

Overview  
& Scrutiny



MEETING: OVERVIEW AND SCRUTINY COMMITTEE  
(PERFORMANCE AND CORPORATE SERVICES)

DATE: Tuesday 15 December 2009

TIME: 6.30 pm

VENUE: Town Hall, Southport

**Member**

Councillor  
D Hardy (Chair)  
Byrom (Vice-Chair)  
Bigley  
Byrne (Spokesperson)  
Fenton  
Howe  
McGinnity  
Papworth (Spokesperson)  
Storey  
Weavers

**Substitute**

Councillor  
Brady  
Veidman  
Platt  
C Mainey  
Tonkiss  
Shaw  
Tweed  
Roberts  
Pearson  
S Mainey

COMMITTEE OFFICER: Ruth Appleby  
Telephone: 0151 934 2666  
Fax: 0151 934 2277  
E-mail: [ruth.appleby@legal.sefton.gov.uk](mailto:ruth.appleby@legal.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.**

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# A G E N D A

1. **Apologies for Absence**
2. **Declarations of Interest**

Members and Officers are requested to give notice of any personal or prejudicial interest and the nature of that interest, relating to any item on the agenda in accordance with the relevant Code of Conduct.
3. **Minutes of Previous Meetings** (Pages 5 - 10)
  - Minutes of the Meeting held on 10 November 2009 (attached)
  - Minutes of the Special Meeting held on 9 December 2009 (to follow)
4. **Core Evidence Base**

Presentation by the Director of the Sefton Equalities Partnership
5. **Governance Review** (Pages 11 - 18)

Report of the Assistant Chief Executive (Management)
6. **Equality Standard for Local Government** (Pages 19 - 28)

Report of the Director of the Sefton Equalities Partnership
7. **Corporate Customer Contact - Use of 0845 Pre-fix to Contact Centre Telephone Number** (Pages 29 - 42)

Report of the Director of Finance and Information Services
8. **Communities Portfolio - Quarter 2 Revenue and Capital Expenditure Monitoring to 30 September 2009** (Pages 43 - 50)

Joint Report of the Chief Executive and the finance and Information Services Director
9. **Performance Portfolio - Quarter 2 Revenue and Capital Expenditure Monitoring to 30 September 2009** (Pages 51 - 56)

Joint Report of the Chief Executive and the Finance and Information Services Director
10. **Work Programme Key Decision Forward Plan - 1 December 2009 to 31 March 2010** (Pages 57 - 92)

Report of the Legal Director

11. **Date of Next Meeting**

The next meeting of the Overview and Scrutiny Committee (Performance and Corporate Services) will be held at **6.30 p.m. on Tuesday 19 January 2010, at Bootle Town Hall.**

**THIS SET OF MINUTES IS NOT SUBJECT TO "CALL IN".**

## OVERVIEW AND SCRUTINY COMMITTEE (PERFORMANCE AND CORPORATE SERVICES)

Overview  
& Scrutiny

MEETING HELD AT THE TOWN HALL, BOOTLE  
ON TUESDAY 10TH NOVEMBER, 2009

**PRESENT:** Councillor D Hardy (in the Chair)

Councillors Bigley, Byrne, Fenton, Howe, McGinnity, Papworth, Storey, Weavers and Veidman (Substituting for Councillor Byrom).

**ALSO PRESENT:** Councillor Bailey, Lancashire County Council and West Lancashire District Council; Councillor C. Mainey and Councillor Parry, Cabinet Member – Corporate Services.

### 17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Byrom.

### 18. DECLARATIONS OF INTEREST

The following declarations of interest were received:

Member/Officer	Minute	Reason	Action
Councillor Byrne Councillor Fenton Councillor Howe	No. 21 – Electoral Cycle – Resolution for Whole Council Elections	Personal – In their capacity as Parish Councillors	Stayed in room and took part in consideration of the item.
Mike Fogg Personnel Director Caroline Elwood Legal Director	No. 26 - Transformation Programme Update - Senior Management Structure	Prejudicial - potentially affected by the proposals contained within the report	Stayed in the room for the purpose of giving technical advice to Members, but took no part in debate about the item.

### 19. MINUTES OF THE MEETING HELD ON 6 OCTOBER 2009

**RESOLVED:**

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OVERVIEW AND SCRUTINY COMMITTEE (PERFORMANCE AND CORPORATE SERVICES)- TUESDAY 10TH NOVEMBER, 2009

That the Minutes of the Meeting held on 6 October 2009 be confirmed as a correct record.

## **20. INVEST FOR THE FUTURE - PUBLIC HEALTH ANNUAL REPORT**

The Committee considered the Annual Report of the Director of Public Health – ‘Invest for the Future’, which focused on tackling health inequalities in the long term.

Cathy Wardlow, Head of Health Improvement and Partnerships, presented the report, indicating that the Sefton’s Health initiative – ‘Invest to Save Lives’ highlighted the persistent nature of health inequalities experienced by people in Sefton and recommended actions which would have the biggest impact on the direct causes of inequalities in the short to medium term. She indicated that this year’s report aimed to fill an important gap in the approach recommended last year, by identifying the work needed to tackle the wider determinants of inequality such as employment, education, housing, environment, climate change and community cohesion. She concluded by stating that the next steps would involve a continuation of short term actions to reduce inequalities and the development of a long term health inequalities strategy across all partners, making sure that effective interventions were implemented in a systematic, sustained and targeted way; and on a large enough scale to have the required impact.

Discussion about the report elicited the following issues:

- Sefton Council’s housing improvement grants programme has contributed to considerable improvements in health outcomes for local residents and consequently in costs for the NHS – perhaps the partnership approach could consider sharing the savings amongst the partners.
- With the continued growth in the 65+ year proportion of the population, numbers of people with long term medical conditions can be expected to rise markedly over the next ten years; and investment and reform is needed to build capacity within the community and ensure that adequate resources are focused on providing care and community services for the support of older people.
- Interventions taken to change behaviour (e.g. to stop people smoking) needs a multi-layered approach with different people/groups of people requiring different interventions
- The statistics and information about the quantity and quality of public green space in Sefton were to be revisited as at present they only included Council owned public parks, play areas, etc.

RESOLVED: That

- (1) the Annual Report of the Director of Public Health be commended; and
- (2) an update on progress be requested in six months time.

## **21. ELECTORAL CYCLE - RESOLUTION FOR WHOLE COUNCIL ELECTIONS**

The Committee considered a report of the Legal Director on the electoral cycle. The Director advised Members of the “permitted resolution period” which ended on the 31<sup>st</sup> December 2009. During this time the Council could, by special resolution of Full Council, resolve to move from the current scheme, of elections by thirds, to whole council elections.

The Legal Director set out the provisions of the Local Government and Public Involvement in Health Act 2009 which had introduced this matter, the timescales involved and the effect of any change on Parish and Town Councils. In addition the financial consequences of a change to the electoral cycle were detailed within the report.

The Committee also heard from Councillor Rob Bailey who was a Councillor on Lancashire County Council (with whole council elections), West Lancashire District Council (with elections by thirds) and Parbold Parish Council.

Following consideration of the report and the comments of Councillor Rob Bailey, the Committee noted that the next stage of the process was to consult with relevant parties prior to a special Council meeting to be held in December to decide the matter.

RESOLVED: That

- (1) the need to convene a Special Council on 17 December, 2009, to formally consider, after undertaking appropriate consultation, whether to pass a resolution that the Council should move to “whole Council Elections” be noted; and
- (2) at this stage in the process, the Committee is minded to support the retention of the current electoral cycle (election by thirds).

## **22. COMMUNITY INVOLVEMENT - LICENSING ACT WORKING GROUP**

The Committee considered the report of the Legal Director presenting the final report of the Community Involvement - Licensing Act Working Group.

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## OVERVIEW AND SCRUTINY COMMITTEE (PERFORMANCE AND CORPORATE SERVICES)- TUESDAY 10TH NOVEMBER, 2009

The Scrutiny and Review Committee (Regeneration and Environmental Services) (as it was then known) at Minute No. 45(5) of 23 October 2007, had established the Working Group with the following Members:-

Councillors C. Mainey (Lead Member), S. Mainey, Papworth, Veidman and Webster.

The terms of reference and objectives were:-

- (i) To examine the current policy in relation to Ward Councillors' involvement in petitions;
- (ii) To examine the existing protocol in relation to the granting of licences and reviews in terms of notifications and local residents and Ward Councillors;
- (iii) To examine the current policy in relation to reviews including the recording of incidents, log trail and members of the public recording complaints anonymously; and
- (iv) To examine how much evidence is required when investigating complaints.

The review commenced in November 2007, following which the Group had held meetings, interviewed witnesses and consulted with interested parties which culminated in the following recommendations:

- (1) That those occupiers and owners of properties with curtilages abutting those premises applying for a Premises Licence, Club Premises Certificate, the Variation of a Premises Licence or Club Premises Certificate or any Premises subject to a review, be notified of any such application.
- (2) Any such Borough-Wide notification procedure to be adopted for a 12 month period with the results of the pilot being the subject of a further report to the Licensing and Regulatory Committee to consider whether the scheme of notification be continued/enhanced/withdrawn, as appropriate prior to the full review of Sefton's Statement of Licensing Policy for 2011.
- (3) That the Report in relation to the outcomes of the Borough-Wide pilot on notification be submitted to the Overview and Scrutiny Committee (Regeneration and Environmental Services) for information.

Councillor C. Mainey presented the report and answered questions thereon.

Members welcomed the proposal which would give Sefton residents greater opportunities for objecting to applications for premises licences. However, Councillors Bigley and Papworth (in their capacity



## OVERVIEW AND SCRUTINY COMMITTEE (PERFORMANCE AND CORPORATE SERVICES)- TUESDAY 10TH NOVEMBER, 2009

respectively as Chair and Vice Chair of the Licensing and Regulatory Committee), indicated that the initiative should be viewed with some caution as it had the potential to unrealistically raise expectations of local residents; advising Members that the Licensing Act 2003 specified that local residents could only object to the grant or variation of a Premises Licence if the premises failed to promote the Licensing Objectives of:

- Prevention of Crime and Disorder;
- Public Safety;
- Prevention of public nuisance; and
- Protection of children from harm; and

as such they welcomed the recommendation indicated in (2) above, that the pilot be reviewed after 12 months.

RESOLVED:

That the final report and recommendations detailed in paragraph 9.0 of the report, and set out in (1), (2) and (3) above, be supported.

### **23. CABINET MEMBER REPORTS**

In order to keep Overview and Scrutiny Members informed, it had been agreed at the Overview and Scrutiny Management Board on 25 August 2009 to submit relevant Cabinet Member Reports to future Overview and Scrutiny Committees.

Accordingly, the Committee received the latest reports from the Cabinet Members Communities, Corporate Services and Performance and Governance.

RESOLVED:

That the Cabinet Member reports be received.

### **24. WORK PROGRAMME KEY DECISION FORWARD PLAN - 1 NOVEMBER 2009 TO 28 FEBRUARY 2010**

The Committee considered the report of the Legal Director attaching the latest Key Decision Forward Plan which contained all the Key Decisions which the Executive was anticipated to take during the above period. The Committee was advised of its right to pre-scrutinise any Key Decision which fell under its remit.

RESOLVED: That

- (1) the contents of the Forward Plan for the period 1 November 2009 to 28 February 2010, be accepted;
- (2) the progress and actions of the Working Groups to date be

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approved; and

- (3) the resolution of the Cabinet Member – Corporate Services, of 14 October 2009 (Minute No. 51), endorsing this Committee's recommendation not to approve the purchase of grave plots by instalments, be welcomed.

## **25. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favour exclusion of the information from the press and public.

## **26. TRANSFORMATION PROGRAMME UPDATE SENIOR MANAGEMENT STRUCTURE**

Further to Minute No. 189 of the Cabinet held on 29 October 2009, the Committee considered the report of the Chief Executive providing an update on progress made in relation to the Transformation Programme and establishing a framework for the development of the Senior Management Structure.

RESOLVED: That

- (1) the progress made in developing the Transformation Programme and Senior Management Structure be noted; and
- (2) the resolutions made by Cabinet on 29 October 2009 (Minute No. 189) be noted.

# Agenda Item 5

**REPORT TO:** Cabinet Member - Performance and Governance  
Overview & Scrutiny Committee (Performance and  
Corporate Services)

**DATE:** 2<sup>nd</sup> December 2009  
15<sup>th</sup> December 2009

**SUBJECT:** Governance Review

**WARDS  
AFFECTED:** All

**REPORT OF:** Assistant Chief Executive (Management)

**CONTACT  
OFFICER:** Samantha Tunney: 0151 934 2174

**EXEMPT/  
CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To formally update the Cabinet Member and Opposition Spokespersons on the current position in relation to the Governance Review

**REASON WHY DECISION REQUIRED:**

To provide a summary update in relation to the Governance Review to ensure that progress is reported through the Cabinet Member Structure

**RECOMMENDATION(S):**

That the Cabinet Member note progress in relation to the Governance Review

**KEY DECISION:** No

**FORWARD PLAN:** n/a

**IMPLEMENTATION DATE:** n/a

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## ALTERNATIVE OPTIONS:

Not applicable.

## IMPLICATIONS:

### Budget/Policy Framework:

Financial: There are no direct financial implications arising from this report, as these have all been considered and taken account of in the Council's overall budget. There is reference in the report to using resources identified for the Governance Review Consultation which have been formally reported through the Cabinet Member for Corporate Services

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2006/ 2007 £</b>	<b>2007/ 2008 £</b>	<b>2008/ 2009 £</b>	<b>2009/ 2010 £</b>
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

**Legal:** None

**Risk Assessment:** None.

**Asset Management:** None

## CONSULTATION UNDERTAKEN/VIEWS:

## CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities	√		
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People	√		

### LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Governance Review Working Group agenda, reports and notes  
 Governance Review Baseline document  
 Governance Review Project Plan

# Agenda Item 5

## 1. Introduction

- 1.1 The Governance Review Working Group continues to meet to provide a steer to the workstreams identified in the Governance Review Baseline document produced and consulted on at the end of the last calendar year. There are a number of workstreams which are linked and have interrelated dependencies. An example of this is the Area Management Workstream and the Sefton Borough Partnership Workstream. The development of the Governance arrangements of the two are now dependent on each other.
- 1.2 The Workstreams are being delivered in line with a Project Plan for each, which is regularly discussed by the Working Group.
- 1.3 The purpose of this report is to formally update Members on progress in relation to the Governance Review and to explain how the review will progress in the coming months. The Working Group, at its next meeting, will be asked to review progress against all issues flagged up in the baseline report, with a view to developing a mid term report for the review.

## 2. Summary Progress

### 2.1 Changes to Executive Arrangements – Leader or Elected Mayor for Sefton

- 2.1.1 At the Council meeting on 3<sup>rd</sup> September, 2009, Members resolved that the proposals for a new constitution should be based on the new Style Leader and Cabinet model. The Cabinet at its meeting on 1<sup>st</sup> October and the Council on 22<sup>nd</sup> October 2009, agreed changes to the constitution to effect the necessary changes. At the time of writing this report, the agenda for the Cabinet meeting on 25<sup>th</sup> November has been despatched, but not yet considered. A report on that agenda requests the Cabinet to recommend to Council at its meeting on 17<sup>th</sup> December 2009, the electoral cycle for the Council.
- 2.1.2 The new style Leader model will come into effect at the local elections in May 2010. The next phase of work is to develop a convention which will regularise the arrangements in the Constitution. It is anticipated that this work will commence prior to Christmas to enable the necessary consultation and engagement with Political Groups to take place.
- 2.1.3 There are currently no proposals to make any changes to Cabinet Member Portfolios other than to make some minor adjustments to provide clarity in reporting arrangements for the new Organisational Structure which comes into place on 1<sup>st</sup> January 2010.
- 2.1.4 The above meets the statutory requirements of the review in that the necessary decisions will have been made during the permitted resolution period for Metropolitan Councils which ends on 31<sup>st</sup> December 2009.
- 2.1.5 Another interdependent workstream is to review Chief Officer Delegations. It is proposed that once the new arrangements have come into place after the local elections, and Cabinet Member Portfolios are refreshed, that any necessary changes arising will be made to the delegations. This will also tidy up changes arising from the new organisation structure which will come into place on 1<sup>st</sup> January 2010.

### 2.2 Area Management

- 2.2.1 The joint meeting of the Leaders and Area Committee Chairs at their recent meeting were informed of the outcome of a service, performance, and partnership mapping exercise to provide a baseline on the area level arrangements currently in place.
- 2.2.2 To support the development of area-based plans, a core evidence base has been brought together, which provides a first State of the Borough report. This evidence base will be

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developed over the next 3 years, to refine understanding at a local and a strategic level of the needs and aspirations of communities within Sefton.

2.2.3 Informal meetings have been set up with each Area Committee, or groups of Area Committees with a shared community of interest to test out the evidence base and to refine understanding by building in Elected Members understanding of area based needs and aspirations. These meetings will take place early December with a view to holding a further Joint Leaders and Area Committee Chairs mid December. These informal meetings will also be used to develop the area Governance Structures.

2.2.4 The Cabinet on 27<sup>th</sup> November will be asked to approve interim staffing arrangements to enable the current Neighbourhoods staff, to concentrate on undertaking the next phase of work which will be to map resources at an area level using, where possible, the Total Place methodology. The timeline for the Area Management Workstream is that Cabinet will be asked in January 2010 to approve changes to the Governance arrangements.

## 2.3 Sefton Borough Partnership

2.3.1 The Borough Partnership established a small Review Group charged with examining the current arrangements, including reviewing the roles, responsibilities and membership of the Board and Executive.

2.3.2 The Review Group held a number of meetings, and has reported on progress through the SBP Board and Executive at the appropriate times and into the Governance Review Working Group, which is charged with responsibility for delivering the outcome of review.

2.3.3 The Review Group came to the view that the Boards focus was not sufficiently strategic enough, a view which the Audit Commission agreed with, during the early phase of the CAA process. To undertake a strategic role, the Membership of the Board is likely to change to reflect the key delivery partners within the Borough charged with responsibility for developing and collaboratively delivering the challenging Sustainable Community Strategy (SCS) for Sefton. The Review Group was minded of the need to refresh the SCS. The core evidence referred to above was therefore commissioned to support the Area Management Review, and to provide evidence to inform strategic prioritisation which will be captured in a refreshed Sustainable Community Strategy.

2.3.4 The Board is due to meet in December to undertake a visioning exercise using the core evidence base, and it is hoped that it will be used by partners to inform their own visioning/prioritisation. The intention is that the Council will use it to inform local prioritisation and understanding, and to inform strategic prioritisation which will be captured in a refreshed Corporate Plan. The Corporate Plan being the articulation of the SCS at a Council level.

2.3.5 The Board will be asked once this visioning exercise is complete to revise the Membership of the Board, a decision that will need to be formalised through the Cabinet, and that the role be more strategic in focus. In addition, it is proposed that the Executive be renamed as the Operations Board, and that a new role for the Operations Board, around delivery of outcomes and performance management, be introduced. Revised Governing Documents for the SBP are under development and will be considered by the Governance Review Group prior to the Board.

2.3.6 New arrangements are being developed for capturing and consulting more widely with existing Members of the Board/Executive and to widen this out to other partnerships, individuals, organisations and the community. These proposals will be developed for consideration by the Board, and ultimately will need to be agreed by the Cabinet.

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2.3.7 The SBP has implemented revised Risk Management and Performance Management arrangements and these are currently being tested.

2.3.8 A set of principles for the Thematic Partnerships which underpin the SBP have been agreed by the Governance Review Working Group. However, these are on hold, pending the further development of the Area Management arrangements, referred to above.

## 2.4 Other Partnerships/Outside Bodies

2.4.1 There are two related workstreams underway. In relation to Partnerships, the Governance Review Working Group has agreed a definition for 'significant' Partnerships, which has been developed following a review of those Councils which have already commenced a partnership mapping and rationalisation exercise. All Departments of the Council have been asked to complete a survey, using the agreed definition of a significant Partnership. There are over 250 'partnerships', details of which have been captured, and of these around 100 are deemed to be significant. The results of the survey will be reported to the Working Group prior to Christmas. The partnerships are being mapped by theme and by geography so that links with area management arrangements can be developed. It is intended that once these links are developed, that Cabinet Members will be consulted as to how to improve greater clarity and benefits of the partnerships for the current executive arrangements.

2.4.2 With regards to Outside Bodies, a survey of all Outside Bodies has been undertaken, and where the organisations have websites, links have been made from the Councils website page on Outside Bodies to the organisation. All Outside Bodies are being grouped by Portfolio and the intention is to consult the appropriate Cabinet Member to ascertain whether there are links with the Portfolio, or whether there should be. This will then support a rationalisation of the Outside Bodies. The intention is that once this is complete, that a range of reporting back arrangements be developed to provide greater clarity of role and purpose in appointing members/officers to such bodies. These two workstreams have been merged, as they are interdependent and linked.

## 2.5 Performance Management/Risk Management

2.5.1 A revised Performance Management Framework (PMF) is under development, as are more robust Risk Management (RM) arrangements. The PMF is being developed to take account of performance management at an area level, as well as taking account of the PM/RM arrangements being tested with the SBP.

2.5.2 The new Framework includes more formalised roles and accountabilities for Officers, Cabinet Members, and the Cabinet. It develops the role of Cabinet Member for Performance and Governance, to include a wider outcome focused role, relative to the Council and the SBP. The Framework, articulates the role of Overview and Scrutiny in terms of performance and in particular, its wider role relative to the SBP and key statutory partners.

2.5.3 The Governance Review Working Group was recently informed and agreed the need to purchase a database system to enable the details of all Partnerships to be maintained, reviewed and made publicly available via the website. In addition, it is proposed that once the surveys have been returned, that a detailed exercise to review the governance documents thereof will be undertaken. It was agreed that the resources set aside for the consultation on the executive arrangements, be used to support the further development of this workstream. Without these resources, this workstream cannot be progressed to completion. It is estimated, based on the time taken by other Councils to complete this work, that this workstream will take up to three years, to conclude, due to the complex nature of the workstream. However, there are key milestones which will be delivered by the end of the current Municipal Year.



## 2.6 **Overview and Scrutiny**

- 2.6.1 The role of Overview and Scrutiny has been discussed with the Overview and Scrutiny Management Board, and as indicated above, and the role of O and S in performance, is being formalised in the new Performance Management Framework. Until the final Governance arrangements of the Area Management Structure have been developed through consultation with the Area Committee Members, it is not possible, to formalise fully the arrangements for Overview and Scrutiny of other statutory partners, and potentially other partnerships within the borough which are deemed significant. The O and S Management Board has agreed to defer consideration of further development of this structure, until the workstream on Area Management has progressed further and the structure has been developed further.

## 3. **Strategic Budget Review**

- 3.1 One of the workstreams of the strategic budget review is the integration of the functions of research, policy, strategy, data, intelligence, performance and other common functions. It is intended that this workstream will provide the infrastructure to support an increased need for strategic and local intelligence, which will enable the Council and its partners to have a shared evidence base which will support work in knowing and understanding our communities. This is required to demonstrate the Council and Partners, are resourcing priorities, based on clear identified need within the Borough.
- 3.2 The Performance Improvement Workstream of the SBR aims to ensure that once the new governance arrangements are in place, as described above, that these common functions will be able to better resource Place Shaping in the Borough.

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# Agenda Item 6

**Meeting:** OVERVIEW AND SCRUTINY COMMITTEE (PERFORMANCE AND CORPORATE SERVICES)

**Date of Meeting:** 15 DECEMBER 2009

**Title of Report:** PROGRESS ON THE EQUALITY FRAMEWORK FOR LOCAL GOVERNMENT / SEFTON'S SINGLE EQUALITY SCHEME

**Report of:**

Director of the Sefton Equalities Partnership

**Contact Officer:** Andy Woods

(Telephone No.) 0151 928 2233  
(ext. 109)

This report contains	Yes	No
<b>CONFIDENTIAL</b> Information/		√
<b>EXEMPT</b> information by virtue of paragraph(s).....of Part 1 of Schedule 12A to the Local Government Act, 1972 (If information <u>is</u> marked exempt, the Public Interest Test must be applied and favour the exclusion of the information from the press and public).		√
Is the decision on this report <b>DELEGATED?</b>		

**Purpose of Report**

This report details current progress in Sefton Council on the Equality Framework for Local Government formerly the Equality Standard.

In addition to this the report will detail the partnership approach to delivery on equality and diversity developed through the Sefton wide Single Equality Scheme.

**Recommendation(s)**

The committee is recommended to:-

- i) Note the positive progress made on the equality framework and the developing partnership work around the Single Equality Scheme.
- ii) Receive updates on progress quarterly from Sefton Equalities Partnership on the Equalities Framework.

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## Corporate Objective Monitoring

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1.	Creating a Learning Community	x		
2.	Creating Safe Communities	x		
3.	Jobs and Prosperity	x		
4.	Improving Health and Well-Being	x		
5.	Environmental Sustainability	x		
6.	Creating Inclusive Communities	x		
7.	Improving the Quality of Council Services and Strengthening local Democracy	x		
8.	Children and Young People	x		

## Financial Implications

No financial implications at present

	<b>2006/ 2007</b>	<b>2007/ 2008</b>	<b>2008/ 2009</b>	<b>2009/ 2010</b>
<b><u>CAPITAL EXPENDITURE</u></b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

## Departments consulted in the preparation of this Report

SEP supports the community networks for under represented groups who have fed into the Single Equality Scheme and regularly feed in views and ideas to equality impact assessments etc. In addition to this all the council sections and departments

are linked into the work on the Equality Framework through their equality workbook lead.

All sections and departments in the council were also circulated with details on the Single Equality Scheme and contributed through consultation sessions etc.

## **1. INTRODUCTION**

1.1 This report will detail current progress in Sefton Council on the Equality Framework for Local Government formerly the Equality Standard.

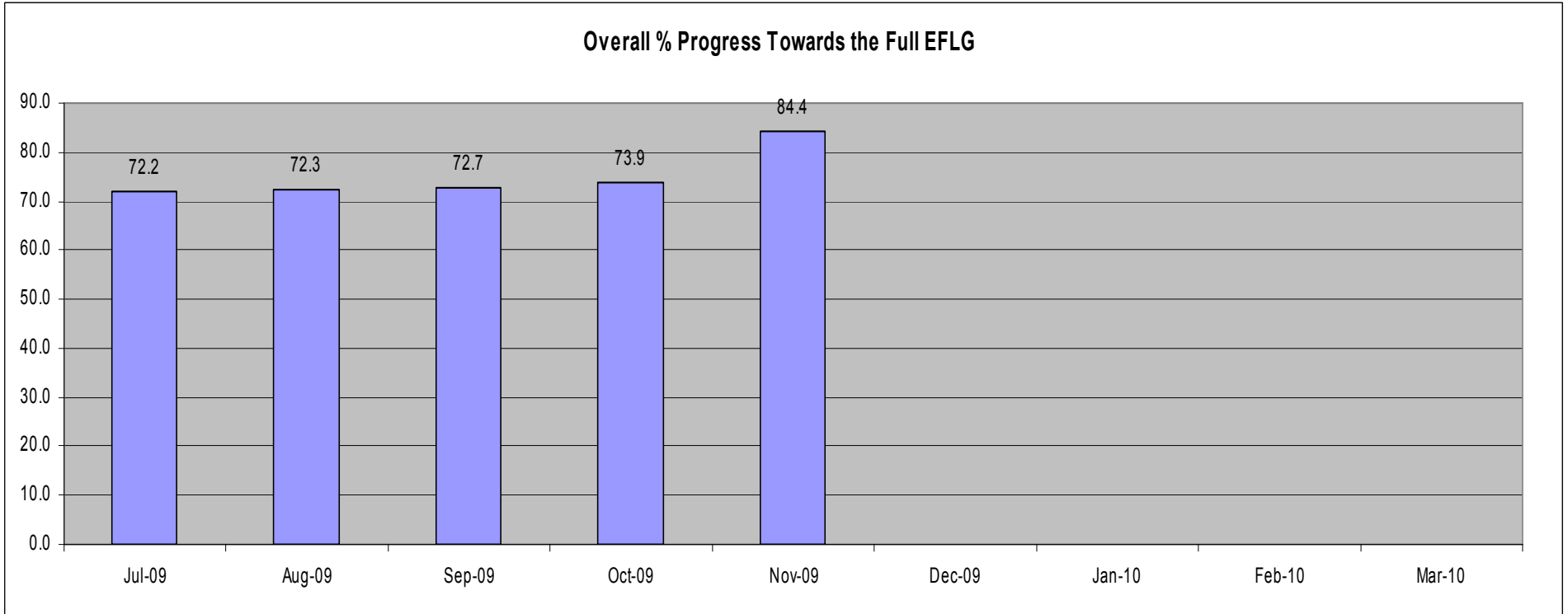
1.2 Sefton Council is currently working towards the Excellent or level three of the Equality Framework that was introduced in April 2009. It is important to note this replaces the Equality Standard that previously had five levels and the Council as reported in June 2009 was nearly at level four on the Equality Standard.

1.2 In addition to this the report will detail the partnership approach to delivery on equality and diversity developed through the Sefton wide Single Equality Scheme in Sefton.

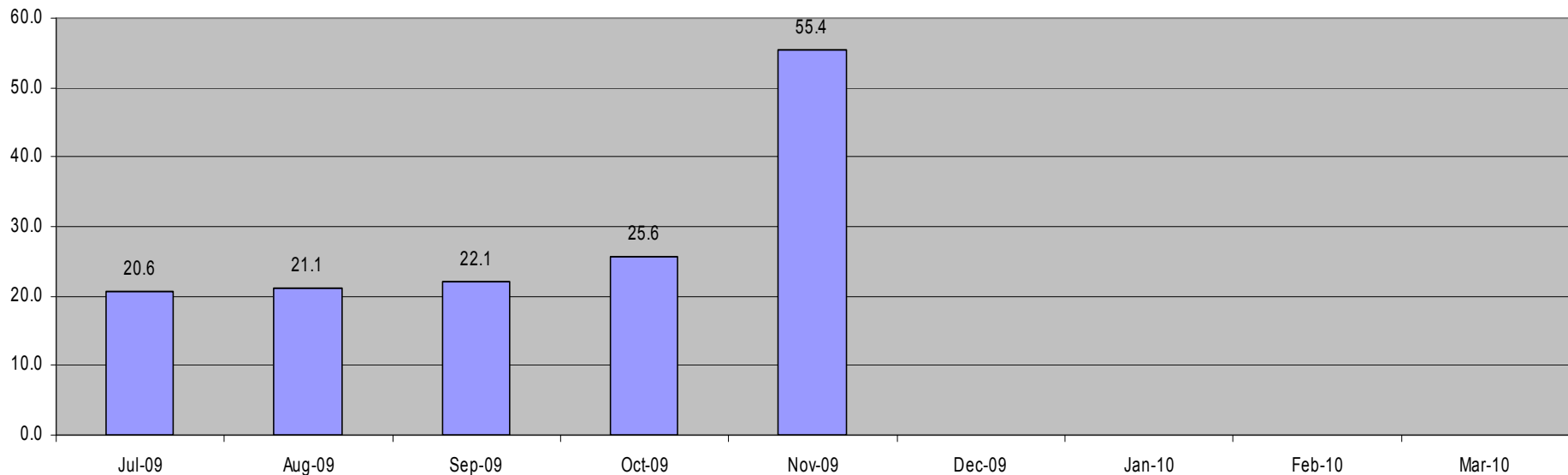
## **2. CURRENT PROGRESS ON THE EQUALITY**

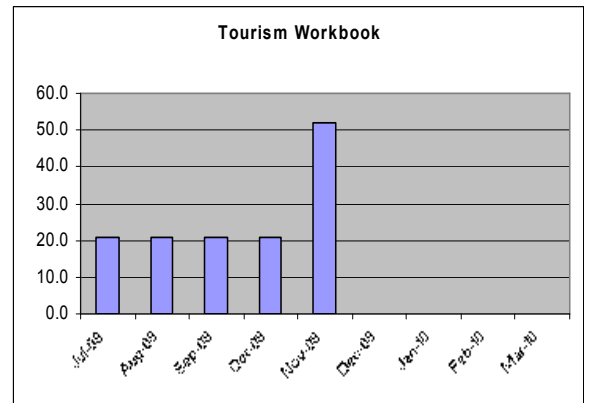
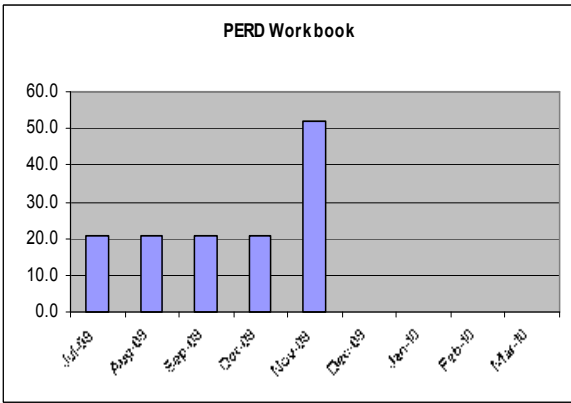
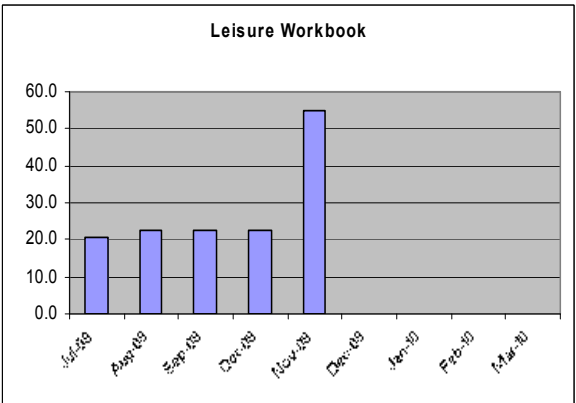
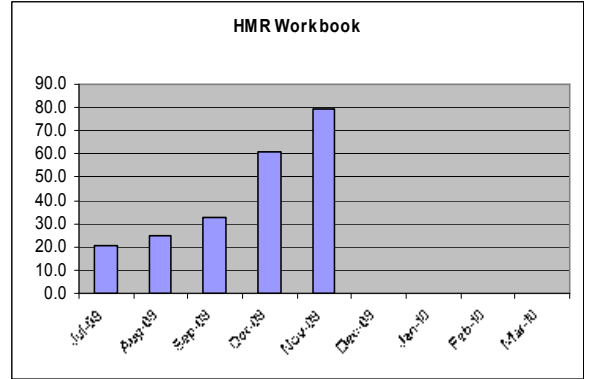
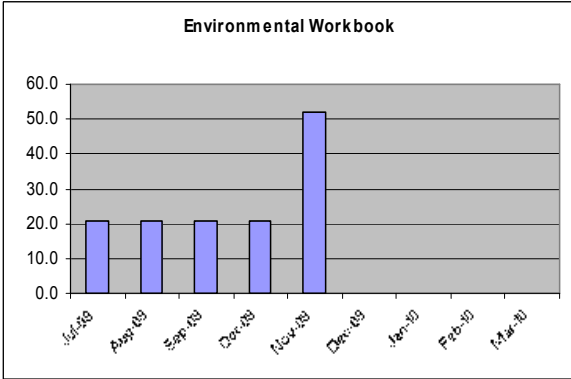
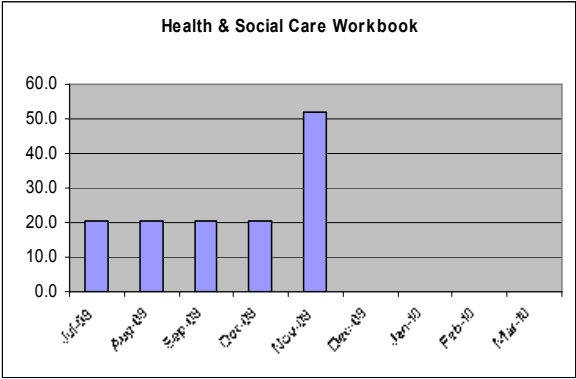
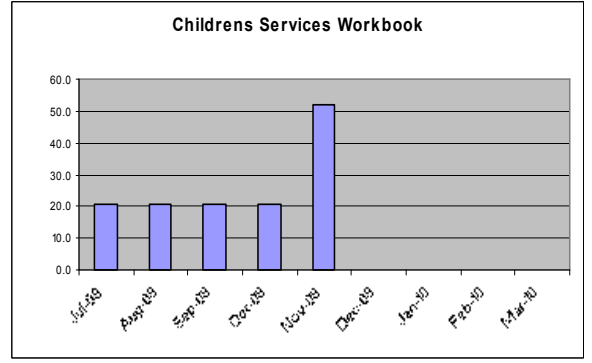
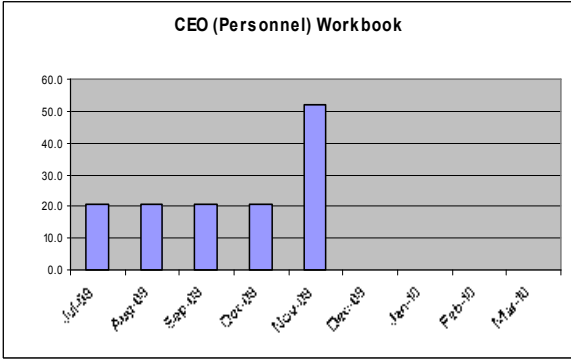
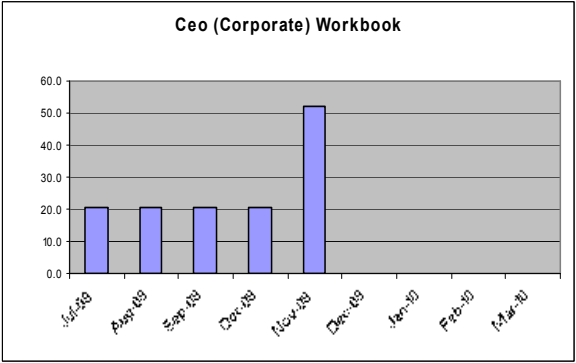
2.1 The current progress on EFECT is detailed below and is very encouraging with the Council recorded at 55% on the new EFECT performance management system for the framework. It is important to note that a great deal of the evidence currently recorded on the new performance management system is based on corporate work that has been developed and strongly supported by Sefton Equalities Partnership. The key areas of strength and areas for development are detailed beneath the graphs and the existence and delivery of equality and diversity work through the partnership is a strength within the new framework. This therefore means that achieving 60% or above of the Equality Framework Excellent level is possible by March 2010 providing individual workbook areas deliver on the actions and targets set and record the evidence in the system.

Overall % Progress Towards the Full EFLG



Overall % Progress towards the EFLG Level III







- 2.3 Equality Impact Assessments – These are required to meet the legal requirements placed on the council, but also to comply with the Equality Framework. The council has introduced revised training and a revised pro-forma for completing EIA's. This has been received positively and key areas notably Leisure and Environmental Protection have delivered a number of EIA's in the last six months. The work on this still needs to be delivered consistently across the council.  
This work would support improvements in performance against the Equality Framework.
- 2.4 Equalities Monitoring – The equalities monitoring weeks have taken place and data has been gathered from service delivery points in the council and from our partners in particular in NHS Sefton.  
The data is now with Tribal who are likely to report in February 2010 to ensure library data collected in a separate survey is included. This will support and develop our understanding of the people using services broken down by equality strands. This can then influence the customer contact strategy, and also improve our understanding of the local population in relation to the equality strands.  
The key challenge from this years monitoring weeks will be supporting the embedding of this work in service access points in the council and across Sefton. As a result of the equalities monitoring work undertaken to date the council is in a strong position in this area, and providing this embedding takes place across a wider range of departments, the Council will be able to evidence Excellence in this area of work.  
In relation to equalities monitoring of staff, consideration is being given in the council to the timing of the workforce monitoring exercise as a result of the strategic budget review. It is important to note that it is a clear requirement of the Excellent level that the staff data is regularly refreshed and progress against equality targets in the workforce is evidenced. In addition to this the council will need to deliver a staff satisfaction survey cut by the equality strands to achieve Excellence.
- 2.5 Equality and Diversity and Procurement / Commissioning – The council has revised its policies and procedures on procurement and equality and diversity and developed training for procurement officers so that they can deliver on these revised procedures. As these procedures are followed the council will be able to evidence Excellence in this area of work.  
The Council lead officer on procurement together with SEP is currently working with the Equality and Human Rights Commission and a few other partners in the North West as the work developed in Sefton has been identified as having some key strengths in relation to embedding equality and diversity into procurement.
- 2.6 The Corporate Equalities Group met in October to discuss structures and processes to support the council in delivering on the core

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requirements in relation to equality and diversity and ensuring best practice is developed in Sefton Council and across Sefton. These revised structures with director level representation on the Corporate Equalities Group will support the Council in progressing towards Excellence by March 2011. This is the date that all councils who were recorded at level three or four of the Equality Standard are aiming to achieve the new Excellent level.

- 2.7 The revised structure will include an increased number of workbooks in Children's Services and in Chief Executives. In Children's Services this will support this directorate more effectively in recording good practice and monitoring progress on delivering real actions and change to under represented groups through monitoring and equality impact assessments. In Chief Executives this will also support effective recording of evidence and development of best practice in line with the new structures developing in the council.
- 2.8 The key challenge in progressing to Excellence in the council across all workbooks is the embedding of equality actions and target setting through the use of equality impact assessments, equalities monitoring and equalities in procurement supported by effective consultation and engagement with under represented groups. This will require strong leadership from the new directorate leaders to support consistent progress across all the workbooks on the EFACT system.

### **3. PARTNERSHIP WORK BASED ON THE SINGLE EQUALITY SCHEME**

3.1 The council supported by the recently agreed Single Equality Scheme for Sefton can demonstrate significant areas where joint working is taking place. Currently in line with the cross cutting themes in the SES, joint work is developing with partners on :-

- Procurement / Commissioning – Partners from the NHS, health trusts, Children's Trust, Sefton Council, One Vision Housing, Merseyside Police and Merseyside Fire Service are working together to develop joint procedures and training which will be supported by the work developing through the Equality and Human Rights Commission and the North West conference planned for March 2010.
- Employment / Positive Action – The above partners have met to discuss joint work to improve diversity in the workforce in Sefton and agreed the following priorities :-

a/ Sharing and improving monitoring data on the workforce in the public, community and voluntary sector in Sefton.

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b/ Identify best practice e.g. fire services targeted recruitment campaigns and explore partnership response to this.

c/ Improvement and development of joint staff networks.

d/ Disability and Employment which will be strongly supported by the successful Disability and Employment project submitted to the Equality and Human Rights commission. This work will support best practice in relation to enabling disabled people who are work ready to enter employment.

- Community Cohesion and Hate Crime – The hate crime week for 2010 is currently being planned with a conference on Tuesday the 9<sup>th</sup> of February. This includes a presentation given by the Home office lead on hate crime.

In addition to this SEP has secured resources through Celebr8 to support the roll out of the values statement to two more community areas and continue the work in Netherton and Peel Road/ Knowsley Road. This work will be reported as part of the North West Celebr8 programme

- A paper has been produced which will be discussed by the single equality scheme working group in December to support the development of some of the innovative consultation and engagement methods such as 'Meet the Directors' across all the community networks. This work will ensure there is a clear link and influence from the community networks for under represented groups on the work delivered to improve equality and diversity in service provision and employment in Sefton.

3.2 In addition to the work on cross cutting themes it is important to note that individual equality strand work is progressing and this includes :-

- Launch of the Navajo kite marking scheme to support best practice in Sefton for lesbian, gay, bisexual and transgender people in employment and who are accessing services.
- Gender Stereotyping Working Group – Developing concrete actions in schools etc. to challenge and address gender stereotypes between boys and girls and men and women.
- Support development for Black and racial / ethnic minority community groups who have recently come forward to SEP.

3.3 All the above work demonstrates positive steps forward which will directly impact on people's lives in relation to e.g. hate crime / employment rights / access to employment etc. for people from under represented groups in Sefton. Importantly this is being supported and will be

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delivered by a range of partners in Sefton which will be important as evidence for Sefton's Comprehensive Area Assessment.

## **4. CONCLUSION**

- 4.1 The above report demonstrates effective progress in a number of areas which will improve delivery on equality and diversity in Sefton. Importantly this is a combination of direct work with people living in Sefton from under represented groups and policy work which will improve access to employment and services for people from under represented groups.
- 4.2 The Council is on course to achieving the target of Excellence on the equality framework by March 2011 with the clear support and drive from senior managers and leaders in the council.

## **6. RECOMMENDATIONS**

- 7.1 The Committee is recommended to:-
- i) Note the positive progress made on the equality framework and the developing partnership work around the Single Equality Scheme.
  - ii) Receive updates on progress quarterly from Sefton Equalities Partnership on the Equalities Framework.

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**Meeting:** OVERVIEW AND SCRUTINY COMMITTEE  
(PERFORMANCE & CORPORATE SERVICES)

**Date of Meeting:** 15 DECEMBER 2009

**Title of Report:** CORPORATE CUSTOMER CONTACT – USE OF 0845 PREFIX TO CONTACT CENTRE TELEPHONE NUMBER  
1 JANUARY TO 30 APRIL 2010

**Report of:** C.J. Elwood  
Legal Director

**Contact Officer:** Ruth Appleby  
(Telephone No.) 0151 934 2666

This report contains	Yes	No
<b>CONFIDENTIAL</b> Information/		√
<b>EXEMPT</b> information by virtue of paragraph(s)..... of Part 1 of Schedule 12A to the Local Government Act, 1972 (If information <u>is</u> marked exempt, the Public Interest Test must be applied and favour the exclusion of the information from the press and public).		√
Is the decision on this report <b>DELEGATED</b> ?	√	

**Purpose of Report**

To submit to the Overview and Scrutiny Committee the report of the Finance and Information Service Director which was referred to this Committee by the Cabinet Member - Corporate Services.

**Recommendations**

That the Committee considers the report.

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## Corporate Objective Monitoring

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1.	Creating a Learning Community		√	
2.	Creating Safe Communities	√		
3.	Jobs and Prosperity		√	
4.	Improving Health and Well-Being		√	
5.	Environmental Sustainability		√	
6.	Creating Inclusive Communities	√		
7.	Improving the Quality of Council Services and Strengthening local Democracy	√		
8.	Children and Young People		√	

## Financial Implications

	<b>2008/ 2009 £</b>	<b>2009/ 2010 £</b>	<b>2010/ 2011 £</b>	<b>2011 2012 £</b>
<i>CAPITAL EXPENDITURE</i>				
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b>REVENUE IMPLICATIONS</b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

There are no financial implications arising out of this report.

## Departments Consulted in the preparation of this Report

None

## List of Background Papers relied upon in the preparation of this Report

None

**SEFTON M.B.C**

## 1. BACKGROUND

The Cabinet Member - Corporate Services on 14 October 2009 considered the attached report of the Finance and Information Services Director and referred the report to this Committee for consideration.

An extract of the Minutes of the meeting is set out below:-

### 56. CORPORATE CUSTOMER CONTACT – USE OF 0845 PRE-FIX TO CONTACT CENTRE TELEPHONE NUMBER

The Cabinet Member considered the report of the Finance and Information Services Director on representations received from the Sefton Citizens Advice Bureau (CAB), seeking support for a national CAB campaign to reduce the cost of contacting local and national Government agencies on a mobile phone. The CAB had contrasted the relatively higher cost of telephoning the Sefton Plus Contact Centre (0845 140 0845) compared to numbers using an 03 prefix. The report set out a full analysis of the issues surrounding this campaign.

RESOLVED: That

- (1) the report be noted;
- (2) subject to (3) below, no change be made to the Council's current Sefton Plus Contact Centre number (0845 140 0845); and
- (3) this matter be referred to the Overview and Scrutiny Committee (Performance and Corporate Services) for consideration.

## 2. RECOMMENDATION

That the Committee considers the report.

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# Agenda Item 7

**REPORT TO:** Cabinet Member – Corporate Services

**DATE:** 14 October 2009

**SUBJECT:** Corporate Customer Contact – Use of 0845 pre-fix to Contact Centre telephone number

**WARDS AFFECTED:** All Wards

**REPORT OF:** Paul Edwards  
Finance & Information Services Director  
0151 934 4082

**CONTACT OFFICERS:** John Farrell  
Assistant Finance & Information Services Director  
0151 934 4339

Janet Barry  
Customer Services Client Manager  
0151 934 4337

**EXEMPT/ CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To seek the views of the Cabinet Member in relation to the use of the current “0845” pre-fix to the Contact Centre telephone number.

**REASON WHY DECISION REQUIRED:**

The Citizen’s Advice Bureaux (CAB) have approached Members requesting that consideration be given to replacing numbers with a 0845 pre-fix with numbers that are less costly for people to contact by mobile phone.

**RECOMMENDATION(S):**

It is recommended that the Cabinet Member for Corporate Services:

- (a) Notes the contents of this report.
- (b) Considers whether there should be a change to the Council’s current Sefton Plus Contact Centre number.

**KEY DECISION:** No

Not Appropriate

**FORWARD PLAN:**

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**IMPLEMENTATION DATE:** Following the Expiry of the “call-in” period for the Minutes for this meeting.

**ALTERNATIVE OPTIONS:** N/A

**IMPLICATIONS:**

**Budget/Policy Framework:**

**Financial:**

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2009/ 2010 £</b>	<b>2010/ 2011 £</b>	<b>2011/ 2012 £</b>	<b>2012/ 2013 £</b>
Gross Increase in Capital Expenditure	0.00	0.00	0.00	0.00
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure	0.00	0.00	0.00	0.00
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

**Legal:** None

**Risk Assessment:** Risk Assessment will be undertaken as part of the management of the projects.

**Asset Management:** Not applicable as this will be managed under the existing contractual obligations.

**CONSULTATION UNDERTAKEN/VIEWS**

## CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities	✓		
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People		✓	

### LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Customer Contract Strategy

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## 1. INTRODUCTION

- 1.1. In August 2009, Alan Toms of the Sefton Citizens Advice Bureau contacted a number of Members, requesting support for a national CAB campaign to reduce the cost of contacting Government (national and local) on a mobile phone.
- 1.2. In this communication the CAB referred to the Council's use of an 0845 number for the Sefton Plus Contact Centre (0845 140 0845), and the cost to residents of calling that number from a mobile phone. In particular, the communication advised / suggested that:
  - Sixty-five CAB from across the north of England have been collecting evidence of problems this causes clients.
  - Many CAB clients have a mobile phone but no land line.
  - The cost of calling an 0845 number from a mobile phone "can cost up to 40 pence per minute".
  - The cost of using a number with an "03" pre-fix is less costly.
- 1.3. CAB urged Sefton to make a policy to adopt 03 numbers in place of the current range.
- 1.4. Following an investigation of the issues raised, an update letter has been sent to all Members, and a copy of the letter is included in **Annex A** to this report.
- 1.5. The purpose of this report is to seek the Cabinet members views on the issues raised.

## 2. BACKGROUND TO USE OF 0845 NUMBER

- 2.1. The Council's Contact Centre went live on 5 April 2004, and the Cabinet Member for Corporate Resources meeting on 20 October 2004 considered a Customer Contact Progress Report. This report proposed that the "brand" for Customer Services in Sefton should be "Sefton Plus", and that proposal was agreed by the Cabinet Member.
- 2.2. In conjunction with the launch of the new brand for customer services in Sefton it was proposed that the Council simultaneously launched the new contact centre telephone number. The proposed number, **0845 140 0845**, was chosen because it is easy to remember and can be can be dialled from anywhere in the borough at local rate and without the need for an added prefix. This was considered particularly important given that Sefton (for telephony purposes) is split into two STD areas (01704 for Southport and 0151 for the south of the borough). The intention was that this number be introduced as part of a Council-wide re-numbering strategy, eventually becoming our principal published number. Existing published numbers could be diverted at no cost to the new number and, if appropriate, phased out over time.
- 2.3. This Cabinet Member meeting resolved (minute 38) that the Brand "Sefton Plus" be adopted and that the Contact Centre number **0845 140 0845** be used.

2.4. Since this decision the number 0845 140 0845 has been the single Sefton Plus Contact Centre number and had been widely advertised.

### 3. FINANCIAL IMPLICATIONS OF CHANGE TO THE USE OF THE 0845 CONTACT CENTRE NUMBER

3.1. Sefton MBC is charged £50.00 per month to use the 0845 number and the supplier agreement includes a standard revenue share clause providing Sefton MBC some modest income based on it's use. Currently this income averages £3000 per annum and is used to offset the cost of the 0845 number with any (small) balance being re-invested in developing better services for Sefton residents.

3.2. Contact has been made with BT, who have provided the following information in relation to calls to an 0845 number:

- From BT public telephone - charged at 4.6p per minute.
- From other network provider public telephone - up to 6.0p per minute.
- From private BT landline - generally free in BT packages.
- From mobile phones - 0845 numbers are charge at rates varying from 11.0p to 22.5p per minute depending upon tariffs.

3.3. Contact has been made with Telewest (the Council's telephony supplier) and they were less able to give specific costs due to the different service providers that can provide network services. They did say that public phone call charges varied between 5p and 7p per minute.

3.4. Numbers with an 03 pre-fix were introduced by OfCom to provide a set of numbers that had a consistent charge, and which could not exceed the national standard rate. They are not free, and the cost of calling from a mobile phone can be higher than calling from a land line, but calls may be included in call plan inclusive minutes (dependant upon the mobile phone company). Calls to an 03 number attract the national rate charge of 6.7 pence per minute from a landline, however these calls attract any discounts that a BT customer may be entitled to within their call package. The following information has been obtained from BT and Telewest on the cost of 03 numbers:

(a) **BT** - There is an initial install cost, which will depend on how memorable the number is that is chosen. A random number would be free to install. A memorable number incurs a charge depending on how memorable it is. There are 3 bands £500, £1500 or £3000 for a number from the most memorable group. There is also an ongoing rental of £10 per quarter, and a charge for incoming calls of 0.5 pence per minute. Based upon current usage the annual cost to the Council would be around £8500.

(b) **Telewest** - There is an initial install cost, which will depend on how memorable the number is that we choose. A random number would be free to install. A memorable number incurs a charge of £200. There is an ongoing rental of £2 per month for a number that was free to install, and a rental of £10 for a memorable number. The charge to Sefton for receiving incoming calls will depend on the number of calls received. The band selected is based on the

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assumption that calls volumes will increase through the rest of the year as further services are taken on and delivered through Sefton Plus. Based on the incoming calls to Sefton Plus for the first 6 months of 2009, the call cost would be £28,000.

- 3.5. If a decision were made to change from the current 0845 number, there would be additional costs, which the Council would incur in relation to publicity of the new number. Because the current **0845 140 0845** number has been widely publicised, there would need to be a new publicity campaign to publicise the new number. Currently the Contact Centre number is included in outgoing letters, publicity leaflets and on the side of most Council vehicles including buses, bin lorries and vans. The cost of changes to this publicity has not been estimated to date but would be significant.
- 3.6. Any increase in costs referred to above is not provided for in the Council's budgets.

## **4. OPERATIONAL IMPLICATIONS OF CHANGE TO USE OF CURRENT CONTACT CENTRE NUMBER**

- 4.1. In view of the fact that the current number has been used since 2005, it is well known to the Council's customers and any change may cause a level of confusion, dependant upon the degree and success of publicity.
- 4.2. There will be implications in relation to technical reconfiguration required to change any current linkages from other Council numbers to the 0845 140 0845 number, although the extent of this work has not yet been quantified.

## **5. OTHER MATTER FOR CONSIDERATION**

- 5.1. The Cabinet Member for Corporate Services Meeting on 16 September 2009 considered a report entitled "Corporate Customer Contact – Improving Access For Our Customers" and an extract of that report (below) refers to a planned development which will assist customers in contacting the Council:

**"Providing greater choice through innovation - implementing hotlines as a contact channel to the Council."**

The Service Provider will extend the hotline facility that currently exists at the two One Stop Shops to other locations to be agreed with the Council. This will allow a direct call to be made to Sefton Plus from other locations that may include leisure facilities, partner organisations or from PCT locations.

The aim of this is to:

- Extend range of access channels.
- Provide free of charge calls.

The Service Provider's overall aim is to extend the facility currently available in One Stop Shops across a range of Council facilities. It should be noted that telephony technology must be in place to support this project.

## **5. RECOMMENDATIONS:**

5.1. It is recommended that the Cabinet Member for Corporate Services:

(a) Notes the contents of this report.

(b) Considers whether there should be a change to the Council's current Sefton Plus Contact Centre number.

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ANNEX A



## Finance & Information Services Department

4th Floor Magdalen House  
30 Trinity Road  
Bootle  
Merseyside, L20 3NJ

To: All Councillors

*Date:* 10<sup>th</sup> September 2009

*Our Ref:* F&ISD/kjs/cllrs-1009

*Your Ref:*

**Please contact:** Paul Edwards  
**Contact Number:** 0151 934 4082  
**Fax No:** 0151 934 4560  
**e-mail:**

Dear Councillor,

### **Re: Cost of Calling Sefton's Contact Centre**

Many of you will have received a communication from the Sefton Citizens Advice Bureau asking you to support the Citizens Advice National Campaign to reduce the cost in contacting government on a mobile phone.

In that communication it was suggested that it can cost up to 40p per minute to call an 0845 number from a mobile phone, and many CAB clients have no landline and rely on mobile phones to contact the Council. You will be aware that the Council's Sefton Plus contact centre number is 0845 140 0845.

I have provided some initial information to the Leaders, both in relation to costs associated with contacting the Council on an 0845 number, and comparing with that the costs that would apply if the Council's Contact Centre contained an 03 pre-fix. A summary of the key points is shown below:

2. BT have provided the following information:
  - BT public telephone - 0845 numbers are charged at 4.6p per minute
  - Other network provider public telephone - Up to 6.0p per minute
  - Private BT landline - 0845 numbers are generally free in BT packages
  - Mobile phones - 0845 numbers are charge at rates varying from 11.0p to 22.5p per minute



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3. The following information has been obtained in relation to "03" numbers:
- Calls to an 03 number from a mobile phone are not free, however they are included in the callers price plan, and incur the charge appropriate to that plan for a geographic number.
  - There is a cost for a memorable 03 number which would be in the range £200 - £3000 depending upon the number and the provided.
  - There is a cost to the council for incoming "03" prefix calls, which based on current call volumes would be up to £27,000 depending upon the provider (compared with a small income for the current "0845" number).

The Leaders have asked me to produce a detailed report to be considered by the Cabinet Member for Corporate Services Meeting on 14<sup>th</sup> October, 2009, and that report will contain more detailed information as a result of further investigation that is currently being undertaken.

The Leaders have also asked me to ensure that all Members are made aware of the intention to bring this report, which will then be considered as part of the Council's decision making process.

If you have any queries in advance of the report being considered, please do not hesitate to contact me.

Yours sincerely



**PAUL EDWARDS**  
**FINANCE & INFORMATION SERVICES DIRECTOR**

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# Agenda Item 8

**REPORT TO:** Cabinet Member, Communities  
Overview and Scrutiny Committee  
(Performance and Corporate Services)

**DATE:** 2 December 2009  
15 December 2009

**SUBJECT:** Revenue and Capital Expenditure Monitoring  
to 30 September 2009

**WARDS AFFECTED:** None directly affected

**REPORT OF:** Chief Executive – Margaret Carney  
Finance & IS Director – Paul Edwards

**CONTACT OFFICER:** Amanda Langan - 0151 934 2171  
Kevin McBlain - 0151 934 4049

**EXEMPT/CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To provide the Cabinet Member with the quarterly forecast position, based on information as at 30 September 2009, in relation to the Portfolio's 2009/10 revenue budget.

**REASON WHY DECISION REQUIRED:**

Cabinet Member accountability and in line with the corporate performance management process.

**RECOMMENDATION(S):**

That the Cabinet Member Communities:

- a) Notes the Communities Portfolio's revenue budgets that are subject to risk-based monitoring.
- b) Indicates whether any comments about the overall performance of this Portfolio's revenue budget should be referred to Cabinet and Overview and Scrutiny Committee (Performance and Corporate Services).

That Overview and Scrutiny Committee (Performance and Corporate Services)

- a) Notes the contents of this report and indicates whether any comments about the overall performance of this Portfolio's revenue budget should be referred to Cabinet.

**KEY DECISION:** No.

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**FORWARD PLAN:** Not appropriate.

**IMPLEMENTATION DATE:** Not appropriate.

**ALTERNATIVE OPTIONS:**

None.

**IMPLICATIONS:**

**Budget/Policy Framework:** None.

**Financial:** There are no financial implications arising from this report

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Gross Increase in Capital Expenditure	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>
Funded by:				
Sefton funded Resources				
Does the External Funding have an expiry date Y/N				When?
How will the service be funded post expiry?				

**Legal:** Not appropriate.

**Risk Assessment:** The main risk concerns the failure to identify budget variances through the monitoring process which will make it difficult for the Council to manage its spending within available resources. The adopted risk-based approach to monitoring together with regular reporting should help manage this risk.

**Asset Management:** Not appropriate.

**CONSULTATION UNDERTAKEN/VIEWS**

**FD 227** - The Finance and Information Services Director has been consulted and his comments have been incorporated into this report

**CORPORATE OBJECTIVE MONITORING:**

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People		✓	

**LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT**

# Agenda Item 8

## **1. Background / Issues for consideration**

- 1.1 In accordance with Cabinet's overall approved process for monitoring the Council's budgets, each Portfolio receives a quarterly report identifying risk-assessed controllable revenue and capital budget areas.
- 1.2 This report forms part of that overall monitoring process by advising the Cabinet Member of the progress against this Portfolio's revenue budget risk areas for the period ending 30 September 2009. Where budget pressures have been identified, Service Directors have reviewed their departmental budgets for compensating savings. Departments have also been asked to consider whether or not all other controllable budgets can be contained within the resources allocated by the Council for 2009/10.
- 1.3 At the Overview and Scrutiny Committee (Health and Social Care) meeting on 13 October 2009, a request was made to amend the format of the budget monitoring report. This proposal is being put forward to the Overview and Scrutiny Management Board for consideration and any amendments resulting from this will be reflected in future budget monitoring reports.

## **2. Revenue Budget**

- 2.1 Details of this Portfolio's budgets that are monitored and reported on the risk-assessed basis are shown in Annex A. This Committee does not have any schemes within the Council's Capital Programme.
- 2.2 In approving the budget on 26 February 2009 the Council agreed some savings, which are council wide. The total saving for the Communities Portfolio is £35,100 which is in addition to the savings that the Safer, Stronger Communities Division has already made. It is felt that this further corporate saving will be difficult to achieve, and, if it has to be met from within the Safer Stronger Communities Division budget, resource within the division (staff and service) will be significantly strained, as will the ability to continue to fulfill statutory requirements and meet expectation. As a consequence, this budgeted saving will need to be closely monitored during the year.
- 2.3 In relation to Sefton Security Services it has been agreed that this service will generate additional income; there is however pressure on achieving additional income as a result of the current economic climate and constraints on recruitment. This will be closely monitored, and, if necessary, an additional risk budget item may be added as part of this monitoring exercise when specific proposals have been formulated.
- 2.4 All other areas of the budget that are controlled by the Chief Executive will be contained within the resources allocated by the Council for 2009/10.

## 3. Recommendations

That the Cabinet Member Communities is asked to :

- a) Note the Communities Portfolio's revenue budgets that are subject to risk-based monitoring.
- b) Indicate whether any comments about the overall performance of this Portfolio's revenue budget should be referred to Cabinet and Overview and Scrutiny Committee (Performance and Corporate Services).

That Overview and Scrutiny Committee (Performance and Corporate Services)

- a) Notes the contents of this report and indicates whether any comments about the overall performance of this Portfolio's revenue budget should be referred to Cabinet.

Communities Portfolio Revenue Budget Risk Areas to 30 September 2009

ANNEX A

Ref	Service	Budget	Full Year Budget £000	Budget to Date £000	Actual to Date £000	Variance to Date £000	Forecast Outturn £000	Forecast Outturn Variance £000
	<b>Community Safety/ASBU/Security Force</b>	Employee Costs – Community Safety	583.9	292.0	359.1	67.1	583.9	0
		Employee Costs – ASBU	289.4	144.7	94.4	-50.3	289.4	0
							873.3	0

Proportion of budget reported upon	Expenditure £'000	Income £'000
Total Departmental Budget Reported Upon	873.3	0
Total Budget	4,585.1	-1,497.8
Percentage of Total Budget Reported	19.05%	0%

**Comments on key areas of budget (including remedial action)**

Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award.

Employee costs to date for the Community Safety section are currently showing an overspend; however, the department is due contributions from other departments for specific work carried out on their behalf which will bring this in line with the budget figure.

Employee costs for the Anti Social Behaviour Unit to date are currently underspent; a reduction in this budget is still pending however



due to the reallocation of the ABG funding in 2009/10 which will bring the actuals back in line with the budget.

In relation to Sefton Security Services, it has been agreed that the service will bring in additional income. This service is currently operating at full capacity, and, although it is considered viable to increase the income generated by this section, this can only be done with further investment in the service, both capital and revenue. Work is currently underway reviewing the business plan and identifying options which may require a request for approval for investment from the Performance Improvement and Development Fund. In addition to this, there is also pressure to achieve additional income as a result of the current economic climate. This situation will be closely monitored, and, if necessary, an additional risk budget item may be added as part of this monitoring exercise.

**Comments on forecast of total budget (including remedial action)**

Corporate savings of £35,100 contribute further pressure to the budget, and, as yet have not been identified within the detailed Departmental budget. These savings will need to be considered within the light of the overall budgetary pressures on the Department. Every effort will be made to mitigate the effect of the above pressures, but this may only be achieved with significant reductions in service provision. For this reason options to deal with budget pressures will be presented in future budget monitoring reports.

# Agenda Item 8

# Agenda Item 9

**REPORT TO:** Cabinet Member, Performance & Governance  
Overview and Scrutiny Committee  
(Performance and Corporate Services)

**DATE:** 2 December 2009  
15 December 2009

**SUBJECT:** Revenue and Capital Expenditure Monitoring  
to 30 September 2009

**WARDS AFFECTED:** All

**REPORT OF:** Chief Executive – Margaret Carney  
Finance & IS Director – Paul Edwards

**CONTACT OFFICER:** Samantha Tunney – 0151 934 4039  
Craig Galloway – 0151 934 2721  
Lynton Green – 0151 934 4096

**EXEMPT/CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To provide the Cabinet Member with the quarterly forecast position, based on information as at 30 September 2009, in relation to the Portfolio's 2009/10 revenue budget.

**REASON WHY DECISION REQUIRED:**

Cabinet Member accountability and in line with the corporate performance management process.

**RECOMMENDATION(S):**

That the Cabinet Member Performance:

- a) Notes the progress on the Performance Portfolio's revenue budgets that are subject to risk-based monitoring.
- b) Indicates whether any comments about the overall performance of this Portfolio's Revenue Budget should be referred to Cabinet and Overview and Scrutiny Committee (Performance and Corporate Services).

That Overview and Scrutiny Committee (Performance and Corporate Services):

- a) Notes the contents of this report and indicates whether any comments about the overall performance of this Portfolio's revenue budget should be referred to Cabinet.

# Agenda Item 9

<b>KEY DECISION:</b>	No.
<b>FORWARD PLAN:</b>	Not appropriate.
<b>IMPLEMENTATION DATE:</b>	Not appropriate.

# Agenda Item 9

**ALTERNATIVE OPTIONS:**

None.

**IMPLICATIONS:**

**Budget/Policy Framework:** None.

**Financial:**

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2009/10 £</b>	<b>2010/11 £</b>	<b>2011/12 £</b>	<b>2012/13 £</b>
Gross Increase in Capital Expenditure	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>
Funded by:				
Sefton funded Resources				
Does the External Funding have an expiry date Y/N				When?
How will the service be funded post expiry?				

**Legal:** Not appropriate.

**Risk Assessment:** Not appropriate.

**Asset Management:** Not appropriate.

**CONSULTATION UNDERTAKEN/VIEWS**

**FD 228** - The Finance and Information Services Director has been consulted and his comments have been incorporated into this report

# Agenda Item 9

## CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People		✓	

<b>LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT</b>
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## **1. Background/Issues for consideration**

- 1.1 In accordance with Cabinet's overall approved process for monitoring the Council's budgets, each Portfolio is to receive a quarterly report identifying risk-assessed controllable Revenue and Capital budget areas.
- 1.2 This report forms part of that overall monitoring process by advising the Cabinet Member of the progress against this Portfolio's revenue budget risk areas for the period ending 30 September 2009. Where budget pressures have been identified, Service Directors have reviewed their departmental budgets for compensating savings. Departments have also been asked to consider whether or not all other controllable budgets can be contained with the resources allocated by the Council for 2009/10.
- 1.3 At the Overview and Scrutiny Committee (Health and Social Care) meeting on 13 October 2009, a request was made to amend the format of the budget monitoring report. This proposal is being put forward to the Overview and Scrutiny Management Board for consideration and any amendments resulting from this will be reflected in future budget monitoring reports.

## **2. Revenue Budget**

- 2.1 Details of this Portfolio's budgets that are monitored and reported on the risk-assessed basis are shown in Annex A. There are currently no areas of concern. This Committee does not have any schemes within the Council's Capital Programme.
- 2.2 All other areas of the budget that are controlled by the Chief Executive will be contained within the resources allocated by the Council for 2009/10.

## **3. Recommendations**

That the Cabinet Member Performance:

- a) Notes the progress on the Performance Portfolio's revenue budgets that are subject to risk-based monitoring.
- b) Indicates whether any comments about the overall performance of this Portfolio's Revenue Budget should be referred to Cabinet and Overview and Scrutiny Committee (Performance and Corporate Services).

That Overview and Scrutiny Committee (Performance and Corporate Services):

- a) Notes the contents of this report and indicates whether any comments about the overall performance of this Portfolio's revenue budget should be referred to Cabinet.

# Agenda Item 9

## Performance Portfolio Revenue Budget Risk Areas to 30 September 2009 ANNEX A

Ref	Service	Budget	Full Year Budget £000	Budget to Date £000	Actual to Date £000	Var to £
	<b>Performance</b>	Employee costs	270.4	135.2	126.0	
	<b>Communications Unit</b>	Employee costs	196.7	98.4	76.2	

Proportion of budget reported upon	Expenditure £'000	Income £'000
Total key areas of budget	467.1	0
Total budget	737.7	-45.0
Percentage of total budget reported	63.31%	0%

### Comments on key areas of budget (including remedial action)

Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award.

Employee costs for the Performance team are being closely monitored due to the potential increase in costs and as the Comprehensive Area Assessment and Governance Review progresses.

Employee costs to date for the Communications Unit are currently showing an underspend, due to additional marketing and PR work having been paid in full for the year (£25k).

The income target for the Advertising Service has been increased for 2009/10; however, due to the spending freeze, there is a possibility of not being able to realise these income targets. This will be an additional risk budget item may be added as part of this budget monitoring exercise.

### Comments on forecast of total budget (including remedial action)

Corporate savings of £5,700 contribute further pressure to the budget, and have been partly identified within the detailed Departmental budget.



# Agenda Item 10

**Meeting:** OVERVIEW AND SCRUTINY COMMITTEE  
(PERFORMANCE & CORPORATE SERVICES)

**Date of Meeting:** 15 December 2009

**Title of Report:** WORK PROGRAMME - KEY DECISION FORWARD PLAN  
1 DECEMBER 2009 TO 31 MARCH 2010

**Report of:** C.J. Elwood  
Legal Director

**Contact Officer:** Ruth Appleby  
(Telephone No.) 0151 934 2666

This report contains	Yes	No
<b>CONFIDENTIAL</b> Information/		√
<b>EXEMPT</b> information by virtue of paragraph(s)..... of Part 1 of Schedule 12A to the Local Government Act, 1972 (If information <u>is</u> marked exempt, the Public Interest Test must be applied and favour the exclusion of the information from the press and public).		√
Is the decision on this report <b>DELEGATED</b> ?	√	

## **Purpose of Report**

To submit to the Overview and Scrutiny Committee the latest Key Decision Forward Plan and to update the Committee on its Work Programme.

## **Recommendations:** That

1. the Committee considers items for pre-scrutiny from the Key Decision Forward Plan attached as Appendix A;
2. progress in relation to the Equalities Working Group be received; and
3. progress in relation to the Perceptions of Crime Working Group be received.

# Agenda Item 10

## Corporate Objective Monitoring

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1.	Creating a Learning Community		√	
2.	Creating Safe Communities	√		
3.	Jobs and Prosperity		√	
4.	Improving Health and Well-Being		√	
5.	Environmental Sustainability		√	
6.	Creating Inclusive Communities	√		
7.	Improving the Quality of Council Services and Strengthening local Democracy	√		
8.	Children and Young People		√	

## Financial Implications

	<b>2008/ 2009 £</b>	<b>2009/ 2010 £</b>	<b>2010/ 2011 £</b>	<b>2011 2012 £</b>
<b><i>CAPITAL EXPENDITURE</i></b>				
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b>REVENUE IMPLICATIONS</b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

There are no financial implications arising out of this report.

## Departments Consulted in the preparation of this Report

None

## List of Background Papers relied upon in the preparation of this Report

- Minutes of the Overview and Scrutiny Committee (Performance and Corporate Services) held on 6 October 2009.

- Minutes of the meeting of the Cabinet Member – Corporate Services of 14 October 2009.

## **1. PRE - SCRUTINY - PRIOR CONSIDERATION OF REPORTS BEFORE THEY GO TO CABINET**

- 1.1 Members may request to pre-scrutinise items from the Key Decision Forward Plan. Such items must fall under the remit (Terms of Reference) of this Committee. The latest Forward Plan is attached at **Appendix A** for this purpose. The pre-scrutiny process assists the Cabinet and Cabinet Members to make effective decisions by examining issues beforehand and making recommendations prior to a determination being made.
- 1.2 For ease of identification, items listed on the Forward Plan for the first time appear as shaded.
- 1.3 **The Committee is invited to consider items for pre-scrutiny from the attached Key Decision Forward Plan.**

## **2. UPDATE ON WORKING GROUPS**

### **2.1 Equalities Working Group**

- 2.1.1 To assist member and staff development, Councillors Byrne and Papworth and Ruth Appleby, O&S Officer, attended the Annual Northwest Equality Conference 2009, themed, 'Diversity is what we have in common', in Liverpool on 11 November 2009. The (2<sup>nd</sup> Annual) conference.

Ranvir Singh, (presenter on BBC North West Tonight) was compere at the conference; and speakers included:

- Alan Christie, Policy Director, Equality and Human Rights Commission, speaking about the 'New Agenda for Equality';
- Evelyn Asante-Mensah, North West Regional Agency, on the launch of the Women and Work Taskforce;
- Liz Meek, Regional Director, Government Office Northwest, who spoke about regional progress on Equalities over the past year; and
- Simon Nokes, Executive Director of Policy and Planning, Northwest Regional Development Agency, on Equality as a key theme in the new regional strategy.

The conference was useful in raising awareness of issues and work currently being undertaken in Equality and Diversity in the region; of equality challenges faced in the Northwest and for meeting delegates from other agencies in the region.

- 2.1.2 The Equalities Working Group held its second meeting on 30 November 2009. The meeting was attended by Andy Woods, (Sefton CVS Equalities Partnership), who advised Members on Sefton Council's role in achieving the Equalities Standard/Framework for Local Government in partnership with our

# Agenda Item 10

Local Area Partners and the importance of implementing Equalities Impact Assessments to help us achieve 'Excellent' standard.

## **2.2 Perceptions of Crime Working Group**

Unfortunately, due to unforeseen circumstances the meeting scheduled to take place On 1 December 2009 was cancelled, a further meeting is to be arranged to take place as soon as possible.

## **3. RECOMMENDATIONS**

- 3.1 the Committee considers items for pre-scrutiny from the Key Decision Forward Plan attached as Appendix A;
- 3.3 progress in relation to the Equalities Working Group be received; and
- 3.4 progress in relation to the Perceptions of Crime Working Group be received.



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 DECEMBER 2009 TO 31 MARCH 2010

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 14 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

As a matter of local choice, the Forward Plan also includes the details of any significant issues to be initially considered by the Executive Cabinet and submitted to the Full Council for approval.

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 15 (General Exception) and Rule 16 (Special Urgency) of the Access to Information Procedure Rules.

Copies of the following documents may be inspected at the Town Hall, Lord Street, Southport PR8 1DA or accessed from the Council's website: [www.sefton.gov.uk](http://www.sefton.gov.uk)

- Council Constitution
- Forward Plan
- Reports on the Key Decisions to be taken
- The minutes for each Key Decision, which will normally be published within 5 working days after having been made

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Members of the public are welcome to attend meetings of the Cabinet and the individual Cabinet Members which are held at the Town Hall, Oriel Road, Bootle or the Town Hall, Lord Street, Southport. Video conferencing facilities are available at both venues for the Cabinet Member meetings. The dates and times of the meetings are published on [www.sefton.gov.uk](http://www.sefton.gov.uk) or you may contact the Committee and Member 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.*

**Caroline Elwood**  
**Legal Director**

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Approval of funding and acceptance of tenders for the proposed extension alteration and refurbishment of Christ Church C of E School, Bootle under the Primary Capital funding initiative. The funding will be provided from specific Capital resources.			
Decision-Maker	Cabinet			
Date Decision to be taken	25 November, 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision will involve a funding allocation in excess of £100,000 and will affect a significant number of people living or working in two or more electoral wards.			
Scrutiny Committee Area	Children's Services			
Persons/Organisations to be Consulted	Cabinet Member: Children's Services Finance and Information Services Department			
Method(s) of Consultation	Direct consultation with Cabinet Members and the Finance and Information Services Director.			
List of Background Documents to be Considered by Decision-Maker	Report of tenders for Primary Capital initiative project at Christ Church C of E Primary School, Bootle.			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	David Kay		
	E-mail Address	<a href="mailto:David.kay@technical.sefton.gov.uk">David.kay@technical.sefton.gov.uk</a>		
	Telephone No.	Tel: 0151 934 4527		
	Deadline Date	13 November 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Approval of funding and acceptance of tenders for the proposed extension alteration and refurbishment of St. Philips C of E School, Southport under the Primary Capital funding initiative. The funding will be provided from specific Capital resources.			
Decision-Maker	Cabinet			
Date Decision to be taken	25 November 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision will involve a funding allocation in excess of £100,000 and will affect a significant number of people living or working in two or more electoral wards.			
Scrutiny Committee Area	Children's Services			
Persons/Organisations to be Consulted	Cabinet Member: Children's Services Finance and Information Services Department			
Method(s) of Consultation	Direct consultation with Cabinet Members and the Finance and Information Services Director.			
List of Background Documents to be Considered by Decision-Maker	Report of tenders for Primary Capital initiative project at St Philips C of E Primary School, Southport.			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	David Kay		
	E-mail Address	<a href="mailto:David.kay@technical.sefton.gov.uk">David.kay@technical.sefton.gov.uk</a>		
	Telephone No.	Tel: 0151 934 4527		
	Deadline Date	13 November 2009		



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To note the outcome of the BSF Readiness to Deliver re-submission and to seek approval for subsequent actions			
Decision-Maker	Cabinet			
Date Decision to be taken	25 November 2009			
Key Decision Criteria	Financial	No	Community Impact	Yes
Reason for Meeting Key Decision Criteria	Building Schools for the Future will have a significant impact on a significant number of people living or working in two or more Wards			
Scrutiny Committee Area	Children's Services			
Persons/Organisations to be Consulted	Cabinet Member - Children's Services BSF Project Board			
Method(s) of Consultation	Direct consultation with Cabinet Member, Children's Services Meetings with BSF Project Board			
List of Background Documents to be Considered by Decision-Maker	Report to Cabinet Member - Children's Services and Cabinet 14/16 April 2009 BSF: Outcome of Expression of Interest and Next Steps			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Christine Dalziel		
	E-mail Address	<a href="mailto:chris.dalziel@cs.sefton.gov.uk">chris.dalziel@cs.sefton.gov.uk</a>		
	Telephone No.	0151 934 3337		
	Consultation Deadline Date	23 October 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Approval of funding and acceptance of tenders for the proposed extension alteration and refurbishment of Lander Road Primary School, Bootle under the Primary Capital funding initiative. The funding will be provided from specific Capital resources.			
Decision-Maker	Cabinet			
Date Decision to be taken	14 January 2010			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision will involve a funding allocation in excess of £100,000 and will affect a significant number of people living or working in two or more electoral wards.			
Scrutiny Committee Area	Children's Services			
Persons/Organisations to be Consulted	Cabinet Member - Children's Services Finance and Information Services Department			
Method(s) of Consultation	Direct consultation with Cabinet Members and the Finance and Information Services Director.			
List of Background Documents to be Considered by Decision-Maker	Report of tenders for Primary Capital initiative project at Lander Road Primary School, Bootle.			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	David Kay		
	E-mail Address	David.kay@technical.sefton.gov.uk		
	Telephone No.	Tel: 0151 934 4527		
	Consultation Deadline Date	21 December 2009		

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Approval of funding and acceptance of tenders for the proposed extension alteration and refurbishment of Aintree Davenhill Primary School, Aintree under the Primary Capital funding initiative. The funding will be provided from specific Capital resources.			
Decision-Maker	Cabinet			
Date Decision to be taken	14 January 2010			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision will involve a funding allocation in excess of £100,000 and will affect a significant number of people living or working in two or more electoral wards.			
Scrutiny Committee Area	Children's Services			
Persons/Organisations to be Consulted	Cabinet Member - Children's Services Finance and Information Services Department			
Method(s) of Consultation	Direct consultation with Cabinet Members and the Finance and Information Services Director.			
List of Background Documents to be Considered by Decision-Maker	Report of tenders for Primary Capital initiative project at Aintree Davenhill Primary School, Aintree.			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	David Kay		
	E-mail Address	David.kay@technical.sefton.gov.uk		
	Telephone No.	Tel: 0151 934 4527		
	Consultation Deadline Date	21 December 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To consider options presented by the Strategic Budget Review and Transformation Programme.			
Decision-Maker	Cabinet			
Date Decision to be taken	25 November 2009, onwards.			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decisions will involve a funding allocation in excess of £100,000 and will affect a significant number of people living or working in two or more electoral wards.			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	All Cabinet Members & Departments. Overview & Scrutiny Management Board Overview & Scrutiny Performance and Corporate Services Unison, GMB, Unite			
Method(s) of Consultation	Reports of the Chief Executive, Presentations by the Transformation Director			
List of Background Documents to be Considered by Decision-Maker	Report of the Chief Executive			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Bill Milburn Transformation Director		
	E-mail Address	<a href="mailto:bill.milburn@environmental.sefton.gov.uk">bill.milburn@environmental.sefton.gov.uk</a>		
	Telephone No.	0151-934-4891		
	Consultation Deadline Date	25 November and monthly thereafter		

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Award of preferred bidder for provision of a replacement Revenues and Benefits IT system			
Decision-Maker	Cabinet Member Corporate Services Cabinet			
Date Decision to be taken	9 December 2009 17 December 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The Revenues & Benefits system is essential in managing the Council's Council Tax, Business Rates and Housing Benefit administration, and its successful implementation impacts on residents and businesses			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	No consultations will be undertaken regarding this proposed decision			
Method(s) of Consultation	None in respect of this decision			
List of Background Documents to be Considered by Decision-Maker	Report of the Finance and Information Services Director			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	(1) Paul Edwards. Finance & IS Director (2) John Farrell. Asst. Finance & IS Director		
	E-mail Address	<a href="mailto:Paul.Edwards@finance.sefton.gov.uk">Paul.Edwards@finance.sefton.gov.uk</a> <a href="mailto:John.Farrell@finance.sefton.gov.uk">John.Farrell@finance.sefton.gov.uk</a>		
	Telephone No.	0151 934 4082 0151 934 4339		
	Consultation Deadline Date	N/A		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Electoral Cycle – Resolution for Whole Council Elections			
Decision-Maker	Council			
Date Decision to be taken	17 <sup>th</sup> December 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	If the Council moved to whole council elections, budget savings of more than the £100,000 would be achieved.			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Overview and Scrutiny Committee with a further consultation process to be undertaken if the Council is minded to move to whole council elections			
Method(s) of Consultation	Report to Overview and Scrutiny Committee in the first instance.			
List of Background Documents to be Considered by Decision-Maker	None under the meaning of the Access to Information Act			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Andrea Grant		
	E-mail Address	<a href="mailto:Andrea.grant@sefton.gov.uk">Andrea.grant@sefton.gov.uk</a>		
	Telephone No.	0151 934 2030		
	Consultation Deadline Date	4 <sup>th</sup> December 2009		

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To implement a New Grading Structure and Pay Arrangements for National Joint Council (NJC) Employees under the Local Pay and Grading Review			
Decision-Maker	Cabinet			
Date Decision to be taken	14 January 2010			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The review will have a significant financial and social economic impact both corporately and relative to individual employees, many of whom are also residents and service users within the Borough			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Pay and Grading Review Committee. All Departments, Schools (including Voluntary Aided), Unison, GMB, Unite and Arvato			
Method(s) of Consultation	Scheduled meetings and newsletters.			
List of Background Documents to be Considered by Decision-Maker	Joint reports of the Chief Executive, Strategic Director - Children's Services, Finance and Information Services Director, Legal Director and Personnel Director			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	(1) Mike Fogg - Personnel Director (2) Steve Harper - Assistant Personnel Director		
	E-mail Address	(1) <a href="mailto:mike.fogg@personnel.sefton.gov.uk">mike.fogg@personnel.sefton.gov.uk</a> (2) <a href="mailto:steve.harper@personnel.sefton.gov.uk">steve.harper@personnel.sefton.gov.uk</a>		
	Telephone No.	(1) 0151 934 3398 (2) 0151 934 3397		
	Deadline Date	Ongoing		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To set the Council Tax for 2010/11; to set the Council's Revenue Budget for 2010/11; to set the Council's Capital Programme for 2010/11.			
Decision-Maker	Council			
Date Decision to be taken	4 March 2010			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision will involve a funding allocation in excess of £100,000 and will affect a significant number of people living or working in two or more electoral wards.			
Scrutiny Committee Area	Performance and Corporate Services			
Persons/Organisations to be Consulted	Cabinet Members, Overview & Scrutiny Members. Finance and Information Services Department.			
Method(s) of Consultation	At meetings of the Cabinet on 4 February and 4 March 2010 and the Overview and Scrutiny Committee (Performance and Corporate Services) on 16 February 2010			
List of Background Documents to be Considered by Decision-Maker	Report of the Finance and Information Services Director			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Paul Edwards Lynton Green		
	E-mail Address	<a href="mailto:paul.edwards@sefton.gov.uk">paul.edwards@sefton.gov.uk</a> <a href="mailto:lynton.green@sefton.gov.uk">lynton.green@sefton.gov.uk</a>		
	Telephone No.	0151 934 4082 0151 934 4096		
	Consultation Deadline Date	4 March 2010		



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To consider an Interim service and staffing requirement for Arts services during the closure period for the redevelopment of the Southport Cultural Centre.			
Decision-Maker	Cabinet			
Date Decision to be taken	12 November 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision taken by Cabinet will affect a significant amount of people in more than one ward			
Scrutiny Committee Area	Regeneration & Environmental Services			
Persons/Organisations to be Consulted	Finance and Information Services Director Trade Unions, Chief Executive, Staff groups, Personnel Director			
Method(s) of Consultation	Comment upon report / Direct consultation			
List of Background Documents to be Considered by Decision-Maker	Cultural Centre Business Plan Previous Reports to Cabinet on Cultural Centre Project			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Steve Deakin, Assistant Leisure Director John Taylor, Head of Arts & Cultural Services		
	E-mail Address	<a href="mailto:Steve.deakin@leisure.Sefton.gov.uk">Steve.deakin@leisure.Sefton.gov.uk</a> <a href="mailto:John.taylor@leisure.sefton.gov.uk">John.taylor@leisure.sefton.gov.uk</a>		
	Telephone No.	0151 934 2372 0151 934 2374		
	Deadline Date	12 November 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To consider the options for relocating Southport Library during the closure period for the redevelopment of the Southport Cultural Centre.			
Decision-Maker	Cabinet			
Date Decision to be taken	12 November 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision taken by Cabinet will affect a significant amount of people in more than one ward			
Scrutiny Committee Area	Regeneration & Environmental Services			
Persons/Organisations to be Consulted	Finance and Information Services Director Chief Executive			
Method(s) of Consultation	Comment upon report			
List of Background Documents to be Considered by Decision-Maker	Cultural Centre Business Plan Cultural Centre Architects Appraisal Previous Reports to Cabinet on Cultural Centre Project			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Steve Deakin, Assistant Leisure Director John Taylor, Head of Arts & Cultural Services		
	E-mail Address	<a href="mailto:Steve.deakin@leisure.Sefton.gov.uk">Steve.deakin@leisure.Sefton.gov.uk</a> <a href="mailto:John.taylor@leisure.sefton.gov.uk">John.taylor@leisure.sefton.gov.uk</a>		
	Telephone No.	0151 934 2372 0151 934 2374		
	Deadline Date	12 November 2009		

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To consider the decision of the North West Development Agency on the funding of the Southport Cultural Centre			
Decision-Maker	Cabinet			
Date Decision to be taken	12 November 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision will involve a funding allocation of £4 million toward the redevelopment of the Cultural Centre			
Scrutiny Committee Area	Regeneration & Environmental Services			
Persons/Organisations to be Consulted	Finance and Information Services Director Chief Executive			
Method(s) of Consultation	Comment upon report			
List of Background Documents to be Considered by Decision-Maker	Cultural Centre Business Plan Cultural Centre Architects Appraisal Previous Reports to Cabinet on Cultural Centre Project			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Steve Deakin, Assistant Leisure Director John Taylor, Head of Arts & Cultural Services		
	E-mail Address	<a href="mailto:Steve.deakin@leisure.Sefton.gov.uk">Steve.deakin@leisure.Sefton.gov.uk</a> <a href="mailto:John.taylor@leisure.sefton.gov.uk">John.taylor@leisure.sefton.gov.uk</a>		
	Telephone No.	0151 934 2372 0151 934 2374		
	Deadline Date	12 November 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To consider a list of Construction Companies to be asked to tender for the work on the redevelopment of Southport Cultural Centre			
Decision-Maker	Cabinet			
Date Decision to be taken	12 November 2009			
Key Decision Criteria	Financial	Yes	Community Impact	No
Reason for Meeting Key Decision Criteria	To enable funding timescales to be achieved it is essential that the tender process is undertaken without delay.			
Scrutiny Committee Area	Regeneration & Environmental Services			
Persons/Organisations to be Consulted	Finance and Information Services Director Chief Executive			
Method(s) of Consultation	Comment upon report			
List of Background Documents to be Considered by Decision-Maker	Cultural Centre Business Plan Cultural Centre Architects Appraisal Previous Reports to Cabinet on Cultural Centre Project			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Steve Deakin, Assistant Leisure Director John Taylor, Head of Arts & Cultural Services Andrew Dunsmore, Project Manager		
	E-mail Address	<a href="mailto:Steve.deakin@leisure.Sefton.gov.uk">Steve.deakin@leisure.Sefton.gov.uk</a> <a href="mailto:John.taylor@leisure.sefton.gov.uk">John.taylor@leisure.sefton.gov.uk</a> <a href="mailto:Andrew.dunsmore@technical.sefton.gov.uk">Andrew.dunsmore@technical.sefton.gov.uk</a>		
	Telephone No.	0151 934 2372 0151 934 2374 0151 934 2766		
	Deadline Date	12 November 2009		

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To review the operation of Dunes Splash World Leisure Centre over the first full financial year of operation April 2008 to March 2009			
Decision-Maker	Cabinet			
Date Decision to be taken	25 November 2009			
Key Decision Criteria	Financial	Yes	Community Impact	No
Reason for Meeting Key Decision Criteria	To review the financial operation of the facility in line with that agreed by Cabinet.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Finance and Information Services Director			
Method(s) of Consultation	Comments on the report			
List of Background Documents to be Considered by Decision-Maker	Report of the Leisure Director			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	(1) Steve Deakin - Assistant Director (Operational Services) (2) Andrew Walker - Head of Recreation Management		
	E-mail Address	(1) <a href="mailto:steve.deakin@leisure.sefton.gov.uk">steve.deakin@leisure.sefton.gov.uk</a> (2) <a href="mailto:andrew.walker@leisure.sefton.gov.uk">andrew.walker@leisure.sefton.gov.uk</a>		
	Telephone No.	(1) 0151 934 2372 (2) 0151 934 2387		
	Deadline Date	12 November 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To seek final approval for the establishment of a Beach Safety Partnership with the Royal National Lifeboat Institution (RNLI)			
Decision-Maker	Cabinet Member - Leisure and Tourism to agree final operational specification Cabinet to agree contract and HR elements			
Date Decision to be taken	4 November 2009 25 November 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision will involve an existing funding allocation in excess of £100,000 and will affect a significant number of people living or working in two or more electoral wards.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Cabinet Member - Leisure and Tourism Legal Department Personnel Relevant Unions			
Method(s) of Consultation	Cabinet Member Report Consultative meetings with relevant Departments, personnel and RNLI			
List of Background Documents to be Considered by Decision-Maker	Report to Cabinet Member March 2009 Draft operational specification prepared by the RNLI Draft Service Level Agreement contract			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Dave McAleavy		
	E-mail Address	<a href="mailto:dave.mcaleavy@leisure.sefton.gov.uk">dave.mcaleavy@leisure.sefton.gov.uk</a>		
	Telephone No.	0151 934 2967/2377		
	Consultation Deadline Date	30 November 2009		

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To seek approval for the 2010/11 Delivery Plan of Sefton/Liverpool Local Enterprise Growth Initiative (Stepclever)			
Decision-Maker	Cabinet			
Date Decision to be taken	25 November 2009 <i>or</i> 17 December 2009 (depending on availability of Delivery Plan)			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	Funding to be allocated to projects where Sefton is accountable body exceeds £100k; and area of benefits includes all wards of south Sefton.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	The Stepclever Board is an unincorporated group established by a service level agreement between Sefton and Liverpool Councils. Liverpool is the overall accountable body for LEGI grant, held in their Area Based Grant. The Stepclever Board has members on it from the two Councils with members of the private sector, but plays an advisory role only. Cabinet is asked to endorse the Plan agreed by Stepclever Board for submission to the accountable body (Liverpool CC) and final approval.			
Method(s) of Consultation	Direct consultation with Cabinet Members			
List of Background Documents to be Considered by Decision-Maker	Stepclever Delivery Plan 2010/11 (not yet available)			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Mark Long		
	E-mail Address	<a href="mailto:Mark.long@regen.sefton.gov.uk">Mark.long@regen.sefton.gov.uk</a>		
	Telephone No.	0151 934 3471		
	Consultation Deadline Date	5 November <i>or</i> 26 November 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To seek approval to the proposals for progressing a stage 2 Heritage Lottery Fund submission for King's Gardens			
Decision-Maker	Cabinet			
Date Decision to be taken	25 November or 17 December 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	Funding to be allocated for stage 2 development totals £223,500			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Leaders Group, Cabinet Members for Leisure and Tourism and Regeneration, Finance and Information Services Director			
Method(s) of Consultation	Direct consultation with the Cabinet Members and the Finance and Information Services Director.			
List of Background Documents to be Considered by Decision-Maker	Report of Cabinet on 10 July 2008			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Tony Corfield Andy Wallis		
	E-mail Address	<a href="mailto:tony.corfield@sefton.gov.uk">tony.corfield@sefton.gov.uk</a> <a href="mailto:andy.wallis@sefton.gov.uk">andy.wallis@sefton.gov.uk</a>		
	Telephone No.	0151 934 2315 0151 934 3542		
	Deadline Date	October 2009		



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Adoption of A565 Route Management Strategy and Action Plan			
Decision-Maker	Cabinet Member - Technical Services			
Date Decision to be taken	2nd December 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	Affects more than two Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Local residents Area Committee/Parish Councils Statutory Authorities/Agencies			
Method(s) of Consultation	Newsletters Public Exhibition Letters			
List of Background Documents to be Considered by Decision-Maker	Report on draft route management strategy and action plan.			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Stuart Waldron		
	E-mail Address	<a href="mailto:stuart.waldron@technical.sefton.gov.uk">stuart.waldron@technical.sefton.gov.uk</a>		
	Telephone No.	0151 934 4235		
	Deadline Date	14 September 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Thornton Switch Island Link Scheme To seek approval to the Scheme Layout and to consult in advance of the Planning Application			
Decision-Maker	Cabinet Member -Technical Services			
Date Decision to be taken	16 December 2009			
Key Decision Criteria	Financial	No	Community Impact	Yes
Reason for Meeting Key Decision Criteria	Affects more than two Wards			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Local residents Area Committees/ Parish Councils Statutory Authorities/ Agencies			
Method(s) of Consultation	Newsletters Public Exhibition Letters			
List of Background Documents to be Considered by Decision-Maker	Report on draft final layout for the scheme and detailed plans for consultation.			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Stuart Waldron		
	E-mail Address	<a href="mailto:stuart.Waldron@technical.sefton.gov.uk">stuart.Waldron@technical.sefton.gov.uk</a>		
	Telephone No.	0151 934 4235		
	Deadline Date	14 September 2009		

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Local Economic Assessment			
Decision-Maker	Cabinet Member - Regeneration			
Date Decision to be taken	16 December 2009			
Key Decision Criteria	Financial	No	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The Local Democracy, Economic Development and Construction Bill before Parliament places a new statutory duty on upper tier local authorities and unitary councils to prepare an assessment of the economic conditions of their area.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Leaders Group: Cabinet Members for Regeneration, Environmental, Communities, Leisure & Tourism, and Technical Services: Sefton Borough Partnership; Sefton business representatives (SCCI, FSB); other Merseyside local authorities; The Mersey Partnership; North West Development Agency.			
Method(s) of Consultation	Direct consultation with Cabinet Members, Finance Director, and Legal & Administrative Services Director. Website and email consultation with business representatives.			
List of Background Documents to be Considered by Decision-Maker	Department of Communities & Local Government (2009), <u>Local economic assessments: draft statutory guidance</u> ,			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Mark Long		
	E-mail Address	<a href="mailto:Mark.long@regen.sefton.gov.uk">Mark.long@regen.sefton.gov.uk</a>		
	Telephone No.	0151 934 3471		
	Consultation Deadline Date	2 December 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	Acceptance of Tenders for Tree Planting Contract			
Decision-Maker	Cabinet Member - Leisure and Tourism - for acceptance of tenders. Cabinet - for inclusion of S106 monies within Capital Programme			
Date Decision to be taken	2 December 2009 17 December 2009			
Key Decision Criteria	Financial	Yes	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision will involve a funding allocation in excess of £100,000 and will affect a significant number of people living or working in two or more electoral wards.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Finance and Information Services Director			
Method(s) of Consultation	Comment upon report			
List of Background Documents to be Considered by Decision-Maker	Report of tenders for Tree Planting contract			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Phil Esseen		
	E-mail Address	Phil.esseen@leisure.sefton.gov.uk		
	Telephone No.	0151 934 2392		
	Consultation Deadline Date	20 November 2009		

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To seek approval to the recommendations in the Community Involvement - Licensing Act Working Group - Final Report			
Decision-Maker	Cabinet			
Date Decision to be taken	17 December 2009			
Key Decision Criteria	Financial	No	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The recommendations, if agreed, will affect a significant amount of people in more than one Ward.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Finance and Information Services Director Legal Director			
Method(s) of Consultation	Commented upon report/interviewed at witness			
List of Background Documents to be Considered by Decision-Maker	Final Report - Overview and Scrutiny Committee (Regeneration and Environmental Services)			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Ruth Harrison - Scrutiny Support Officer, Legal Department		
	E-mail Address	<a href="mailto:Ruth.Harrison@legal.sefton.gov.uk">Ruth.Harrison@legal.sefton.gov.uk</a>		
	Telephone No.	0151 934 2042		
	Deadline Date	August 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To seek approval to the recommendations in the Sefton Employment Land and Premises Study			
Decision-Maker	Cabinet			
Date Decision to be taken	14 January 2010			
Key Decision Criteria	Financial	No	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The adoption of the policy implications arising from the study will have a community impact across the Borough.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Public and Stakeholders			
Method(s) of Consultation	The draft study has been subject to a 6 week public and stakeholder consultation and is now being finalised			
List of Background Documents to be Considered by Decision-Maker	Final Study Report			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Alan Young, Planning and Economic Regeneration Department		
	E-mail Address	<a href="mailto:alan.young@planning.sefton.gov.uk">alan.young@planning.sefton.gov.uk</a>		
	Telephone No.	0151 934 3551		
	Deadline Date	9 July 2009		

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To seek approval to the Strategic Housing Land Availability Assessment			
Decision-Maker	Cabinet			
Date Decision to be taken	14 January 2010			
Key Decision Criteria	Financial	No	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The adoption of the policy implications arising from the study will have a community impact across the Borough.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	Planning Committee Cabinet Member - Regeneration			
Method(s) of Consultation	The draft study is currently subject to a 6 week public and stakeholder consultation which ends on 1 October, 2009.			
List of Background Documents to be Considered by Decision-Maker	Final Study Report			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Alan Young - Planning and Economic Regeneration Department		
	E-mail Address	<a href="mailto:alan.young@planning.sefton.gov.uk">alan.young@planning.sefton.gov.uk</a>		
	Telephone No.	0151 934 3551		
	Deadline Date	1 October 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To agree the Preferred Options report for the Merseyside Waste Plan, for public consultation			
Decision-Maker	Cabinet and Council			
Date Decision to be taken	Cabinet: 14 <sup>th</sup> January 2010 Council: 14 <sup>th</sup> January 2010			
Key Decision Criteria	Financial	No	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The decision could affect a significant number of people living or working in two or more electoral wards.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	The decision is to approve the report for consultation. There will be a 6 week period of public consultation following approval of the report.			
Method(s) of Consultation	Report, presentations, leaflets			
List of Background Documents to be Considered by Decision-Maker	Preferred Options document			
Representations may be made to the following Officer(s) by the date specified	Officer	Steve Matthews		
	E-mail Address	Steve.matthews@planning.sefton.gov.uk		
	Telephone No.	0151 934 3559		
	Consultation Deadline Date	29 <sup>th</sup> December 2009		



## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	To seek approval to the Informed Assessment of the Economic Viability of Affordable Housing			
Decision-Maker	Cabinet			
Date Decision to be taken	4 February 2010			
Key Decision Criteria	Financial	No	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The adoption of the policy implications arising from the study will have a community impact across the Borough.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	A stakeholder group has been set up and will meet regularly. Departments within the Council will be regularly consulted including Housing Market Renewal and the Strategic Director - Health and Social Care.			
Method(s) of Consultation	The draft study will be subject to a 6 week public and stakeholder consultation at a date to be confirmed.			
List of Background Documents to be Considered by Decision-Maker	Study final report.			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Alan Young - Planning and Economic Regeneration Department		
	E-mail Address	<a href="mailto:alan.young@planning.sefton.gov.uk">alan.young@planning.sefton.gov.uk</a>		
	Telephone No.	0151 934 3551		
	Deadline Date	November 2009		

# Agenda Item 10

## SEFTON METROPOLITAN BOROUGH COUNCIL FORWARD PLAN

Details of Decision to be Taken	North Liverpool Strategic Regeneration Framework			
Decision-Maker	Cabinet Member - Regeneration			
Date Decision to be taken	17 <sup>th</sup> February 2010			
Key Decision Criteria	Financial	No	Community Impact	Yes
Reason for Meeting Key Decision Criteria	The North Liverpool Strategic Regeneration framework is a major study commissioned by Liverpool Vision, NWDA, and HCA. The proposed scale and ambition of development in this area will have major implications for Sefton. Officers are already involved with the study to optimise the impacts for Sefton – the draft Strategic Regeneration Framework document will present the principal options for members to consider.			
Scrutiny Committee Area	Regeneration and Environmental Services			
Persons/Organisations to be Consulted	A consultation and engagement plan has been prepared by Shape DPP, lead consultants for the study.			
Method(s) of Consultation	Partner workshops, a stakeholder conference and a strategic engagement plan.			
List of Background Documents to be Considered by Decision-Maker	Liverpool Vision (2009), <u>North Liverpool Strategic Regeneration Framework Brief</u> . DPP Shape (2009), Tender Documents.			
Representations may be made to the following Officer(s) by the date specified	Officer(s)	Mark Long		
	E-mail Address	<a href="mailto:Mark.long@regen.sefton.gov.uk">Mark.long@regen.sefton.gov.uk</a>		
	Telephone No.	0151 934 3471		
	Consultation Deadline Date	5 <sup>th</sup> February 2010		

## CONTACT DETAILS

### HOW TO MAKE REPRESENTATIONS TO DECISION TAKER

#### Political Leadership

Councillor Robertson, Leader, Liberal Democrat Party and Leader of the Council, c/o Town Hall, Lord Street, Southport PR8 1DA

Email: [libdems@sefton.gov.uk](mailto:libdems@sefton.gov.uk)

Tel: 0151 934 2252

Fax: 0151 934 2251

Councillor P. Dowd, Leader, Labour Party, c/o Town Hall, Oriel Road, Bootle L20 7AE

Email: [peter.dowd@sefton.gov.uk](mailto:peter.dowd@sefton.gov.uk)

Tel: 0151 934 3361

Fax: 0151 934 3459

Councillor Parry, Leader, Conservative Party, c/o Town Hall, Lord Street, Southport PR8 1DA

Email: [conservatives@sefton.gov.uk](mailto:conservatives@sefton.gov.uk)

Tel: 0151 934 2061

Fax: 0151 934 2060

*Note: Additional contact details are also enclosed within the body of the document.*

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