case for the last few years, for Page 58 external assessment in March 2022.

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The team is currently working through the assessment report that highlights many positives and some areas to continue to drive improvements in future.

Risk and Audit

The **Internal Audit** team are continuing to work on delivering the internal audit plan with a current focus on reviews of:

- Operators Licence,
- Annual Governance Statement,
- Corporate Governance Review
- Operational In-House Services,
- Council Tax,
- Performance Management,
- Grants assurance and a review of number of Schools.
- Climate Change
- SEND Transport

The team are working with colleagues across the Liverpool City Region so that there is a consistent approach to counter fraud steps that should be in place. We have successfully recruited to the first of two permanent Principal Auditors positions with the staff member starting in July 2022.

Insurance Team have completed and are working on the following initiatives to improve the Council's risk management.

- As highlighted in the previous update, the revaluation of a further sample of properties was completed in December 2021. Insurers are working closely with us to identify how we can use the two sampling exercise results to extrapolate across the rest of the Council's buildings.
- We have used some of the "free" as part of the insurance programme risk bursary days to develop an e-learning risk management course and are currently working with the provider to change some of the content and undertake a review of tree management by the Council.
- We are working with insurers and the Council's liability insurers to robustly defend claims and in limited circumstances will pursue through the Courts claimants to recover Council costs where the claims are proven to be exaggerated. We have been successful in two recent claims.
- Team continues to work extensively with Service Teams including Highways, Green Sefton and Tourism to improve the management of insurable risk in areas where there are high numbers of claims or areas of concern.
- We are currently ensuring that outstanding risk actions from surveys completed by the material damage insurer have been implemented which will help the renewal in 2022.

The **Risk and Resilience Team**. The Emergency Planning focus during the previous quarter was on the Ukraine refugees, the Pollution incident on the Irish Sea coast and responding to Storms within February. Work was carried out on the Grand National at Aintree. Planning has started on the Air Show as well as developing a revised Operational Shoreline Pollution Plan.

Follow up training for the loggists in March 2022 took place as well as for Volunteers in May 2022. There is now a training plan in place with regular meetings and training sessions for the volunteers. We are currently seeking to improve the numbers of volunteers available to provide additional capacity. Service Area Business Continuity Plans have been completed and we are now working through a planned programme of refreshing the existing plans as well as bringing forward plans to identify each Service Area's key ICT software and identify the Business Continuity Plan arrangements for key suppliers.

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We have carried out an activation plan of a number of are shortly to begin the testing of the activation of each of the Service Area's Business Continuity Plans and undertake exercises.

The **Risk and Resilience Team** are currently working on the Council's Risk Appetite which is due which is due to complete in June 2022 as well as facilitating the updates of the Council's Corporate Risk Register working with the Risk Owners to update the risk register. Other work includes:

- Working with the Merseyside Resilience Forum

The **Assurance Team** have been seconded to the Business Grants Team to provide support and assistance for the delivery of grants to local businesses until the end of June 2022.

In the programme for the current year is the completion of the Council's Counter Fraud Strategy with consultation with the Strategic Leadership Board with final approval of the Cabinet later in the financial year.

For the **Health and Safety Team** there will be a continued focus during the next quarter of delivering the Health and Safety Improvement Plan and also the ongoing recovery programmes from COVID-19 with planned priorities –

- Continue to support to assist Managers with the recovery programmes from COVID-19.
- Continue to review, update and monitor the Health and Safety Standards and Policies, with focus on working from home, display screen and workstation assessments and stress risk assessments.
- Continue to develop the Council-wide training needs assessment which will eventually build into the health and safety training plan and provision.
- Undertaking a planned review of the Council's Health and Safety Policy and completing the Annual Health and Safety report.
- Focus on improving the accuracy of incident reporting across the Council will continue to ensure incidents of threatening and abusive behaviours towards staff are reported.
- Continue to deliver a health and safety management audit and inspection regime across the Council, to schools with a Service Level Agreement with the Council and those schools where the Council retains responsibility for the health and safety as the employer. This will provide assurance that health and safety management systems are suitable and effective.

ICT

The ICT Service continues to work on a number of significant transformation programmes as well as delivering the BAU ICT Service alongside Agilisys.

The Cloud Migration project is well underway with 56 servers now located in the Cloud. Due to the Jubilee Bank holiday week the overall plan has slipped into June, with completion now planned for end June 2022. Once completed the project will move onto Data Centre rationalisation and rightsizing, ready for an eventual move of the Data Centre to Bootle Town Hall.

Cloud Telephony deployment is nearing completion new handsets are now being deployed across all locations, including schools. All ICT stock is now delivered and the project is moving to the final phases prior to closure of the Virgin Contra

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Further deployment of the new CXP solution is now planned for the forthcoming period. Processes for Abandoned Vehicles and Electoral Registration are now Live, process for Sharps are due to be deployed alongside within the next two weeks. In addition Planning and building regulations process are built and ready for deployment. Four further processes for Pollution will be ready for User Acceptance testing within the next two weeks. Work continues on the Bins not emptied process.

Further to the above the team has supported the migration and upgrade of the corporate website to the Umbraco platform. The redesigned website went live on the 25th of January. The Web team now working on content. Further reviews are underway of ancillary sites.

Schools ICT – implementation of the new Connectivity Service for schools is now completed across all Schools, with positive feedback regarding performance already received. The issues with the Contract for support of the SIMS/FMS system (management information systems previously supplied by Capita) are now resolved. A revised SLA is now in place for schools who have elected to continue to take support from Agilisys.

The onboarding of our new BACs provider is now completed and the team continues to support the implementation of the new Bulk Print Contract.

Procurement activity continues to be a challenge, unfortunately the Procurement consultant engaged did not have sufficient experience and the recent recruitment activity was also unsuccessful in securing a suitable candidate. The team is now working with the Central procurement team and an external provider to push forward with the two key procurements underway; Managed Print and Corporate Connectivity. However the gap in capacity has meant that we have had to realign resources to key Council wide projects and some of the smaller procurement projects have had to be put on hold.

The threat level in relation to Cyber Security remains high and the team are working hard to implement new technologies and tools to stay one step ahead of the threat. Recently Sefton has deployed new licences across all Office 365 users and deployed additional protections within our email system, namely Safe Attachments, Safe links and enhanced anti-phishing rules. Further work is planned over the forthcoming period.

Property Services

The Property Services Department are a multi-Disciplinary team delivering various services, professional advice and initiatives across the Borough of Sefton. Below are some examples of ongoing pieces of work throughout the department.

Asset Management/FM

- Ongoing work to deliver Phase 1 Asset Disposals.
- Negotiations with Landlord of Magdalen House for the re gear of the Lease nearing completion.
- Asset records input and liaison with Building Maintenance colleagues for new (property based) IT system in support of Corporate Landlord Implementation Ongoing.
- New Strategic Asset Manager appointed.
- Agreement of terms and reporting for Lease of various assets ongoing.
- Reoccupation of Magdalen House to accommodate future ways of working underway.
- Working in conjunction with Children's Services to support their accommodation strategy.

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Maintenance Management and Building Services

- Delivering a range of schemes in support of Corporate Buildings.
- Delivering a range of schemes in support of Education Capital programme.
- Delivery of reactive maintenance and statutory compliance services to Corporate and Educational buildings.
- Professional advice and support on a broad range of regeneration programmes.
- Development and implementation of a new coordinated (property based) IT system in support of Corporate Landlord Implementation.
- Managing remedial works scheme
- Formulated phase 1 essential maintenance delivery plan for corporate buildings.
- Formulating asset survey delivery plan alongside the essential maintenance.
- Delivering services in support of major adaptation to vulnerable and disabled residents.

Project Management

- Provide professional support to Growth Board on several projects.
- Project manage various Education capital schemes.
- Provide support to other teams on Asset Disposal, Building Maintenance, Asset Management, Energy and Statutory Compliance colleagues.
- Provide support for new ways of working agile model proposal.

Energy Management

- Busy period for the affordable warmth team, supporting residents without adequate heating for range of reasons. Additional funding secured to help repair boilers or provide emergency top ups for gas/electricity meters.
- Local Authority Delivery of Green homes Grant (LAD, GHG) – Providing insulation to privately owned properties (worst/not insulated & for poorest residents)
 - LAD1b NOW CLOSED (29 properties received insulation – EWI, CW, LI)
 - LAD2 works continuing with an end date for works of 30 June 2022. Two contractors are operating to complete the 190 properties plus an additional 20.
 - LAD3 and Home Upgrade Grant (HUG) – Now called ‘Sustainable warmth’ competition. A consortium bid led by the LCR was successful and Sefton have been awarded funding for an additional 307 properties with a delivery period of 1 Jan 2022 – 31 March 2023.
 - ERDF – Sefton have been offered up to £5M ERDF underspend to continue the retrofit works of RP properties. However, due to staff leaving, officers are working with the LCR CA to take over delivery of the programme to ensure the funding is not lost to the LCR.
- Works to upgrade roof insulation and improve glazing at Southport and Bootle Town Halls is complete apart from works to restore/insulate the BTH ballroom window will be completed by August 2022.
- A programme of work to support schools (after large energy price rises) is being developed to be delivered this year.
- Feasibility Study for a replacement Wind turbine at Southport Eco Centre is ongoing. Sefton officers are working on providing a long land lease and power purchase agreement to support the project.
- Climate Emergency – Annual report has been produced and will go to Cabinet/Council in June/July. Steady progress made this year – focus for coming year is community engagement, adaptation and project development.
- Air Quality Education and behaviour change. Southport Eco Centre – Immersive room launch event 23 June 2022.

Legal Services

Democratic Services Team – Overview

- All meetings are now being held in person.
- **Overview and Scrutiny Committee (Adult Social Care and Health)**

The Committee at its meeting to be held on 21 June 2022 will consider the Work Programme for 2022-23. As part of this process the Committee will be requested to hold informal briefings around the Integrated Care Programme and developments in health and social care, rather than establish a working group review. The Committee will also consider the Public Health Performance Framework.

Representatives of the Committee will continue their work on Joint Health Scrutiny Committees for both Hyper Acute Stroke Services and the Liverpool University Hospitals NHS Foundation Trust (LUFHT) Clinical Services Reconfiguration, during 2022/23.

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

The Committee at its meeting to be held on 14 June 2022 will consider the Work Programme for 2022-23. As part of this process the Committee will also select one of the following topics of cyber security; and Corporate Communications and Covid-19 for review by a Working Group. The Committee will also consider an update from the Welfare Reform and Anti-Poverty Reference Group and receive a presentation providing an overview and security update about the Cloud.

- **Overview and Scrutiny Committee (Regeneration and Skills)**

The Committee at its meeting to be held on 28 June 2022 will consider the Work Programme for 2022-23 and potential topics to be the subject of review by Working Groups. At the time of writing this update it is anticipated that the Committee will also consider reports about Riverside Dispersed Accommodation Pilot; Southport Market Update; and Housing Support Services to Vulnerable People Final Report - Update on Recommendations.

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

A briefing/training session of Committee Members took place recently to consider the Ofsted Report and Improvement Plan, in relation to Children's Services in Sefton.

The Committee at its meeting to be held on 5 July 2022 will consider the Work Programme for 2022-23. As part of this process the Committee will be requested to hold further informal briefings, particularly around the Children's Services Improvement Plan, rather than establish a working group review. The Committee will also receive an update on the latest position in relation to the Improvement Plan.

- **School Appeals**

In addition to the provision of administrative support for meetings of the Council, Cabinet, and Committees, the Section has also continued to organise and clerk school admission appeal hearings and school exclusion reviews.

Admission appeals continue to be busPage 63ark to the Education Appeal Panel.

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Admission appeals following the allocation of secondary school places on 1 March are now underway. This period is the busiest time of year for school admission appeals and presents very many challenges for the team in terms of time, resources, and general logistics. Hearings commenced on 10 May 2022 and 212 appeals for 10 High Schools have been scheduled during the period 10 May to 17 June 2022.

The Independent Review Panel, which consider appeals against school exclusions considered two exclusions in February and May.

As the legislation that enables school appeals to be heard remotely brought in under Covid rules continues until 30 September 2022. Appeals continue to be held remotely and this is still proving popular with Panel members and officers and with no negative feedback from parents/guardians.

- **Civic and Mayoral**

The Mayor of Sefton's Gala Charity Ball held on 26th March was a great success with over 180 people in attendance, £7,775 raised from the ball which is a fantastic amount for the Mayor of Sefton's Charity Fund.

On Monday 25th April, the Mayor of Sefton welcomed all our neighbouring authority Mayor's to the Sefton Borough for her Civic Heads Day, as part of the day we visited Altcar Training Camp for a full tour of the facilities there and also to learn about what they do, and the day concluded with a visit to the Plaza Cinema for an afternoon of entertainment that helps with social isolation and raises funds for Alzheimer's, the day was enjoyed by all.

On Thursday 19th May at the Annual Council Meeting, Councillor Carragher was sworn in for a second term as Mayor of Sefton for municipal year 2022/23.

- **Member Induction and Member Development**

Member Induction took place during the week commencing 9 May 2022 beginning with one-to-one meetings between new Members and Democratic Services Officers where new members were provided with a comprehensive induction pack containing useful information to help them in their first weeks new councillors - including requisite forms to ensure they received their Members allowances, ID passes and parking passes and for their details, including their declarations of interest to be uploaded on the Councillor website. The new Members were also provided 2 key documents – namely the Guidance for Councillors Handbook 2022-2023 and the Member Development Handbook 2022-2023. The Member Induction Event took place on 12 May 2022. This was held on Teams and involved introductions to the Chief Executive and Executive Directors and Heads of Service. The Chief Legal and Democratic Officer provided a comprehensive introduction to the service areas falling within his remit (Corporate Legal Services, Democratic Services, Electoral Services, Registrar Services and Coroner Services). He also provided information about the Members' Code of Conduct, Councillor Register/Declarations of Interest, the Nolan Principles and Scheme of Members' allowances. The Senior Manager – ICT and Digital provided an introduction to the use of ICT, contacting the Helpdesk and so on. Members were also provided with a brief guide to accessing the intranet and enrolling on Member Development courses via the Corporate Learning Centre.

Member Development Programme

A report on the Member Development Programme 2021-2022 was considered by Council on

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22 April 2022 and approval was given for the programme to roll forward to 2022-2023.

Council approval was given for the **Equality and Diversity Awareness** course to be added to the list of mandatory courses and for following courses to continue to be designated mandatory:

- Information and Compliance
- Safeguarding Adults
- Safeguarding Children and Young People
- Corporate Parenting

Paper copies of 2 documents - the Guidance for Councillors Handbook 2022-2023 and the Member Development Handbook 2022-2023 were provided to new Members at their induction and continuing Members at the Annual Council meeting on 19 May 2022. Copies of both documents have also been emailed to Members and can also be viewed in the Mod Gov Library.

The Member Development Programme 2022-2023 will run throughout the year, with Members being invited to attend Courses listed in the Member Development Handbook. Courses will be held in a variety of formats, namely, E-learning; remotely via Microsoft Teams; and face-to-face. Some of the Teams and face to face sessions will be provided at a number of alternative dates and times of the day to give Members plenty of opportunity to attend (e.g. Corporate Parenting and Accessible Information Awareness).

Member attendance at sessions is notified to the Corporate Learning Centre (CLC) and added to Members' learning records. Member take-up statistics for courses run in 2021-2022 can be viewed in the Mod Gov Library at the following link: [Member Development Programme](#)

Members can access their individual learning records of courses attended by logging onto the CLC Me-Learning website. Members are encouraged to complete course evaluation feedback forms at the end of each session and subsequent sessions adapted accordingly if required. Feedback on courses held remotely in 2021-2022 can be viewed in the Mod Gov Library at the following link [Member Development Feedback](#)

The feedback survey for whole of the Member Development Programme 2021/2022 was provided to full Council on 22 April 2022 and informed development of the 2022-2023 programme. The Survey results can be viewed at the following link. [Survey Results 2021 2022.pdf](#).

The full Council also gave approval for the formation of Member Development Steering Group by the Cabinet Member Regulatory, Compliance and Corporate Services, which will begin work towards the achievement of a Sefton Council Member Development Charter. A Cabinet Member report on proposals for the Member Development Steering Group will be published in due course.

Electoral Services

Elections 2022

The 2022 Local Government Elections were contested by 81 Candidates

- Labour 22
- Conservative 21
- Liberal Democrat 12

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- Green 11
- Independent 10
- Formby Residents Action Group 2
- Workers Party of Britain 2
- Northern Independence 1

St Oswald Ward was uncontested, and therefore Cllr Carla Thomas was re-elected without contest

The total number of people eligible to vote in the 21 contested wards was 205,271 of which 41,680 were issued with postal ballot packs.

- The number of electors voting in Polling Stations was 38,821
- Percentage turnout in Polling Stations was 23.7%
- Total number of Postal Votes verified and counted 26,036
- Percentage turnout of Postal Votes was 62.5%

Overall turnout at the election was 31.6%

Seats won by were as follows

Party	Seats for Re-election	Seats won
Labour	14	17
Conservative	4	3
Liberal Democrat	2	2
Independent	2* * Labour wins at 2018 election	0

The table below shows the swing and change in majorities since the equivalent round of elections in 2018

Ward	Party	2018 Majority	Party	2022 Majority	+/- Change
Ainsdale	Conservative	807	Conservative	33	748
Birkdale	Liberal Democrat	267	Liberal Democrat	425	+ 158
Blundellsands	Labour	861	Labour	1510	+ 649
Cambridge	Conservative	73	Conservative	25	48
Church	Labour	1747	Labour	1850	+ 103
Derby	Labour	1671	Labour	1757	+ 86
Dukes	Conservative	130	Conservative	255	+ 125
Ford	Labour	1484	Labour	918	566
Harrington	Conservative	457	Labour	62	395
Kew	Labour	436	Labour	721	+ 285
Linacre	Labour	1428	Labour	1320	108
Litherland	Labour	1659	Labour	1418	241
Manor	Labour	937	Labour	1149	+ 212
Meols	Liberal Democrat	325	Liberal Democrat	123	202

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Molyneux	Independent (Labour)	1296	Labour	924	372
Netherton & Orrell	Labour	1794	Labour	1739	55
Norwood	Labour	657	Labour	1062	+ 405
Park	Labour	867	Labour	787	80
Ravenmeols	Labour	263	Labour	1106	+ 843
St Oswald	Labour	1503	Labour	0	0
Sudell	Independent (Labour)	954	Labour	264	690
Victoria	Labour	1794	Labour	1268	526

Election Act

The Elections Bill received Royal Assent on the 28 April 2022.

The Elections Act will:

- Allow electors to apply for a postal or proxy vote online through a new online system for absent voters. These measures will introduce safeguards against the abuse of postal voting.
- Introduce photographic identification for voting in polling stations in Great Britain.
- Changes the voting system for mayoral and PCC elections to First Past the Post, meaning that the candidate who wins the most votes in each constituency is elected.
- Require authorities to provide voters with disabilities with specialist equipment to support them to vote if need and allow anyone over the age of 18 to accompany disabled voters in the polling station.
- Removes the 15-year limit on British citizens overseas voting in UK Parliamentary elections, allowing any British citizen previously registered or resident in the UK to register to vote.
- Introduce a new electoral sanction for those convicted of intimidation against a candidate, campaigner or elected office holder. The sanction would ban offenders from standing for election for 5 years, as well as the punishment for the underlying criminal offence which can include a fine or imprisonment, depending on the severity of the intimidation.
- Update undue influence to include a wide range of harms, such as physical violence, damage to a person's property or reputation, undue spiritual pressure and injury, or inflicting financial loss.
- Update the political finance regulatory framework, by increasing transparency, fairness, and strengthening controls against ineligible foreign spending on electoral campaigning.
- Introduce a new digital imprints regime that will go much further than the print imprint regime, increasing transparency and empowering voters to make informed decisions about the material they see online.

Although the Act has received Royal Assent, important policy decisions are still being discussed, which is delaying secondary legislation. This is significantly affecting planning and implementation on how key processes will be delivered.

Projected timelines give little time for the Electoral Commission to draft guidance for Electoral Registration Officers, Returning Officers, and agents.

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It is expected that secondary legislation will be discussed in Parliament in July with statutory instruments being in place by November 2022 to bring Voter ID in polling stations into force, with the online application portal for Voter ID cards going live in December 2022.

There is a schedule in place to implement the rest of the Act by 2024. The government will meet the cost of the new requirements which arise from the Act.

Annual Canvass of the Register of Electors

Preparations are now underway to conduct the annual canvass of the register of electors. Our current electorate hovers around 213,500, which has seen a drop of around 5,000 over the last 2 years. This is not unusual as the electorate will rise significantly at the time of General Elections but tend to drop away afterwards during the midterm.

New rules to reform the way the annual canvass is run were introduced prior to the 2020 canvass. The new rules were aimed at reducing the number of communications sent to properties which, following a national data match with DWP records. Those properties that came back with a positive match now only require a light touch approach.

We feel this has had an impact on the electorate causing under registration, particularly in the number of new registrations for 16 and 17year-olds. It is our intention to try and look at ways, within the new rules, to address this, particularly in light of the introduction of Voter ID in polling stations.

Our national data match takes place on the 4 July 2022 and the annual canvass will conclude with the publication of the 2023 Register of Electors on the 1 December 2022.

Review of Parliamentary Boundaries

The Boundary Commission for England has now closed its secondary consultation on new constituency boundaries, which concluded on 4 April 2022. Final recommendations are expected in July 2023.

The initial proposals were to decrease the number of constituencies in the North West region from 75 to 73. By law, every constituency must contain between 69,724 and 77,062 Parliamentary electors (as calculated on 2 March 2020).

Proposals and responses to the consultation can be viewed at <https://www.bcereviews.org.uk/node/6487>

PERSONNEL DEPARTMENT

Operational Issues

Advice and support are provided to all service areas regarding employment/staffing matters. Work continues in Children's Social Care and a number of key recruitments have taken place as well as guidance on staffing matters in order to help workforce improvements. The Personnel team has formed a distinct Business Support Unit which is providing support on a number of operational and HR related matters. Work in relation to Children's Social Care is providing a challenge to some other resources.

Guidance and support relative to the impact of the Coronavirus pandemic on staffing and service provision is on-going, albeit this is much less than in previous reports.

Arrangements are being made with regard to a planned return to work in accordance with the advice and guidance from the Health and Safety team and risk assessments are being undertaken

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in this regard. Most staff are continuing to work from home with agile working at office sites as required.

Matters relating to disciplinary, grievance and dignity at work continue to be lesser than usual, but where necessary, formal meetings have been held via Microsoft Teams. Advice and support in the management of sickness absence continues and formal action under the sickness absence policy is being taken where appropriate via Microsoft Teams.

Operational Teams appreciate the need for sensitive advice given the pressures on Employees and the Authority.

Pay and Grading and Establishment Control Team

Job evaluation is undertaken relative to all Council and School posts for new or revised roles and relative to any operational and service reviews to maximise efficiencies as part of restructuring exercises across the Council. Team members are involved in service reviews and work to support transformational proposals and potential changes to service delivery.

The Establishment Control team are responsible for building any revised structures and changes to reporting hierarchies into the Councils operating systems. The team members have been heavily involved in the project of implementing the new iTrent Payroll and HR system. The Managers Self Service (MSS) module was rolled out in April 22 to include Children's services following a full review of the CS structure, and consequently managers should be able to access all their direct reports. Queries relative to managerial hierarchy stemming from the implementation of the new CS structure will be raised with the Establishment Control team who will investigate these and make any amendments to the structure as appropriate.

The Establishment Control deal with all requests in relation to the release of vacancies, changes of hours, temporary arrangements. These changes are mapped to ensure correct payments are made, hierarchical organisational structures are appropriate and operational processes are effectively maintained.

Establishment Control review safeguarding checks held against posts e.g. Disclosure and Barring Service, Health Care Professional Council (HCPC) etc and the team manages and controls the temporary end dates relative to all fixed term contracts and provides establishment control information reports for the Council and schools.

Regrading applications and appeals are processed in line with the Council protocol.

The team undertakes the review of HAY graded positions for new posts and the evaluation of HAY posts stemming from any revised proposals to the HAY grading structure.

The team manage the Matrix contract relative to the recruitment of Agency workers. Agency recruitment is currently at an all-time high relative to social worker and associated positions especially within Children's Services

The team manage sickness absence data, including production of management reports, sickness absence analysis and quarterly absence figures for SLT.

Work with colleagues from ICT to implement the required linkage between the JE database and the iTrent system has now been completed.

Within the Policy unit the officers undertake regular reviews of policy, procedures and guidance and introduce new policies as required in line with current legislation. They are also involved in

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Corporate Equalities initiatives, staff support groups, responding to Freedom of Information and subject access requests, and assistance with mandatory training for managers.

Transactional HR Payroll & Pension (THRP) Services

THRP are now live in ITrent

There are still issues with resolved. There are still issues Monthly Data Collection (MDC) for the Local Government Pension Scheme (LGPS) which we are working with MHR and Merseyside Pension Fund to resolve.

The staff are still learning the new system are still working extremely hard and long hours to ensure all staff are paid on time.

Most THRP staff are continuing to work from home this has gone well. Some processes have had to be changed and the staff have embraced these changes There are some staff who have to still go into the office due to various issues, Internet, paper etc. The number of staff going into the office is being closely monitored.

Employee Self Service (ESS) has been roiled out to all Sefton employees, for viewing of payslips and to amend address, bank details etc. and paper payslips have been produced for staff who are unable to access the Internet.

Claiming expenses via ESS and approved via Manager Self Service (MSS) is now live and being promoted to staff to use.

The team have now nearly completed, Year End Processing (P60s etc), Teachers End of Year Certificates and NHS annual Pension returns.

Teachers Pensions Monthly data collection (MDC) move to Monthly Contribution Reconciliation (MCR) from 1st April 2022 has been delayed until later in the year.

The Local Government pay award from 1st April 2021 was agreed on 28th February 2022 and new rates and back pay were paid in April 2022 and the pay award from 1st April 2022 is still to be agreed.

Occupational Health

Health Unit

During February, March and April 2022, a total of 229 referrals for SMBC employees were made to the Health Unit. This is approximately 31% more than the same period in the previous 12 months.

The majority of referrals during this period were from Education Excellence (51.09%), Locality Services (16.16%) and Adult Social Care (9.61%). As usual the main reasons were stress and mental health related (47.59%), chronic medical illness (23.14%) and musculoskeletal (10.91%).

Face to face Physiotherapy clinics will start up in the Health Unit at Magdalen House on 15 June 2022. Once these are re-established the Unit will look at resuming the other services as quickly as possible.

Workforce Learning and Development (CLC)

Apprenticeships

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Staff enrolled on the **Level 6 Social Work Apprenticeship Degree** and the **Level 7 Senior Leader Apprenticeship Degree programme (MBA)** are continuing with their studies and are making good progress.

We commenced a procurement exercise in September 2021 using the YPO Framework. The re-procurement will identify apprenticeship training providers to deliver a range of apprenticeship standards (qualifications), to meet the Council's on-going business/organisational requirements. The procurement exercise was completed end of February 2022 and new providers were appointed from 1st April 2022.

Training delivery

The Workforce Learning and Development Team have worked incredibly hard since the Covid-19 outbreak to adapt the way we deliver classroom training – this includes offering virtual training using MS Teams and adapting existing classroom courses to eLearning, pre-recorded webinars, self-help guides and commissioning new eLearning courses. Examples include:

- **Mental Health First Aid (MHFA)** training delivery is going well. To date, we have trained 146 Sefton Council and schools' staff and have arranged for a further 26 sessions to be delivered from 1st April 2022. We were also allocated some funding from Public Health to offer one free place on MHFA to all Sefton schools and private nurseries from January 2022.
- **My Sefton My Space Performance Development Review (PDR) template, Employee Preparation Guide and the Conversation Tool** was launched on Monday 9th August, followed by **eLearning for Staff and Managers eLearning**. The eLearning will help staff get the most out of the new PDR process including how to have an authentic conversation with others. To date, 267 staff have completed the staff eLearning and 142 managers have completed the manager's course.
- Sefton's **Training Needs Analysis (TNA)** was launched on the 5th October 2021 to capture learning and development needs for all staff/service areas from 1st April 2022. TNA submissions are being reviewed and will help us to plan and commission training programmes that are specific to each individual service area.
- Launched an **MBL webinar portal** for Sefton Council employees, granting free access to over 1,371 webinars across a wide range of different practice areas. Examples include Finance, HR, Law, Human Rights, Data Protection and Commissioning and Procurement

Workforce/Organisational Development

Currently supporting Children's Social Care to deliver on a number of identified improvements following the recent Ofsted Inspection, this includes the development of a People's Workforce Development Strategy and a refreshed induction booklet/guidance – both documents have now been approved. We are working closely with Children's Social Care on the Leeds Practice Model and the new training offer for the workforce.

We are developing a refreshed Adult and Children's Social Care progression policy to enable Social Workers to work towards Experienced / Senior Social Worker status – this has been signed off for the Children's Social Care workforce.

We are preparing to launch an Induction eLearning programme for new starters joining the organisation – go live date July 2022.

We delivered a Culture session to SLB members to explore our culture and our teams from different perspectives (organisational, own ^{peer group}, service areas) and looking to the future

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which included the positive elements of Sefton's culture now. We are planning to replicate these sessions with Senior Managers from 1st July 2022.

Strategic Support **Business Intelligence**

The Business Intelligence team is continuing to support many work streams across the Council including Economic Regeneration, Education Excellence, Adult Social Care, Children's Social Care and Public Health Services.

Following the recent inspection of Children's Services, the team are re-developing performance report for the new Executive Director Children's Social Care and Education and his leadership team. In parallel the team is also supporting the development of a new performance framework for data Adults Social Care for inspection preparedness.

The team is supporting the Integrated Care System (ICS) and leading on Population Health Management workstream. In the last quarter the Service has begun to produce population health profiles for each Sefton Ward.

Progress continues with the implementation of the Council's new enterprise data warehouse platform, which will enable big data analytics. Staff have now been trained on the new tools and the team is beginning to inspect and wrangle the data that has been copied from the live systems into the new data warehouse, with the objective of developing new data models that can be reported through Power BI.

The Service continues to support consultation and engagement activities, respond to complaints and subject access requests in a timely manner and provide information, advice, and guidance across the Council on matters relating to information governance and data protection.

The project to digitise the Council's historic paper records continues at pace, with work ongoing to move records stored at disparate locations to the Council's contracted 3rd party secured storage provider, taking opportunity to destroy legacy records and digitise those that are not required to be kept in original paper format. The team has recently begun to process legacy records stored at the former Thomas Gray School site.

Strategic Support

The team has supported the decommissioning of the COVID testing sites across the borough, as is now focused to providing support across the various services with policy & strategy development, service reviews and transformation activity, including support for the Council 2023 and the Demand Management programmes of work and supporting the Children's Social Care Improvement plan.

Members of the team are also supporting Children's Services team in developing the Improvement Plan following the inspection and associated review work.

Procurement

The investment approved by the Council for additional Procurement resources is being progressed with adverts for the new roles now posted to fulfil the requirements of the new structure of the Procurement Team. Interviews will be carried out during June and July in order to bring the Team up to strength as soon as possible.

The re-structure has created an opportunity to review our Procurement Strategy. This is part of the preparation for the new Procurement legislation which is anticipated in 2023. The implementation of the new legislation will require a considerable amount of time invested by the Procurement Team to ensure we are prepared for the changes anticipated and fully compliant.

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The Council Social Value Policy is expected to be considered in June 2022 after which the Procurement Team will take a lead in rolling out the Policy across the Council. During May a series of Social Value training courses have been completed by over forty members of staff across the Council as part of the preparation for the Social Value Policy rollout.

Communications

The Communications team continues to be at the heart of all activity across the Council and is playing a critical role in supporting all areas of the Council in order to ensure that residents and business are informed at the earliest opportunity of all key issues and information is provided in a clear and concise manner. All internal and external communication channels are being used extensively.

The team has developed a forward plan for further enhancements, additional functionality and evolving design of the new Sefton Council website. As Agilisys have identified that they are unable to deliver all of the work identified in the forward plan, the ICT Client Team and the Comms Team have met with external web developers/agencies who may be able to carry out this work on our behalf. Still awaiting final quotes for work before we appoint the successful supplier.

A new Web Content Officer has now joined the Comms Team, who will work closely with Customer Service colleagues, and others across all areas of the Council, to ensure that content is clear, accessible and consistent in language and tone across the website. This post is initially on a 12-month Fixed Term Contract until 31 March 2023. This new role will initially focus on high traffic webpages and high-volume Contact Centre contacts, to try to reduce the number of some call types into the Contact Centre.

The Communications Team have been providing significant support to colleagues in Children's Services; most recently with support following the publication of the Ofsted report.

Social worker recruitment marketing and foster carer recruitment marketing have also been significant projects. The "Make A Difference" social worker recruitment campaign continues to deliver positive results and has received overwhelmingly positive feedback. "Foster Care Fortnight" has been a success on our social media channels.

The team supported colleagues in Democratic Services, with comms associated with the local elections in May, making changes to the website so that elections information, and results, were able to be more clearly displayed and easily understood.

Two consultations have been launched recently with support from the Team.

Stunning new images of the proposed Southport Marine Lake Events Centre and accompanying Water and Light Show was launched in the media and on social media, inviting people to have their say on the plans. People are being asked to help shape proposals to transform Orrell Mount Park in Bootle. Based on a community-inspired masterplan, the plans include new space for dog walking, improved children's play area facilities and a refurbishment of the park's iconic Pavilion, to complement a proposed full sized, 3G football pitch at the site. As part of work to encourage people to participate in the consultation, the Communications team produced a video featuring Bootle's very own Jamie Carragher to help.

Bin collections and Council Tax Energy Rebate payments are two areas that have attracted a lot of public attention and Communications has worked closely with both teams to provide regular updates and advice. This has included regular press releases and social media messages and frequent updates of web information and online FAQs to reduce numbers of call to the Council's Contact Centre. A condemnation of threats and insults to Council employees over bins collections was also issued.

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Responding to the Homes for Ukraine scheme, the team has also helped create a useful a Welcome Pack and online information resource for people in Sefton kindly offering space in their homes and for Ukrainian visitors.