

MEETING: CABINET MEMBER - CORPORATE SERVICES
DATE: Wednesday 9 December 2009
TIME: 10.00 a.m.
VENUE: Town Hall, Bootle (video conferenced Town Hall, Southport)

DECISION MAKER: Councillor Parry
SUBSTITUTE: Councillor Griffiths

SPOKESPERSONS: Councillor McGuire Councillor Tweed

SUBSTITUTES: Councillor Hands Councillor McGinnity

COMMITTEE OFFICER: Mike Morris
Telephone: 0151 934 2045
Fax: 0151 934 2034
E-mail: mike.morris@legal.sefton.gov.uk

The Cabinet is responsible for making what are known as Key Decisions, which will be notified on the Forward Plan. Items marked with an * on the agenda involve Key Decisions

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

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

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

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A G E N D A

Items marked with an * involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>	
1.	Apologies for Absence		
2.	Declarations of Interest Members 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 Minutes of the meeting held on 11 November 2009		(Pages 5 - 8)
4.	Legal and Administrative Services Department-Corporate Services Portfolio Monitoring 2009/10-Quarter 2 Report of the Legal Director	All Wards	(Pages 9 - 40)
5.	Registration Service-Service Delivery Inspection-Action Plan Report of the Legal Director	All Wards	(Pages 41 - 50)
6.	Consultation on Discussion Paper on the Making and Enforcement of Byelaws-Government's Response Report of the Legal Director	All Wards	(Pages 51 - 56)
7.	Personnel Department - Corporate Services Portfolio Monitoring 2009/10 - Quarter 2 Report of the Personnel Director	All Wards	(Pages 57 - 78)
8.	Insurance Broker Contract Report of the Senior Assistant Finance and Information Services Director	All Wards	(Pages 79 - 84)

9. Exclusion of Press and Public

To consider passing the following resolution:

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.

- | | | |
|---|------------------|------------------------|
| <p>* 10. Pericles Revenues and Benefits System Replacement</p> | <p>All Wards</p> | <p>(Pages 85 - 92)</p> |
| <p>Report of the Finance and Information Services Director</p> | | |
| <p>11. Presentation - Specialist Transport Unit</p> | <p>All Wards</p> | |
| <p>To receive a presentation from Mr. John Farrell, Assistant Finance and Information Services Director</p> | | |

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON WEDNESDAY, 18 NOVEMBER 2009.

CABINET MEMBER - CORPORATE SERVICES

MEETING HELD AT THE TOWN HALL, BOOTLE ON WEDNESDAY, 11 NOVEMBER 2009

PRESENT: Councillor Parry.

ALSO PRESENT: Councillor McGuire.

59. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Tweed.

60. DECLARATIONS OF INTEREST

No declarations of interest were received.

61. MINUTES

RESOLVED:

That the Minutes of the meeting held on 14 October 2009 be confirmed as a correct record.

62. HR MONITORING

Further to Minute No. 18 of 24 June 2009, the Cabinet Member considered the report of the Personnel Director providing monitoring information about the Council's workforce covering the first half of 2009/10 (from 1 April 2009 to 30 September 2009), to provide an overview of the workforce and to assist in identifying areas for improvement and the development of policies and strategies.

Annexes A to E of the report provided detailed statistical information about staffing levels, composition of staffing and so on; and the key points identified from the report indicated that:

- Turnover for the first half of 2009/10 was comparatively low. It seemed likely that in the current economic situation, given the slow job market, the number of people leaving the Council's employ voluntarily would decrease further.
- The age profile continued to show that the Council had an ageing workforce. There were a number of initiatives to address this, such as the apprenticeship scheme and ongoing work with the Sefton Education Business Partnership. However, it was important to recognise that, demographically, the life expectancy of the UK population had increased and people wanted to remain in employment longer. Again, there were initiatives in place to retain employees for longer, such as flexible retirement and the removal of

Agenda Item 3

CABINET MEMBER - CORPORATE SERVICES- WEDNESDAY 11
NOVEMBER 2009

the retirement age. It therefore continued to be a matter of striking a balance between these two groups of the workforce.

- Work was continuing with the Sefton Equalities Partnership to increase the proportion of employees from minority ethnic backgrounds.

RESOLVED:

That the report be noted.

63. SICKNESS ABSENCE POSITION - 1ST QUARTER 2009/10

Further to Minute No. 19 of 24 June 2009, the Cabinet Member considered the report of the Personnel Director providing information on sickness absence levels for all Council staff, including those based at schools, for the 1st quarter of 2009/10, together with proposals on improvements in sickness absence management and current initiatives.

RESOLVED:

That the report, particularly in respect of current management action and initiatives in relation to sickness absence, be noted.

64. LEGAL AND ADMINISTRATIVE SERVICES DEPARTMENT- LEXCEL ACCREDITATION

The Cabinet Member considered the report of the Legal Director indicating that the Legal and Administrative Services Department had recently been successfully re-accredited in Lexcel, the Law Society's quality Kitemark and industry standard for best practice.

RESOLVED:

That the report be noted.

65. REGISTRATION SERVICE-SERVICE DELIVERY INSPECTION

The Cabinet Member considered the report of the Legal Director on the successful outcome of a Service Delivery Inspection of the Registration Service, which was undertaken by the Registrar General's Inspectorate in July 2009. The report indicated that an overall Assessment of "Good" had been awarded and that an Action Plan which addressed particular recommendations arising from the Inspection would be submitted to a future meeting of the Cabinet Member.

RESOLVED: That

- (1) the report be noted and staff within the Registration Service be congratulated on the results of the Inspection; and

- (2) the Legal Director be requested to submit to a future meeting an Action Plan setting out timescales for addressing the recommendations arising from the Inspection report.

66. 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 item of business on the grounds that it may involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act. The Public Interest Test had been applied and favoured exclusion of the information from the press and public.

67. APPLICATION FOR CHARITABLE BODY DISCRETIONARY RATE RELIEF

The Cabinet Member considered the report of the Finance and Information Services Director on whether or not to grant discretionary rate relief to one organisation under the provisions of Section 47 of the Local Government Finance Act 1988.

RESOLVED:

That discretionary rate relief be not granted to the organisation referred to in the report in respect of the premises indicated.

68. PRESENTATION - THE ROLE OF THE CORONER

The Cabinet Member received a presentation from Mr. Chris Sumner on his role as the Coroner for Sefton.

RESOLVED:

That Mr. Sumner be thanked for his interesting and informative presentation.

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Agenda Item 4

REPORT TO: Cabinet Member – Corporate Services
DATE: 9th December 2009
SUBJECT: Legal and Administrative Services Departmental Service Plan Monitoring
2009/2010 – Quarter 2
WARDS AFFECTED: All
REPORT OF: Legal Director
CONTACT OFFICER: Andrea Grant
Assistant Legal Director (Admin)
**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To inform the Cabinet Member of progress in relation to issues in the Legal and Administrative Services Departmental Service Plan which fall within the Corporate Services portfolio.

REASON WHY DECISION REQUIRED:

As part of the performance management framework, the Cabinet Member is required to monitor performance.

RECOMMENDATION(S):

That progress in respect of this portfolio's responsibilities within the Legal and Administrative Services Departmental Service Plan be noted,

KEY DECISION: No
FORWARD PLAN: Not appropriate
IMPLEMENTATION DATE: Following the expiry of the call-in period for the Minutes of this meeting.

ALTERNATIVE OPTIONS: None.

IMPLICATIONS:

Budget/Policy Framework: This report contributes to the corporate performance management framework.

Agenda Item 4

Financial:

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
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: N/A

Risk Assessment: There are no risks arising from this report other than those identified previously in the Department's Service Plan.

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS
None

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

Legal and Administrative Services Departmental Service Plan.

1. Introduction

- 1.1 The Legal and Administrative Services Departmental Service Plan for 2009/10 was approved by the Cabinet Member on 29th April 2009. This report relates to performance within the Department for the period up to the end of September 2009.
- 1.2 All Departmental Service Plans are entered into the Council's SPRINT performance management system and Officers are required to update progress within that system. Attached to this report is the Departmental Service Plan update produced by Sprint in relation to Quarter 2.
- 1.3 Good progress is being made against the Departmental and Annual Service Plans.

2. Progress

- 2.1 The Cabinet Member will see from the attached plans that the Department has made progress against a number of activities and is broadly on target to achieve these by year end.
- 2.2 In relation to the sustainability suite of measures, an assessment is being undertaken as to whether the work need for an Environmental Management System can be carried out within the Department to keep costs to a minimum.
- 2.3 As previously reported to Members, successful IIP and Lexcel inspections were held carried out in October 2009.

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SEFTON METROPOLITAN BOROUGH COUNCIL



Sefton's Performance Reporting and Information NeTwork (SPRINT)

Departmental Service Plan Monitoring

Legal and Administration Services

Quarter 2 2009/10

Author: Performance and Partnerships

Print Date: 23/10/2009

Agenda Item 4

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>									
DSP-LAS-AP-001 - Commit to achieve Level 2 of the Sustainability suite of measures and progress to Level 3.	Caroline Elwood	Caroline Elwood	31-Mar-2010	On Target									
<p><u>Progress Summary</u></p> <table border="1"> <thead> <tr> <th><u>Period</u></th> <th><u>Action Plan Status</u></th> <th><u>% Complete</u></th> </tr> </thead> <tbody> <tr> <td>Quarter 2</td> <td>On Target</td> <td>50</td> </tr> <tr> <td>Quarter 1</td> <td>On Target</td> <td>25</td> </tr> </tbody> </table>					<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>	Quarter 2	On Target	50	Quarter 1	On Target	25
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>											
Quarter 2	On Target	50											
Quarter 1	On Target	25											
<p><u>Progress</u></p> <p>There is an issue regarding funding for the EMAS system which has not been identified and a corporate steer is requested regarding the priority of implementing the EMAS system.</p>													
<p><u>Issues affecting current/future progress & corrective actions</u></p>													
<p><u>Activities</u></p> <p>Work towards the adoption of the developing sustainable procedure policy</p> <p>Work actively towards the corporate EMAS system</p>													
<p><u>Comments</u></p> <p>Cost implications of corporate EMAS system currently being considered.</p> <p>The cost of implementation of the EMAS system is around £8000 for which no budget has been identified. A corporate steer is requested on the priority to be placed on implementing EMAS.</p>													
		<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>									
		Garry Joyce	31-Mar-2010	On Target									
		Garry Joyce	31-Mar-2010	On Target									

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
DSP-LAS-AP-002 - Retain Lexcel accreditation, monitor procurement and performance of Merseyside Legal Consortium; continue to provide full legal support to all Departments	Caroline Elwood	Dave Mackey	31-May-2010	On Target

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	50
Quarter 1	On Target	25

<u>Activities</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
3 - Successful Lexcel annual inspection (Accredited for 3 years in October 2007 subject to annual reviews)	Dave Mackey	31-Oct-2009	On Target
4 - e-draft sections of the Lexcel Manual to accord with the Law Society Standard and train staff	Dave Mackey	31-Jul-2009	On Target
5 - Monitor use and performance of Legal Consortium	Dave Mackey	31-Oct-2009	On Target
6 - Continued support for all Council services	Dave Mackey	31-Oct-2009	On Target
7 - Implement new provisions for enhanced role for Standards Committee	Caroline Elwood	31-Mar-2010	On Target
8 - Support Major Service Review including all contracts and supporting agreements	Brian Gibson	31-Mar-2010	On Target
9 - Support for Litherland High School and Building Schools for the future	Caroline Elwood	31-Mar-2010	On Target
10 - Implement and fully resource Public Law Outline Protocol	David McCullough	31-Mar-2010	On Target

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Action **Authorising Officer** **Lead Officer** **Deadline** **Status**

DSP-LAS-AP-003 - Undertake all work necessary to implement corporate requirements in relation to reduction in sickness absence levels, review of health and safety requirements, seek to retain and maintain current accreditation i.e. IIP and Lexcel.

Caroline Elwood 31-Mar-2010 On Target

Progress Summary

Period	Action Plan Status	% Complete
Quarter 2	On Target	50
Quarter 1	On Target	25

Activities

Comments

Lead Officer	Deadline	Status
Andrea Grant	31-Mar-2010	On Target
Andrea Grant	31-Oct-2009	Completed
Andrea Grant	31-Mar-2010	On Target
Andrea Grant	31-Mar-2010	On Target

comply with sickness absence guidelines

retain IIP and Lexcel Accreditation

3 - Implement Pay and Workforce Strategy as it relates to the Department

4 - Contribute to the development of the Pay & Workforce Strategy

Action DSP-LAS-AP-004 - Implement actions set out in Sefton's Improvement Plan for Overview & Scrutiny

Authorising Officer Caroline Elwood

Lead Officer Michele Wainwright

Deadline 31-Mar-2010

Status On Target

Progress Summary

<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	50
Quarter 1	On Target	25

Activities

old Overview & Scrutiny Away Days to plan annual programmes
 nplement actions arising from the governance review
 ing to Overview & Scrutiny's role in Performance
 agement

Comments

Lead Officer

Michele Wainwright

Deadline

31-May-2009

Status

On Target

Lead Officer

Michele Wainwright

Deadline

31-Mar-2010

Status

On Target

Agenda Item 4

Action

DSP-LAS-AP-006 The Queens Bedford CPO has been confirmed; Keepmoat have commenced building on the sites that were vested in the Council. The Legal Department will work closely with HMR to ensure that the Agreements with the Developers are fulfilled and that the Council's vision for the regeneration of South Sefton is not circumvented.

The Klondyke CPO The proceedings before the Court of Appeal by two owners who have objected were successfully concluded by mediation. This has enabled the CPO to be granted and the work to remediate two contaminated brown field sites to be commenced. The funding for this work has been agreed and the funding agreements are being drafted to secure the monies needed to make the land suitable for housing. The funding has just been announced for 2009-2010 and this has enabled the preparatory work to commence on the next stages of development. The Land and property team has the ability to do much of this work in-house which will reduce considerable savings to the Council and will ensure that the limited funds available are utilised for regeneration purposes.

Legal Officers are working closely with HMR to put together a proposal for additional funding to the newly formed Housing and Communities Agency. If successful this could ensure considerable external regeneration projects across the Borough.

Authorising Officer

Caroline Elwood

Lead Officer

Anne Peplow

Deadline

31-Mar-2011

Status

On Target

Progress Summary

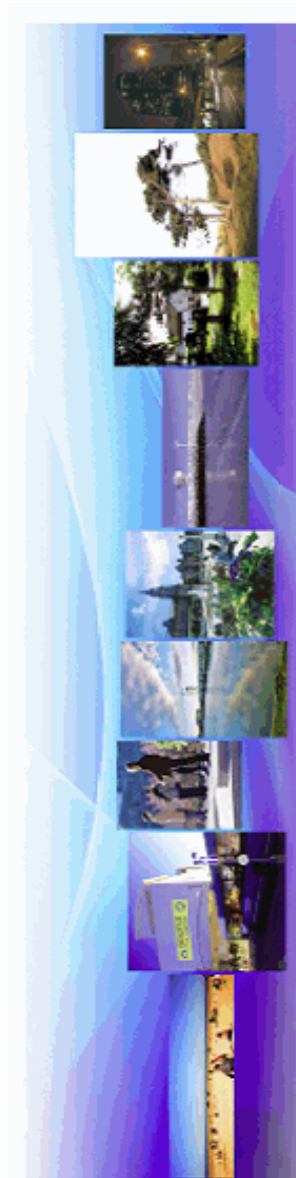
Period	Action Plan Status	% Complete
Quarter 2	On Target	50
Quarter 1	On Target	25

<u>Activities</u>	<u>Comments</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
1 - Implement Phased General Vesting Declaration for the Klondyke CPO, and deal with all claims submitted in connection with CPO. Consideration of additional Phases 1B and 3		Anne Peplow	30-Apr-2010	On Target
2 - Continue liaising with relevant Council Departments		Anne Peplow	30-Apr-2010	On Target
3 - Land Reference and Voluntary Acquisitions		Anne Peplow	31-May-2010	On Target

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SEFTON METROPOLITAN BOROUGH COUNCIL



Sefton's Performance Reporting and Information NeTwork (SPRINT)

Annual Service Plan Monitoring

Department: Legal and Administration Services
Author: Policy and Performance
Print Date: 05/11/2009
File path: G:\CSU_DATA\SPRINT\10 Performance Reports\05 ASP\ASP Monitoring.rpt

Administrative Services

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP01-LAS-AP-001 - Continue to provide a high quality democratic service to the Council, including Systems Administration of Modern.gov, Management of Members ICT, Provision of secretarial support to Councillors and administration of School Appeals.	Caroline Elwood	Steve Pearce	31-Mar-2010	On Target

<u>Activities</u>	<u>Comments</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
Complete the roll-out of the Modern.Gov Committee Management System using a phased approach to functionality release under the direction of the ICT Steering Group and continue to act as System Administrator		31-Mar-2010	Steve Pearce	On Target
Produce an accurate and timely Year Book and Diary	Yearbook circulated	31-Mar-2010	Paul Fraser	Completed
Organise and ensure all School Admission, Exclusion and Support Appeals are serviced in accordance with appropriate Regulations and charges to CSF under the SLA submitted quarterly and provide support to Panel members and organise training		31-Mar-2010	Ian Barton	On Target
Develop and implement Action Plan arising from the EIA of Committee and Members Services		31-Mar-2010	Steve Pearce	On Target
Implement web pages for Members with facility to update them themselves and explore use of Blogs		31-Mar-2010	Steve Pearce	On Target
Continue to roll out Members ICT/Mobile Working, and produce quarterly Newsletter for Members		31-Mar-2010	Steve Pearce	On Target
Administer an accurate record of Outside Body Places		31-Mar-2010	Olaf Hansen	On Target
Provide a responsive, accurate Personal Secretarial Service to Group Leaders and Members of Political Groups on the Council		31-Mar-2010	Lynne Prescott	On Target

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Progress Summary

<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	50
Quarter 1	On Target	25

Action	Authorising Officer	Lead Officer	Deadline	Status
ASP01-LAS-AP-002 - Compilation of the Electoral Register for the Borough, organisation of all Elections, production and administration of Postal Votes in accordance with legislation/guidance and keep Polling arrangements under review and provide office services to the Department	Caroline Elwood	Andrea Grant	31-May-2010	On Target

Activities	Deadline	Lead Officer	Status
1 - Undertake the Electoral Canvass of the Borough and publish an accurate Electoral Register	31-Jan-2010	Neil Middlehurst	On Target
2 - Organisation of the Borough Elections and any By-Elections that occur in the year	31-May-2010	Neil Middlehurst	On Target
3 - Continue to implement of the requirements of the Electoral Administration Act	31-Mar-2010	Neil Middlehurst	On Target
4 - Implement of the Action Plan arising from the EIA of Electoral Services	31-Mar-2010	Neil Middlehurst	On Target
5 - Continue to work collaboratively with the Merseyside Logic Electoral Services Partnership, act as Strand User Group Chair and as an active AEA member to influence Development and legislative change	31-Mar-2010	Neil Middlehurst	On Target
6 - Provide a range of office services to the Legal and Administrative Services Department	31-Mar-2010	Neil Middlehurst	On Target

Progress Summary		
Period	Action Plan Status	% Complete
Quarter 2	On Target	50
Quarter 1	On Target	25
Quarter 1	On Target	25

Agenda Item 4

Progress

The Electoral Services Team are progressing on the annual canvass for the 2010 Register of Electors, with a 70% of voter registration forms received to date. The exercise to match the register data base with property reference information from the Local Land and Property Gazetteer is almost complete with a 99% match. The team are also well on with preparations for the local elections in May 2010 and the next Parliamentary General Election.

Issues affecting current/future progress & corrective actions

Action	Authorising Officer	Lead Officer	Deadline	Status
ASP01-LAS-AP-003 - Provide a wide range of efficient, responsive and customer orientated services	Andrea Grant	Marjorie Kelly	31-Mar-2010	On Target

Activities	Comments	Deadline	Lead Officer	Status
1 - Provide a fast, accurate and professional Land Charge Service, which strives to achieve the income target		31-Mar-2010	Marjorie Kelly	On Target
2 - Gain approval for a new Land Charge System provider	Business case submitted to Avarto	31-Mar-2010	Marjorie Kelly	On Target
3 - Work closely with the Business Transformation Team to develop a feasibility plan and options to implement an on-line portal linked to the Corporate GIS	Proposed as part of the business plan submitted to Avarto	31-Mar-2010	Marjorie Kelly	On Target
4 - Provide a customer orientated registration of Births, Deaths & Marriages Service, organise and deliver a wide range of Statutory and Non-Statutory Ceremonies, and ensure all outside venues and approved premises are licensed in accordance with statutory requirements		31-Mar-2010	Diana Wright	On Target
5 - When released, use and ensure staff are trained to use the new GRO Marriage System		31-Mar-2010	Diana Wright	On Target
6 - Provide administrative support for Sefton, Knowsley and St Helens to the Coroner, including the organisation of inquests		31-Mar-2010	Andrea Grant	On Target

Progress Summary		
Period	Action Plan Status	% Complete
Quarter 2	On Target	50
Quarter 1	On Target	25

Corporate Initiatives

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP03-LAS-AP-001 - Continue to reduce sickness absence levels to 4% for overall sickness absence, comprising 1.8% for long-term sickness and 2.2% for short-term.	Caroline Elwood	Caroline Elwood	31-Mar-2010	On Target

<u>Activities</u>	<u>Comments</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
1 - Monthly monitoring of the sickness absence reports		31-Mar-2010	Andrea Grant	On Target
2 - Early referral to Sickness Absence Panel of any difficult sickness absence cases		31-Mar-2010	Caroline Elwood	On Target
3 - Representation at regular Occupational Health Co-ordinator meetings		31-Mar-2010	Caroline Elwood	On Target

<u>Progress Summary</u>			
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>	
Quarter 2	On Target	50	
Quarter 1	On Target	25	

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<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP03-LAS-AP-002 - Review of H&S policies and procedures within the department Review H&S risk assessments for the department	Caroline Elwood	Andrea Grant	31-Mar-2010	On Target
<u>Activities</u>	<u>Comments</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
1 - Ensure Department H & S Procedures within Department are compliant		31-Mar-2010	Andrea Grant	On Target
2 - Ensure H & S Risk Assessments and deliver appropriate training to Managers is delivered		31-Mar-2010	Andrea Grant	On Target
3 - Representation at Directorate H & S Committee once established		31-Mar-2010	Andrea Grant	On Target

<u>Progress Summary</u>			
<u>Field</u>	<u>Action Plan Status</u>	<u>% Complete</u>	
Center 2	On Target	50	
Center 1	On Target	25	

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP03-LAS-AP-003 - Achieve Level 4 of the Equality Standard and ensure progress towards Level 3 is complete	Caroline Elwood	Andrea Grant	31-Mar-2010	On Target

<u>Activities</u>	<u>Comments</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
1 - Use of the ES@T system to reflect progress within the Department		31-Mar-2010	Andrea Grant	On Target
2 - Adhere to Equality Impact Assessment timetable for the Department		31-Mar-2010	Andrea Grant	On Target
3 - Adopt actions from Corporate Equalities Training Plan		31-Mar-2010	Caroline Elwood	On Target
4 - Include Equalities Training (all 6 themes) in PDR's/CO Appraisal and set appropriate targets for all staff, front-line staff and managers		31-Mar-2010	Caroline Elwood	On Target
5 - Include Equalities in Induction of New Staff		31-Mar-2010	Andrea Grant	On Target
6 - Develop and implement actions to achieve Level 4 and compliance with Level 3 of the Equalities Standard		31-Mar-2010	Andrea Grant	On Target
7 - Prepare an Action Plan which addresses any issues arising from the 2007 Equalities Monitoring Weeks dataset		31-Mar-2010	Andrea Grant	On Target

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	50
Quarter 1	On Target	25

Legal Services

Action	Authorising Officer	Lead Officer	Deadline	Status
ASP02-LAS-AP-001 - Facilitate completion of major sales in accordance with appropriate time-scales	Caroline Elwood	Anne Peplow	31-Mar-2010	On Target

Activities	Comments	Deadline	Lead Officer	Status
Completion of sales of property producing capital receipts, to include Sales New Park Farm Pleasureland site Southport further Surrender and Lease back Option Agreement land adj to Vine House Seaforth Former Town Lane Tip Benthams Way Bootle Golf Club long Lease F Sales Sandpiper Sandbrook Way : Hey Park (Biobank) r al vesting Orders in respect of Queen's Rd and t rd Road and the Klondyke e l lusion of Court of Appeal Action involving two CPO objectors Water Centre - Acquisition of interests to enable grant funding and sub-station Lease	Sales - all matter completed except Vine House Purchases - all completed GVO's for Queens Road and Klondyke completed Court case concluded Water Centre still ongoing	31-Mar-2010	Anne Peplow	On Target

Progress Summary			
Period	Action Plan Status	% Complete	
Quarter 2	On Target	50	
Quarter 1	On Target	25	

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<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP02-LAS-AP-002 - Implement reforms to Planning System set out in Planning Act 2008	Dave Mackey	Peter Cowley	31-Mar-2010	On Target
<u>Activities</u>	<u>Comments</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
1 - Provide advice and assistance to Planning Department regarding Planning Act, in particular introduction of Community Infrastructure levy		31-Mar-2010	Peter Cowley	On Target
2 - Provide training to appropriate staff		31-Mar-2010	Peter Cowley	On Target
3 - Provide advice and assistance to the Planning Committee regarding Planning Act 2008		31-Mar-2010	Peter Cowley	On Target

<u>Progress Summary</u>			
<u>Field</u>	<u>Action Plan Status</u>	<u>% Complete</u>	
Number 2	On Target	50	
Number 1	On Target	25	

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP02-LAS-AP-003 Implement amendments to Criminal Procedure Rules which place new duties on Prosecutors to provide initial details of the prosecuting case for all offences, to the Council and to the Defendant.	Caroline Elwood	Peter Cowley	31-Mar-2010	On Target

<u>Activities</u>	<u>Comments</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
Provide training to appropriate staff		31-Mar-2010	Peter Cowley	On Target
Provide advice and assistance to Client Departments regarding New Regulations		31-Mar-2010	Peter Cowley	On Target

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	50
Quarter 1	On Target	25

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<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP02-LAS-AP-004 - Provide legal advice to the Personnel Department and work with external partner (DLA) on the conduct of all Equal Pay claims faced by the Council.	Dave Mackey	David McCullough	31-Mar-2010	On Target

<u>Activities</u>	<u>Comments</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
1 - Legal advice and representation to the Childrens Services Directorate on the implementation of the Public Law Outline		31-Mar-2010	David McCullough	On Target
2 - Ensure appropriate training for all officers.		31-Mar-2010	David McCullough	On Target
3 - Ensure all Equal Pay claims are dealt with within the appropriate timescales.		31-Mar-2010	Therese Avis	On Target

<u>Progress Summary</u>			
<u>Item</u>	<u>Action Plan Status</u>	<u>% Complete</u>	
Item 2	On Target	50	
Item 1	On Target	25	

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP02-LAS-AP-005 Provide legal advice to the Health & Social Care Directorate in relation to the implementation of the Government's Transforming Social Care Agenda	Caroline Elwood	David McCullough	31-Mar-2010	On Target

<u>Activities</u>	<u>Comments</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
Attend Pam Merseyside meetings of lawyers and officers to co-ordinate the implementation of services consistently throughout the area		31-Mar-2010	David McCullough	On Target
Provide advice and assistance to the Health & Social Care Directorate		31-Mar-2010	David McCullough	On Target

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	50
Quarter 1	On Target	25

Agenda Item 4

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP02-LAS-AP-006 Implement electronic court bundling system and case management systems of the Tricostar Case Management System within the Child Care and Social Services Team	Caroline Elwood	David McCullough	31-Dec-2010	On Target

<u>Activities</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
Organise training of staff on the electronic court bundling system	31-Oct-2009	David McCullough	On Target
Implement the electronic court bundling system	31-Oct-2009	David McCullough	On Target
Draft specification for case management system and submit to Tricostar	31-Oct-2009	David McCullough	On Target
Implement case management system	31-Oct-2009	David McCullough	On Target

<u>Project</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Case 2	On Target	50
Case 1	On Target	25

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP02-LAS-AP-007 Provide legal advice and assistance to the Project Board and Team to implement the One School Pathfinder/Building Schools for the Future Scheme for Litherland High School	Caroline Elwood	Dave Mackey	31-Aug-2010	On Target

<u>Activities</u>	<u>Comments</u>	<u>Deadline</u>	<u>Lead Officer</u>	<u>Status</u>
Regular Project Board Meetings		31-Oct-2009	Dave Mackey	On Target
Advice to the Project Team		31-Oct-2009	Dave Mackey	On Target
Removal of Telecommunication Equipment		31-May-2010	Anne Peplow	On Target
Termination of Service tenancies		31-Aug-2010	Anne Peplow	On Target

<u>Progress Summary</u>			
<u>Field</u>	<u>Action Plan Status</u>	<u>% Complete</u>	
Center 2	On Target	50	
Center 1	On Target	25	

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<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
ASP02-LAS-AP-008 - Provide advice and assistance in the implementation of the Major Service Review of Council Services (MSR).	Caroline Elwood	Brian Gibson	31-Dec-2009	On Target
<u>Activities</u>	<u>Comments</u>			<u>Status</u>
Advice and assistance in the implementation of the Major Review of Council Services				Completed
<u>Progress Summary</u>	<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>	
Quarter 2		On Target	50	
Quarter 1		On Target	25	

Agenda Item 5

REPORT TO: Cabinet Member – Corporate Services
DATE: 9th December 2009
SUBJECT: Registration Service – Service Delivery Inspection Action Plan
WARDS AFFECTED: All
REPORT OF: Legal Director
CONTACT OFFICER: Andrea Grant
Assistant Legal Director (Admin)
**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To inform the Cabinet Member of the proposed Action Plan resulting from the recent Service Delivery Inspection by the General Register Office (GRO).

REASON WHY DECISION REQUIRED:

To inform Members of action taken and proposed to be taken as a result of the recent Inspection.

RECOMMENDATION(S):

That the action plan be noted.

KEY DECISION: No
FORWARD PLAN: Not appropriate
IMPLEMENTATION DATE: Following the expiry of the call-in period for the Minutes of this meeting.

ALTERNATIVE OPTIONS: None.

IMPLICATIONS:

Budget/Policy Framework:

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Financial:

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
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: N/A

Risk Assessment: There are no risks arising from this report.

Asset Management: Accommodation will need to be assessed and a further report brought to Members.

CONSULTATION UNDERTAKEN/VIEWS

None

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

GRO Service Delivery Report October 2009.

1. Introduction

- 1.1 The recent Service Delivery Inspection report by the General Register Office was considered at the last meeting and it was noted that an action plan would be produced to address the issues raised in the report.
- 1.2 The proposed Action Plan is attached at Appendix A. Members will note that, with regards to some of the technical and operational matters, measures have already been put in place.

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SERVICE DELIVERY INSPECTION 2009 – ACTION PLAN

Ref	Recommendation	Further information	Action	By whom ?	By when ?	Progress
Key Performance Indicators						
1	Develop monitoring systems to include all Key Performance Indicators	<p>Monitoring in place for 3/5 of KPI's.</p> <p>Monitoring of the following KPI's to be established:</p> <ul style="list-style-type: none"> 90% of customers seen within 10 minutes of appointment time 90% of customers satisfied (evidenced from response to customer satisfaction surveys and actual number of returned forms) 	<p>Signing in sheet amended to show customer appointment time and time seen</p> <p>Survey to be developed based on best practice</p> <p>Public Engagement and Consultation Standards Panel to be consulted</p> <p>Customer satisfaction surveys to be issued</p> <p>Investigate possibility of on-line certificate applications and use of call centre to take certificate applications</p> <p>Investigate possibility of installing card payment machines</p>	<p>P Unsworth & D Wright</p> <p>P Unsworth & A Grant</p> <p>A Grant</p> <p>P Unsworth & D Wright</p> <p>A Grant</p>	<p>November 2009</p> <p>November 2009</p> <p>December 2009</p> <p>January 2010</p> <p>December 2009</p> <p>December 2009</p>	<p>Completed</p>
2	Consider the introduction of on-line and e-mail certificate applications.					
3	Extend customer options for paying for services to include debit and credit cards					

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4	Introduce a central log of all certificate applications within each district	Centralised record of certificate applications established	P Unsworth & D Wright	November 2009	Completed
5	Consult more effectively with customers with regard to service provision and satisfaction levels and publish results.	Results of satisfaction survey (see (1) above) to be displayed on noticeboards and council website. Service delivery plan to be developed in consultation with stakeholders (see (15) below).	P Unsworth & D Wright	April 2010	
Statutory and Technical Standards					
6	All incoming documentation to be date stamped upon receipt	Date stamps to be ordered and used	P Unsworth & D Wright	November 2009	Completed
7	There is scope to increase the profile of Citizenship ceremonies within the local communities.	Examples of best practice to be obtained (LACORS Councillors Guide) Children's Services to be contacted with regard to Secondary schools and their citizenship curriculum with a view to them being invited to attend ceremonies Electoral Registration staff to be involved in ceremonies	P Unsworth A Grant A Grant & N Middlehurst	December 2009 December 2009 November 2009	

8	<p>Review of practices in respect of deaths involving coroner to address the consistent use of Forms 52; the requirement for Part As to be signed by the coroner and the timely registration of Coroner's inquests</p>		<p>Administrative arrangements amended to ensure the recommendations are met</p>	P Unsworth & D Wright	November 2009	Completed
9	<p>Daily checks introduced to ensure correct display of notices.</p>		<p>Notice boards checked daily</p>	P Unsworth & D Wright	November 2009	Completed
10	<p>Review of repository facilities against GRO specification and GPG national standards</p>		<p>Property services be requested to review repository facilities in accordance with British Standard 5454:2000 "Recommendations for storage and lighting of archival documents". Any recommendations arising to feed into (17) below.</p>	A Grant	December 2009	
11	<p>Cessation of practice whereby registrars store marriage registers and certificate stock at home</p>		<p>Discussions on-going about the provision of Register Boxes</p>	A Grant & P Unsworth	January 2010	

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12	Improvement to public access to indexes for search purposes	Accommodation difficulties present problems at present time.	Linked to (17) below	A Grant		
Customer and Business Focus						
13	Publication of emergency access arrangements could be improved		Discussions to be held with Sefton Security regarding fielding out of hours calls	A Grant	December 2009	
14	Scope to extend the range of non-statutory services		Feasibility of introducing the following to be the subject of a separate report to Members <ul style="list-style-type: none"> • Civil funerals; and • Nationality Checking Service 	A Grant	February 2010 November 2009	
15	Service Delivery Plan and associated consultation to be developed		Service Delivery Plan specifically for the Registration Service to be developed in consultation with stakeholders and the Council's Consultation standards	A Grant	April 2010	
16	More effective use of the GPG to evaluate service and inform improvement planning			A Grant, P Unsworth & D Wright	On-going	

17	Scope for a fundamental review of service delivery and the current 'two-district' model		A comprehensive report to be brought to Members arising from (10) & (18) to include recommendations on accommodation, location of services, repository facilities, district structure and pricing structure.	A Grant	March 2010	
Customer Journey						
18	Poor accommodation and facilities available to customers at district offices (should be considered as part of a unification review)	Lack of reception facilities, cramped office space, amenities for the public, (including disabled people and parents) limited.	See (17) above			
19	No service standards or LA targets published.		See (5) and (15) above			

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Agenda Item 6

REPORT TO: CABINET MEMBER - CORPORATE SERVICES

DATE: 9 DECEMBER 2009

SUBJECT: GOVERNMENT'S RESPONSE TO THE CONSULTATION ON THE DISCUSSION PAPER - THE MAKING AND ENFORCEMENT OF BYELAWS

WARDS AFFECTED: ALL

REPORT OF: CAROLINE ELWOOD, LEGAL DIRECTOR

CONTACT OFFICER: PETER COWLEY, PRINCIPAL SOLICITOR - 0151 934 2250

EXEMPT/CONFIDENTIAL: NO

PURPOSE/SUMMARY:

To apprise Members of the Government's response to the Consultation on the Discussion Paper "The Making and Enforcement of Byelaws" in respect of proposals to enable Local Authorities to make certain Byelaws without the need for scrutiny by the Secretary of State and for a new enforcement regime for Byelaws.

REASON WHY DECISION REQUIRED:

No decision is required on this matter other than to note the Government response to the consultation.

RECOMMENDATION:

That the Government response to the Consultation on the Discussion Paper "The Making and Enforcement of Byelaws" be noted.

KEY DECISION: No

FORWARD PLAN: Not appropriate

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the Minutes of this meeting.

ALTERNATIVE OPTIONS:

None

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IMPLICATIONS:

Budget/Policy Framework: None at this stage

Financial: There are no financial implications arising directly from this report which is for information only.

Legal: The report sets out the Government's intentions with regard to its proposals to implement the Byelaws Provisions contained in the Local Government and Public Involvement in Health Act 2007 to make Byelaws easier to make, understand and enforce.

Risk Assessment: Not applicable.

Asset Management: Not applicable.

CONSULTATION UNDERTAKEN/VIEWS

Legal

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

DCLG - "Government response to the making and enforcement of Byelaws" - October 2009

SEFTON MBC

GOVERNMENT RESPONSE TO BYELAWS CONSULTATION

1.0 BACKGROUND

- 1.1 At the meeting on 12 November 2008, the Cabinet Member considered the report of the Legal Director informing of the DCLG Consultation Paper “The Making and Enforcement of Byelaws” in respect of proposals to enable Local Authorities to make certain Byelaws without the need for scrutiny by the Secretary of State and for a new enforcement regime for Byelaws and to formulate a response.
- 1.2 At the meeting on 12 November 2008 it was resolved that the DCLG be advised that:-
- (1) The proposals to enable Local Authorities to make certain Byelaws without the need for scrutiny by the Secretary of State be welcomed;
 - (2) the proposals for the enforcement of Byelaws through Fixed Penalty Notices be welcomed;
 - (3) replies to the Consultation Questions are in the affirmative.
- 1.3 Responses to the Consultation were requested by 20 November 2008 and 533 responses were received by the DCLG, including Sefton’s. Sefton was one of 49 District or Borough Councils to respond.
- 1.4 On 28 October 2009, the DCLG published the Government’s response to the Consultation. The full response can be found on the DCLG’s website www.communities.gov.uk.

2.0 SUMMARY OF THE GOVERNMENT’S RESPONSE TO THE CONSULTATION

- 2.1 The following is a summary of the Government’s response to the Consultation:-
- (a) The Government agrees that as many Byelaws as possible should be devolved to Authorities. Where the Secretary of State’s role in confirming local Byelaws brings added value to the process, it should continue.
 - (b) The Government intends to adopt the outline and procedure for making Byelaws as set out in the Consultation Paper.
 - (c) The Government has concluded that the minimum consultation period for new Byelaws should be 28 days.

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- (d) The Government intends to make regulations specifying the minimum requirements for public notice of new Byelaws including:-

depositing a copy of the Bye-Law at the Authority's Principal Office;
placing signs summarising the Bye-Law in conspicuous positions on or near the land in respect of which they apply;
publishing in a public newspaper a Notice that the Bye-Law has been made and stating the place at which it may be inspected and copies obtained; and, where applicable, publishing the Notice on the Authority's website. The Government intends to require District Councils to notify Parish and Town Councils of any new Byelaws they make which apply to land within that Parish or Town.
- (e) The Government agrees the general principle that it is for the Local Authority to decide the necessary and appropriate Byelaws for its area. Provided that there is no legal problem and no conflict with general enactments, the Government will not query a Byelaw as it considers that the Local Authority is well placed to determine how it wishes to proceed.
- (f) The Government intends to specify a six month time period, beginning at the end of the Public Consultation Period, during which an Authority must take a decision on whether to proceed with making a Byelaw or not. This is to ensure that Byelaws are made efficiently and effectively and to avoid delay.
- (g) The Government recognises that the majority of Local Authorities are in favour of enforcement of Byelaws through the mechanism of Fixed Penalty Notices (FPN's) as an alternative to enforcement through the Magistrates' Courts. The Government also believes that in some circumstances (e.g. for serious or repeat offences) it may be appropriate to enforce through the Magistrates' Courts.
- (h) The Government intends to issue guidance as to who will be able to issue FPN's and guidance on the type and extent of training that Authorities may wish to provide for Officers before they are authorised to issue FPN's.
- (i) It is also intended that procedural guidance will set out good practice on the desirability of using FPN receipts for the purpose of combating relevant nuisance.
- (j) It is intended that Byelaws about local nature reserves will also be enforced through FPN's.
- (k) The Government proposes to enable Authorities to set the level of FPN's at between £50 and £80 as set out in the Consultation Paper.

The Government proposes to review the level of penalty on an ad hoc basis.

3.0 RECOMMENDATION

It is recommended that the Government's response to the consultation on the discussion paper "The Making and Enforcement of Byelaws" be noted.

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REPORT TO: CABINET MEMBER – CORPORATE SERVICES
DATE: 9th December 2009
SUBJECT: PERSONNEL DEPARTMENT – CORPORATE SERVICES
PORTFOLIO MONITORING 2009/10 - QUARTER 2
WARDS AFFECTED: ALL
REPORT OF: M.H. FOGG, PERSONNEL DIRECTOR
CONTACT OFFICER: VAL JONES, PERSONNEL MANAGER – Ext. 3374
**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

To update the Cabinet Member on progress towards implementation of the Personnel Department's Service Plan 2009/10.

REASON WHY DECISION REQUIRED:

To enable Members to monitor progress.

RECOMMENDATION(S):

To note progress in respect of the Personnel Department's Service Plan.

KEY DECISION: No
FORWARD PLAN: Not appropriate
IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the Minutes of this meeting.

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ALTERNATIVE OPTIONS:

Not appropriate.

IMPLICATIONS:

Budget/Policy Framework: None

Financial: None

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
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: N/A

Asset Management: None

CONSULTATION UNDERTAKEN/VIEWS

Not appropriate

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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		✓	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT
None

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BACKGROUND:

1. This report provides information for the Cabinet Member - Corporate Services and the Cabinet Member - Performance on the Personnel Department's progress relative to the Departmental Service Plan (3 year objective) as at Quarter 2 of 2009/10.
2. As part of embedding performance management, all departmental service plans are entered onto the Council's SPRINT performance management system. The SPRINT documents which cover the Personnel Department's 3 year service plan are attached for information at **Annex A**.

Service Achievements

3. Satisfactory progress is being made with the departmental service plan, as detailed in **Annex A**.
4. The following paragraphs highlight some of the key areas of activity and achievement over the last 6 months.

(i) Strategic Budget Review (SBR)

5. The Personnel Director has been closely involved in the SBR, and is working with the Chief Executive and the Director of Transformation to address the HR issues which arose from the proposed revised senior management structure, which was approved by Cabinet on 29th October 2009, and by the Overview and Scrutiny Committee on 10th November 2009.
6. In addition to the staffing structure on-going work continues relative to the culture of the organisation and, in particular, to the future provision of HR and training services. A number of key staff in the Personnel Department are involved with these areas of development, alongside colleagues from other departments, to progress these matters.
7. The requirement to achieve savings within the Council will inevitably have an impact on staffing levels, and the Personnel Department will play a key role in managing the changes. This work is already in train (e.g. several officers are concerned with managing the recent search for volunteers for early retirement/redundancy; others are undertaking feasibility studies on potential initiatives to achieve corporate savings), and it is anticipated that the department's resources will be further drawn upon as the organisational changes are implemented.

(ii) Pay & Grading Review and Equal Pay

8. A Pay & Grading Committee was established in May 2009, comprising 6 Elected Members, to steer the Pay & Grading Review, to make the necessary strategic decisions, and to make recommendations to Cabinet, as appropriate. The Committee has met on a number of occasions, most recently on 10th November 2009. The Committee has given formal approval for a specific pay model to be used as the basis for negotiation with the Trade Unions; it has also given approval to arrangements designed to help mitigate the losses of those employees whose posts are downgraded as a result of the job evaluation process. The Committee maintains an overview of the progress of the Pay and Grading Review.
9. A revised implementation date of 1st October 2010 is being considered to allow sufficient time for full consultation with employees, and for the financial implications to be addressed.

10. With regard to Equal Pay cases, the programme of work, to February 2010, which was agreed in May 2009 with the Employment Tribunal, and which related to some 500 claims against the Council, is continuing. In addition, the internal equal pay grievances and appeals, which are a pre-requisite for the Tribunal appearances next year, are being progressed. Arising from this, there is an indication from some appellants that they would be willing to take a settlement payment from the Council, if it were increased from the original offer. The Pay and Grading Committee has resolved that this proposal should be pursued, as it would be a lower cost to the Council than successful ET claims.
11. The work in respect of Equal Pay claims is being led by the Assistant Personnel Director (Policy), who is a qualified solicitor, specialising in employment law. This enables the Council to have the benefit of “in-house” expert advice, not only in this area of work, but in respect of all HR matters.

(iii) Investors in People

12. The Council has been recommended for the liP Corporate Award, following an inspection and survey of the whole Authority during the period from April to October 2009.
13. This is a major achievement for the Council, and is the culmination of many years of best practice within departments; it is of particular relevance to the Personnel Department, as the department has been the lead on liP for many years, and has provided assistance and encouragement to departments to help them meet the requirements of the liP standard.

(iv) Apprenticeship Scheme

14. 121 employees have taken part in Sefton’s Apprenticeship scheme, undertaking qualifications in a range of occupational areas, since the scheme began in September 2005. In addition, 232 staff have been able to access Level 2 and Level 3 qualifications through Train to Gain, and Public Sector funds.
15. In October 2009 approval was given by the Cabinet Member for Corporate Services for the induction of a Corporate Apprenticeship programme for 101 positions across the Authority, targeted at young people who are not in education, employment or training (NEET). A proportion of the places will also be used for young people who are currently being supported by the Leaving Care Team within Children’s Services, which will provide them with access to structured training and potential employment, and will support the Council’s role as Corporate parent.
16. The apprenticeships will last for a minimum of 51 weeks, full time, with at least 7 hours per week dedicated to training and development, which will be delivered by external training providers with whom the Council already has a relationship under the existing apprenticeship arrangements.
17. Should the apprentice complete the 51-week period without obtaining employment, then the apprenticeship will be terminated, with notice being given at week 41. There will be a structured exit strategy, which will incorporate robust employability skills training to support the apprentice in progressing into employment.
18. The proposed timescale for the programme is to appoint 51 apprentices by December 2009, and the balance during the period from January 2010 to March 2010.

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Performance Indicators

19. The department is responsible for collating and contributing to a number of Best Value Performance Indicators which are shown at Annex B. The following comments are offered relative to these BVPI's

BVPI 12 - days sickness per member of staff.

20. There was a slight increase of 0.4 days in this BVPI between 2007/2008 (8.89 days) and 2008/09 (8.93 days). However, the Quarter 1 and 2 figures for 2009/10 (1.75 days and 1.64 days respectively) show a downward trend this year so far, and compare favourably with the corresponding Quarters for 2008/09 -2.25 days and 1.83 days respectively.

BVPI 15 – Ill health retirement as a % of the total workforce

21. There was a considerable reduction in this BVPI between 2007/08 and 2008/09, from 0.23% to 0.15%. The target for 2009/10 was set at 0.10%, and the cumulative figure for Quarters 1 and 2 is 0.04%; if levels in the second half of the year are similar, it is anticipated that the target will be achieved. Having said this, figures can vary considerably from year to year because each case is dealt with on its own merits, and is subject to meeting the strict criteria for ill-health retirement.

BVPI 14 – Early Retirement (excluding ill-health) as a % of the total workforce

22. The level of early retirement for the full year 2007/08 was 1.35%, and this was improved upon in 2008/09, when the level was 1.24%.
23. Given the Council's current Strategic Budget Review, which entails significant organisational change, and given the recent invitation to employees to apply for Voluntary Early Retirement/Redundancy (VER/VR), this BVPI is likely to show a significant increase in 2009/10. There has been an increase from 0.23% in Quarter 1 to 1.05% in Quarter 2, and, given current circumstances, this upward trend will continue.

BVPI 11a - % of Top Earners who are Women.

24. There was a significant increase in this BVPI from 36.88% in 2007/08 to 44.49% in 2008/09. So far in 2009/10, there has been a decrease from 43.49% to 42.74%.
25. This indicator is calculated using salaries, and it can therefore fluctuate considerably with increases in salary (e.g. incremental progression of employees; pay awards) and decreases (e.g. a new starter who is at the bottom of the grade, replacing a leaver who was at the top).
26. The overall make-up of the workforce is 40% male and 60% female; this BVPI indicates that, in the most senior posts, women are under-represented. The Positive Action Working Group (a sub-group of the Corporate Equalities Group) has an agenda which includes consideration of creating opportunities for more women to develop the skills and knowledge to move into senior management roles in the future. In the longer term, this should assist in the balance of male/female being more in line with the balance in the workforce overall.

BVPI 16a - % of Local Authority Employees with a Disability

BVPI 11c - % of Top Paid 5% of staff who have a Disability

27. The number of staff with a disability has decreased slightly in the overall workforce from 2.39% in 2007/08 to 2.08% in 2009/10; the number of disabled staff in the top 5% of earners has also dropped; from 2.70% to 2.52% in the same period.
28. Quarters 1 and 2 of 2009/10 show a similar trend, with BVPI 16a reducing from 2.05% to 1.99%, but with BVPI 11c rising very slightly from 2.54% to 2.55%.
29. There are various initiatives to assist the employment of disabled people in the Council, including the Positive About Disabled People symbol (the “two ticks” symbol); on-going dialogue with external groups representing disabled people; the establishment of a staff support group for disabled employees; and attendance by Council Officers at recruitment/employment events aimed at encouraging and assisting disabled people into employment.

BVPI 17a - % of Local Authority Employees who are from Ethnic Minority Communities

BVPI 11b - % of top 5% of earners who are from an Ethnic Minority.

30. For the year 2008/09 employees from ethnic minority communities made up 1.29% of the workforce; Quarters 1 and 2 of 2009/10 indicate a small decrease in this figure, to 1.26% and 1.25% respectively. The level of employees from a minority group in the top 5% of earners has remained stable at 1.98% in 2008/09, to 1.98% and 1.99% in Quarters 1 and 2 of 2009/10.
31. There has been a reduction in the number of employees from ethnic minority backgrounds from 1.42% in 2007/08 to 1.29% in 2008/09. The Council continues to advertise its posts in the South of Liverpool area to try to reach the minority ethnic population there, and also place job adverts on the Black and Equality Merseyside website. Dialogue continues with the Sefton MBE staff forum (established in conjunction with partner organisations) to provide support to staff, and to provide a forum for consultation on employment matters.

Sickness Absence

32. The Personnel Department’s Sickness absence rate for quarter 1 of 2009/10 was 0.89% for short term sickness, and 2.62% for long term sickness.
33. The short term sickness compares well with the Council target of 2.20%. Long term sickness is in excess of the target of 1.80%; this is due to 3 cases. The employees concerned have returned to work since Quarter 1, and so the impact of these absences will not adversely affect the department in the long term.
34. At the Cabinet Member - Performance meeting on 7th July 2009, there was discussion about the possibility of accessing Sickness Absence data via the SPRINT system, and it was decided that the most appropriate method to achieve this would be to upload the quarterly sickness absence report (which is submitted by the Personnel Director to the Cabinet Member - Corporate Services) onto the system. Arrangements have been made to implement this, and the sickness absence report of 11th November 2009 is available on the SPRINT system; future reports will be uploaded as and when they are approved.

Risks

35. Costs associated with the Council’s Pay & Grading Review, and with Equal Pay claims, continue to be the most significant risks to the department, and to the Council as a whole. Costs in respect of the Pay & Grading Review are estimated to be in excess of £4million.

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36. Added to the above, there are likely to be significant employee relations consequences arising from the Pay & Grading review, and from the significant organisational changes arising from the Strategic Budget Review. To reduce such risks, on-going consultation is taking place with trade unions, and information bulletins about the SBR are being communicated to staff from Senior Management.

Equalities

37. The Council is aiming to achieve Level 4 of the (former) Equalities Standard, and corporately is almost at this level, with all but one area of the Council meeting the 95% requirement. The Personnel Department is at 98%, and so has achieved its contribution to the Corporate aim.
38. The work of the Personnel Department is very much concerned with equalities; the department is responsible for ensuring that personnel policies and procedures are compliant with equality legislation, and that best practice is observed. There is an on-going process of reviewing policies, and, there is a requirement to undertake Equality Impact Assessments.
39. The Personnel Department is involved in a range of equalities, including contributing to the Gender, Disability and Race Equality Schemes, participating in the Corporate Equalities Group, and the Positive Action Group, providing equalities training and undertaking regular monitoring of the workforce.

Sustainability

40. The department participates in the cardboard collection service, uses recycling bins for cans, glass, paper etc. and observes good house keeping practices such as switching off computer monitors, photocopiers, lights etc. when not in use. Low energy/energy efficient equipment is also used where possible, when replacing existing office equipment.
41. All staff in the department have been given access to the sustainability desk-top training package, which has been promoted by the Environmental Protection Department. The aim is to ensure that all staff have undertaken the training by the end of December 2009. Completion of the training will enable the department to reach level 2 of the Good Housekeeping practice relative to sustainability.
42. On a corporate level, as part of the Car Allowance working party, the department is considering measures which could be introduced to reduce environmental damage by transport to and from work, and within work. For example, car sharing, increased use of public transport, availability of low emission cars for work purposes etc. These initiatives will be explored, and the outcomes reported to the Cabinet Member for Corporate Services in due course.

Conclusion

43. The department is involved in several key issues – Pay and Grading Review; Equal pay claims; Strategic Budget Review. All these matters have required significant HR input, and inevitably have resulted in some areas of work being delayed. Added to this, three full-time members of staff are dedicated to other areas to assist in urgent HR matters (2 to Children's Services, and 1 to Sefton New Directions). In respect of Equal Pay claims the appointment of an Assistant Director (Policy) has provided direct access to legal advice in-house, and represents a saving to the Council, as well as helping progress in matters of employment law.



SEFTON METROPOLITAN BOROUGH COUNCIL



Sefton's Performance Reporting and Information NeTwork (SPRINT)

Departmental Service Plan Monitoring

Personnel

Quarter 2 2009/10

Author: Performance and Partnerships

Print Date: 23/10/2009

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
COR-PER-AP-034 Implement and monitor the 2007/2011 Health and Safety Strategy	Mike Fogg	Mike Fogg	31-Mar-2010	On Target

Progress Summary

<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	50

Progress

Progress continues against the annual work plan for the Unit, as agreed by the Corporate H&S Forum.

Issues affecting current/future progress & corrective actions

There are limitations in the capacity and capability of the Health Unit in continuing the development of a professional OH service to current best practice.

Proposals on restructuring the Unit in line with any Council structural changes are being developed.

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
COR-PER-AP-065 Ensure all personnel policies are non-discriminatory and promote diversity through the Council's prioritised programme of Equality Impact Assessments	Mike Fogg	Mike Fogg	31-Mar-2010	On Target

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	50

<u>Progress</u>	<u>Issues affecting current/future progress & corrective actions</u>
<p>Positive Action Working Group continues to meet and is making progress to develop actions to promote equality and diversity.</p> <p>Progress towards Level 4 of the equality standard is good - corporate level is 95% (2009). The Council needs to achieve 95% to declare attainment of Level 4.</p> <p>Personnel Department has achieved 98% and all other workbook areas have achieved 95% or more with just one exception.</p>	<p>EIA training has been provided and a schedule of EIAs on personnel policies is being developed, to be completed by the end of October 2009. EIAs will then become part of the on-going review and updating process of HR policies.</p>

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<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
COR-PER-AP-074 Obtain the Investors in People Standard on a corporate basis and achieve Investors in People accreditation in the remaining departments	Mike Fogg	Mike Fogg	31-Mar-2010	Overdue

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	Overdue	90

<u>Progress</u>	<u>Issues affecting current/future progress & corrective actions</u>
Corporate assessments have been taking place since April 2009 - they are due to be completed in October 2009. We will then be informed of the result.	

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
COR-PER-AP-075 In implementing the Council's Pay & Workforce Strategy, review the HR Strategy	Mike Fogg	Mike Fogg	31-Mar-2010	Delayed

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	Delayed	60

<u>Progress</u>	<u>Issues affecting current/future progress & corrective actions</u>
It is difficult to prepare a pay and workforce strategy following the MSR transfer and in addition, the strategic budget review (SBR) is ongoing and without knowing if there will be further outsourcing phases; the outcome of the pay and grading review is not yet known. These factors will have an impact on the shape of the Council and the skills its workforce will require in future.	The factors outlined in the "progress" column have prevented the achievement of this target by 31.03.09.

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
DSP-PER-AP-001 - Review Council's Pay & Reward Systems.	Mike Fogg	Steve Harper	31-Mar-2011	On Target

Progress Summary

<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	75
Quarter 1	On Target	75

Progress

The pay and grading committee have now confirmed the pay model to be negotiated with the trade unions. A revised implementation date of 1st October 2010 is being considered following an indication from the trade unions that they would like more time to consult with their members.

Issues affecting current/future progress & corrective actions

Implementing the outcome of the pay and grading review will produce a significant increase in costs. These will have to be mitigated so they can be accommodated.

The trade unions are likely to resist any changes to allowances that are now being considered. This may delay progress.

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<u>Activities</u>	<u>Comments</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
1 - Complete Pay and Grading Review Appeals		Steve Harper	31-Mar-2011	On Target
2 - Establish Equal Pay Policy and regularly review		Steve Harper	31-Mar-2011	On Target
3 - Process Equal Pay Claims		Steve Harper	31-Mar-2011	On Target
4 - Prepare and Implement New Pay & Grading Structure	The pay and grading committee have now confirmed the pay model to be negotiated with the trade unions. A revised implementation date of 1st October 2010 is being considered following an indication from the trade unions that they would like more time to consult with their members.	Mike Fogg	31-Mar-2010	Delayed

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
DSP-PER-AP-002 - Implement the HR aspects of the Major Service Review and Sefton 2010.	Mike Fogg	Mike Fogg	31-Mar-2010	On Target

Progress Summary

<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	70
Quarter 1	On Target	70

Progress

All the HR aspects of the MSR are complete.

Plans for Sefton 2010 have been replaced by the Strategic Budget Review which will have significant HR implications. A Transformation Team has been created to identify where savings can be made to address major budget gaps in the next 3 years.

Issues affecting current/future progress & corrective actions

Some services will have to be re-organised to deliver the scale of savings that are required. This will involve consultation with the trade unions and staff which will take time.

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<u>Activities</u>	<u>Comments</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
Contribute to MSR and Sefton 2010, in accordance with Council's overall plan.	HR aspects of the MSR are complete Sefton 2010 has, in effect, been replaced by the Strategic Budget Review, which will present different and significant HR implementation issues. Progress will be subject to the development of the Strategic Budget Review, and its associated working groups.	Linda Nicholls	31-Mar-2010	On Target

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<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
DSP-PER-AP-003 - To review and update Sefton's Pay and Workforce Strategy having regard to the major service review and Sefton 2010 and national priorities.	Mike Fogg	Jo Lloyd	31-Mar-2010	On Hold

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Hold	0
Quarter 1	On Hold	0

<u>Progress</u>	<u>Issues affecting current/future progress & corrective actions</u>
Review and updated Pay & Workforce Strategy in light of developments relative to MSR and 2010 and national priorities.	This action plan has been overtaken by work in relation to the Strategic Budget Review, structure and culture of Sefton MBC. The development of an Organisational Development Plan for Sefton will incorporate "Pay and Workforce" elements.

<u>Activities</u>	<u>Comments</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
Review and update Pay and Workforce Strategy in light of developments relative to MSR and 2010 and national priorities.	This Action Plan has been overtaken by work in relation to the Strategic Budget Review, structure and culture of Sefton MBC. The development of an Organisational Development Plan for Sefton will incorporate "Pay and Workforce" elements.	Jo Lloyd	31-Mar-2010	On Hold

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
DSP-PER-AP-004 - Develop Service Level Agreement with schools for HR Services	Mike Fogg	Linda Nicholls	31-Mar-2011	On Target

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	99
Quarter 1	On Target	95

<u>Progress</u>	<u>Issues affecting current/future progress & corrective actions</u>
SLA now implemented with schools and will need to be amended as and when required.	Regular meetings are being held with schools to address any issues they may have with the SLA.

<u>Activities</u>	<u>Comments</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
publish sustainable SLA with schools in respect of HR services, for future years		Linda Nicholls	31-Mar-2011	On Target

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
DSP-PER-AP-005 - To implement the new Local Government Pension Scheme	Mike Fogg	Linda Nicholls	31-Mar-2012	On Target

Progress Summary

<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	95
Quarter 1	On Target	95

Progress

Issues affecting current/future progress & corrective actions

Policy continues to be updated and developed.

Activities

Comments

Lead Officer

Deadline

Status

Develop and amend local pension policy to reflect changes in LGPS regulations		Linda Nicholls	31-Mar-2012	On Target
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<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
DSP-PER-AP-006 - Implement and monitor the 2007/2011 H&S Strategy	Mike Fogg	Blair Hilton	31-Mar-2010	On Target
<u>Progress Summary</u>				
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>		
Quarter 2	On Target	50		
Quarter 1	On Target	50		
<u>Progress</u>		<u>Issues affecting current/future progress & corrective actions</u>		
The Health Unit continues to work with the PCT and Leisure Services on health promoting activities.		None		
<u>Activities</u>	<u>Comments</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
Develop a sustainable health promotion service for council employees		Blair Hilton	31-Mar-2010	On Target

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
DSP-PER-AP-007 - Improve Equalities in respect of Employment and Training in Sefton	Mike Fogg	Val Jones	31-Mar-2013	On Target

<u>Progress Summary</u>		
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>
Quarter 2	On Target	25
Quarter 1	On Target	20

<u>Progress</u>	<u>Issues affecting current/future progress & corrective actions</u>
<p>Ongoing update/revision of Personnel policies continues.</p> <p>Personnel department has achieved 98% of Level 4 of the Equality Standard.</p>	<p>The Equality Framework has replaced the Equality Standard for Local Government, which has 3 levels of achievement (rather than 5 in the Equality Standard). The highest level is "Excellence" and corporately the Corporate Equalities Group, chaired by the Chief Executive, has undertaken to achieve "Excellence" by March 2011. This will allow actions to be completed for departments to achieve 95% of the (former) Level 4, before moving onto the required actions to attain "Excellence".</p>

<u>Activities</u>	<u>Comments</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
1 - Review Personnel Policies and practices to ensure compliant with equality legislation and best practice	Ongoing update / revision of Personnel policies continues.	Val Jones	31-Mar-2013	On Target
2 - Achieve Equality Standard Level 5 (Level 3 in Revised Standard)	<p>Personnel Department is 98% towards Level 4 of the Equality Standard.</p> <p>Corporately, the achievement date for Level 4 of the Equality Standard has been revised from June 2009 to August 2009 by the Corporate Equalities Group. This is to allow for sufficient time for all Council Departments to achieve 95% of Level 4 as required by the Standard.</p>	Val Jones	31-Mar-2011	On Target

<u>Action</u>	<u>Authorising Officer</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
DSP-PER-AP-008 - To contribute to environmental sustainability within Sefton	Mike Fogg	Val Jones	31-Mar-2010	On Target
<u>Progress Summary</u>				
<u>Period</u>	<u>Action Plan Status</u>	<u>% Complete</u>		
Quarter 2	On Target	70		
Quarter 1	On Target	70		
<u>Progress</u>		<u>Issues affecting current/future progress & corrective actions</u>		
Revise housekeeping policy to include level 2 actions, consult staff and implement policy.		Resource to progress actions is now in place. Completion ahead of target is still achievable.		
<u>Activities</u>	<u>Comments</u>	<u>Lead Officer</u>	<u>Deadline</u>	<u>Status</u>
se housekeeping policy to include level 2 actions, ult staff and implement policy	Good House-Keeping practices continues, including he recycling of paper, glass etc use of double-sided printers to reduce paper usage, switching off lights, computer monitors etc when not in use. Some delay in progressing to Level 2 due to reduced staff resource, but completion ahead of deadline should still be achievable.	Val Jones	31-Mar-2010	On Target

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44. Overall it is considered that progress towards departmental objectives has been positive.

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PERSONNEL DEPARTMENT - CORPORATE SERVICES

PORTFOLIO MONITORING 2009/10 - QUARTER 2

Ref	Description	2008/09 Actual	2009/10 Target	2009/10 Q1	2009/10 Q2
11a	% of top 5% earners that are women	44.49%	46%	43.49%	42.74%
11b	% of top 5% of earners from black & ethnic minorities	1.98%	2.64%	1.98%	1.99%
11c	% of top paid 5% of staff who have a disability New indicator introduced 05/06	2.52%	3.15%	2.54%	2.55%
12	Days sick per member of staff	8.93 days	8.75 days	1.75 days	1.64 days
14	Early retirements (excl. ill health) as a % of the total workforce	1.24%	1.20%	0.23%	1.05%
15	Ill health retirements as a % of the total workforce	0.15%	0.10%	0.03%	0.01%
16a	Staff with disabilities	2.08%	3%	2.05%	1.99%
17a	Staff from ethnic minorities	1.29%	1.50%	1.26%	1.25%

Agenda Item 8

REPORT TO: Cabinet Member Corporate Services

DATE: 9th December 2009

SUBJECT: Insurance Broker Contract

**WARDS
AFFECTED:** All

REPORT OF: Lynton Green
Senior Assistant Finance & Information Services Director

**CONTACT
OFFICER:** J Farrell V Swale
0151 934 4339 0151 934 4058

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To inform the Cabinet Member of expressions of interest from organisations who wish to be invited to tender for the provision of insurance broking services. To approve that the organisations which satisfy the qualification criteria will be invited to tender.

REASON WHY DECISION REQUIRED:

The Council's current Insurance Broker Contract expires on 31st March 2010. This report forms part of the process to ensure that a new facility is in place from 1st April 2010 which will allow the successfully appointed Brokers to ensure that Sefton's insurance portfolio is successfully renewed by 29th September 2010 when the current policies expire.

RECOMMENDATION(S):

It is recommended that all of the organisations who meet the criteria laid down in the Pre Qualification Questionnaire be invited to tender for the provision of insurance broking services to the Council with effect from 1st April 2010.

KEY DECISION: No

FORWARD PLAN: Not appropriate

IMPLEMENTATION DATE: Immediate

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ALTERNATIVE OPTIONS:

There are no alternative options. The current contract expires on 31st March 2010 and there would be serious operational implications if a replacement broker contract was not in place.

IMPLICATIONS:

Budget/Policy Framework: None

Financial: There are no financial implications arising directly from this report. The tender process should ensure that the Council secures the most economically advantageous solution for these services

	2008/ 2009 £	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £
<u>CAPITAL EXPENDITURE</u>				
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
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

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Risk Assessment:

The tender process will ensure that the organisation appointed is of sufficient financial standing and with extensive technical expertise to safeguard the Council's interests.

Asset Management:

CONSULTATION UNDERTAKEN/VIEWS

None

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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		√	

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

None

1. **Background**

- 1.1 The Council currently receives insurance broking services from Aon Limited under a contract which is due to expire on 31st March 2010.
- 1.2 Members are informed that expressions of interest have been received from organisations wishing to formally be invited to tender for the provision of the service when the current contract expires.
- 1.3 Advertisements were placed in appropriate publications, including the European Journal (OJEU) with a closing date of 11th December 2009.
- 1.4 In view of the limited number of companies capable of delivering the services and as all of the companies who qualify will be invited to tender, a request for “call in” to be waived (under Rule 17) has been submitted to the Chair of Overview and Scrutiny Committee (Performance and Corporate Services).

2. **Expressions of Interest**

- 2.1 A total of 9 organisations have expressed interest to date:-
 - Aon Limited
 - Marsh Limited
 - Jardine Lloyd Thompson
 - Heath Lambert
 - Griffiths & Armour Insurance Brokers
 - Berns Brett Limited
 - ACUMUS
 - Aldium
 - Tendering Authority 400
- 2.2 In submitting the requests, the organisations were informed that they must provide information by way of a Pre Qualification Questionnaire (PQQ). The information requested includes:-
 - a) A copy of their latest Statement of Accounts and Balance sheet
 - b) A list of local authorities for which they provide Broking Services
 - c) Confirmation that they are authorised by the Financial Services Authority within the UK or equivalent member state regulatory body.
 - d) Confirmation that they were members of BIBA (British Insurance Brokers Association) or equivalent member state regulatory body.
- 2.3 One of the larger organisations (Jardine Lloyd Thompson) has stated that they are unable to provide the services required by the Council and as such they will proceed no further.
- 2.4 It is anticipated that at least 4 of the other organisations will continue with their interest and will meet the necessary criteria.

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3. Recommendation

- 3.1 It is recommended that all of the organisations who meet the criteria laid down in the PQQ be invited to tender for the provision of insurance broking services to the Council with effect from 1st April 2010.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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