

MEETING: CABINET MEMBER - CORPORATE SERVICES  
DATE: Wednesday, 3 March 2010  
TIME: 10.00 am  
VENUE: Town Hall, Bootle (video conferenced Town Hall, Southport)

Councillor

DECISION MAKER: Parry  
SUBSTITUTE: Griffiths

SPOKESPERSONS: McGuire Tweed

SUBSTITUTES: Hands McGinnity

COMMITTEE OFFICER: Mike Morris  
Telephone: 0151 934 2045  
Fax: 0151 934 2034  
E-mail: [mike.morris@legal.sefton.gov.uk](mailto: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.	<b>Apologies for Absence</b>		
2.	<b>Declarations of Interest</b> 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.	<b>Minutes</b> Minutes of the meeting held on 3 February 2010		(Pages 5 - 8)
4.	<b>Nationality Checking Service</b> Report of the Legal Director	All Wards	(Pages 9 - 14)
5.	<b>Legal and Democratic Services Department - Fees and Charges 2010/11</b> Report of the Legal Director	All Wards	(Pages 15 - 20)
6.	<b>Sickness Absence Position - Quarters 2 and 3, 2009/10</b> Report of the Personnel Director	All Wards	(Pages 21 - 30)
7.	<b>Awarding of Discretionary Rate Relief (DRR) to Sports Clubs 2010-2015</b> Joint report of the Leisure and Tourism Director and the Acting Finance and Information Services Director	All Wards	(Pages 31 - 42)
8.	<b>Revenue and Capital Expenditure Monitoring to December 2009</b> Joint report of the Chief Executive, the Director of Corporate Services, the Head of Technical Services, the Acting Finance and Information Services Director and the Legal Director	All Wards	(Pages 43 - 64)

- |   |                  |                        |
|---|------------------|------------------------|
| <p><b>9. Grants to Voluntary Organisations Fund - Update</b></p> <p>Report of the Neighbourhoods and Investment Programmes Director</p>   | <p>All Wards</p> | <p>(Pages 65 - 82)</p> |
| <p><b>10. Exclusion of Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>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 they 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 has been applied and favours exclusion of the information from the Press and Public.</p> |                  |                        |
| <p><b>11. Settlement in respect of Claim by Integral Services UK Limited</b></p> <p>Report of the Legal Director</p>  | <p>All Wards</p> | <p>(Pages 83 - 86)</p> |
| <p><b>12. Procurement of Passenger Transport Management System for use by Specialist Transport Unit</b></p> <p>Report of the Acting Finance and Information Services Director</p>   | <p>All Wards</p> | <p>(Pages 87 - 94)</p> |
| <p><b>13. Presentation - Elections</b></p> <p>To receive a presentation from Mr. Neil Middlehurst, Head of Electoral Services.</p>  | <p>All Wards</p> |                        |

THE "CALL-IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON THURSDAY, 11 FEBRUARY 2010. MINUTE NO. 95 IS NOT SUBJECT TO "CALL-IN".

## **CABINET MEMBER - CORPORATE SERVICES**

### **MEETING HELD AT THE TOWN HALL, BOOTLE ON WEDNESDAY, 3 FEBRUARY 2010**

PRESENT: Councillor Parry

ALSO PRESENT: Councillors Hands and Tweed.

#### **91. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor McGuire.

#### **92. DECLARATIONS OF INTEREST**

No declarations of interest were received.

#### **93. MINUTES**

RESOLVED:

That the Minutes of the meeting held on 13 January 2010 be confirmed as a correct record.

#### **94. CORPORATE CUSTOMER CONTACT - USE OF SPEECH RECOGNITION TECHNOLOGY**

The Cabinet Member considered the report of the Acting Finance and Information Services Officer on the proposed implementation of speech recognition technology in the Sefton Plus Contact Centre.

RESOLVED:

That the report be noted and the implementation of speech recognition technology, as set out in the report, be approved.

#### **95. ACTIVE WORKFORCE - PROGRAMME DEVELOPMENTS**

The Cabinet Member considered the report of the Leisure and Tourism Director updating on the Active Workforce Programme.

The report indicated that it covered the period April 2008 – December 2009; that since the successful pilot provided by Sefton Public Health Partnership (Sefton Council and Sefton Primary Care Trust), the partnership now included 10 organisations; that 4,000 employees had signed up to the programme, with 1,500 of these paying for a subsidised Active Sefton fitness suite membership, generating £25,000 per month additional income across all leisure centres; that the Programme was

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contributing towards National Indicators 18 and 19; and that £47,000 worth of funding from the Department of Work and Pensions had been applied for through the Health Work and Wellbeing Challenge Fund with a view to increased opportunities for the workforce to participate in sport and recreation, i.e the creation of courses and leagues in sports such as badminton, football, netball and softball.

RESOLVED: That

- (1) the report and the significant progress and development of the Active Workforce Programme be noted; and
- (2) the Cabinet Member's and Spokespersons' recognition of the quality and success of the Programme be recorded.

## **96. FINANCE AND INFORMATION SERVICES DEPARTMENT - CORPORATE SERVICES PORTFOLIO MONITORING 2009/10 - QUARTER 2**

The Cabinet Member considered the report of the Acting Finance and Information Services Director on the performance in relation to the Finance and Information Services Department's element of the Corporate Services Portfolio's 2009/10 Departmental Services Plan, with particular reference to Quarter 2 of 2009/10.

RESOLVED:

That the report be noted.

## **97. CONSULTATION ON DRAFT STATUTORY GUIDANCE ON THE DUTY TO RESPOND TO PETITIONS**

The Cabinet Member considered the report of the Legal and Democratic Services Director which set out a draft response to a consultation by the Government on draft statutory guidance on a new duty in respect of petitions being imposed on local authorities, in accordance with the appropriate provisions of the Local Democracy, Economic Development and Construction Act 2009. Responses to the consultation had been requested by 24 February 2010.

RESOLVED:

That the draft response to the consultation, as set out in the report, be approved for submission to the Department for Communities and Local Government.

## **98. 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 three items of business on the grounds that they may involve the likely disclosure of exempt information as defined in paragraphs 1 (Minute No. 99) and 3 (Minute Nos. 100 and 101) 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.

## **99. REVIEW OF THE SCHOOL ADMISSIONS AND STUDENT SUPPORT SERVICE 2010**

Further to Minute No. 87 of 13 January 2010, the Cabinet Member considered the joint report of the Strategic Director of Children, Schools and Families and the Personnel Director on a proposed re-organisation of the existing School Admissions and Student Support Service to enable it to meet the requirements of the new School Admissions Code, which reflects changes to the law introduced by the Education and Skills Act 2008, which included:

- extending the co-ordinating role of local authorities to all admissions applications for state primary and secondary schools made by their residents at any time of year, from 2010;
- the full inter-Local Authority co-ordination of admission to primary schools to be phased in, starting with all in-year admissions from September 2010 and the annual allocation of primary places from September 2011;
- improving the information provided to parents by local authorities; adding parents and the local community to those who must be consulted regarding proposed admission arrangements;
- requiring local authorities to report annually to the Schools Adjudicator on the fairness and legality of admission arrangements in their area; plus new powers for the Office of the Schools Adjudicator to act proactively if an Authority is failing in any aspects of the statutory and mandatory duties.

In accordance with the Responsibility for Functions provided in the Council's Constitution, the personnel implications described in the report had been approved by the Personnel Director, in consultation with the Strategic Director of Children, Schools and Families.

RESOLVED:

That the reorganisation of the Service, as set out in paragraphs 3.1 to 3.11 and Annex 2 to the report, be approved.

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FEBRUARY 2010

## **100. AWARD OF INSURANCE BROKER AND RISK MANAGEMENT ADVISOR CONTRACT**

Further to Minute No. 76 of 9 December 2009, the Cabinet Member considered the report of the Acting Finance and Information Services Director on two tenders received for the above contract.

The acceptance of the most appropriate tender was a key decision and was currently included on the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) the Insurance Broker Contract be awarded to Aon Limited, of Manchester, for a period of three years with annual renewals, with the options to renew for a further two periods of twelve months; and
- (2) if these options to renew are exercised, renewals be carried out under the existing delegated authority of the Finance and Information Services Director.

## **101. BUSINESS RATES - APPLICATION FOR HARDSHIP RELIEF**

The Cabinet Member considered the report of the Acting Finance and Information Services Director on an application for the reduction or remission of Non-Domestic Rates on the grounds of hardship, under the provisions of Section 49 of the Local Government and Finance Act 1988.

RESOLVED: That

- (1) the application for relief on the grounds of hardship be declined; and
- (2) the Acting Finance and Information Services Director be requested, if possible, to direct the applicant to other possible sources of funding.

## **102. PRESENTATION - HEALTH AND SAFETY ISSUES**

The Cabinet Member received a presentation from Mr. Blair Hilton, Health and Safety Manager on a number of health and safety management issues.

RESOLVED: That

- (1) Mr. Hilton be thanked for his informative presentation; and
- (2) best wishes be conveyed to Mr. Hilton in the light of his impending retirement.



# Agenda Item 4

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

**DATE:** 3 March 2010  
4 March 2010

**SUBJECT:** Nationality Checking Service

**WARDS AFFECTED:** All

**REPORT OF:** Legal Director

**CONTACT OFFICER:** Andrea Grant  
Assistant Legal Director (Democratic Services)

**EXEMPT/  
CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To seek approval for the implementation of a new discretionary service.

**REASON WHY DECISION REQUIRED:**

To allow for the implementation of a new service.

**RECOMMENDATION(S):**

1. The Cabinet Member for Corporate Services agrees that the Nationality Checking Service be introduced on the basis set out within the report and ; and
2. That subject to agreement to enter the scheme, Cabinet approve the level of fees suggested for charging applicants, as set out in paragraph 9.2 of the report.

**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:** The costs to the Council for registration into the scheme will be £550 pa. This would be more than recouped from fees and charges applicable to applicants.

<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				
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:** N/A

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

**Asset Management:** None

## **CONSULTATION UNDERTAKEN/VIEWS**

FD 308 - The Acting Finance and Information Services Director has been consulted and his comments have been incorporated into this report

## **CORPORATE OBJECTIVE MONITORING:**

<b><u>Corporate Objective</u></b>		<b><u>Positive Impact</u></b>	<b><u>Neutral Impact</u></b>	<b><u>Negative Impact</u></b>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	

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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. Introduction

- 1.1 The Nationality Checking Service (NCS) initiative is a partnership between the Home Office UK Border Agency and local authorities across the United Kingdom.
- 1.2 NCS is aimed at people wishing to apply for British Citizenship and is intended to increase the proportion of applications received by the UK Border Agency which may be completed without further enquiry.
- 1.3 In return for an administration fee, local authorities will check Citizenship applications for completeness and accuracy before forwarding them to the UK Border Agency. They will also photocopy valuable documents such as passports before returning the originals to their owners.
- 1.4 Local authorities offering the service are registered with the Office of the Immigration Services Commissioner (OISC) to check nationality applications.
- 1.5 It is expected that each applicant requires approximately 45 minutes of Citizenship Office time. Each local authority is responsible for setting its own fees. The applicant would pay this directly to the local authority.
- 1.6 Applications are forwarded to the Nationality Group by Royal Mail Special Delivery or by a Secure Mail Service. Following receipt by The Home Office the application is treated in the same way as all other applications. The Nationality Group gives no priority to NCS applications. The Nationality Group is part of the UK Border Agency that deals with citizenship applications.

### 2. BACKGROUND

#### 2.1 Office of the Immigration Services Commissioner (OISC)

- 2.1.1 The OISC is an independent public body set up under the Immigration and Asylum Act 1999.

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2.1.2 The OISC is responsible for regulating immigration advisors. Local authorities participating in the NCS are deemed to be immigration advisors by the OISC and must register for that purpose. They may not offer the service until the registration service is complete and the application approved. Local authorities using NCS will complete the Level 1 registration process, enabling them to offer basic levels of advice. A fee is payable for registration, which is currently £550 per annum.

## **2.2 Nationality Group**

2.2.1 The Nationality Group (NG) is responsible for the receipt and consideration of applications for British Citizenship. NG supports integration and community cohesion objectives as well as management of migration. The introduction of citizenship ceremonies in 2004 necessitated a closer working relationship with local authorities.

2.2.2 A review of the working processes of the NG to improve customer service was undertaken and one area that was identified for improvement was applications received with incomplete documentation.

## **3.0 AIMS AND OBJECTIVES**

3.1 NCS is a partnership between NG and local authorities in England, Scotland and Wales. It is designed to increase the proportion of correctly completed applications submitted to the NG.

3.2 In order to improve the processing times for the customer and improve the quality of the application forms submitted, NCS will:

- Provide blank application forms and leaflets when required;
- Check that application forms have been completed correctly and that they have been signed;
- Confirm the identity of the applicant;
- Check that all relevant documents are present;
- Check that the correct fee has been submitted;
- Photocopy valuable documents, such as passports, certify the copies and return the originals to the applicant;
- Forward original documents relating to the knowledge of English requirement directly to the NG;
- Forward applications to the NG by Special Delivery.

3.3 As part of NCS, local authorities will not offer advice on any other matters such as visas, immigration or asylum. Local authorities will normally refer any such enquiries to the UK Border Agency.

## **4.0 BENEFITS**

4.1 Applicants gain from the fact that their applications proceed efficiently through the nationality process, with minimum disruption and duplication, as no further documentation should be requested. Applicants also retain their original documents after the local authority has copied them.

- 4.2 The Home Office receives better quality applications that require less follow up action which means resources can be devoted to making quicker decisions on cases.
- 4.3 The local authority is able to offer a value added service to its potential citizens and is able to recover the full cost of providing it. A quicker turnaround of citizenship decisions will enable local authorities to plan citizenship ceremonies more efficiently.

## **5.0 LEGAL IMPLICATIONS**

- 5.1 There is no express provision in legislation regarding citizenship ceremonies that confers a power on local authorities to provide or charge for a service of this kind. Despite this lack of provision NCS can be provided under the well being power (s2 Local Government Act 2000) if provision of such a service is considered likely to achieve the promotion or improvement of the economic, social and/or environmental well being of the area.
- 5.2 It is considered that the service will promote the social well being of the area. The acquisition of citizenship has been identified by government as an important aspect in promoting community cohesion and if the local authority is able to make the process of applying for citizenship less problematic it will contribute to this aim.

## **6.0 NORTH WEST PROVIDERS OF NCS**

- 6.1 A number of local authorities throughout the North-West currently offer NCS checking. These authorities are: Liverpool; Manchester; Trafford; Salford; Halton; Oldham; Lancashire; Cumbria; Bolton; Cheshire East.
- 6.2 Each authority charges a range of fees for NCS ranging from £36 - £50 for a single adult application; £51 - £60 for a joint application (husband and wife); £61 - £73 for a family application (husband, wife and 2 children).
- 6.3 Most authorities take a deposit when booking the appointment ranging from £25 to the full cost of the application. In almost all cases this deposit is non-refundable. Lancashire NCS also charge £5 for secure postage in addition to the NCS fee.
- 6.4 Not all authorities offer NCS on all days. Liverpool Register Office, for example, offer appointments on 3 – 4 days each week, with appointment times taking between 30 minutes for a single application to 60 minutes for a joint/ family application.
- 6.5 Whilst demand for the service is largely unknown, evidence from a larger local authority indicates that income from NCS could be around £50,000 per year.

## **7.0 TRAINING**

- 7.1 The NG provide full training and back up support at all times and will train as many people as we require.

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## **8.0 COSTS**

8.1 Apart from the registration fee of £550 to the OISC any other costs, such as staffing and photocopying, would be recouped through the NCS fee.

## **9.0 IMPLEMENTATION IN SEFTON**

9.1 Due to the uncertainty around the levels of demand, it is proposed that the service be introduced initially for one day per week in Sefton South (Waterloo Town Hall). This will enable demand to be gauged and the level of staffing resources required to meet that demand to be assessed. One day per week at Sefton South could be managed within existing resources.

9.2 It is suggested that the following fee structure be implemented:

- £45 single adult application;
- £60 joint application (husband and wife);
- £70 family application (husband, wife and 2 children);
- £20 each additional child on parents' application;
- £25 one or more children under the age of 18 who are applying separately from their parents (per child);
- £60 one parent and up to two children;
- £70 one parent and up to three children.

9.3 After 6 months of operation, the success of the service will be reviewed and an expansion proposed if demand is evident.

# Agenda Item 5

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

**DATE:** 3<sup>rd</sup> March 2010  
4<sup>th</sup> March 2010

**SUBJECT:** Legal and Democratic Services Department -  
Fees and Charges 2010/11

**WARDS  
AFFECTED:** All

**REPORT OF:** Caroline Elwood    Legal Director

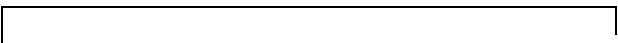
**CONTACT  
OFFICER:** Andrea Grant  
0151 934 2035

**EXEMPT /  
CONFIDENTIAL:** No

<p><b>PURPOSE / SUMMARY:</b></p> <p>To seek approval to increase fees and charges for services provided by the Legal and Democratic Services Department.</p>
<p><b>REASON WHY DECISION REQUIRED:</b></p> <p>To bring the charges in line with the costs of providing the services and in the case of Registrars Charges, to generate additional income.</p>
<p><b>RECOMMENDATION(S):</b></p> <p>That Cabinet Member - Corporate Services recommends to Cabinet :</p> <ul style="list-style-type: none"> <li>(i) That the discretionary fees and charges for the Legal and Democratic Services Department, as set out in <b>Annex A</b>, be implemented on 1st April 2010:</li> <li>(ii) That it be noted that the various Statutory Charges for the Department will be implemented once notified by the relevant Bodies.</li> </ul> <p>That Cabinet :</p> <ul style="list-style-type: none"> <li>(i) Approves the Legal and Democratic Services Department Fees and Charges for 2010/11 as shown in <b>Annex A</b> to the report and notes that changes to Statutory Charges will be implemented as and when necessary.</li> </ul>

**KEY DECISION:** No



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**FORWARD PLAN:** Not appropriate

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

**ALTERNATIVE OPTIONS:**

To not increase the fees and charges

**IMPLICATIONS:**

**Budget / Policy Framework:** Fees and charges are outside of the budget setting framework.

**Financial:** None

<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				
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:** Not applicable

**Asset Management:** Not applicable

**CONSULTATION UNDERTAKEN / VIEWS**

Finance Department FD 339 The Acting 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**

Fees and Charges 2009/10

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## **1. PROPOSED FEES AND CHARGES:**

- 1.1** The consideration of Fees and Charges is currently outside the budget setting framework and it is delegated to the Cabinet Member to determine the need to increase Fees and Charges and make the appropriate recommendations to Cabinet.
- 1.2** The Legal and Democratic Services Department provides a range of services to the public and organisations, which generate income to the Department. This report deals with the annual review of Fees and Charges for implementation in the 2010/11 financial year.
- 1.3** Some of the services provided by the Department have statutorily set fees and charges and at the time of writing this report, it is not known whether these will be changed for the 2010/11 Financial Year. The statutory charges have not therefore been included in this report. The Cabinet Member is asked to note that the Department has no control over the statutory fees and charges for its services. The revised statutory fees and charges will, once notified by the respective bodies, be included in a schedule which will be published on the website.
- 1.4** In terms of discretionary fees and charges, which is the subject of this report, the respective services have reviewed the charges and in certain circumstances, it is not recommended that there shall be an increase. This is because it is felt that the existing charge is appropriate, given market conditions, and in certain cases, because an increase may result in a loss of income as customers choose not to purchase the service.
- 1.5** Members are asked to note that it is proposed that several of the fees and charges for the Registration Service be increased to bring them in line with the costs of provision of the service and with other Authorities.
- 1.6** Members are asked to note the report and to agree the increase in charges with effect from 1st April, 2010, following the expiry of the call-in period for the report.

## ANNEX A

### REGISTRARS FEES 2010/11

	<b>Current</b>	<b>Proposed</b>
<b>APPROVED PREMISES</b>		
Monday to Thursday	246.50	266.50
Friday – Saturday	296.50	316.50
Sunday / Bank Holiday	386.50	416.50
<b>COUNCIL CHAMBER</b>		
Monday to Friday	116.50	126.50
Saturday	136.50	146.50
<b>INDIVIDUAL CITIZENSHIP CEREMONY</b>	130.00	130.00
<b>PREMISES LICENCE</b>		
New	1,400.00	1,500.00
Renewal	900.00	950.00
<b>NAMING / RENEWALS</b>		
Monday – Friday (council chamber)	135.00	135.00
<p>The fees for naming/renewals at approved premises to be in line with weddings and civil partnership at approved premises.</p>		

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## LEGAL SERVICES PROPOSED FEES & CHARGES FOR 2010/11

	<u>2009/10</u>	<u>Proposed</u>
	£	£
Vacation of mortgage/removal of charge	150.00	150.00
Registration of charge	120.00	120.00
Copy of documents	50.00 -100 negotiable	£60-100.00 negotiable
Land/property transactions (excluding auctions/development agreements)	2%/ negotiable	2%/ negotiable
Auction sales	2%/negotiable	2%/ negotiable
Commercial leases/tenancy agreement/licences/ [Notice]	350/negotiable	350/negotiable
Licence to assign/underlet/surrender of lease (commercial)	500.00	500.00
Grazing licences	100.00	100.00
Residential licences to assign	150.00	150.00
Development Agreement (ex s 106)	Negotiable	Negotiable
Title upgrade	250.00	250.00
Letter of postponement	125.00	125.00
<u>S.106 Agreements</u>		
<u>Trees and Greenspace Agreements</u>		
Up to £1,000	Nil	Nil
£1001 to £2,500	275	275
£2,501 to £30,000	550	550
Over £30,000	800	800
<u>Complex S.106 Agreements</u>	550 + actual cost	600 + actual cost
<b><u>Highways Agreements</u></b> (S.38/S.278 etc. - adoption of Highway)	500	500
<u>Highways Licences</u> (S.184 eg dropping kerbs etc)	150	150
<u>Unopposed Highways Orders</u> (S.116)	100	100
<u>Opposed Highways Orders</u> (2/3 Hearings)	350	350

# Agenda Item 6

**REPORT TO:** CABINET MEMBER - CORPORATE SERVICES  
**DATE:** 3 March 2010  
**SUBJECT:** SICKNESS ABSENCE POSITION – QUARTERS 2&3, 2009/10  
**WARDS AFFECTED:** None  
**REPORT OF:** M.H. FOGG, Personnel Director  
**CONTACT OFFICER:** B.R HILTON, Health and Safety Manager  
**EXEMPT/  
CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To provide the Cabinet Member with information on sickness absence levels for all staff (including school based) during the second and third quarters of 2009/2010, together with any proposed improvements in sickness absence management as well as any current initiatives.

**REASON WHY DECISION REQUIRED:**

To promote reduction in sickness levels, and better targeting on priority areas and departments

**RECOMMENDATION(S):**

It is recommended that:

- (i) the report is noted, particularly in respect of current management action and initiatives relating to sickness absence

**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:**

N/A

**IMPLICATIONS:** None

# Agenda Item 6

**Budget/Policy Framework:**

**Financial:**

<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:** N/A

**Asset Management:** None

**CONSULTATION UNDERTAKEN/VIEWS**

There are no financial consequences and therefore the Finance Director has not been consulted

**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>				
ResourceLink has supplied all numerical data for this report.				

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## BACKGROUND

For reference:

- i) corporate targets are 2.20% short term, 1.80% long term (4.0% overall)
- ii) mean metropolitan overall 5.50% (5.80%)
- iii) lower quartile metropolitan 5.20% (5.30%)
- iv) upper quartile metropolitan 6.20% (6.40%)

**NB. The figures given for comparison are 2004/2005 local authority figures; those in brackets are for 2003/2004.**

## Overall performance

1. Based on records currently entered on the system, the total number of 'available days' from 1<sup>st</sup> July 2009 to 30 September 2009 (Quarter 2), including school-based staff, was 470,477 Full Time Equivalent (FTE) days and for 1 October 2009 to 31 December 2009 (Quarter 3) was 472,104. Total absence, both long and short term, over Quarter 2 was 14,578 FTE days and 20,660 for Quarter 3. Overall absence rate was 3.10% - comprising of 1.57% short term and 1.53% long term for Quarter 2 and 4.39% - comprising 2.43% short term and 1.96% long term for Quarter 3. This equates to approximately 7.13 days and 10.10 days respectively per employee.
2. If the data for school-based staff are extracted there were 189,028 FTE days available for Quarter 2 and 188,065 FTE days for Quarter 3. Corresponding total absence, both short and long term, was 9,014 FTE days equating to an overall rate of 4.77% (10.97 days per employee) - comprising 2.24% short term and 2.53% long term for Quarter 2. For Quarter 3 9,852 FTE days were lost equating to an overall rate of 5.23% (12.10 days per employee) – comprising 2.59% short term and 2.64%.
3. Overall performance for Quarter 2 continues to compare favourably against previous quarters however Quarter 3 shows that the corporate targets have not been achieved for the first time in twelve months. There is no apparent reason for this other than increases within the smaller departments, such as Legal, Personnel and Tourism, which obviously have more impact on overall rates.
4. Some slippage certainly within Quarter 3 should be anticipated particularly for short term rates as these tend to be affected by endemic patterns such as those associated winter illnesses. This is confirmed by the significant increase to the number of days lost for infection related absence and this is likely to continue through to the next quarter. (Refer to paragraph 11).

## Departmental performance

5. Table 1 (shown at ANNEX 1) illustrates departmental performance for the second and third quarters of 2009/2010. Figures exceeding the short and long terms targets are shaded.
6. Most departments have demonstrated absence rates in line with corporate targets. However Environmental Protection, Health and Social Care and Tourism still need to reduce their levels for both short and long term rates.
7. It is also important to note that the overall figure still consistently remains not only considerably below the 5.5% for the mean Metropolitan figure but also below that for the lower quartile.

## Reasons for absence

8. Tables 2 and 3 (shown at ANNEX 2) illustrate the number of FTE days against the reasons for absence, both short and long term, for all quarters. The data have been split by gender, and left as FTE days, to give a sense of scale of absence.



9. Tables 4 and 5 (shown at ANNEX 3) illustrate the same data as Tables 2 and 3 but excluding school-based staff.
10. It should be noted that the highest reason for absence for both quarters is for Infection, which accounts for 24.0% and 34.65% respectively of overall sickness absence (inclusive of schools). General Medical Illness, Musculoskeletal conditions and Mental Health type absences feature as second, third and fourth places of overall absence, albeit in differing orders across the two quarters.
11. Infection related absence for Quarter 3 has increased 204% in comparison to Quarter 2. This is in line with previous years' figures and is to be expected. There is little that managers can do to prevent this type of absence other than ensure that they manage cases appropriately and in accordance with best practice within the Sickness Absence Policy.

## **Recent 'absence management' initiatives**

12. The Health Unit has recently commenced an audit of sickness absence reporting focussing mainly on schools and their systems. The results of the audit will be used to develop an action plan for any areas identified as requiring improvement.

## **Recommendations**

13. It is recommended that:
  - (i) the report is noted, particularly in respect of current management action and initiatives relating to sickness absence.

**Table 1 – Departmental analysis - inclusive of school based staff, April 2009 to December 2009**

Departments	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		Short Term Days	Long Term Days	Short Term %	Long Term %
	Short Term Days	Long Term Days	Short Term Days	Long Term Days	Short Term Days	Long Term Days	Short Term Days	Long Term Days				
Chief Executive	158	284	219	263	147	289	1.46	2.62	1.98	2.39	1.32	2.61
CSF	5181	5173	4397	4171	8259	6140	1.55	1.55	1.30	1.23	2.41	1.70
Environmental Protection	585	991	904	1085	967	1267	1.87	3.16	2.81	3.37	3.10	4.06
Finance	185	335	205	212	215	212	1.59	2.88	1.72	1.78	1.77	1.74
Housing MR	0	0	4	0	25	0	0	0	0.46	0	2.03	0
Legal	85	0	118	13	157	64	2.07	0	2.82	0.30	3.72	1.51
Leisure Services	248	410	336	264	330	209	1.13	1.86	1.50	1.18	1.52	0.96
Personnel	24	71	76	88	66	0	0.89	2.62	2.67	3.10	2.33	0
Planning and Ec	241	321	371	279	426	255	1.39	1.87	2.13	1.60	2.50	1.50
Regeneration and Tech Servs	14	0	42	0	33	0	0.76	0	2.25	0	1.80	0
Health and Social Care	478	688	682	742	792	691	1.97	2.84	2.77	3.01	3.25	2.83
Tourism	16	94	46	63	61	66	1.98	4.75	2.35	3.23	3.13	3.40
<b>Total</b>	<b>7215</b>	<b>8367</b>	<b>7400</b>	<b>7180</b>	<b>11478</b>	<b>9242</b>						

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## Annex 2

**Table 2: Short term - April 2009 to December 2009 (inclusive of school based staff)**

Reason for absence	1 <sup>st</sup> Quarter			2 <sup>nd</sup> Quarter			3 <sup>rd</sup> Quarter			4 <sup>th</sup> Quarter		
	Total	M	F	Total	M	F	Total	M	F	Total	M	F
Accidents*	183	39	144	215	81	134	285	116	169			
Medical illness/disease	1359	384	975	1257	369	888	1762	387	1375			
Operation/post recovery	642	147	495	646	149	497	303	74	229			
Musculoskeletal	994	398	596	883	417	466	905	333	572			
Mental Health (inc stress)	387	79	308	370	106	264	699	144	555			
Infection	2281	565	1716	2875	754	2121	5961	1378	4583			
<b>Total</b>	<b>5846</b>	<b>1612</b>	<b>4234</b>	<b>6246</b>	<b>1876</b>	<b>4370</b>	<b>9915</b>	<b>2432</b>	<b>7483</b>			

**Table 3: Long term - April 2009 to December 2009 (inclusive of school based staff)**

Reason for absence	1 <sup>st</sup> Quarter			2 <sup>nd</sup> Quarter			3 <sup>rd</sup> Quarter			4 <sup>th</sup> Quarter		
	Total	M	F	Total	M	F	Total	M	F	Total	M	F
Accidents*	694	71	623	467	78	389	767	305	462			
Medical illness/disease	1179	588	591	1667	905	762	1759	918	841			
Operation/post recovery	2033	655	1378	1488	575	913	1797	364	1433			
Musculoskeletal	2087	585	1502	1886	767	1119	1671	674	997			
Mental Health (inc stress)	2304	309	1995	1916	461	1455	2951	775	2176			
Infection	785	220	565	624	137	487	1198	197	1001			
<b>Total</b>	<b>9082</b>	<b>2428</b>	<b>6654</b>	<b>8048</b>	<b>2923</b>	<b>5125</b>	<b>10143</b>	<b>3233</b>	<b>6910</b>			

\* Further details attached at Annex 4

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Annex 3

**Table 4: Short term - April 2009 to December 2009 (exclusive of school based staff)**

Reason for absence	1 <sup>st</sup> Quarter			2 <sup>nd</sup> Quarter			3 <sup>rd</sup> Quarter			4th Quarter		
	Total	M	F	Total	M	F	Total	M	F	Total	M	F
Accidents	106	32	74	169	70	99	145	91	54			
Medical illness/disease	546	201	345	770	262	508	712	204	508			
Operation/post recovery	296	119	177	361	139	222	207	74	133			
Musculoskeletal	637	276	361	652	289	363	513	235	278			
Mental Health (inc stress)	197	50	147	224	98	126	242	70	172			
Infection	1076	369	707	1907	716	1291	2423	804	1619			
<b>Total</b>	<b>2858</b>	<b>1047</b>	<b>1811</b>	<b>4083</b>	<b>1474</b>	<b>2609</b>	<b>4242</b>	<b>1478</b>	<b>2764</b>			

**Table 5: Long term - April 2009 to December 2009 (exclusive of school based staff)**

Reason for absence	1 <sup>st</sup> Quarter			2 <sup>nd</sup> Quarter			3 <sup>rd</sup> Quarter			4th Quarter		
	Total	M	F	Total	M	F	Total	M	F	Total	M	F
Accidents	431	72	359	350	70	280	473	218	255			
Medical illness/disease	823	501	322	1058	311	747	939	426	513			
Operation/post recovery	837	356	481	766	392	374	769	256	513			
Musculoskeletal	1398	428	970	1140	653	487	1111	557	554			
Mental Health (including stress)	1355	306	1049	1079	428	651	1397	372	1025			
Infection	409	147	262	366	112	254	727	110	617			
<b>Total</b>	<b>5253</b>	<b>1810</b>	<b>3443</b>	<b>4759</b>	<b>1966</b>	<b>2793</b>	<b>5416</b>	<b>1939</b>	<b>3477</b>			

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Annex 4

## Accident Statistics for Quarters 2 and 3 (July to December 2009) 2009/2010

Dept	No of accidents at work		Reasons	No of FTE days lost	
	Male	Female		Male and Female (work related)	Male and Female (not work related)
Chief Exec	0	1	1 x fainted	1	57
Children's Services	1	11	7 x sprain 4 x bruising 1 x burn	312	769
Env Protection	10	0	5x strain 2 x other 2 x physical impact 1 x harmful substance	257	40
Finance	5	0	1 x laceration 1 x burn	3	1
H & Social Care	0	0			51
Legal	0	1	1 x sprain	2	0
Leisure Servs	0	0		0	103
Personnel	0	0		0	59
Planning & E Regen	0			0	17
Regen & Tech Servs	0	0		0	0
Tourism	0	0		0	0
<b>Total</b>	<b>15</b>	<b>2</b>		<b>575</b>	<b>1097</b>

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# Agenda Item 7

**REPORT TO:** CABINET MEMBER – LEISURE & TOURISM  
CABINET MEMBER – CORPORATE SERVICES

**DATE:** 24<sup>TH</sup> FEBRUARY 2010  
3<sup>RD</sup> MARCH 2010

**SUBJECT:** AWARDING OF DISCRETIONARY RATE RELIEF (DRR) TO  
SPORTS CLUBS 2010 – 2015

**WARDS AFFECTED:** None directly affected

**REPORT OF:** GRAHAM BAYLISS – LEISURE & TOURISM DIRECTOR  
LYNTON GREEN – ACTING FINANCE AND INFORMATION  
SERVICES DIRECTOR

**CONTACT OFFICER:** Tina Pilkington, (Senior Development Manager Sport & Recreation)  
(ext 2353)  
Lezley Kynaston (Senior Business Rates Officer) (ext 4366)

**EXEMPT/  
CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To seek the Cabinet Members' approval for the awarding of Discretionary Rate Relief (DRR) to Sefton Sports Clubs for the next five Council municipal years 2010/11 – 2014/15.

**REASON WHY DECISION REQUIRED:**

To meet the requirements of the Local Government Finance Act sections 47 & 48 as it applies to organisations seeking Discretionary Rate Relief (DRR).

**RECOMMENDATION(S):**

**It is recommended that the Cabinet Member for Leisure & Tourism;**

Agree the proposed levels of DRR to the borough's sports clubs as presented by the Sefton Sports Council Assessment Panel, as set out in Annex B.

**It is recommended that the Cabinet Member for Corporate Services:**

Approve the award of DRR to the borough's sports clubs as set out in Annex B.

**KEY DECISION:** No

**FORWARD PLAN:** No

**IMPLEMENTATION DATE:** Following the expiry of the "call –in" period for the Minutes of the Cabinet Member-Corporate Services meeting.

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**ALTERNATIVE OPTIONS:**

The Council has an established policy for supporting sports clubs in this way and is obliged under the Local Government Finance Act to consider such requests. However, as it is discretionary policy the Council has the option to decline the requests.

**IMPLICATIONS:**

If Members were not minded to continue with the policy, there would be a significant detrimental impact on the borough's sports club network. In some instances this could put at risk the future of certain clubs.

In addition there could be a negative reaction from the Sefton Sports Council.

**Budget/Policy Framework:**

1988 Local Government Finance Act

**Financial:**

<b><u>CAPITAL</u></b> <b><u>EXPENDITURE</u></b>	<b>2009/ 2010</b> £	<b>2010/ 2011</b> £	<b>2011/ 2012</b> £	<b>2012/ 2013</b> £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE</u></b> <b><u>IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources	£11,931	£12,926		
Funded from External Resources	£35,973	£38,778		
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

**Legal:**

N/a

**Risk Assessment:**

N/a

**Asset Management:**

N/a

**CONSULTATION UNDERTAKEN/VIEWS  
FINANCE DIRECTOR**



## 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

Cabinet Report: Awarding of Discretionary Rate Relief to Sports Clubs 2005/2006 – 2009/2010  
Local Government Finance Act 1988 Sections 47 & 48

### 1. BACKGROUND

- 1.1 At its meeting on January 23<sup>rd</sup> 1996, the Leisure Services Committee formally adopted a revised policy for the awarding of DRR to the borough's voluntary sector sports clubs. The key principle behind the revised policy was that sports clubs would be rewarded with a percentage of discount based on the impact it had within its community, particularly in the context of 'open access' and alignment to good sports development practices.
- 1.2 The policy allows the Council to award percentage discounts of 25%, 50% and 75%. There is also dispensation for clubs to receive 75% on hardship grounds, particularly for those who have severe financial constraints because of socio economic factors associated with the club's location and/or its membership.
- 1.3 To assist the Finance Director with the administration of the policy (as it applies to sports clubs), officers of the Leisure & Tourism Department take the lead on behalf of the Council. This is done in partnership with Sefton Sports Council who convene a special assessment panel under the auspices of the Executive Committee.
- 1.4 In 2005 the Corporate Resources Cabinet Member agreed to the awarding of DRR to 33 of the borough's clubs for the financial years 2003/4 - 2004/5. It was also agreed that the period for which the award remain in place be extended from two years to five years. That period is now up and the following report outlines the recommendations that officers and the Sefton Sports Council recommend are implemented for the next five years.

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## 2. INTRODUCTION

- 2.1 During October 2009 all existing recipients of DRR were contacted and invited to reapply for the next five year period. A total of 24 clubs responded. The reason for the reduction from 33 is partly due to clubs opting for CASC status, as they now receive mandatory relief. A number of clubs have unfortunately folded and others have simply chosen not to apply. Clubs who have not applied have been invited to do so on a number of occasions by officers. Following the completion of application forms, interviews were undertaken with all clubs during January to assess their applications in more detail and in all cases, clubs were asked to justify their request further.

The criteria which the clubs are invited to meet is set out in Annex A. Particular reference is made to the requirements for receiving 75%, which focus on what the clubs do to impact on community sports development programmes, and adopt good practice in club operations.

- 2.2 Sefton's approach to DRR has been used for many years as a exemplar model for other Local Authorities to follow and is regarded as an excellent way for both clubs and Council to get the best value out of the policy.

## 3. INTRODUCTION OF COMMUNITY AMATEUR SPORTS CLUB (CASC) STATUS

- 3.1 Community Amateur Sports Club (CASC) is an initiative which was introduced by the Inland Revenue (April 2002), in accordance with the Finance Act 2002 Schedule 18, to provide benefits to voluntary sports clubs through a reduction of taxation. The initiative allows clubs to benefit from a range of tax reduction benefits, which include;

- The provision of Mandatory Rate Relief (80%),
- Gift Aid and relief from Corporation Tax where the turnover of trade is less than £30,000 p.a.

- 3.2 The CASC initiative has had a positive impact within Sefton with 15 clubs opting to transfer over to CASC status since its introduction. Officers continue to actively promote the scheme to all clubs, particularly as there is a financial benefit to the Council, as Mandatory Rate Relief is financed directly from the Treasury through the National Non Domestic Rate Pool.

## 4. RECOMMENDED AWARDS FOR 2010/2011 – 2014/15

- 4.1 With the transfer to CASC and the change in circumstances for certain clubs, 23 club applications were duly considered by the assessment panel. The table set out in Annex B provides full details of what each club has been recommended to receive. The following provides an overview of the panel's recommendations:

Applications:

No of applications received	23
No of applications received presented for approval	23

Percentages:

No. of clubs @ 25%	7
No. of clubs @ 50%	6
No. of clubs @ 75%	9
No. of clubs @ 75% (hardship)	1

### 4.2 Notes to Recommendations

- (i) The following clubs are recommended to receive an increase in their discount due to their commitment in complying more fully with the eligibility criteria.

- Blundellsands Tennis Club (from 50% to 75%)
- Campion Lawn Tennis Club (from 25% to 50%)
- Marine Football Club (from 50% to 75%)
- Southport Cycling Club (from 50% to 75%)

(ii) The following clubs failed to meet the criteria for the amount that they are currently in receipt of, therefore the amount requested has been reduced.

- Netherton Park Sports & Social Club (50% - 25%)
- Maghull Football Club (50% - 25%)

(iii) The Following Clubs are not currently in receipt of rate relief and have met the relevant criteria for the amount awarded.

- Hesketh Golf Club (25%)
- Southport Old Links Golf Club (25%)

## 5. FINANCIAL IMPLICATIONS

5.1 The cost to the Council of granting discretionary rate relief to the clubs in 2010/2011 – 2014/2015 will be **£12,926.17**, based on the recommended percentages. These costs can be accommodated within the Council's budget for discretionary rate relief. This will probably increase in line with inflation each year. This is summarised as:

Total rates due for all clubs (2010/2011)	£104,679.63
Cost of awarded relief for all clubs	£51,704.95
Total cost to Sefton	£12,926.17

The remainder of the cost (£38,778.71) will be met from the NNDR pool.

5.2 In addition, most of the clubs will also be eligible to apply for the small business rate relief that will start on 1<sup>st</sup> April 2010. Once those applications have been determined, the relief, which can be as much as 50%, will be applied to the rate bills. This will in turn reduce the cost to the Council of granting discretionary rate relief.

5.3 In future years the cost will increase depending on the new rates payable based on the National Rating Multiplier. It is estimated that this will increase in line with inflation. However, this will be offset by the application of small business relief and also savings if more clubs apply for CASC status.

## 6. FUTURE DEVELOPMENTS

6.1 As in previous years clubs will be monitored to ensure they maintain their commitment to the principles behind the policy. Clubs who fail to do so will face the prospect of having their award reduced or removed entirely.

6.2 Your officers and Sefton Sports Council officials will continue to promote Community Amateur Sports Club (CASC) status to clubs as a way of reducing the cost of the DRR policy to the Council.

## 7. RECOMMENDATION(S):

**It is recommended that the Cabinet Member for Leisure & Tourism;**

Agree the proposed levels of DRR to the borough's sports clubs as presented by the Sefton Sports Council Assessment Panel, as set out in Annex B.

**It is recommended that the Cabinet Member for Corporate Services:**

Approve the award of DRR to the borough's sports clubs as set out in Annex B.

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## DISCRETIONARY RATE RELIEF (D.R.R) SPORTS CLUBS AND ORGANISATIONS

### A. INTRODUCTION

1. The Discretionary Rate Relief Policy exists to assist Sefton's sporting community, with the benefits being significant to clubs in terms of reducing operating costs. The percentage of D.R.R. awarded to your club/organisation will be based on your ability to comply with the conditions set out in Section D of these guidance notes and you will be required to self-assess your club's percentage request under one of the categories outlined in Section C.
2. The principle behind the D.R.R. policy is that a greater percentage of relief will be allocated to clubs/organisations who are making more of an impact within the community in which they are based.
3. This policy became effective on 22 February 1996, and the current review will cover the financial years 2010-2015 (financial years of the authority being April 1st - March 31st). Any new percentages awarded will therefore not come into effect until April 1st 2010.
4. If your club/organisation do not reapply, your current D.R.R. will cease as of March 31st 2010.
5. If your club has Community Amateur Sports Club Status (CASC) you will automatically receive 80% relief and therefore do not need to apply. For more information on CASC and how your club can register, please go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### B. APPLICATION GUIDANCE NOTES

1. Sefton M.B.C. Leisure Services Department and Sefton Sports Council are working in partnership to provide a better service for sports clubs and organisations within the Borough. As part of this D.R.R. process, Officers from both agencies will assess your application prior to it being presented to Sefton Council for consideration.
  2. Applications can only be made by completing the attached form which should be accompanied by any supporting material which may assist the assessing panel in determining whether a percentage discount is to be awarded.
  3. Please read the guidance notes and conditions of eligibility closely before completing and returning your form.
  4. The policy of Rate Relief is discretionary and the decision of Sefton M.B.C. is final.
  5. Please return your application and supporting information by Friday 12th December, to:  
Tina Pilkington (Senior Development Manager)  
Leisure Services Department  
2nd Floor Magdalen House  
30 Trinity Road  
Bootle  
L20 3NJ
- 6. Telephone enquiries:-** Mrs Tina Pilkington (Senior Development Manager)  
0151 934 2353 or
- Mr Paul Wilkinson (Chairman of Sefton Sports Council)  
07944 941057

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## C. HOW TO ASSESS THE % YOU REQUIRE

- (a) **25%** Available to clubs who are; non profit making, voluntary in nature and make a limited contribution to sport in their local community.
- (b) **50%** Available to clubs who are; non profit making, voluntary in nature, who make a significant contribution to the community and can comply with the majority of the conditions of eligibility, as set out in section C of these guidance notes.

- (c) **75% EITHER**

Available to clubs who are; non profit making, voluntary in nature, making a very significant contribution to the local community, have consistently supported the Leisure Services Department, local schools and Sefton Sports Council and can meet all of the conditions of eligibility as set out in Section C.

**OR**

Available to clubs who are; non profit making, voluntary in nature and who have severe financial constraints because of socio economic factors associated with the club's location and/or its membership.

**Please note** - You must demonstrate clearly on your application form which % you feel your club is entitled to receive and justify your selection.

## D. CONDITIONS OF ELIGIBILITY

### ESSENTIAL CONDITIONS FOR ALL % OF RATE RELIEF (25% MINIMUM)

1. Be non-profit making.
2. Have open membership available to all sections of the community.
3. Have affordable levels of subscription.
4. Encourage membership from all groups in the community.
5. Make their facilities available, from time to time, for use by other individuals/organisations.
6. Provide education and training for its members.
7. Demonstrate an ability to raise funds themselves.
8. Have a membership which is drawn predominantly from the Sefton area.
9. Be affiliated to Sefton Sports Council.

### DESIRABLE CONDITIONS FOR AWARDS OF 50% and ESSENTIAL CONDITIONS FOR AWARDS OF 75%

1. A proven commitment to supporting the aims and objectives of Sefton Sports Council, including attendance at meetings and participating in their initiatives.
2. A commitment to coach education and the existence of an established coaching structure within the club (i.e. to facilitate the development of players).
3. Encourage the development of youth sections in line with the recommendations of the governing body of their sport, and the programmes promoted by the Local Authority.
4. Encourage the involvement of people with special needs, where practicably possible, in all aspects of the club activities and promote the principles of sports equity.
5. Have established links with local primary and secondary schools to enable the progression of young people into the club.
6. Actively support the Leisure Services Department and Sefton Sports Council with its aims and objectives and, from time to time, make the club's facilities available for hire/use for both the Local Authority and Sports Council programmes.
7. Be of significant benefit to the local community.
8. Be working towards or achieved Club Accreditation (either NGB or Active Club Mark).

Name of Sports Club	% discount in 2005/2006	New % requested 2010/2011 - 2014/2015	New% Recommended	Estimated 2010/11 Charge	Cost to club if request granted	Cost to Sefton	Location Code
Ainsdale Cricket & Sports Club	CASC	CASC	CASC	N/A	N/A	N/A	00515200772012
Alt Golf Club	CASC	CASC	CASC	N/A	N/A	N/A	00505215027052
Blundellsands Lawn Tennis Club	50	75	75	£824.18	£206.05	£154.54	00306120006016
Blundellsands Sailing Club	50	75	50	£993.60	£496.80	£124.20	00303360001003
Blundellsands Sailing Club	50	75	50	£1,147.70	£573.85	£143.46	0030336000201B
Bootle Weight Training Club	75H	75H	75H	£1,025.65	£256.41	£192.3	0020404001203A
Botanic Gardens Bowling Club	50	50	50	£170.94	£85.47	£21.36	00503035061054
Campion Lawn Tennis Club	25	50	50	£1,750.10	£875.05	£218.76	00307030030011
Carlton Lawn Tennis Club	50	50	50	£691.90	£345.95	£86.49	00513085024018
Firwood Bootle Cricket Club	CASC	CASC	CASC	N/A	N/A	N/A	
Formby Artisans Golf Club	25	25	25	£793.65	£595.24	£49.6	00653680124003
Formby Cricket, Hockey & Squash Club	CASC	CASC	CASC	N/A	N/A	N/A	00651700001027
Formby Lawn Tennis Club	CASC	CASC	CASC	N/A	N/A	N/A	00651700001012
Freshfield Bowling Club	25	25	25	£673.40	£505.05	£42.09	0065363001600A
Hesketh Golf Club	0	25	25	£30,348.18	£22,761.14	£1896.76	00505120044043
Hightown Club	CASC	CASC	CASC	N/A	N/A	N/A	
Hillside Lawn Tennis Club	75	75	75	£630.85	£157.71	£118.28	00513160572017
Maghull Football Club	50	75	25	£1,912.20	£1,434.15	£119.51	00607680001029
Marine Football Club	50	75	75	£9,910.52	£2,477.63	£1858.22	00302380127003
Netherton Park Sports & Social Club	50	50	25	£681.73	£511.30	£42.61	00401100029024
North Meols Lawn Tennis Club	CASC	CASC	CASC	N/A	N/A	N/A	00503175022021
North Meols Lawn Tennis Club	CASC	CASC	CASC	N/A	N/A	N/A	00503175022017
Northern Club	75	75	75	£7,141.50	£1,785.38	£1339.03	00303080001009
Our Ladies Bowling Club	CASC	CASC	CASC	N/A	N/A	N/A	00651580074023
Park Golf Club	75	75	75	£3,490.60	£872.65	£654.49	00505215027048
Scarbrick Bowling Club	25	25	25	£1,269.53	£952.15	£79.35	00507065001004
Sefton ABC & Community Gym	CASC	CASC	CASC	N/A	N/A	N/A	0020358010200B
Southport & Birkdale Croquet Club	50	50	50	£284.90	£142.45	£35.61	00514135036006
Southport & Birkdale Sports Club	75	75	75	£11,129.41	£2,782.35	£2086.76	00514175035002
Southport Cycling Club	50	75	75	£610.50	£152.63	£114.47	00514135049006
Southport Flat Green Bowling Club	CASC	CASC	CASC	N/A	N/A	N/A	
Southport F, C, Juniors	CASC	CASC	CASC	N/A	N/A	N/A	00503015050021

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ANNEX B

Southport Old Links Golf Club	0	50	25	£14,251.69	£10,688.77	£890.73	00506120039017
Southport R.U.F.C.	CASC	CASC	CASC	N/A	N/A	N/A	00513230090015
Southport Sailing Club	CASC	CASC	CASC	N/A	N/A	N/A	00516005038004
Sphynx Lawn Tennis Club	50	50	50	£2,319.90	£1,159.75	£289.99	00507125124023
Waterloo Lawn Tennis Club	CASC	CASC	CASC	N/A	N/A	N/A	00306130022001
Waterloo Rugby Club	75	75	75	£7,969.50	£1,992.37	£1494.28	0030703005700A
West Lancashire Yacht Club	75	75	75	£4,657.50	£1,164.38	£873.28	00516005039007
<b>TOTAL</b>				<b>£104,679.63</b>	<b>£52,974.68</b>	<b>£12,926.17</b>	





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# Agenda Item 8

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

**DATE:** 3 March 2010  
30 March 2010

**SUBJECT:** Revenue and Capital Expenditure Monitoring  
to 31 December 2009

**WARDS AFFECTED:** None directly affected

**REPORT OF:** Chief Executive – Margaret Carney  
Director of Corporate Services – Mike Fogg  
Head of Technical Services – Mike McSorley  
Acting Finance & Information Services  
Director – Lynton Green  
Legal Director – Caroline Elwood

**CONTACT OFFICER:** Samantha Tunney - 0151 934 4039  
Mike Fogg – 0151 934 3398  
Mike McSorley – 0151 934 4247  
Helen Wilson – 0151 934 4047  
Andrea Grant – 0151 934 2030

**EXEMPT/CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To provide the Cabinet Member with the latest available forecast position, based on information as at 31 December 2009 in relation to the Portfolio's 2009/10 Revenue Budget and Capital Programme.

**REASON WHY DECISION REQUIRED:**

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

**RECOMMENDATION(S):**

That the Cabinet Member - Corporate Services:

- a) Notes the progress on the Corporate Services Portfolio revenue budgets that are subject to risk-based monitoring and any steps to mitigate projected overspends.
- b) Notes the progress made on the schemes within the portfolio's elements of the Council's Capital Programme.
- c) Indicates whether any comments about the overall performance of this

# Agenda Item 8

Portfolio's Revenue Budget and schemes within the Capital Programme should be referred to Cabinet and Overview and Scrutiny Committee (Performance and Corporate Services).

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

- a) Note the contents of this report and indicates whether any comments about the overall performance of the Corporate Services Revenue Budget and schemes within the Capital Programme should be referred to Cabinet.

**KEY DECISION:** No.

**FORWARD PLAN:** Not appropriate.

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

**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>
	<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 applicable.

**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 applicable.

**CONSULTATION UNDERTAKEN/VIEWS**

**FD 332** The Acting 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**

None

# 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 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 and progress of actual expenditure against the capital programme for the period ending 31 December 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 budgets can be contained within the resources allocated by the Council for 2009/10.
- 1.3 A departmental budget review of provisions, reserves and other budget headings was carried out earlier in the year that identified resources which could be released to support the overall Council budget. These items were agreed at the meeting of Cabinet on 25<sup>th</sup> November 2009, and were subsequently included on the risk monitoring statements as detailed on the attached annexes.

## 2. Revenue Budget

- 2.1 Details of this portfolio's Revenue budgets that are monitored and reported on this risk-assessed basis are shown in the attached annexes, by Department, and include appropriate comments from Service Directors as follows:

Annex A1(i)	Chief Executive
Annex A2(i)	Finance & Information Services
Annex A3(i)	Legal & Admin
Annex A4(i)	Personnel
Annex A5(i)	Technical Services

- 2.2 **The Assistant Chief Executive (Management) would make the following specific comments in respect of the following forecast outturn variances to the end of December:**

### **Business Support Unit (-£10k)**

The recent restructuring within the BSU was as a result of the £200,000 saving which the Unit has to make as part of the Major Service Review. This saving has been achieved by the holding of vacant posts and through redundancies which are being phased in over the year, and the forecast position for employee costs is currently an underspend of £10,000.

### **Civic and Mayoral Services**

Employee costs for Civic and Mayoral Services are currently forecast to underspend by £75,000 as a result of vacancies. Cabinet previously made a

decision that this budget would be ringfenced, with any underspend being retained for future investment. However, in the light of the current budget pressures, it is felt that this situation can no longer be justified, and this issue is currently being reconsidered.

**2.3 The Acting Finance & Information Services Director would make the following specific comments in respect of the following forecast outturn variances to the end of December:**

**Employee Costs (-£135k)**

The position at the end of December is a forecast underspend of £135,000 on employee costs; this is mainly as a result of a number of posts being held vacant under the spending freeze.

**Supplies & Services (-£15k)**

An underspend of £15,000 is currently forecast on supplies and services; this is partly as a result of the spending freeze.

**Housing Benefits Net Transfer Payments (-£100k)**

Housing Benefits monitoring is currently underway and the figures have been examined to the end of September, which suggests an underspend of approximately £100,000 could be achieved.

**Capital Financing Costs (-£300k)**

The saving of £300,000 declared to the end of December is primarily due to earning a higher interest rate than was originally budgeted, and cash balances being greater than originally anticipated. However, it should be noted that both the level of cash balances and the interest rate levels available in the market are out of the control of the Authority.

**Specialist Transport Unit (+£1m)**

An initial investigation into costs for the Specialist Transport Unit resulted in a forecast overspend of £1million, as reported on the attached annex. It should be noted, however, that an additional exercise has now been carried out to assess the impact of the new taxi contracts which have been put in place, and this has resulted in a reduced forecast overspend position for this financial year of £869,000.

**2.4 The Legal Director would make the following specific comments in respect of the following forecast outturn variances to the end of December:**

**Employee costs (+£100k)**

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The forecast outturn variance to the end of December is £100,000 overspend, which consists of £160,000 overspend less a £60,000 income contribution to the Voluntary Registration team. This overspend is due to the Legal Department currently not holding any vacancies, and vacancy management savings are therefore difficult to achieve. If vacancies do arise during the remaining part of this financial year, the overspend may be reduced.

## **Supplies and Services (+£100k)**

The forecast outturn overspend of £100,000 is largely due to spend on photocopier expenses, and a detailed investigation into contracts recently entered into is currently being undertaken. This review and the roll-out being undertaken by Arvato will address future commitments, but it is unlikely that this will improve the position within this financial year.

## **Commercial Contract Fees (+£100k)**

Commercial contract fee income continues to be at risk as a result of the current economic climate, and, due to the spending freeze on the Capital Programme, the department has limited ability to generate income. The likely level of income is difficult to forecast, and at the end of December the forecast overspend position is £100,000.

### **2.5 The Corporate Services Director would make the following specific comments in respect of the following forecast outturn variances to the end of December for the Personnel Department:**

#### **Employee Costs (-£6.6k)**

Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award; the impact of this overprovision is expected to result in a year end underspend of £6,600.

#### **Supplies and Services (-£25k)**

The forecast underspend on supplies and services of £25,000 relates to funds rolled forward from the previous financial year to meet potential additional costs relating to Resourcelink. It has now been established that this funding is no longer required and is available as a saving in this financial year only.

### **2.6 The Head of Technical Services would make the following specific comments in respect of the following forecast outturn variances to the end of December:**

#### **Admin Buildings Repairs and Maintenance (+£30k)**

The forecast overspend of £30,000 relates to the late receipt of three invoices for work undertaken in previous years. As no accruals were made to meet this commitment, this outstanding payment places further pressure on the Department in the current financial year. The overall admin buildings budget is



being reviewed in the light of changes in various office moves following decisions on the Accommodation Strategy.

### 3. Capital Programme

3.1 Also attached as annexes, by Department, are Corporate Services capital monitoring statements.

Annex A1(ii)	Chief Executive
Annex A2(ii)	Finance & Information Services
Annex A3(ii)	Legal & Admin
Annex A4(ii)	Personnel
Annex A5(ii)	Technical Services

3.2 The programme takes account of slippage from 2008/09 and any revised requirements for individual schemes. Actual expenditure of £5.940m (col.4) has been achieved in the first nine months of the year. This is 84% of the total forecast expenditure for the year of £7.040m (cols. 4 and 5). Forecast expenditure for the remainder of the year is £1.100m (col.5).

Major schemes included within the programme include: -

- 1 Refurbishment of St. Peter's House £3.82m
- 2 Purchase of St. Peter's House £3.29m

The scheme for the refurbishment of St. Peter's House was originally approved at £3m with a further £0.65m approved to replace the heating system; the two schemes have now been amalgamated as the works are being carried out together. Additional works have been identified, but these are being funded by additional contributions of £30,000 by the Health & Safety Executive (re lifts) and £52,000 by arvato (re data centre etc). The costs of alterations and ICT works associated with the rationalisation of the accommodation moves out of Merton House will be contained within the savings identified in the report on this scheme to Cabinet on 14 May 2009. For control purposes this scheme is now shown in the capital programme at a total cost of £3.816m.

The scheme for the purchase of St. Peter's House has been increased to £3.295m as the payment of stamp duty was omitted from the original estimate.

### 4. Recommendations

4.1 That the Cabinet Member - Corporate Services:

- a) Notes the progress on the Corporate Services Portfolio revenue budgets that are subject to risk-based monitoring and any steps to mitigate projected overspends.
- b) Notes the progress made on the schemes within the Portfolio's elements of the Council's Capital Programme.

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- c) Indicates whether any comments about the overall performance of this Portfolio's Revenue Budget and schemes within the Capital Programme 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 the Corporate Services Revenue Budget and schemes within the Capital Programme should be referred to Cabinet.

Corporate Services Portfolio Revenue Budget Risk Areas to 31 December 2009

**ANNEX A1 (i) CHIEF EXECUTIVE REVENUE BUDGET MONITORING**

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>Chief Executive – Corporate Services</b>								
a.	<b>Policy and Support</b>	Employee Costs	337.6	253.2	251.9	-1.3	337.6	0.0
b.	<b>Business Support Unit</b>	Employee Costs	1,095.0	821.3	828.8	7.5	1085.0	-10.0
c.	<b>Civic &amp; Mayoral</b>	Employee Costs	832.2	624.2	565.4	-58.8	757.2	-75.0
d.	<b>Civic &amp; Mayoral</b>	Transfer to Reserve	0	0	0	0	75.0	75.0
e.	<b>Corporate</b>	Pension Increase Costs	165.3	124.0	133.2	9.2	183.2	17.9
<b>Item agreed at Cabinet 25/11/2009:</b>								
		Underspend Reserve	0	0	0	0	0	-21.0
<b>Total</b>								<b>-13.1</b>

Proportion of budget reported upon	Gross £'000	Income £'000
Total of key area budgets	2,264.8	0
Total departmental budget	8,032.6	-744.4
Percentage of total budget reported	28.19%	0.00%

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

Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award. The impact of this overprovision has been taken into account in the forecast outturn figures above.

Employee costs for the BSU are currently showing an overspend. Under the restructuring a number of people have left at the end of September, and others are due to leave at the end of March 2010; in addition a number of posts are now vacant. This restructuring is a result of the £200k saving that the BSU has to make as part of the MSR, and redundancies are being phased in over the year, with an achievement date for the completed restructure of 31 March 2010. A forecast based on current employees will generate an underspend of £10k as shown above.

Employee costs for the Civic and Mayoral Service are currently forecast to underspend by £75k as a result of vacancies. In addition, income is predicted to exceed the budget target. Cabinet made a decision previously that this budget would be ringfenced with any underspend being retained for future investment. However, in the light of current budget pressures this presumption cannot be justified, and the position is under review.

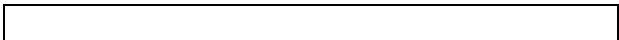
A new risk budget area was included on this statement from November in respect of Pensions Increase costs. This budget is used to cover the costs paid to the Pensions Fund in respect of past employees who are retired and whose original department no longer exists. This is corporate expenditure.

**Items agreed at Cabinet meeting 25/11/09**

A departmental budget review of provisions, reserves and other budget headings identified that the above resources could be released to support the overall Council budget.

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

Corporate savings of £2,600 for this portfolio have been identified.



# Agenda Item 8

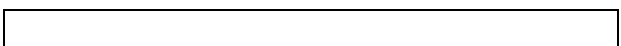
## METROPOLITAN BOROUGH OF SEFTON

ANNEX A1 (ii)

### CAPITAL PROGRAMME 2009/10 - 2012/13

#### CORPORATE SERVICES - CHIEF EXECUTIVE'S DEPARTMENT

1	2	3	4	5	6	7
REF. NO.	PROJECT DESCRIPTION	EXPEND TO 31.3.2009	EXPEND IN 2009/10 TO 31.12.09	FORECAST BALANCE	FUTURE EXPEND	TOTAL COST
		£'000	£'000	£'000	£'000	£'000
1	I.T. Members ICT & Mobile Technology	42.15	0.05	77.80	0.00	120.00
	<b>TOTAL CHIEF EXECUTIVE'S DEPARTMENT SCHEMES</b>	<b>42.15</b>	<b>0.05</b>	<b>77.80</b>	<b>0.00</b>	<b>120.00</b>



Corporate Services Portfolio Revenue Budget Risk Areas to 31 December 2009

**ANNEX A2 (i) FINANCE & IS DEPARTMENT REVENUE BUDGET MONITORING**

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
a.	Finance	Direct Employee Costs	3,520.5	2,640.4	2,515.2	-125.2	3,385.5	-135.0
b.		Supplies and services	246.4	184.8	143.8	-41.0	231.4	-15.0
c.	Specialist Transport Unit	Employees	2,203.3	1,652.5	1,932.9	280.4	2,603.3	400.0
d.		Supplies and Services	15.7	11.8	31.5	19.7	39.7	24.0
e.		Transport Costs	2,951.6	2,213.7	2,429.2	215.5	3,527.6	576.0
f.		Capital Costs	291.7	218.8	196.5	-22.3	291.7	0
<b>Housing Benefits Net Transfer Payments</b>			500.7	375.5	0	-375.5	400.7	-100.0
<b>Capital Financing Costs</b>			14,158.0	10,618.5	0	-10,618.5	13,858.0	-300.0
<b><u>Items agreed at Cabinet 25/11/2009:</u></b>								
	Finance	Finance Underspend Reserve	0	0	0	0	0	-40.0
		Housing Benefit Reserve	0	0	0	0	0	-400.0
<b>Total</b>								<b>10.0</b>

Proportion of budget reported upon	Gross £'000	Income £'000
Total of key area budgets	23,887.9	0
Total departmental budget	57,670.3	-37,854.6
Percentage of total budget reported	41.42%	0%

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

Employee budgets above include an overprovision following the agreement of the 2009/10 JNC pay award. The impact of this overprovision, linked with the freeze on the filling of vacant posts, is expected to result in a year end underspend of £135,000 for Finance (excluding STU).

Supplies and services for the Finance Department are currently showing an underspend partly as a result of the spending freeze, and partly due to the timing of invoices received. It is expected, however, that a year end underspend of £15k will be achieved.

An initial investigation into the Specialist Transport Unit has resulted in a forecast overspend of £1m; a number of efficiencies are currently being investigated to reduce this as far as possible.

Housing Benefits monitoring is currently underway, and the figures have been examined to the end of November, suggesting a small underspend. The variable nature of payments owing to changes in caseload and the current arrangements for calculating subsidy make forecasting difficult; however, at this stage it is felt that an underspend in the region of £100k could be achieved.

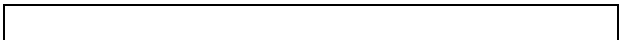
The underspend on capital financing costs reflects an increased return on investments due to a combination of higher than anticipated cash balances and a number of longer term investments attracting higher rates of interest.

**Items agreed at Cabinet meeting 25/11/2009:**

A departmental budget review of provisions, reserves and other budget headings identified that the above resources could be released to support the overall Council budget.

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

Corporate savings of £34,250 have been provisionally allocated to the departmental budget. A detailed methodology for achieving these savings has yet to be agreed; however, budgets have been earmarked should they be required.



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## METROPOLITAN BOROUGH OF SEFTON

ANNEX A2 (ii)

### CAPITAL PROGRAMME 2009/10 - 2012/13

#### CORPORATE SERVICES - FINANCE & INFORMATION SERVICES DEPARTMENT

1	2	3	4	5	6	7
REF. NO.	PROJECT DESCRIPTION	EXPEND	EXPEND IN 2009/10		FUTURE EXPEND	TOTAL COST
		TO 31.3.2009	TO 31.12.09	FORECAST BALANCE		
		£'000	£'000	£'000	£'000	£'000
1	Replacement P.C.s	161.31	0.00	0.00	14.69	176.00
2	e-Government 2004/06	414.60	0.00	0.00	85.40	500.00
3	Technical Infrastructure	132.59	0.00	0.00	13.41	146.00
4	IT Equipment - Server Replacement	41.69	0.00	48.31	0.00	90.00
5	E Government Priority Service Outcomes	226.86	121.43	51.71	0.00	400.00
6	E-government Geographical Information Service	137.89	0.00	27.11	0.00	165.00
7	I.T. Firewall Replacement	17.45	0.00	7.55	0.00	25.00
<b>TOTAL FINANCE &amp; I. S. DEPARTMENT SCHEMES</b>		<b>1,132.39</b>	<b>121.43</b>	<b>134.68</b>	<b>113.50</b>	<b>1,502.00</b>



Corporate Services Portfolio Revenue Budget Risk Areas to 31 December 2009

**ANNEX A3 (i) LEGAL DEPARTMENT REVENUE BUDGET MONITORING**

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
a.	Legal	Direct Employee Costs	2,397.6	1,798.2	1,938.6	140.4	2,557.6	160.0
b.	Legal	Legal Dept Supplies & Services	174.8	131.1	240.4	109.3	274.8	100.0
c.	Legal	Commercial Contract Fees	-227.8	-170.8	-59.8	111.0	-127.8	100.0
d.	Coroners	Coroners Service Fees	527.4	395.5	331.8	-63.7	527.4	0
e.	Land charges	Land Search Fees	-300.0	-225.0	-180.1	44.9	-300.0	0
f.	Registrars	Registrars Income	-178.1	-133.5	-149.9	-16.4	-178.1	0
g.	Legal	Additional income – VR team	0	0	-30.0	-30.0	-60.0	-60.0
<b>Item agreed at Cabinet 25/11/2009:</b>								
	Registrars	Underspend Reserve	0	0	0	0	0	-6.0
<b>Total</b>								<b>294.0</b>

Proportion of budget reported upon	Gross £'000	Income £'000
Total of key area budgets	3,099.8	-705.9
Total departmental budget	5,229.6	-3,864.8
Percentage of total budget reported	59.27%	18.26%

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

Employee costs are currently forecast to overspend by £100k (£160k less £60k contribution to VR team); this is largely due to the department currently holding no vacancies making the vacancy management savings difficult to achieve. Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award; this is expected to result in additional resources of £11k being available to support the projected departmental overspend.

Supplies and services is a new budget item that is being closely monitored this financial year. Taking into account last year's outturn position, continuing budget pressures and transfers as a result of the Major Service Review, it was deemed necessary to monitor this budget closely. Photocopier expenses are the main contributor to the overspend (£90k to date) and a detailed investigation into contracts recently entered into is being undertaken. The current review and Xerox roll-out being undertaken by Arvato will address future commitments as and when the roll-out is implemented; however, it is unlikely that this will improve the current overspend position.

Commercial contract fee income continues to be at risk as a result of the current economic climate; due to the spending freeze on the capital programme, the department has limited ability to generate income. The level of income is difficult to forecast but the likely shortfall could be in the region of £100k.

Coroner Service fees are currently showing an underspend to date; however, this could be due to the delay in receiving invoices from other Authorities for their services. This will be closely monitored throughout the remaining part of this financial year.

A new fee level for land search fees is due to come into effect from 1 January 2010, but the effect of these changes may not address the shortfall in income to date; additionally, a report is soon to be considered by the Cabinet Member which will review all future changes to land search fees.

Registrars income to date is currently showing no problems, but it is being closely monitored because income is seasonal and often reduces during the winter months. Again, this budget line will be closely monitored throughout the remaining part of this financial year.

**Items agreed at Cabinet meeting 25/11/2009:**

A departmental budget review of provisions, reserves and other budget headings identified that the above resources could be released to support the overall Council budget.

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

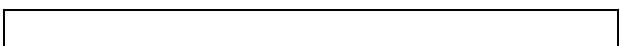
Corporate savings of £42,800 contribute further pressure to the budget, and these savings will need to be reassessed in future years' budgets.

It is anticipated that all areas of the budget that are controlled by the Legal Director will not be contained within the resources allocated by the Council for 2009/10; the department will however seek to mitigate overspends.

**CAPITAL PROGRAMME 2009/10 - 2012/13**

**CORPORATE SERVICES - LEGAL & ADMIN DEPARTMENT**

1	2	3	4	5	6	7
REF. NO.	PROJECT DESCRIPTION	EXPEND TO 31.3.2009	<u>EXPEND IN 2009/10</u> TO 31.12.09	FORECAST BALANCE	FUTURE EXPEND	TOTAL COST
		£'000	£'000	£'000	£'000	£'000
1	Legal Dept ICT Replacement Programme	39.80	0.00	0.00	54.77	94.57
<b>TOTAL LEGAL &amp; ADMIN DEPARTMENT SCHEMES</b>		<b>39.80</b>	<b>0.00</b>	<b>0.00</b>	<b>54.77</b>	<b>94.57</b>



Corporate Services Portfolio Revenue Budget Risk Areas to 31 December 2009

**ANNEX A4 (i) PERSONNEL DEPARTMENT REVENUE BUDGET MONITORING**

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
a.	Personnel	Direct Employee Costs (excl Trade Unions)	1,596.4	1,197.2	1,164.4	-32.8	1,589.8	-6.6
		Supplies & services – one off saving for 09/10	0	0	0	0	-25.0	-25.0
<b>Total</b>								<b>-31.6</b>

Proportion of budget reported upon	Gross £'000	Income £'000
Total of key area budgets	1,596.4	0
Total departmental budget	2,938.3	-3,022.5
Percentage of total budget reported	54.33%	0.00%

Comments on key areas of budget (including remedial action)

The underspend on employee costs is due to a period of maternity leave (employee now returned) and also a vacancy within the department that was filled earlier in the year. Employee budgets include an overprovision following the agreement of the 2009/10 JNC pay award; the impact of this overprovision is expected to result in a year end underspend of £6,550.

It should be noted that there is a post within the Personnel Department which is being funded from the Modernisation Fund, and this arrangement is currently being reviewed.

The £25k forecast underspend on supplies and services relates to funds rolled forward from 2008/09 to meet possible additional costs relating to Resourcelink; it has now been established that this funding is no longer required and is available as a saving in this financial year only.

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

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Corporate savings of £10,200 contribute further pressure to the budget, and as yet they 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.

It is currently anticipated that all areas of the budget controlled by the Personnel Director will be contained within the resources allocated for 2009/10 by the Council.



# Agenda Item 8

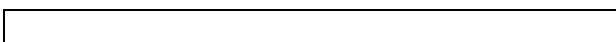
**METROPOLITAN BOROUGH OF SEFTON**

**ANNEX A4 (ii)**

**CAPITAL PROGRAMME 2009/10 - 2012/13**

**CORPORATE SERVICES – PERSONNEL DEPARTMENT**

This Department does not currently have any items in the Council's Capital Programme.



Corporate Services Portfolio to Revenue Budget Risk Areas to 31 December 2009

**ANNEX A5 (i) TECHNICAL SERVICES DEPARTMENT REVENUE BUDGET MONITORING**

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>a.</b>	<b>Technical Services- Corporate Services</b>	Pay Costs	48.9	36.7	77.0	40.3	48.9	0
<b>b.</b>		Admin Buildings – Repairs & Maintenance	267.8	200.8	254.5	53.7	297.8	30.0
<b>c.</b>		Admin Buildings – Fuel light & Cleaning	816.9	612.6	571.6	-41.0	816.9	0
<b>d.</b>		Admin Buildings Rents	1,042.4	781.8	825.2	43.4	1,042.4	0
<b>e.</b>		Admin Buildings Service Charges	368.5	276.4	284.4	8.0	368.5	0
<b>f.</b>		Admin Buildings Fees & Letting income	-127.7	-95.7	-72.9	22.8	-127.7	0
<b>Total</b>								<b>30.0</b>

Proportion of budget reported upon	Expenditure £'000	Income £'000
Total key areas of budget	<b>2,544.5</b>	<b>-127.7</b>
Total budget	<b>40,760.0</b>	<b>-23,975.0</b>
Percentage of total controllable budget reported	<b>6.24%</b>	<b>0.53%</b>

**Comments on key areas of budget (including remedial action)**  
 Admin Buildings rents and service charges include some one off costs and final costs on Pinnacle House. It is expected that expenditure will more closely align with budgets as the year progresses and staff are moved into Sefton owned buildings as part of the Accommodation Strategy.  
 The forecast overspend of £30,000 on Admin Buildings repairs and maintenance relates to three invoices (£37,851) which were issued on behalf of Leisure Services to the Property Management Group for work undertaken in previous years; as no accruals were made to meet this commitment, this outstanding payment places further pressure on the Department in the current financial year.

# Agenda Item 8

## METROPOLITAN BOROUGH OF SEFTON

ANNEX A5 (ii)

### CAPITAL PROGRAMME 2009/10 - 2012/13

#### CORPORATE SERVICES - TECHNICAL SERVICES DEPARTMENT

1	2	3	4	5	6	7
REF. NO.	PROJECT DESCRIPTION	EXPEND	EXPEND IN 2009/10		FUTURE EXPEND	TOTAL COST
		TO 31.3.2009	TO 31.12.09	FORECAST BALANCE		
		£'000	£'000	£'000	£'000	£'000
<b><u>Admin Buildings</u></b>						
1	Old & Completing Schemes	839.69	0.05	29.32	0.00	869.06
2	Disabled Facilities	368.99	1.02	69.99	60.00	500.00
3	Southport One Stop Shop	428.41	0.00	71.59	0.00	500.00
4	Accommodation Strategy	3,389.43	46.47	-935.10	0.00	2,500.80
<b><u>Health and Safety Initiatives</u></b>						
5	2008/09 Programme	247.13	2.87	0.00	0.00	250.00
6	2009/10 Programme	0.00	69.83	180.17	0.00	250.00
7	Pleasureland Clearance / Demolition	331.55	0.00	0.00	68.45	400.00
8	Z Blocks Demolition	630.63	8.19	3.22	4.41	646.45
9	Demolition Fund	30.20	26.46	108.34	0.00	165.00
10	Demolition of Bootle High School	0.00	0.00	176.25	50.00	226.25
11	Energy Efficiency Measures	0.00	0.00	50.00	200.00	250.00
12	Refurbishment of St. Peter's House	13.64	2,368.56	1,133.91	300.00	3,816.11
13	Purchase of St. Peter's House	0.00	3,294.90	0.00	0.00	3,294.90
14	Balliol House Demolition	0.00	0.00	0.00	750.00	750.00
<b>TOTAL TECHNICAL SERVICES DEPARTMENT SCHEMES</b>		<b>6,279.67</b>	<b>5,818.35</b>	<b>887.69</b>	<b>1,432.86</b>	<b>14,418.57</b>



# Agenda Item 9

**REPORT TO:** CABINET MEMBER – CORPORATE SERVICES

**DATE:** 3 March 2010

**SUBJECT:** GRANTS TO VOLUNTARY ORGANISATIONS FUND –  
UPDATE REPORT

**WARDS  
AFFECTED:** ALL

**REPORT OF:** Alan Lunt – Director of Neighbourhoods and Investment  
Programmes

**CONTACT  
OFFICER:** Steph Prewett – Assistant Director Neighbourhoods.

**EXEMPT/  
CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To inform the Cabinet Member of:-

1. Results of interim monitoring for 2009/10 successful applicants and Business Partnership Organisations.
2. Assistance provided to unsuccessful applicants from the 2009/10 round.
3. Budget information
4. Progress on the 2010/11 funding round.

**REASON WHY DECISION REQUIRED:**

None required.

**RECOMMENDATION(S):**

That the Cabinet Member:

- (i) Agree that funding allocated in 2009/10 for Crossens Community Centre, Ravenmeols Community Centre and Netherpton Feelgood Factory be allowed to be carried forward in their accounts to the 2010/11 financial year.
- (ii) Agree that the aforementioned organisations are informed that no applications will be accepted for 2010/11; due to 2009/10 under spend being carried forward to 2010/11.
- (iii) Agree that the remaining budget (as of 31 March 2010) be carried forward to the 2010/11 budget.

# Agenda Item 9

**KEY DECISION:** No

**FORWARD PLAN:** No

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

**ALTERNATIVE OPTIONS:**

**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				
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 for this report

# Agenda Item 9

**Risk Assessment:** NA

**Asset Management:** Grant allocations from this budget can assist in maintaining the quality of the Council's assets.

## CONSULTATION UNDERTAKEN/VIEWS

FD 329 - The Finance & IS Director's 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

Grants to Voluntary Organisations Applications – July 2009  
BPA report – December 2009.

# Agenda Item 9

## **1. BACKGROUND:**

- 1.1 In July 2009, applications for Grants to Voluntary Organisations funding were brought before the Cabinet Member - Corporate Services. 58 applications were received, with 20 organisations receiving funding and 38 being unsuccessful.
- 1.2 It was requested by the Cabinet Member- Corporate Services that an update be provided, detailing progress of successful and unsuccessful applicants, before the next funding round.

## **2. CURRENT POSITION:**

- 2.1 Interim monitoring has recently taken place for successful applicants and the results of this are found in Appendix A. Appendix B details progress on the Business Partnership Agreement spends and Appendix C details known progress of unsuccessful applicants and any funding or assistance provided.
- 2.2 A copy of the interim monitoring report can be found in Appendix D and was designed to give a snap shot of how projects are performing, the impact of funding provided, information on how spend is progressing and to highlight any potential issues that need to be considered by the Cabinet Member- Corporate Services. A final monitoring exercise will take place in early April which will require proof of spend.
- 2.3 The majority of applicants, including Business Partnership Agreement organisations, are expected to achieve full spend by 31 March 2010, However, three, namely Crossens Community Centre, Ravenmeols Community Centre and the Feelgood Factory, have reported that they will not achieve spend by 31 March. Details of why spend will not be achieved can be found in Appendix A. It has generally not been the policy of the Council to claw back unspent grant from Organisations where slippage of their spending has occurred, and so members must decide if the carry forward of their funding can be allowed into next financial year, with full accountability to the Council for the delayed spending.
- 2.4 The majority of unsuccessful applications were referred to Sefton CVS and various other organisations for funding advice, the details of which can be found in Appendix C. Unfortunately there is not much detail of what happened after referral, due to data protection issues. A number of applicants received additional support from the Neighbourhoods Division namely; Southport Bowling club and Southport Amateurs Football Club which are detailed in Appendix C.
- 2.5 Alternative funding was found for the following projects, up until 31 March 2010:-

- Y Kids – Young Mens Mentoring project.
- Citizen Advice Bureau
- Augustine Park
- Springwell Primary School.

Details of these projects can be found in Appendix C.

### **3. BUDGET**

3.1 The budget for 2010/11 is yet to be finalised; it is hoped that it will be finalised by Cabinet on 4 March 2010. The remaining budget for 2009/10 currently stands at £7,215, however, this may increase to £10,215 as the Scouts, who applied for emergency funding in October 2009 have not signed the lease for their new premises, which was a condition of funding. The Scouts have been given until 31 March to spend the funding. If the lease is not signed by 31 March it is assumed that the funding will be reabsorbed back into the overall Grants to Voluntary Sector fund budget.

3.2 It is proposed that the remaining 2009/10 budget (as of 31 March 2010) be carried forward into 2010/11 to add to the base budget provision available for next year's allocations to the following financial year and incorporated into the 2010/11 budget.

### **4. CURRENT FUNDING ROUND**

4.1 The current funding round is now open and will close on 22 February 2010 with applications being brought for consideration to the Cabinet Member- Corporate Services on 31 March 2010. The Neighbourhoods Division have received a high number of queries about the fund and have sent out over 40 applications thus far.

### **5. RECOMMENDATIONS**

That the Cabinet Member:

- (i) Agree that funding allocated in 2009/10 for Crossens Community Centre, Ravenmeols Community Centre and Netherton Feelgood Factory be allowed to be carried forward in their accounts to the 2010/11 financial year.
- (ii) Agree that the aforementioned organisations are informed that no applications will be accepted for 2010/11; due to 2009/10 under spend being carried forward to 2010/11.
- (iii) Agree that the remaining budget (as of 31 March 2010) be carried forward to the 2010/11 budget.

<u>Organisation</u>	<u>What do they wanted the money For?</u>	<u>2009/10 Grant</u>	<u>Interim Monitoring Results.</u>
Brunswick Youth Club • Linacre Ward	<ul style="list-style-type: none"> <li>To upgrade the existing IT suite and increase the number of computers available.</li> <li>Develop a new website to help local people access employment and training opportunities.</li> </ul>	£5,000	None provided.
King George Bootle Community Credit Union. • Linacre ward but covers Derby ward as well.	<ul style="list-style-type: none"> <li>Costs towards running costs, the group currently works with 2800 members to address financial exclusion.</li> </ul>	£5,000	The Credit Union have spent £4,150 of their funding and are on target to achieve full spend by the end of the financial year.  The funding has been used for running costs and this has contributed to ongoing growth of the Credit Union, which has seen an additional 230 members join since the funding was awarded.
St Leonard's Youth and Community Centre. • Linacre Ward	Contribution towards running costs. The centre provides open access to approximately 120 young people on hire to approximately 10 other groups	£5,000	St. Leonard's Youth and Community Centre have reported that full spend has been achieved.  According to St. Leonard's the funding has enabled them to keep the building open for longer and to carry out more activities. This in turn has seen an increase in the number of people accessing the centre.
Sefton OPERA • Based in Derby ward. • Services provided across various venues in Sefton.	<ul style="list-style-type: none"> <li>Costs towards running costs and Volunteer Training Costs.</li> <li>OPERA provide holistic treatments to the elderly as well as help and advice on issues such as health and welfare.</li> </ul>	£4,167	Sefton OPERA have £1000 funding to spend and expect to achieve full spend by the end of the financial year.  The funding has been used for running costs and volunteer expenses, which has enabled the organisation to expand its programme of activities.

<u>Organisation</u>	<u>What do they wanted the money For?</u>	<u>2009/10 Grant</u>	<u>Interim Monitoring Results.</u>
Christ Church Youth and Community Centre. • Derby Ward	<ul style="list-style-type: none"> <li>• Contribution towards the running costs of the Life Stiles project, which provides activities such as craft group, Tai – chi etc for the over 50s.</li> </ul>	£5,000	<p>Christ Church has reported spend of £2369.50 and are expecting to achieve full spend by the end of the financial year on room hire and activities.</p> <p>The Life Stiles project has proven to be very popular with elderly residents in the local area. The members have enjoyed a number of activities including Tai Chi, Line dancing etc and a number of trips. A survey of service users states that the project has help elderly residents feel less isolated.</p>
S.I.N.G. • Church ward • Shop premises - nted egistered Charity	<ul style="list-style-type: none"> <li>• Cost towards running costs of the SING Shop that currently provides Management meetings, N.A.G. members, youth group, Police surgeries, and volunteer base.</li> <li>• Costs toward 2 nights extra provision for Youth activities.</li> </ul>	£3,000	<p>Sing have reported that full spend has taken place.</p> <p>The funding provided has gone towards running costs for the SING Shop and a Children and Young People project.</p>
erloo Community Centre. • Church ward	<ul style="list-style-type: none"> <li>• Costs towards running costs for the Community Centre that currently provides courses for local residents as well as access to services such as the CAB, Community Champions etc.</li> </ul>	£4.500	<p>The group have spent £3,700 so far have reported that the remaining funding will be spent by the end of the financial year.</p> <p>The funding has gone towards running costs for the Community Centre, this in turn has enabled the centre to expand on its programme of activities and increase usage.</p>
Linacre Mission • Litherland ward.	<ul style="list-style-type: none"> <li>• A contribution towards running costs. The Centre currently run activities such as Children's Groups, Luncheon Groups, Parenting Groups etc.</li> </ul>	£5,000	<p>The funding allocated this year has been spent and was used to contribute to running costs. This enabled Linacre Mission to expand its services.</p>
Netherton Park Community Centre. • Netherton & Orrell ward	<ul style="list-style-type: none"> <li>• A contribution towards running costs to enable the Centre provide a variety of services such as an After School Club, Youth Club, Sign Language classes, Football etc.</li> </ul>	£5,000	<p>Full spend has been achieved, with the funding being used to cover the cost of insurance.</p>

<u>Organisation</u>	<u>What do they wanted the money for?</u>	<u>2009/10 Grant</u>	<u>Interim Monitoring Results.</u>
Netherton Feelgood Factory. <ul style="list-style-type: none"> <li>Netherton &amp; Orrell ward</li> </ul>	<ul style="list-style-type: none"> <li>An escorted shopping service for up to 36 older and vulnerable people in South Sefton. Volunteers will take them to the shops and they do their shopping.</li> </ul>	£5,000	<p>The group have spent £1000 of their allocation on the project, and have reported that full spend will not be achieved as the project started much later than anticipated due to issues with van hire. During this delay most of the residents who had expressed an interest in the project had made other arrangements and the service is currently being offered to 7 people.</p> <p>The Feelgood Factory has requested that they be allowed to carry the funding forward into the next financial year.</p>
Maghull Parish Hall <ul style="list-style-type: none"> <li>Maghull Ward</li> </ul>	<ul style="list-style-type: none"> <li>Contribution towards building maintenance costs, including the pointing of walls, re-plastering, security fencing and paint of the main hall.</li> <li>Over 350 people per week use the hall.</li> </ul>	£4,600	<p>The full amount of funding has been spent. The Parish Hall has also seen an increase in hiring of 15% since the works have been completed.</p>
Parkside Initiative Molyneux Ward	<ul style="list-style-type: none"> <li>Costs towards setting up a single families support group, updating kitchen equipment an increase in youth provision and running costs.</li> </ul>	£2,450	<p>The organisation has spent £1000 so far. They are confident that full spend will be achieved by the end of the financial year. Equipment is due to be purchased and the Single Families Group is due to start in February.</p>
Woodvale & Ainsdale Community Ass <ul style="list-style-type: none"> <li>Ainsdale ward.</li> </ul>	<p>Contribution toward the costs of courses for 75-100 people to develop self-esteem and enthusiasm for training and gaining employment.</p>	£3,000	<p>The group have reported that they have £3000 funding left to spend and expect this to be achieved by the end of the financial year.</p> <p>Five laptop computers have been purchased enabled a number of additional courses to take place including a job search club for local unemployed people.</p>
Ainsdale Community Care <ul style="list-style-type: none"> <li>Ainsdale ward.</li> </ul>	<ul style="list-style-type: none"> <li>Cost of a chest freezer to store meals that are provided to up to 100 elderly people, either in the centre or delivered to their homes, and new crockery.</li> </ul>	£576	<p>Full spend has already been achieved.</p> <p>The funding was used to replace a chest freezer, which has helped to increase the amount of people benefiting from the service.</p>



<u>Organisation</u>	<u>What do they wanted the money for?</u>	<u>2009/10 Grant</u>	<u>Interim Monitoring Results.</u>
Ainsdale United Reform Church Community Garden. • Ainsdale Ward.	<ul style="list-style-type: none"> <li>To enable a pedestrian entrance and archway to be built to provide easier access to the Community Garden.</li> </ul>	£1,800	All the funding awarded has been spent. The funding has contributed to the costs of a Landscape Architect and materials.
Crossens Community Centre • Meols Ward	<ul style="list-style-type: none"> <li>Contribution towards running costs. To enable activities such as the Youth club, youth bands, parents and children's group, weight watchers and bowling club.</li> </ul>	£5,000	<p>The organisation has not been able to spend their allocation due to a problem with the lease, which they expect to sign in April 2010.</p> <p>A decision is needed as to whether Crossens Community Centre can carry their funding forward to the next financial year.</p>
Ravenmeols Community Centre • Ravenmeols Ward	<ul style="list-style-type: none"> <li>Contribution to running costs and equipment replacement. Centre is used by organisations in Formby – Quiz nights, art clubs, special needs group</li> </ul>	£6,000	<p>The group has spent around £650 of their £6000 allocation, and anticipate using the remaining funding in April 2010. Spend will not take place until April due to the lease and business rates being paid in arrears. This has been confirmed by Capita.</p> <p>A decision is needed as to whether Ravenmeols Community Centre can carry their funding forward to the next financial year.</p>
The Pride of Sefton Narrow Boat. • Borough wide.	<ul style="list-style-type: none"> <li>Contribution towards running costs. The boat provides educational trips for school children and adults.</li> </ul>	£5,000	£3,000 has been spent in running costs. It is forecast that the remaining £2,000 will be spent by 31 March 2010.
Crescent Bowling Club. • Netherton & Orrell ward	Fencing around the green.	£750	The funding has been spent, and proof of spend provided.

Appendix B - Business Partnership Agreements (Interim Monitoring)

Organisation	Current BPA Amount	Activities	Interim Monitoring Issues.
<b>Queens Road Community Centre</b> (Linacre Ward)	£11,500	<ul style="list-style-type: none"> <li>• Adult Learning Classes</li> <li>• Pre-school Project</li> <li>• Play schemes</li> <li>• Youth Projects</li> <li>• After School Projects</li> </ul>	Queen's Road is on target to achieve full spend by the end of the financial year.
<b>L30 Centre</b> (St. Oswald Ward)	£7,500	<p>The Centre is the home of the Head Office for Fun4Kidz, which provides not for profit, affordable child care, other activities at the centre include:-</p> <ul style="list-style-type: none"> <li>• Fun 4 Kidz (After School and Holiday Club)</li> <li>• Fun 4 Kidz Mobile Crèche (serving all Children's Centres)</li> <li>• Morris Dancing</li> <li>• Saturday Club</li> <li>• Sports Academy</li> <li>• Sefton Estate Residents Group</li> <li>• Playing Out Project</li> <li>• Junior Youth Club</li> </ul>	<p>L30 Centre has spent £7,000 of their allocation and will achieve full spend by 31 March 2010.</p> <p>The funding has enabled the centre to remain open for community use.</p>
<b>Art in Action</b> (Linacre Ward)	£2,500	Art in Action provide training and equipment in a number of creative areas, including computer aided design, photography, film making, graphics etc.	Art In Action has reported that all of their allocation has been spent.
<b>Sally Eccleston Centre</b> (Ford Ward)	£12,000	<ul style="list-style-type: none"> <li>• Disabled Persons Group.</li> <li>• Saturday Carers Group,</li> <li>• Welfare Benefits advice</li> </ul>	The Sally Eccleston Centre have reported spend of £12,000 out of £36,000 allocated (over the 3 year business partnership). They have reported that they will be achieve spend by 31 March 2010. However, should spend not have been achieved by the end of March 2010, the issues will be brought back to the Cabinet Member for consideration.

Organisation	Current BPA Amount	Activities	Interim Monitoring Issues.
<b>Woodvale Community Centre</b> (Ainsdale Ward)	£10,000	<ul style="list-style-type: none"> <li>• Football Academy</li> <li>• Street Dance</li> <li>• Salsa Dance</li> <li>• Tai Chi</li> <li>• Young Women’s group</li> <li>• Self Defence Course</li> <li>• Job Club</li> </ul>	The centre has achieved full spend for this financial year.
<b>Sefton Play Council</b> (Linacre Ward) - Sefton provide benefit.	£76,500	<ul style="list-style-type: none"> <li>• Shop (Arts and Crafts materials)</li> <li>• Scrounge service (free recycled materials for members.</li> <li>• Training – Training is provided for up to 700 people.</li> <li>• Play &amp; Toy library Equipment.</li> <li>• Printing &amp; Photocopying</li> <li>• Sefton out of School Network support Service.</li> </ul>	Full spend has been achieved for this financial year.

Appendix C – Unsuccessful applicants funding progress

<u>Organisation</u>	<u>What they wanted funding for</u>	<u>Amount Requested 2009/10</u>	<u>Progress on funding.</u>
Kids Konnect • Linacre Ward	Money requested for one week holiday for 15 children and 13 + volunteers.	£7,000	Referred to Sefton CVS and the Community Foundation.
Queens Road N'hood Centre • Linacre Ward	Two year anti racism project to promote and celebrate cultural diversity in the Queens Road area community.	£8,500	The applicant was referred to the Equalities Partnership. They have advised that they were not able to help them with funding on this occasion.
Elixir Foundations • Linacre Ward	Contribution towards the renovation of two run-down properties in the Sefton area in order to provide accommodation for with treatment and support for long-term recovery from drug and/or alcohol addiction.	£8,988	The applicant was referred to Sefton MBC Drug Action Team, however, they were not able to progress the project further due to planning complications.
Page 76 on Choices d in the Linacre but provision is ugh wide.	Contribution towards the monthly costs of providing a counselling service for adults and children.	£10,000	A referral was made to Health and Social Care, however, no additional funding for the Community and Voluntary Sector is currently available.  The group were also referred to Sefton CVS and the Community Foundation.
Expect Ltd • Linacre Ward	Contribution towards a large-scale refurbishment of the Bowersdale Resource Centre, Seaforth in order to expand it services.	£9,700	A referral was made to Health and Social Care, however, no additional funding for the Community and Voluntary Sector is currently available.  The group were also referred to Sefton CVS and the Community Foundation.
Mersey Media • Linacre ward.	Equipment, staffing and radio licences in order to provide training courses.	£9,333	Referred to Sefton CVS and the Community Foundation.
Bootle YMCA • Derby ward.	To fund an increase in hours for a Youth and Community Worker.	£6,000	Referred to Sefton CVS and the Community Foundation
Y Kids • Derby ward.	To fund an after-school project and mentoring project for young men.	£9,662 (£24,651)	Alternative funding was found for this project.

<u>Organisation</u>	<u>What they wanted funding for</u>	<u>Amount Requested 2009/10</u>	<u>Other course of action</u>
Opportunities Shop • Derby Ward	Two applications - One for 2 laptop computers, website construction and publicity. To help people access employment and training opportunities. Second application is for training costs and help for Sefton residents to access work, funding for interview clothes, books or equipment.	App.1 - £3620 and App 2 £10.000 (£30,00 Over 3 years)	Referred to Sefton CVS and the Community Foundation
Citizens Advice Bureau – Sefton. • Derby ward.	Contribution towards the costs of refurbishing Goddard Hall in order to bring them up to a satisfactory standard in which to deliver their services.	£10,000	Alternative funding was found for this project.
First Initiatives. • Litherland ward.	Contribution towards the costs to pilot an after school club for children with learning or physical disabilities.	£9,971	Referred to Sefton CVS and the Community Foundation
S Centre • Litherland Ward	Contribution towards the cost of the supervision for counsellors.	£2,000 (£6,000 over 3 years)	Referred to Sefton CVS and the Community Foundation
Venus Resource Centre. • Litherland ward	5 laptops and associated equipment, such as bags, programmes and access to the Citizen Advice Bureau Advisornet programme. To provide computer access to families during home visits as part of commissioned support work.	£9,279	Referred to Sefton CVS and the Community Foundation.
Katie's Ski Tracks • Litherland ward and Sefton wide	Contribution towards the costs of 2 children to go on a skiing holiday. The project provides skiing holidays for disabled and terminally ill children.	£3,200	Referred to Sefton CVS and the Community Foundation
St. Edmunds School Waterloo. • Church ward.	Contribution to refurbishment costs to areas of the school that are or will be used by community groups.	£10,000	Referred to Sefton CVS and the Community Foundation.
Friends of Old Christchurch – Waterloo. • Church ward.	Contribution towards running costs and marketing cost in Yr 1. Yr2/3 is for costs towards fees for workshop leaders, garden improvements and general running costs for the Grade II listed building that holds various cultural events etc.	£1,750 (£9,250 over three years)	Referred to Sefton CVS and the Community Foundation

<u>Organisation</u>	<u>What they wanted funding for</u>	<u>Amount Requested 2009/10</u>	<u>Other course of action</u>
Springwell Park Primary School. • Netherton & Orrell ward.	Funding for 20 identified children to access the Springwell Primary Breakfast club. The identified children are currently unable to attend due to the financial cost of attending club (£12.50 per week)	£9,750	Alternative funding was found for this project.
Augustine Park. • Netherton & Orrell ward	Contribution towards running costs for the centre.	£10,000	Alternative funding was found for this project.
Maghull Cricket Club. • Sudell ward.	Contribution to costs of Spring/Summer cricket coaching.	£5,000	Referred to Sefton CVS and the Community Foundation.
Southport Bowling Club. • Kew Ward	Contribution to costs for disabled access.	£10,000 £30,000 over three years.	Neighbourhoods Division have introduced the Bowling Club to COMTECHSA (they provide technical advice/architectural advice on an at risk basis) who are carrying out a feasibility study for the improvements to the club. Neighbourhoods Division have also introduced them to the North Sefton Community Development Manager for Sefton CVS who is helping the group gain charitable status and as soon as the architectural drawings and costings are finished a funding plan will be worked up.
Sefton Advocacy • Cambridge ward.	Contribution to salary costs for a volunteer co-ordinator.	£10,000 £30,000 per year.	Referred to Sefton CVS and the Community Foundation.
Marshside Primary School. • Cambridge ward.	A play area.	£6,360	Referred to Sefton CVS and the Community Foundation.
Spinal Unit Action Group • Dukes ward.	Contribution to the costs of a kitchen refurbishment at the Spinal Unit.	£10,000	Referred to Sefton CVS and the Community Foundation.
Christians Against Poverty – Shoreline Church. • Dukes ward	A contribution toward Debt Advice Service, publicity, clothing and seasonal food parcels and funding towards the opening of charity shop.	£10,000	Referred to Sefton CVS and the Community Foundation.
Mental Health Service Users Forum. • Dukes ward.	Contribution to the cost of a launch event and hiring of guest speakers.	£1,000 (£2,000 in year 2)	Application referred to HSC who advised that no further funding is currently available for Community and Voluntary Sector Groups.

<u>Organisation</u>	<u>What they wanted funding for</u>	<u>Amount Requested 2009/10</u>	<u>Other course of action</u>
Parenting 2000 • Dukes Ward	Renovation of a room in Alchemy Hall, to use as a classroom by day for parenting skills class etc and as a "sit off" space for young people in the evening.	£ 4410	Referred to Sefton CVS and the Community Foundation.
Home-Start Southport and Formby. • Norwood Ward	Contribution towards a volunteer recruitment and retention programme to work with vulnerable parents with children under the age of 5.	£10,000 (£30,000 over 3 years)	The applicant was referred to the Volunteer Bureau at Sefton CVS to gain advice on volunteer programmes, and for further funding advice.
FLP project. • Norwood ward.	Contribution to ongoing arts projects, provision of exhibition space, and general running costs.	£2,000	The application was referred to the Leisure Services Express Sefton Fund. Unfortunately the application was not successful.
ADDA Slot Racing Club. • Meols ward.	Preparation of new clubroom, and construction of a wooden model car track for 15 – 20 members.	£2,000	Referred to Sefton CVS and the Community Foundation.
Sefton Kidney Fund. • Meols ward.	To provide money at Christmas for 40 Kidney Dialysis patients.	£1,000	Referred to Sefton CVS and the Community Foundation.
Sefton Amateurs Football group. • Meols ward.	New kits for a girl's team and refurbishment of current changing facilities to accommodate a girls changing area.	£800 (£9800 over 3 years)	The Neighbourhoods Division provided £800 funding to the group. They were able to secure additional help with the building works etc.
Marshside Temperance Hall. • Meols ward.	Equipment costs for the various groups that use the hall, and towards the forthcoming summer camp.	£2,308.51	The application was referred to Leisure Service, to apply for play-scheme funding. The application was not successful.
Sefton Sports Village. • Ravonmeols ward	Coaching Courses for four people.	£10,000	Referred to Sefton CVS and the Community Foundation.
WRVS • Sefton wide	Running costs for a fruit and veg co-op delivery service.	£ 9,900	The applicant was referred to HSC department; however, no additional funding for Community and Voluntary Sector organisations was available.

<u>Organisation</u>	<u>What they wanted funding for</u>	<u>Amount Requested 2009/10</u>	<u>Other course of action</u>
Shirdley Hill Activity Centre – Girl Guiding Sefton. <ul style="list-style-type: none"> <li>Sefton wide</li> </ul>	Costs toward fire safety repairs.	£ 3,500	Referred to Sefton CVS and the Community Foundation.
Merseyside Partners in Policymaking. <ul style="list-style-type: none"> <li>Sefton wide.</li> </ul>	Contribution towards recruitment costs, running costs and refreshment for a support group for parents with disabled children.	£ 10,000 (£30,00 over 3 years)	Referred to Sefton CVS and the Community Foundation.
Brighter Horizons 4 U. <ul style="list-style-type: none"> <li>Sefton wide.</li> </ul>	Contribution to costs for free counselling in schools and for adults.	£10,000	The applicant was referred to HSC department; however, no additional funding for community and voluntary sector organisations was available.



Appendix D.



**Grants to Voluntary Organisations Interim Monitoring Form Jan/Feb 2010**

<p><b>Organisation:</b> _____</p> <p><b>Contact Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Telephone Number:</b> _____</p> <p><b>Email Address:</b> _____</p> <p><b>Amount Received:</b> _____ (From SMBC Grants to Vols Fund)</p>
<p style="text-align: right;"><b>Please give an overview of activity so far?</b></p>
<p><b>What impact has the funding had on your organisation? Can the impact be quantified (i.e. Service User survey data, reduction in vandalism/crime figures etc.)</b></p>

# Agenda Item 9

**What area has the project been delivered in (i.e. Litherland, borough wide etc)**

**Please provide a breakdown of spend so far?**

Total Funding allocated (2009/2010)	(Please type in amount here)
(Please type in funding heading as appropriate)	(Please type in amount here)
(Please type in funding heading as appropriate)	(Please type in amount here)
(Please type in funding heading as appropriate)	(Please type in amount here)
(Please type in funding heading as appropriate)	(Please type in amount here)
(Please type in funding heading as appropriate)	(Please type in amount here)
(Please type in funding heading as appropriate)	(Please type in amount here)
(Please type in funding heading as appropriate)	(Please type in amount here)
Remaining funding	(Please type in amount here)

**Will the remaining funding be spent by 31 March 2010? Please give details of how spend will be achieved.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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